

DOCTORAL AND HABILITATION REGULATION OF ÓBUDA UNIVERSITY

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I. PREAMBLE

The basis for Óbuda University's Doctoral and Habilitation Regulations (hereinafter referred to as EDHSZ) is formed by the following laws and regulations:

- a **Act CCIV of 2011 on National Higher Education** (hereinafter referred to as Nftv.).
- a Act C of 2001 on the recognition of foreign certificates and degrees.
- a Act CL of 2016 on the General Administrative Procedure.
- a Act LIX of 2022 amending certain laws related to higher education, vocational training, and adult education.
- a Government Decree 387/2012 (XII. 19.) on Doctoral Schools, the Procedure of Doctoral Proceedings, and Habilitation (hereinafter referred to as 387/2012. Gov. Decree).
- a Government Decree 37/2008 (V. 16.) on Nationally Recognized Language Examinations Demonstrating Proficiency in a Foreign Language and the Naturalization of Foreign Language Proficiency Examination Certificates Issued Abroad in Hungary.
- a Government Decree 87/2015 (IV. 9.) on the Implementation of Certain Provisions of the Nftv. (hereinafter referred to as 87/2015. Gov. Decree).

Taking into account the above-mentioned laws, government decrees, as well as the position of the Hungarian Accreditation Committee for Higher Education (hereinafter referred to as: MAB) regarding the establishment and operation of doctoral schools, the University Senate, in compliance with the ESG Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015), defines the detailed rules for doctoral training and degree acquisition, as well as the habilitation procedure as follows.

II. GENERAL PROVISIONS

The scope of the regulation

1. §

(1) The scope of these regulations encompasses doctoral students (hereinafter referred to as doctoral candidates), instructors, researchers, individuals involved in the doctoral process, and participants in the habilitation procedure.

(2) Detailed information regarding student benefits and fees related to doctoral training can be found in Volume III of Óbuda University's Organizational and Operational Regulations (Student Requirements System of Óbuda University), specifically in Part 3 the Student Benefits and Fees Regulations (hereinafter referred to as the Benefits and Fees Regulations).

(3) Elaborate rules concerning doctoral training, not covered by these regulations, are contained in Volume III of Óbuda University's Organizational and Operational Regulations, specifically in Part 2, known as the Study and Examination Regulations (hereinafter referred to as the Study and Examination Regulations), as well as in the university's Quality Assurance Regulations.

(4) Fees associated with doctoral and habilitation procedures are outlined in Annex III titled "Fees for Doctoral and Habilitation Procedures."

Interpretive provisions and Abbreviations

2. §

The Doctoral and Habilitation Regulations of Óbuda University regulations use the following terms in the following manner in connection with doctoral training, degree acquisition, and habilitation:

Doctoral Studies: Preparation for obtaining a doctoral degree after earning a master's degree. Doctoral training requires the acquisition of at least two hundred and forty credits (Nftv. 16. § (1)).

Doctoral Candidate: A student participating in doctoral training (Nftv. 108. § 1.).

Doctoral Dissertation: A written work prepared by a doctoral candidate to demonstrate the ability to independently solve a scientific task in accordance with the requirements of the degree (Nftv. 108. § 1a.).

Habilitation: University evaluation of an instructor's and lecturer's abilities and academic achievements (Nftv. 108. §, 7.).

Habilitation Theses: An organized presentation of the results of the applicant's scientific work in order to obtain the title of Dr. habil.

2/A. §

Abbreviation in ÓE EDHSz:

Database	- the national scientific bibliographic database defined in Section 3. § (1) o) of Act XL of 1994 on the Hungarian Academy of Sciences (http://www.mta.hu/).
DI	- Doctoral School
DIT	- Doctoral School Council
EDHSz	- University Doctoral and Habilitation Regulations
EDHT	- University Doctoral and Habilitation Council
Ftvr.	- Government Decree 87/2015 (IV. 9.) on the implementation of the National Higher Education Act (Nftv.)
HVB	- Habilitation Examination Committee
Kr.	- Government Decree 387/2012 (XII. 19.) on Doctoral and Habilitation Procedures
MAB	- Hungarian Accreditation Committee for Higher Education
MTTDHT	- Technical and Natural Sciences Doctoral and Habilitation Council
Nftv	- National Higher Education Act
ODT	- National Doctoral Council
TDHT	- Doctoral and Habilitation Council of the Faculty
TVSZ	- Educational and Examination Regulations (ÓE)
SZBB	- Professional Evaluation Committee

General Rules for Doctoral training and Degree Acquisition

3. §

(1) The training program includes doctoral training, which prepares students who have already obtained a master's degree for the acquisition of a doctoral degree. In doctoral training, at least two hundred and forty credits must be earned. The duration of the program, unless otherwise specified by this law, is eight semesters (Nftv. 16. § (1)).

(2) Higher education institutions that offer master's programs in the relevant field of study are eligible to provide doctoral training (Nftv. 16. § (2)).

(3) Higher education institutions may be authorized to provide doctoral training and award doctoral degrees in the field of science, including the discipline or artistic branch, covered by their operating license. In the field of arts, eligibility can be obtained for doctoral training that prepares for scientific degrees, as well as for Doctor of Liberal Arts (DLA) programs for artistic degree preparation (hereinafter referred to as doctoral training) and degree conferment (Nftv. 16. § (3)).

(4) Unless otherwise specified by the Gov. Decree 387/2012., the term "field of science" includes artistic branches, "scientific degree" includes artistic degrees, and "scientific activity" includes artistic activity (387/2012. Kr. 1. § (3)).

(5) The scientific degree obtained through doctoral training is "Doctor of Philosophy" (abbreviated as PhD), while in artistic education, it is "Doctor of Liberal Arts" (abbreviated as DLA). The diploma is signed by the Rector and the President of the Doctoral Council (Nftv. 16. § (4)).

(6) The organization of doctoral training and the awarding of doctoral degrees (hereinafter referred to as the doctoral procedure) is the responsibility of the higher education institution's Doctoral Council (hereinafter EDHT). The institutional Doctoral Council may establish subject-specific Doctoral Councils for scientific or artistic branches as defined in the higher education institution's doctoral regulations. All members of the Doctoral Council, except for student representatives, must hold scientific degrees (Nftv 16. § (5)).

(7) *Doctoral training can only be pursued within the framework of a doctoral school* (Gov. Decree 387/2012. Section 1. § (1)). The doctoral school (DI) is the organized structure for doctoral training that ensures preparation for obtaining a scientific degree.

(8) The establishment, termination, and initiation of doctoral training in a doctoral school are decided by the Senate (Nftv. 12. § (3) hd) following the procedures specified in this regulation, in sections 8 and 10.

(9) DIs established at the University operate directly under the supervision of the Rector. Administrative tasks related to DI students are carried out by the DI and the University Doctoral and Habilitation Office.

(10) The DI shall be headed by a widely recognized professor at the University who holds the title of Doctor of the Hungarian Academy of Sciences (MTA) or is a member of the Hungarian Academy of Arts (MMA) or the Hungarian Academy of Sciences (MTA). The head of DI's work shall be assisted by the DI Council (DIT).

(11) The duration of doctoral training is eight semesters, during which at least 240 credits must be earned.

(12) As part of the doctoral program, at the end of the fourth semester and as a prerequisite for starting the research and dissertation phase, a comprehensive examination must be completed, which assesses academic, research, and creative progress.

(13) Following the comprehensive examination, the student participates in the degree acquisition process by completing the research and dissertation phase, which aims to obtain the doctoral degree.

(14) Training can be organised as full-time, part-time and distance learning. **Full-time doctoral training consists of at least forty hours of teaching per semester or the equivalent in closed electronic distance learning** (Nftv. Section 17. § (1)).

(15) The higher education institution may deviate from the minimum number of hours stipulated in paragraph (14) in its doctoral regulations, provided that it may not set more stringent requirements (Nftv. Section 17. § (4)).

General rules of the habilitation

4. §

(1) The title of "dr. habil." (hereinafter referred to as the habilitated doctor title) can be obtained through a habilitation procedure conducted upon application (Gov. Decree 387/2012. Section 21. § (1)).

- (2) *Anyone who meets the following criteria may request the initiation of a habilitation procedure:*
- a) Holds a doctoral degree and has been engaged in high-level, independent scientific or artistic creative work for at least five years since obtaining the scientific degree.*
 - b) Has been involved in teaching at a domestic or foreign higher education institution for at least eight semesters.*
 - c) In the case of habilitation based on scientific creative work, regularly engages in high-level scholarly activity demonstrated by articles published in prestigious international, peer-reviewed journals recognized in the field, along with corresponding citations examined based on the Database. Additionally, they regularly participate in international and domestic scientific events, presenting their results.*
 - d) In the case of habilitation based on technical creative work, regularly engages in high-level creative activity, as evidenced by realized patents, designs, peer-reviewed journal articles, and their associated citations. They also regularly participate in international and domestic professional events, and the positive domestic and international professional response to their outstanding practical achievements has been published in print.*
 - e) In the case of habilitation based on artistic creative work, their artistic creations are nationally and internationally recognized, with positive feedback from influential international artistic forums (Gov. Decree 387/2012. Section 21. § (2)).*
 - f) Meets the teaching and scientific requirements set by the University (H2 annex).*
- (3) The habilitation application must include a summary in a thesis booklet of the scientific, technical, or artistic creative work carried out since obtaining the doctoral degree. The results of selected works should be presented in a consistent, self-explanatory format. New findings should be documented item by item in the usual format of scientific theses, with selected scientific publications or creative works linked to the thesis points (Gov. Decree 387/2012. Section 21. § (3)).
- (4) *The habilitated doctor title can be obtained in the field of study corresponding to the applicant's doctoral degree. In a different field of study from the applicant's doctoral degree, the initiation of the habilitation procedure can be requested if the applicant's activities since obtaining the scientific degree justify it (Gov. Decree 387/2012. Section 21. § (4)).*
- (5) *The habilitation procedure and the awarding of the habilitated doctor title are authorized by the higher education institution in the field of study, including the discipline and artistic branch, where they are entitled to award doctoral degrees (Gov. Decree 387/2012. Section 22. § (1)). The Óbuda University's doctoral schools are listed in Annex D1.*
- (6) The habilitation procedure can be conducted in the Hungarian language or, upon special request and with the consent of the Professional Evaluation Committee (hereinafter referred to as SZBB), in the English language.
- (7) The habilitated doctor title is conferred by the EDHT.

III. THE RULES OF DOCTORAL TRAINING AND DEGREE ACQUISITION

Organizational framework of doctoral training and degree acquisition

The University Doctoral and Habilitation Council

5. §

(1) The EDHT is an independent body in matters related to scientific activities. It establishes and oversees the system of doctoral training and degree acquisition, makes decisions regarding the award of doctoral degrees and the title of habilitated doctor, and also takes positions on fundamental issues related to doctoral and habilitation procedures

(2) The establishment of the EDHT is decided by the Senate. When selecting members of the council, it must be ensured that one-third of the members, or at least two members, are not in an employment relationship with the higher education institution operating the doctoral school. In this context, Professors Emeritus or Professors Emerita of the institution are considered persons who are in an employment relationship with the higher education institution. With the exception of doctoral student representatives, the voting members of the EDHT must hold a scientific degree in accordance with the conditions for regular membership. When selecting members of the EDHT, efforts must be made to ensure proportional representation of all scientific and artistic disciplines in which the higher education institution is entitled to award doctoral degrees. The council is considered quorate when the majority of its voting members are present (Gov. Decree 387/2012. Section 9. § (1)).

(3) At least half of the members of the EDHT must be university professors, research professors, or holders of the Doctor of Science (DSc) title conferred by the Hungarian Academy of Sciences (MTA). One member of the EDHT is delegated by the Doctoral Students' Self-Government. All other members of the EDHT are elected by the Senate based on the rector's proposal for a maximum of five years. In its composition, the EDHT must ensure that all scientific and artistic disciplines and all doctoral schools that provide regular members to it are represented. A member of the EDHT who has a family relationship with the applicant or for whom objective impartiality cannot be expected for other reasons may not participate in the EDHT's work in the specific case.

(4) *When selecting members of the EDHT, it must be ensured that:*

a) full-time, employed lecturers or academic researchers at the University should hold a habilitated doctorate

b) At least two-thirds of them are university teachers.

c) One-third of them, but at least two members, are not in an employment relationship with the university (Gov. Decree 387/2012. Section 22. § (2)).

(5) If not elected as a member, the EDHT has an ex-officio advisory member who is the President of the Professorial Council. The Rector of the University is a permanent invited participant in the meetings of the EDHT. Except for the doctoral student representative, the voting members of the EDHT must be individuals who meet the conditions for regular membership.

(6) The President of the EDHT is an outstandingly recognized university professor at the University, who is elected by the Senate upon the proposal of the Rector and appointed by the Rector for a period of five years. From among its members,

the EDHT may elect Vice-President to represent the President in matters within the scope of authority defined by the President.

(7) The President and members of the EDHT may be re-elected multiple times consecutively.

(8) The mandate of an EDHT member terminates:

a) Upon expiration of the mandate;

b) by resignation;

c) by recall;

d) in case of death of the member;

e) In the case of an instructor, researcher, or professor employed by the University, upon termination of the employment relationship with the University.

(9) In cases specified in paragraphs b) - d) of paragraph (8), the Senate shall elect a new member within 30 days at the latest, upon the proposal of the Rector - if a meeting is not held by then, at its next meeting after the deadline.

(10) The Rector shall present a proposal for new members of the EDHT at the last Senate meeting preceding the expiration of the EDHT's mandate.

(11) The recall of an EDHT member may be initiated by the President of the EDHT or the Rector to the Senate in the following cases:

a) In case of a member's long-term impediment;

b) If the member regularly fails to attend EDHT meetings and cannot justify the absence properly;

c) If a final conviction in criminal proceedings or a disciplinary decision has been rendered against the member;

d) If the member becomes unworthy of membership.

(12) The University is a member of the National Doctoral Council (ODT). The University is represented in the ODT by the President of the EDHT. The President of the EDHT ensures that the necessary university data for the accreditation of doctoral schools are published in the www.doktori.hu database. The doctoral schools are responsible for regularly updating the data for the ODT.

6. §

(1) According to the provisions of Gov. Decree 387/2012 Section 9 § (2) and Section 22, the EDHT has the following responsibilities:

a) *It assesses proposals for the establishment of doctoral schools (87/2012 section 9. § (2) a));*

b) *It regularly evaluates the education and degree acquisition in doctoral schools, with special attention to 84/A. § (4) of the National Higher Education Act (87/2012 section 9. § (2) b));*

c) *In justified cases, it can initiate the closure of doctoral schools (87/2012 section 9. § (2) c));*

d) *Based on § 16. § (5) of the National Higher Education Act, it can establish scientific or artistic doctoral councils (hereinafter referred to as:*

scientific doctoral councils) by scientific fields, including scientific or artistic branches specified in the higher education institution's doctoral regulations, in compliance with the requirements outlined in paragraph (1) (87/2012 section 9. § (2) d));

e) It makes decisions regarding credit recognition, the requirements of the comprehensive examination, the awarding, validation, and withdrawal of doctoral degrees as defined in § 16 (4) of the National Higher Education Act, except for the awarding of doctoral degrees, validation, and withdrawal of these competencies can be delegated to the scientific doctoral council (87/2012 section 9. § (2) e));

f) As specified in the doctoral regulations (hereinafter referred to as EDHSZ), it designates members of the doctoral admission committee, members of the examination committee, and official examiners based on proposals from the doctoral schools. Additionally, it approves the individuals serving as doctoral supervisors and instructors at the doctoral school, with the possibility of delegating these competencies to the scientific doctoral council (87/2012 section 9. § (2) f));

g) It determines the language requirements for degree acquisition, which can be delegated to the operational regulations of the doctoral school (87/2012 section 9. § (2) g));

h) Based on the opinion of the examination committee, it decides on applications for a closed defence, which can be delegated to the scientific doctoral council (87/2012 section 9. § (2) h));

i) It provides opinions to the Senate regarding the Rector's proposals for awarding honorary doctoral degrees and honorary doctoral and professorial titles, as well as recommendations for the closure of doctoral schools (87/2012 section 9. § (2) i));

j) It elects the leaders and regular members of the university's doctoral schools and appoints or releases members of the doctoral school council (87/2012 section 9. § (2) j));

k) It makes decisions on the removal of students from the enrolment list, which can be delegated to the doctoral school council;

l) It conducts habilitation procedures as specified in the regulations, which can be delegated to the scientific doctoral council;

m) It appoints official examiners and the habilitation examination committee, with the possibility of delegating this authority to the scientific doctoral council;

n) It evaluates the report of the habilitation examination committee;

o) It decides on the award of the habilitated doctor title;

p) It prepares decisions related to habilitation for the Senate;

q) It reviews appeals filed against decisions of the SZBB due to legal violations or breaches of regulations.

(2) The President of the EDHT is responsible for convening council meetings, setting the agenda, designating presenters, appointing ad hoc committees, and presiding over discussions. EDHT meetings are not public, but its decisions and their justifications are public.

(3) The EDHT convenes as necessary but at least once every six months. The President is obligated to convene a meeting of the EDHT if at least one-third of its members, the Senate, or the Rector of the University request it in writing.

(4) The EDHT is considered quorate if more than half of its voting members are present, and either the President or Vice-President of the EDHT is present. Decisions of the EDHT are made

by a simple majority vote of the members present (open or secret ballot), except for cases of secret balloting specified in this regulation, where members may vote with ‘yes’

or ‘no’. In case of a tie in an open vote, the President’s vote decides. The President must order a secret ballot in cases of personal matters or if such a request is initiated by a member of the EDHT and is supported by more than half of the present members. In the event of a tie vote during a repeat secret ballot, the discussion on the proposed vote should be postponed.

(5) In justified cases and upon the initiative of the President, the EDHT can also make decisions via electronic voting.

(6) The President of the EDHT is responsible for organizing electronic voting.

(7) During electronic voting, EDHT members cast their votes using their exclusive university email addresses; external members use the email addresses they have confirmed with their signatures on the form submitted to the President of the EDHT.

(8) In electronic voting, the proposal for a decision and the electronic ballot paper must be sent to the members of the EDHT at least three working days before the start of the vote, with at least one working day allowed for voting.

(9) The electronic ballot paper includes:

- a) the decision proposal;
- b) the option of “yes” or “no”;
- c) the time period for casting the vote.

(10) Decisions made through electronic voting must be recorded in the minutes of the next EDHT meeting, indicating that the decision was adopted through electronic voting for the specific issue.

(11) The date of acceptance of the decision based on electronic voting, the deadline for electronic voting, and the provisions concerning the acceptance of the decision must be applied *mutatis mutandis*, as stipulated in paragraph (4).

(12) The decisions of the EDHT must be documented in writing and communicated to the relevant parties. Decisions, except for those related to the awarding or revocation of degrees, must be published on the internal website of the University.

(13) Minutes must be taken at EDHT meetings, including the decisions made during the meeting and the most important matters discussed. The President authenticates the minutes.

(14) In the case of personal matters, anyone whose impartial evaluation of the matter cannot be reasonably expected for any reason, especially due to a conflict of interest, cannot participate in the decision-making process.

(15) Appeals against decisions of the EDHT can only be initiated in cases of violation of this regulation and/or legal violations. Appeals must be submitted to the Rector within 15 days from the date of the alleged legal violation or regulation breach. The Rector must make a decision on appeals within 30 days.

Council for Doctoral and Habilitation in Engineering and Natural

Sciences

6/A. §

- (1) The University Senate, based on the opinion of the EDHT chairperson and the relevant doctoral schools, establishes the Council for Doctoral and Postdoctoral Studies in Engineering and Natural Sciences (hereafter referred to as MTTDHT) for doctoral schools representing the fields of engineering and natural sciences.
- (2) The Senate elects the Chair and members of the MTTDHT. When forming the MTTDHT, there should be a proportional representation of the academically competent doctoral schools in the respective fields. The composition and term of office of the MTTDHT should adhere to the provisions of Section 5 of this regulation. The Doctoral Candidate Council appoints one member with advisory rights to the MTTDHT.
- (3) The MTTDHT possesses the powers specified in Section 6. § (1) e), f), h), l), and m) of this regulation within the scope delegated by the EDHT, except for determining language requirements, awarding, recognizing, or revoking doctoral degrees, awarding, recognizing, or revoking habilitated doctoral titles.
- (4) According to Section 10. § (2) of Act 387/2012, the Doctoral School Council has the authority to decide on the personnel of doctoral topic proposers, supervisors, and instructors within the doctoral school.
- (5) Appeals against decisions of the MTTDHT can be made to the EDHT within 15 days in cases of violation of the law or university regulations. The EDHT will make a decision on appeals within 30 days.

Quality assurance

7. §

- (1) The University operates a quality assurance system based on self-assessment in accordance with the standards and guidelines for quality assurance in the European Higher Education Area (ESG 2015¹). The quality assurance by EDHT encompasses two main areas. Firstly, it continuously monitors the compliance of the doctoral school's operating conditions, and secondly, it tracks the fulfilment of quality assurance requirements related to the doctoral degree acquisition process. When designing the quality assurance system for doctoral programs, EDHT expects the following principles to be adhered to by doctoral schools, taking into account the recommendations of the National Doctoral Council:
 - a) Principle of professional control;
 - b) Principle of transparency;
 - c) Principle of feedback;
 - d) Principle of individual responsibility;
 - e) Principle of documentation;
 - f) Principle of efficiency;
 - g) Principle of practical applicability.
- (2) The quality assurance system covers the entire vertical of doctoral training, from the structuring of programs, through program announcements and admission procedures, to program organization and implementation, extending all the way to post-degree career

¹ Standards and Guidelines for Quality Assurance in the European Higher Education Area – ESG 2015

tracking. Doctoral schools manifest their commitment to this in their own Quality Policy Statement.

- (3) EDHT determines quality objectives and indicators at its first meeting of each academic year, considering institutional quality objectives and indicators. At its last meeting of the academic year, it evaluates the effectiveness of their fulfilment, considering the results of doctoral schools and presents a report on this at the last Senate meeting of the academic year.
- (4) Quality objectives and indicators determined by EDHT are forwarded to the doctoral schools. The doctoral school council determines the school's quality objectives and indicators in accordance with these. In addition to those defined by EDHT, doctoral schools must formulate additional objectives and indicators, considering institutional quality objectives and ESG criteria. The resulting documents are submitted for approval to EDHT and, upon approval, they are made public on the doctoral school's website.
- (5) Doctoral schools carry out their activities in line with the quality assurance plan, regularly reviewed as part of the annual self-assessment, in harmony with the University's and the Doctoral School's Quality Policy, and the University's Quality Assurance Regulation.
- (6) The leader of the Doctoral School reports annually to EDHT on the results of the operation of the doctoral school, the operation of the quality assurance system, the realization of the Quality Policy and quality objectives, and the results achieved during development.
- (7) General quality assurance tasks related to doctoral training and its personnel and organizational aspects are determined by the University Quality Assurance Regulation, while the specific operative-level quality assurance activities and processes are defined in the Doctoral Program Quality Assurance Plan, which is uniformly applied to all doctoral schools within the institution.

**The fundamental provisions regarding doctoral schools the
establishment and dissolution of doctoral schools; core members of
the doctoral school.**

8. §

- (1) The establishment of a Doctoral School (DS) is the prerogative of the University Senate. With the accreditation of a DS, the University gains the right to offer doctoral training in the given field(s) of science and the arts, confer PhD or DLA degrees, conduct habilitation procedures, award the "Dr. habil." Title, recognize foreign scientific (doctoral) degrees, and confer honorary doctoral titles (Doctor Honoris Causa).
- (2) *The establishment of a Doctoral School can be initiated by at least seven core members. The majority of core members should be university professors. An individual can only be a core member of one Doctoral School simultaneously (in accordance with Section 2. § (1) of Act 387/2012).*
- (3) *In a Doctoral School that operates in multiple fields of science, there must be at least nine core members, with at least three core members per field of science. The majority of core members should be university professors conducting research in the respective field of science. In Doctoral Schools related to educational sciences, core members can also come from the disciplinary field related to teacher education (in accordance with Section 2. § (2) of Act 387/2012).*

(4) *A core member must:*

- a) *Hold a scientific degree.*
- b) *Engage in continuous, high-level scientific activities in the field of science of the Doctoral School or in its research area. This scientific activity, excluding artistic activity, must be evaluated based on the national scientific bibliography database specified in Article 3. § (1) (o) of Act XL of 1994 on the Hungarian Academy of Sciences (hereinafter “the Database”).*
- c) *In case of habilitation based on artistic work, have artworks that are nationally and internationally recognized and acclaimed, with positive feedback from influential international artistic forums.*
- d) *Prove their suitability for supervising doctoral students by having successfully supervised at least one doctoral student to obtain a doctoral degree.*
- e) *Be a full-time, employed lecturer or scientific researcher in the respective higher education institution, designated by the higher education institution in accordance with Section 26. § (3) of Act CCIV of 2011 on Higher Education, for the assessment of compliance with the operating conditions of the higher education institution (in accordance with Section 2. § (3) of Act 387/2012).*

(5) If the conditions set out in Section 4 a)-d) are fulfilled, a regular member of the doctoral school may, with the approval of the doctoral council of the higher education institution (hereinafter referred to as EDHT), be Professor Emeritus or Professor Emerita (hereinafter jointly referred to as Professor Emeritus) pursuant to Nftv. 32. § (1). Among Professor Emeritus members, one member per discipline may be considered for the regular members defined in Section 8. § (1) and one member per discipline for the regular members defined in Section 8. § (3) (In accordance with Section 2. § (4) of Act 387/2012).

(6) In addition to meeting the requirements in Section 4 a) –d), core membership can also be granted to scientific advisors or research professors, with the title of Doctor of the Hungarian Academy of Sciences, who are employed full-time at a research institute, provided that the University has a relevant agreement with the research institute. Among these members, only two members per field of science can be taken into account for the core membership defined in Section 8(2) and (3) (in accordance with Section 2(4) of Act 387/2012).

(7) *A core member must:*

- a) *Meet the conditions laid out in Section 8 for at least one cycle of education and during the duration of the degree acquisition process for that cycle.*
- b) *Commit to supervising doctoral students in the Doctoral School (in accordance with Section .3. § of Act 387/2012).*

(8) When establishing a new Doctoral School, except for fields in which a Doctoral School previously operated at the given institution, at least five out of seven core members must meet the requirements specified in Section 8. § (4) d). In the case of interdisciplinary Doctoral Schools, at least eight out of the core members must meet the requirements specified in Section 8. § (4) d). All core members of these Doctoral Schools must meet all requirements specified in Section 8 within six calendar years from their establishment (in accordance with Section .26. § (4) of Act 387/2012).

(9) The core members of a Doctoral School are approved by the DIT and appointed by the Rector, based on the proposal of the Doctoral School.

9. §

- (1) *Core members prepare the documents for the establishment of the Doctoral School, which include:*
 - a) *The scientific and disciplinary classification of the Doctoral School.*
 - b) *The master's degree programs on which the higher education institution relies to meet the requirements specified in Section .16. § (2).*
 - c) *The designation of the research area of the Doctoral School.*
 - d) *The name of the doctoral degree that can be awarded as a result of the doctoral degree acquisition process.*
 - e) *The names of the person nominated to lead the Doctoral School, the core members of the Doctoral School, the proposed supervisors for the first four years, other instructors at the Doctoral School, invited domestic and foreign instructors (in the case of an artistic doctoral school, artists), and researchers. This should include their scientific or artistic resumes, documentation of their most significant scientific (or artistic, in the case of an artistic doctoral school) achievements over the past five years.*
 - f) *The curriculum for the Doctoral School in line with the Hungarian Qualifications Framework Level 8.*
 - g) *The international connections of the Doctoral School that can be considered during its operation.*
 - h) *The quality assurance plan of the Doctoral School.*
 - i) *The operational regulations of the Doctoral School (in accordance with Section .5. § (1) of Act 387/2012).*
- (2) The documentation must be accompanied by declarations from those involved, confirming their acceptance of the appointments and their compliance with the conditions prescribed for them in Act 387/2012 (in accordance with Section .5. § (2) of Act 387/2012).
- (3) The establishment documentation of the Doctoral School includes agreements related to the collaboration of the Doctoral School with the University, with particular attention to the collaboration agreements specified in Section 8(6) of this regulation (in accordance with Section .5. § (3) of Act 387/2012).
- (4) The preliminary opinion of the University Doctoral Council (EDHT) is required for the submission of the proposal for the establishment of the Doctoral School, including the proposed leader of the Doctoral School, to the Senate for approval through the Rector (in accordance with Section .5. § (4) of Act 387/2012).

10. §

- (1) *After the Senate's decision to establish the Doctoral School, the rector of the higher education institution requests its registration with the Educational Authority (hereinafter: the Authority) (in accordance with Section .6. § (1) of Act 387/2012).*
- (2) *The application for registration must include:*
 - a) *The documents for the establishment of the Doctoral School.*
 - b) *The opinion of the Doctoral Council.*
 - c) *The development concept for the research area involved in the establishment of the Doctoral School.*
 - d) *The Doctoral Regulations of the higher education institution.*

e) A declaration that the Doctoral School will provide regular and public information about doctoral training on its website, publish admission requirements annually on the website and in the usual manner of the higher education institution.

f) A declaration that the Doctoral School will continuously update its data to reflect its current status (in accordance with Section .6. § (2) of Act 387/2012).

- (3) The Hungarian Accreditation Committee (hereinafter: MAB), in order to substantiate its expert opinion as specified in Section .67. § (4) of Act CCIV of 2011, shall particularly examine compliance with the necessary requirements regarding Section .8. § (4) b), the application of the agreement specified in Section .8. § (6) and Section .9. § (3), and other requirements as specified in its professional assessment criteria (in accordance with Section .6. § (3) of Act 387/2012).
- (4) The provisions of paragraphs (1)- (3) shall be appropriately applied to the registration of a new field of science for the Doctoral School (in accordance with Section .6. § (4) of Act 387/2012).
- (5) *Changes in the registered data of the Doctoral School must be reported to the Authority within the deadline specified in Section .11. § (2) of Government Decree 87/2015. (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 concerning national higher education (in accordance with Section .7. § of Act 387/2012).*
- (6) *The termination of the Doctoral School is initiated by the Doctoral Council or the rector, and the Senate makes the decision. In the case of initiation by the rector, the Senate, before making its decision, seeks the opinion of the University Doctoral Council (EDHT). According to the Senate's decision, the rector initiates the modification of the registered data of the Doctoral School with the Authority. The Doctoral School is removed from the registry by the Authority without conducting a verification procedure (in accordance with Section .8. § of Act 387/2012).*

Leader and Deputy Leader of the Doctoral School

11. §

- (1) The operation of the Doctoral School is directed by its leader, who is responsible for the school's academic or artistic quality and its educational work.
- (2) The leader of the Doctoral School is elected by the University Doctoral Council (EDHT) from among the university professors who are members of the Doctoral School and hold a title of "Doctor of the Hungarian Academy of Sciences" (MTA) or are members of the Hungarian Academy of Arts (MMA) or MTA. The appointment is made by the rector for a term of up to five years and can be extended multiple times (in accordance with Section .4. § (1) of Act 387/2012).
- (3) The Doctoral School Council (DIT) may elect a Deputy Leader from among the members of the Doctoral School. The tasks and powers of the Deputy Leader are outlined in the operational regulations of the Doctoral School.

Instructors, Theme Announcers and Supervisors of the Doctoral School

12. §

- (1) Doctoral School instructors are those instructors and researchers who hold a scientific degree and are considered suitable by the Doctoral School Council (DIT) to carry out educational, research, and supervisory tasks within the Doctoral School, as proposed by the leader of the Doctoral School (in accordance with Section .4. § (2) of Act 387/2012). Members and instructors of the Doctoral School may also take on teaching assignments in other doctoral schools.
- (2) *A doctoral theme is a research subfield suitable for the doctoral candidate to develop their skills in applying scientific methods, achieve valuable scientific results under the guidance of a supervisor, and provide evidence of these achievements through scientific publications, presentations, and ultimately a doctoral dissertation. The approval of the doctoral theme is the responsibility of the Doctoral School Council (in accordance with Section .13. § (1) of Act 387/2012).*
- (3) *The announcer of a doctoral theme is a person holding a scientific degree whose theme proposal has been approved by the Doctoral School Council (in accordance with Section .13. § (4) of Act 387/2012).*
- (4) *The supervisor of a doctoral theme is a person holding a scientific degree whose theme proposal has been approved by the Doctoral School Council and who is responsible for guiding and assisting the doctoral candidate in their studies, research, and preparation for obtaining a doctoral degree (in accordance with Section .13. § (5) of Act 387/2012).*

A supervisor cannot have more than six doctoral candidates who have not yet obtained their qualifications.
- (5) *A doctoral candidate may have up to two supervisors simultaneously, with the approval of the Doctoral School Council. The name(s) of the supervisor(s) must be clearly stated on the cover page of the doctoral dissertation. (Section .13. § (6) of Act 387/2012).* In addition to an external supervisor, the DIT appoints an internal supervisor from the University to support the work of the external supervisor and monitor the progress of the student. In cases of two supervisors, the DIT designates the responsible supervisor.
- (6) In justified cases, the doctoral theme or the supervisor may be changed upon the request of the respective doctoral candidate, upon the request of the affected doctoral candidate, or on the initiative of the DIT.

Provisions Regarding the Title of Emeritus Member

13. §

- (1) Based on a proposal from the DIT, the rector may confer the title of emeritus member to a person who is a founding member of the Doctoral School, or who has been a member of the Doctoral School for at least 5 years and has documented connections with the University but no longer wishes to supervise doctoral candidates.
- (2) The title of emeritus member does not come with any financial benefits.
- (3) The title and details of emeritus members must be made public in the doctoral database. Emeritus members are not required to meet the criteria for 5 new publications as set by MAB or to have their publication and citation data included in the database.
- (4) Emeritus members are no longer involved in the MAB evaluation processes for Doctoral Schools and are therefore not counted towards the requirement of 7 core members. However, their past achievements remain in the statistics of the Doctoral School.
- (5) The conferring of the title of emeritus member may be revoked by the conferring authority

if the emeritus member's employment relationship with the University is terminated or at the request of the emeritus member. After the title has been revoked, the emeritus member's data will no longer be visible in the public database, but it will be retained and counted in the Doctoral School's performance metrics.

Council of the Doctoral School

14. §

- (1) A Doctoral School Council (DIT) can be established as a body assisting the leader of the Doctoral School. The members of the DIT are elected by the members of the Doctoral School and appointed and relieved of their duties by the University Doctoral and Habilitation Council (EDHT) (in accordance with Section .10. § (1) of Act 387/2012). The President of the DIT is the leader of the Doctoral School.
- (2) The work of the President of the DIT is assisted by a secretary. From among its members, the DIT can elect a vice-President based on the proposal of the President, who is authorized to act in the President's absence in the areas determined by the President.
- (3) Every doctoral school at the university has a Doctoral School Council (DIT) which:
 - a) Manages the operational regulations of the Doctoral School.
 - b) *Approves the persons acting as doctoral theme announcers, supervisors, and instructors in the Doctoral School, as well as the subjects to be announced in the education (title, lecturer, content, bibliography, and credit value) (in accordance with Section .10. § (2) a) of Act 387/2012).*
 - c) *Proposes doctoral themes for announcement (in accordance with Section .10. § (2) b) of Act 387/2012).*
 - d) *Approves the announcement of doctoral themes by the announcer (in accordance with Section .10. § (2) c) of Act 387/2012).*
 - e) *Approves the doctoral candidate's doctoral theme (in accordance with Section .10. § (2) d) of Act 387/2012), or changes it as necessary.*
 - f) *Proposes to the President of the EDHT the admission of candidates to the doctoral program.*
 - g) *Conducts performance evaluations during the education (in accordance with Section .10. § (2) e) of Act 387/2012).*
 - h) Periodically evaluates the implementation of the school's program, the quality of education, and the work of instructors, supervisors, and doctoral candidates participating in the program. It prepares a report for the EDHT, which includes an action plan.
 - i) Provides an opinion to the EDHT regarding the recognition of foreign academic degrees.
 - j) Provides opinions on other matters related to the specific Doctoral School upon the request of the leader of the Doctoral School.
 - k) Makes proposals to the EDHT and the relevant academic doctoral and habilitation council regarding the composition of the comprehensive examination board.
 - l) Reviews requests for semester or year deferrals from participants in organized education, as well as requests from individuals transferring from other doctoral schools and informs the President of the EDHT.
 - m) Decides on the recognition of activities carried out within the framework of partial studies abroad.

- n) Grants permission for participation in parallel education in the field corresponding to the doctoral program.
- o) Makes decisions regarding transfer to another institution, taking into account the conditions set by the (external) host institution.
- p) Decides on the successful or unsuccessful completion of the education.

The process and procedural rules of doctoral training

General Rules for Doctoral training

15. §

(1) Doctoral training is a process of individual or group training, research, and reporting tailored to the characteristics of the field of study and the needs of the doctoral candidate. It consists of educational and research phases, followed by a research and dissertation phase. At the end of the fourth semester, or in cases applying to paragraph (3a), no earlier than the end of the second semester and no later than the end of the fourth semester, a comprehensive examination must be passed, which measures and evaluates academic and research progress (Nftv. 53. § (1)).

(2) Following the comprehensive examination, the student participates in the degree awarding process by completing the research and dissertation phase, aiming to obtain a doctoral degree (Nftv. 53. § (2)).

(3) Individuals who have prepared individually for obtaining a doctoral degree and have met the admission and doctoral training requirements may participate in doctoral training. In this case, the student status is established upon passing the comprehensive examination (Nftv. 53. § (3)).

(3a) A student can also participate in doctoral training while studying in the final year of a master's program concurrently with the preparation for doctoral studies, provided that the student meets the admission requirements after obtaining a master's degree. The credits obtained in the master's program will be recognized simultaneously with the admission decision, in accordance with the doctoral school's regulations (Nftv. 53. § (3a)).

(3b) A student pursuing a master's degree can only participate in doctoral preparation as described in (3a) if their average academic performance in the previous academic year is at least 4.5 and they have achieved one of the top three places in a national scientific student competition (OTDK). Additional requirements are detailed in the regulations of the doctoral schools.

(3c) Exceptionally talented applicants with a bachelor's degree and professional qualifications can be admitted to a doctoral program while concurrently pursuing a master's degree. The institution may require these applicants to pass an entrance exam and demonstrate outstanding academic, scientific, and language skills (Nftv. 40. § (6a)).

(4) Doctoral candidates must submit their doctoral dissertations within three academic years after passing the comprehensive examination, following the guidelines specified in the doctoral regulations. In exceptional cases, this deadline may be extended by up to one academic year according to the provisions set forth in the doctoral regulations. The student status may be suspended for a maximum of two semesters during the degree awarding process (Nftv. 53. § (4)).

(5) Doctoral training at the University can be initiated in the following forms:

- a) State-funded, full-time, day schedule organized education.
- b) Self-financed, full-time, day schedule organized education.
- c) Self-financed, part-time, distance learning organized education.

d) State-supported "Cooperative Doctoral Program" with additional scholarships (specific rules are found in Annex D4/B).

(6) **Special training and examination arrangements should be provided for students with disabilities. Assistance should be offered to help them fulfil their academic responsibilities. In justified cases, some subjects or parts of subjects can be exempted from the curriculum. Longer preparation time should be provided for exams, and the use of aids, including typewriters or computers, should be allowed. If necessary, written exams can be replaced with oral exams, and vice versa. Exemptions granted under this paragraph are only applicable to the circumstances leading to the exemption and do not exempt the student from the basic academic requirements necessary for obtaining the degree (Nftv. 48. § (8)).**

(7) The provisions of paragraph (6) should also apply to foreign language requirements. In the case of deaf students, this can be accomplished by demonstrating knowledge of sign language in addition to Hungarian Sign Language (Nftv. 40. § (6), Nftv. 53. § (5) b)).

The training organization

16. §

(1) The language of doctoral training is Hungarian. At the University, doctoral training can also be announced and conducted in English.

(2) The duration of doctoral training is uniformly 48 months, which is divided into eight semesters for educational purposes. At the beginning of the first semester, the doctoral student enrolls, receives an electronic record book, and a student ID card. Subsequently, the doctoral student must inform their respective doctoral school whether they wish to activate or request a passive semester for that particular semester.

(3) At the University, doctoral training follows a credit system, and the detailed rules of which are determined by the regulations of the doctoral schools and the educational plans, taking into account the provisions of Annex D2) to this regulation. A minimum of 240 credits must be obtained in doctoral training.

(4) Doctoral schools announce the courses available at the beginning of each semester. This announcement includes the course title, the lecturer, the syllabus, the list of literature, the assessment method, and the number of credits.

(5) A doctoral student who obtains 240 credits and fulfils all reporting obligations, including the comprehensive examination, receives a certificate of completion (absolatory). The absolatory is a prerequisite for applying for a doctoral degree but does not certify any academic degree or doctoral title.

(6) Doctoral students are obliged to report on their progress according to the provisions of their educational and research plan in the manner and frequency prescribed by the Doctoral School.

Student status

17. §

- (1) A person who has been admitted to the organized doctoral program (hereinafter referred to as the doctoral student) holds student status for the duration of the program. The student status lasts continuously or with interruptions for 48 months. In the doctoral program, the academic year's autumn semester runs from September 1 to January 31, and the spring semester runs from February 1 to August 31.
- (2) Student status terminates:
 - a) **if the doctoral student fails to pass the comprehensive examination on the day of the obligation's failure or unsuccessful completion** (Nftv. 59. § (1) point j));
 - b) **at the end of the eighth semester of the doctoral program to which the student registered** (Nftv. 59. § (1) point l));
 - c) at the end of the semester in which the student obtains the absolatory
- (3) **The higher education institution can unilaterally terminate the student status of a student who:**
 - a) **does not fulfil obligations related to academic progress as specified in the academic and examination regulations or the curriculum [training plan],**
 - b) **fails to register for the next academic semester for the third consecutive time,**
 - c) **does not commence their studies after the suspension of student status, provided that the student was previously notified in writing to fulfil their obligations by the specified deadline and informed of the legal consequences of failure to do so** (Nftv. 59. § (3)).

18. §

- (1) The doctoral student participates in scientific training at the University and also conducts individual research work. Research activities (including biannual reports, publications, and project activities) must yield a minimum of 135 credits in accordance with the Doctoral School's regulations.
- (2) Educational activities conducted by the doctoral student can earn credits. Up to 60 credits can be obtained from these activities towards the total credits required for completing the program. The educational activities of the doctoral student are recognized as follows: In the first four semesters of the program, a maximum of 5 educational credits per semester, and in the fifth to eighth semesters of the program, a maximum of 10 educational credits per semester.
- (3) **Within the framework of their academic obligations, the doctoral student can be required to work in educational and scientific activities at the institution for a duration equivalent to twenty percent of full-time weekly work hours** (Nftv. 44. § (5) point a)).
- (4) The time spent by the doctoral student on work, including that mentioned in point (3), on average over a semester, must not exceed fifty percent of full-time weekly work hours (Nftv. 44. § (5) point b)).
- (5) **The scheduling of the doctoral student's working hours must be such that they are able to fulfill their examination and examination preparation obligations** (Nftv. 44. § (5) point c)).

(6) In the case of full-time employment for a duration equivalent to fifty percent of full-time weekly work hours, the monthly remuneration must not be less than the minimum wage; for employment of a different duration, the proportional part of the minimum wage (Nftv. 44. § (5) point d)).

(7) The doctoral student may participate in external (research institute, corporate, or foreign) training related to their doctoral topic. This can be done based on a work program approved by the academic advisor, ensuring the validity of the study period in the University's doctoral training program. The DIT has the authority to decide on the acceptance of external training program proposals.

Admission to the doctoral training

19. §

- (1) Admission to doctoral studies is granted to those who hold a master's degree with appropriate professional qualifications, as well as foreign language skills as required by the doctoral school's regulations (Nftv. 40. § (6)).**
- (2) Calls for applications and specific admission requirements for doctoral programs are made accessible to the public on the respective doctoral school's websites. Detailed rules regarding admission requirements, application procedures, and the admission process are defined in each doctoral school's regulations. Admission to structured doctoral programs is based on a successful admission procedure.
- (3) Applications for doctoral studies are submitted by using the application form (Annex D6) to the head of the doctoral school. General prerequisites for admission to doctoral studies at the University are as follows:
 - a. Holding at least a good-quality master's (MA/MSc) or equivalent university degree (the degree's assessment does not exclude applicants if it occurred more than two years after graduation).
 - b. Proficiency in a foreign language.
 - c. Initial scientific or artistic achievements (e.g., conference presentations, publications, undergraduate research work, etc.).
 - d. Appropriate professional background, research ideas, and plans.
- (4) The application submitted for doctoral studies must include the following documents:
 - a. Completed application form (Annex D6).
 - b. Proof of payment of the application fee.
 - c. Copy of the MSc/MA/university degree certificate (alongside the original).
 - d. Copies of language proficiency documents (alongside the originals).
 - e. Professional curriculum vitae with a list of publications.
 - f. Confirmation of acceptance from the chosen institute, research institution, and academic advisor (in case of applying for state-funded scholarship programs).
 - g. Preliminary research plan (1-2 pages) endorsed by the prospective academic advisor(s); in the case of applicants for individual preparation, the applicant's publication list according to the Database.
 - h. Declaration of support from the workplace (for individual preparation applicants).

- i. Any other required documents (e.g., letters of recommendation).
 - j. Statement indicating whether the applicant requests admission even if they do not receive a scholarship.
- (5) In the case of master's degree students nearing completion of their studies, the deadline for presenting the degree certificate is determined in the doctoral school's own regulations. Until then, students can only be conditionally admitted.
- (6) Diplomas obtained abroad must be recognized (and, upon request, nationalized) in accordance with the relevant regulations before applying.

20. §

- (1) The admission committee, appointed by the DIT (Doctoral Institutional Board), conducts admission interviews with applicants either in person or online. Based on the submitted documents and the admission interview, the committee evaluates applicants' performance on a scale of 100 points, considering the following criteria:
- a) Previous academic performance (MSc/MBA degree assessment) - up to 30 points (excellent degree 30, good degree 20, fair degree 10 points).
 - b) Proficiency in English - up to 15 points (advanced 15, intermediate 11, basic 7, on-site oral assessment 0-7 points).
 - c) Achievements in previous research, creative work, and professional activities (e.g., student awards, scientific publications, patents, documented developments) - up to 30 points.
 - d) Research-related ideas for the doctoral work and feasibility of the research program - up to 25 points.

Further details of the point calculation can be found in the regulations of the doctoral schools.

- (2) Based on the points received, the admission committee ranks the applicants. To be admitted to the doctoral program, a minimum of 60 points is required, with at least 5 points awarded in each of the four criteria. Scoring at least 60 points is a necessary condition for admission but does not guarantee admission or any scholarships.
- (3) Taking into account the evaluation and report of the admission committee, the DIT makes admission recommendations to the President of the EDHT (Doctoral School Council), considering additional factors such as the priority of the research topic, the professional potential of the academic advisor, the scholarship quotas from the EDHT, and other opportunities provided by the faculty.
- (4) The admission decision is made by the President of the EDHT, who issues a formal decision.
- (5) In accordance with paragraph 15(5), the admission decision can be one of the following:
- a) Admission to state-funded, full-time, day-time structured doctoral studies.
 - b) Admission to self-financed, full-time, day-time structured doctoral studies.
 - c) Admission to self-financed, part-time, correspondence structured doctoral studies.
 - d) Admission to individual preparation.
 - e) Rejection of the application.
- (6) Admission is granted to the DI, within a specific doctoral program. The admission decision also designates the doctoral student's academic advisor(s).
- (7) Applicants receive notifications of the decision from the President of the EDHT. In case of admission, the notification should include details about the form of the program, the specific conditions of participation, the rights and obligations related to the program and student status, as well as the rules

regarding data management.

- (8) In case of rejection, the decision must be justified. If the decision to reject admission violates any laws or institutional regulations, it can be appealed to the Rector of the University within 15 days of receiving the rejection notice. The Rector shall decide on appeals within 30 days.
- (9) Agreements related to the doctoral program can be concluded between the University, the doctoral student, and the academic advisor.
- (10) Enrolment in the doctoral school marks the beginning of the doctoral program.

Individual Preparation for Obtaining a Doctoral Degree

21. §

- (1) In the case of individual preparation:
 - a) The process of obtaining a doctoral degree begins with an application, enrollment for the comprehensive exam, and its acceptance.
 - b) The conditions for admission to individual preparation are outlined in Section 15(3) of this regulation.
 - c) Upon successful completion of the comprehensive exam, the University recognizes the minimum credits specified as a prerequisite for taking the comprehensive exam. It is possible, upon request, to recognize additional credits based on previously acquired knowledge and competencies. By passing the comprehensive exam, the University accepts the completion of 120 credit points of the training and research phase (Gov. Decree 387/2012, Section .12. § (c)).
 - d) The comprehensive exam is part of the research and dissertation phase's first semester.
- (2) The individual preparatory student is not subject to credit acquisition requirements and may request a supervisor for the preparation of their thesis, who will be appointed by the doctoral school council.
- (3) The individual preparatory student must submit their doctoral thesis for a public defense procedure within three years from the date of passing the comprehensive exam. This deadline may be extended by up to one year in exceptional cases deserving special consideration.

The process and procedural rules for obtaining the doctoral degree

22. §

- (1) The doctoral degree can be obtained through the procedure outlined in Section 3. § (12)-(14) and Section 21. § (1)-(4) of this regulation.
- (2) For those admitted after September 1, 2016, participation in the procedure is subject to passing the comprehensive exam.
- (3) The procedure can be conducted in either Hungarian or English.
- (4) The doctoral candidate must submit the doctoral dissertation in accordance with the provisions of Section 28 of this regulation within three years of passing the comprehensive exam. This deadline may be extended by up to one year in exceptional cases deserving special consideration, as regulated in Section 45(2) of the National Higher Education Act.

- (5) An application for permission to obtain the degree must be submitted to the head of the doctoral school, including the attachments listed in Section 23. § (1) b), d), e), and f), along with a maximum 2-page summary of the planned dissertation. The head of the doctoral school submits the application, along with the proposal from the DIT - including the defence committee - for technical and natural sciences programs to the MTTDHT, and for arts and social sciences programs to the EDHT.

Requirement for obtaining the doctoral degree

23. §

- (1) The requirements for obtaining the doctoral degree are the following:
- a) The decision of the MTTDHT for technical and natural sciences programs and the decision of the EDHT for arts and social sciences programs regarding the acceptance of the degree acquisition application;
 - b) The absolatory certificate obtained upon completing the structured doctoral program for participants in the program, issued by the head of the doctoral school based on the decision of the DIT. The data sheet required for issuing the doctoral absolatory certificate is included in Annex D8. The head of the doctoral school simultaneously notifies the University Doctoral and Habilitation Office, which maintains the academic records;
 - c) Doctoral dissertation;
 - d) A Hungarian or English summary booklet presenting the achieved independent scientific results or technical creation and the research results underlying them;
 - e) Proof of at least B2 level English language proficiency;
 - f) At least 5 publications, of which at least two must be articles published or accepted for publication in internationally recognized peer-reviewed journals in the field. At least one of the two peer-reviewed journal articles must be published in a journal listed in the Web of Science, Scopus, IEEE Xplore, or Thomson Reuters databases. In the case of students from the Doctoral School of Safety Sciences, publications published in journals listed in the journal list of the Economic and Legal Sciences Section of the Hungarian Academy of Sciences IX Division are also acceptable. In the case of students from the Doctoral School of Innovation Management, publications published in journals accepted by the Economic Sciences Qualifying Committee of the Hungarian Academy of Sciences IX Division are also acceptable. In the case of students from the Doctoral School of Architecture, Design, and Technology, publications published in journals listed in the journal list of the Philosophy and History Sciences Section of the Hungarian Academy of Sciences II Division, the Scientific Committee for Art History, or the Hungarian Academy of Sciences VI Division of Technical Sciences are also acceptable.
 - g) Additional requirements prescribed by the respective doctoral school, taking into account the specific characteristics of the field, as stipulated in the doctoral school's regulations;
 - h) Presentation and defence of the doctoral dissertation in a public debate;
 - i) If the dissertation contains information requiring confidentiality, the procedure to be followed is determined by Section 29. § (4) of the EDHSz.

The comprehensive exam

24. §

- (1) Successful completion of the comprehensive examination is a prerequisite for commencing the research and dissertation phase in the doctoral procedure. It is a comprehensive assessment of the knowledge acquired by the person participating in the doctoral procedure in their field of science or art.
- (2) The condition for admission to the comprehensive examination is the completion of at least 90 credits during the training and research phase of the doctoral program (first four semesters), which includes all the "training credits" specified in the DS training plan (except for those preparing for doctoral degree individually, whose student status is established with their application for the comprehensive examination and successful completion of the examination).

25. §

- (1) *The comprehensive examination must be taken publicly, before a committee. The committee consists of at least three members. At least one-third of the committee members must not be in an employment relationship with the institution operating the doctoral school. The President of the committee must be a university professor, habilitated university lecturer, habilitated college professor, Professor Emeritus, or a researcher holding the title Doctor of the Hungarian Academy of Sciences. All members of the committee must hold a scientific degree. The advisor of the doctoral candidate taking the examination cannot be a member of the committee* (Gov. Decree 387/2012 Section .12/A. § (2)).
- (2) The comprehensive examination committee is approved and appointed by the MTDDHT for technical and natural sciences programs and by the EDHT for arts and social sciences programs, based on the proposal of the doctoral school council.

26. §

- (1) *The comprehensive examination consists of two parts:*
 - a) *The theoretical part, during which the doctoral candidate demonstrates their familiarity with the relevant literature, as well as their current theoretical and methodological knowledge in the field of science or art, and*
 - b) *A report on scientific or artistic progress* (Gov. Decree 387/2012 Section .12/A. § (3)).
- (2) In the theoretical part of the comprehensive examination, the candidate must pass an examination in at least two and at most three subjects/topics, the list of which is included in the DS training plan. The theoretical examination may also have a written part. In the second dissertation part of the comprehensive examination, the candidate presents their knowledge of the literature in lecture form, reports on their research or artistic results, presents their research plan for the second stage of the doctoral program, and provides a schedule for completing the dissertation and publishing the results. The advisor must be given the opportunity to evaluate the candidate in writing and/or during the examination.
- (3) The committee evaluates the theoretical and dissertation parts of the examination separately. Minutes are taken of the comprehensive examination as provided in Annex D7. The performance of the candidate is evaluated by the committee members on a scale of 1-2-3-4-5 for each subject/topic, taking into account the opinion and proposal of the subject/topic examiner. The dissertation part is evaluated by the committee members on a scale of

0-1 (no-yes) by secret ballot. The theoretical part of the comprehensive examination is considered successful if the candidate receives at least 2/3 of the possible points for each subject/topic. The dissertation part of the comprehensive examination is considered successful if the candidate receives more than 50% of "yes" votes. The comprehensive examination is considered successful if the candidate passes both parts.

- (4) The doctoral candidate may retake an unsuccessful comprehensive examination (examination part) once, during the same examination period (Gov. Decree 387/2012 Section .12/A. § (5)).
- (5) The result of the examination must be announced on the last day of the examination part. The assessment of the comprehensive examination is two-tiered, either pass or fail (Gov. Decree 387/2012 Section .12/A. § (5)).

The doctoral dissertation and the thesis booklet

27. §

- a) The doctoral dissertation is a written work that extensively presents the applicant's independent scholarly activity, its objectives, and literature review, the applied research methods, the achieved new results, and then formulates these in concise thesis points.
- b) The substantive chapters of the doctoral dissertation cannot exceed 100 pages. This does not include the table of contents, legend, acknowledgments, preface, bibliography, and appendix. The maximum length of the entire dissertation is 140 pages, in A4 format, with one page per sheet, using a 12-point font size, double spacing, and written in Times New Roman or Arial Narrow font.
- c) The thesis booklet of the doctoral dissertation summarizes the results of independent scholarly work or independent artistic creative activity. The results should be presented in a uniform, self-explanatory system, with specific reference to the applicant's professional publications or artistic creations. (Gov. Decree 387/2012 Section .14. § (1))
- d) Doctoral dissertations cannot be written in collaboration with other authors.

The initiation of the doctoral degree acquisition process, workplace discussion.

28. §

- (1) The doctoral student or doctoral candidate requests in writing the initiation of the degree acquisition process from the DI (Doctoral School) leader. The application should include the attachments specified in Section .22. § (5).
- (2) The draft of the dissertation must be subjected to a workplace discussion organized by the relevant institute or research facility. In the case of individual preparation, the DI designates the location for the workplace discussion. Two written preliminary opinions on the dissertation draft are prepared based on the assessment criteria listed in Section 32. § (2) and Appendix D15/A) upon the DIT's request. The author considers the observations made in these opinions and during the workplace discussion at their discretion. Minutes and an attendance sheet must be prepared for the preliminary opinions, workplace discussion, and the author's standpoint.

(3) Following this, the following documents must be submitted to the DI leader:

- a) Three printed and bound copies of the final doctoral dissertation,
- b) including:
 - ba) A cover page prepared according to Appendix D10).
 - bb) A list of scientific publications related to the thesis points, prepared according to the requirements specified by the DIT.
 - bc) A declaration that the dissertation is the author's independent work and that any parts quoted verbatim or adopted from other works are appropriately cited (Appendix D12).
 - bd) Ten copies of the doctoral thesis booklet prepared according to Appendix D9, in the language of the defence and in both Hungarian and English.
 - be) One electronic copy (PDF file) of the doctoral dissertation and the thesis booklet.
- c) Electronic versions of the author's own scientific publications related to the thesis points.
- d) Co-authorship waiver declarations (Appendix D11).
- e) A declaration regarding whether the candidate requests a delay in making the dissertation and thesis booklet publicly available on the website (Appendix D13).
- f) One copy of the minutes of the workplace discussion.
- g) A declaration that the candidate has no ongoing doctoral degree acquisition process in the same field of study and has not had an unsuccessful doctoral defense within the last two years in the same field (Section .14. § (3)).
- h) Documentation verifying the required language proficiency/language skills.

29. §

(1) The doctoral dissertation - and its theses - are public for everyone. The publication can be delayed at most until the time of patent or protection application disclosure. The registration and full public disclosure of the doctoral dissertation and its theses in electronic and printed form are the responsibility of the higher education institution awarding the doctoral degree, in a manner that places one printed and one electronically stored copy of the doctoral dissertation and its theses in the central library of the higher education institution, catalogued (Nftv. Section .53/A. § (1)).

(2) The doctoral dissertation and its theses must be made publicly accessible in electronic form in the Database, with a generally accepted international (DOI) identifier, available to everyone (Nftv. Section .53/A. § (2)).

(3) The doctoral dissertation that has not been accepted will be locked by the University (its public availability will be terminated), and one copy will be retained by the Doctoral School for five years.

(4) In the case of a doctoral dissertation subject to patent or protection procedures, the public disclosure of the doctoral dissertation and the theses can be delayed at the request of the dissertation submitter, based on the supporting opinion of the reviewing committee and with the approval of the doctoral council, but no later than the date of patent or protection registration. Doctoral dissertations containing classified information for national security reasons must be made public after the expiration of the classification period (Nftv. Section .53/A. § (3)).

The doctoral dissertation evaluation procedure

30. §

- (1) For the evaluation of the doctoral dissertation, the MTTDHT (for technical and natural sciences) and the EDHT (for arts and social sciences) appoint two official reviewers and a review committee. One of the reviewers cannot have an employment relationship with the University (Gov. Decree 387/2012. Section .15. § (1)).
- (2) The organization and administration of the doctoral procedure (initiation, review process, and defense) are managed by the Doctoral School. Before initiating the review process, the Doctoral School conducts a plagiarism check on the dissertation, and the results are sent to the reviewers along with the review request.
- (2) *A person cannot participate as an official reviewer in the doctoral procedure if:*
 - a) *They are a close relative of the concerned individual, or*
 - b) *Impartial adjudication of the case cannot be expected from them* (Gov. Decree 387/2012. Section .17. §).
- (3) The two official reviewers prepare a written review of the dissertation within two months of its submission, counting from the academic term as determined by the doctoral regulations of the higher education institution. They also express whether they recommend scheduling a public defense. If one of the reviewers' recommendations is negative, then in the case of technical and natural sciences, the MTTDHT, and in the case of arts and social sciences, the EDHT, considering the opinion of the relevant DIT (Doctoral and Habilitation Council), appoints a third reviewer (Gov. Decree 387/2012. Section .15. § (2)).
- (4) If the third review is also negative, the dissertation cannot be scheduled for a public defence, and the procedure is concluded by the competent DIT (MTTDHT or EDHT).

The public defense of the doctoral dissertation

31. §

- (1) *The doctoral dissertation must be defended in front of a review committee in a public debate* (Gov. Decree 387/2012. Section .16. § (1)).
- (2) The organization and administration of the public defence of the doctoral dissertation, as well as the decision on the acceptance of the dissertation and the evaluation of the public defence, are carried out by the MTTDHT in the case of technical and natural sciences, and by the EDHT in the case of arts and social sciences. (387/2012. Kr. 16. § (2) para.). The task of the review committee is to determine whether the doctoral candidate's work and the independent scientific results presented in the dissertation reach the necessary level for awarding the degree.
- (3) The review committee consists of at least 5 and at most 7 members, including a chairperson, two official reviewers, a secretary, and 1-3 additional members. The chairperson must be a university professor or Professor Emeritus of the University. When appointing the review committee, 3 alternate members must also be named, including persons who may substitute for the chairperson and the secretary, as well as at least one possible alternate reviewer.
- (4) Members and alternate members of the committee must hold academic degrees. Only one of the two official reviewers, as well as at least one member of the committee, must

not be employed by the University. For candidates admitted after January 1, 2024, the official external reviewer must be a foreign national.

- (5) The following individuals may not participate as members of the doctoral committee:
- a) Those who are close relatives of the person in question, or
 - b) Those from whom an impartial review of the case cannot be expected.

32. §

- (1) *The public defense of the dissertation must take place within the academic period following the receipt of the two supporting opponent reviews, which is two months. The submitter of the doctoral dissertation will receive the reviews in advance and will respond to them in writing before the defence and orally during the public debate* (Gov. Decree 387/2012. Section 16. § (3)).
- (2) The reviews must detail the substantive and formal merits and flaws of the dissertation, specifically addressing whether:
- a) the dissertation meets the minimum requirements for degree conferral in the EDHSZ and the DI regulations;
 - b) the new scientific results presented in the theses are acceptable.

The reviewers must state whether they recommend the acceptance of the dissertation and, in the case of a successful defence, the award of the PhD degree to the candidate. Questions may be addressed to the candidate in the reviews. The reviews must be submitted in 3 signed copies to the head of the DI. The detailed criteria for reviewing the doctoral dissertations are provided in Annex D15/A).

- (3) The submitter of the doctoral dissertation must submit their response to the reviews to the DI Council in writing at least 15 days before the public defence. The DI ensures that the members of the review committee have access to the dissertation, reviews, and responses before the defence.
- (4) The doctoral dissertation, its theses, and the date of the public defence must be published in the ODT database (www.doktori.hu) at least two weeks before the defence.

33. §

- (1) The public debate is conducted by the chairperson of the committee according to the scenario provided in Annex D15).
- (2) At the beginning of the public debate, the chairperson verifies quorum, which requires the presence of at least 5 members of the review committee, including at least two external experts. If there was no negative review, the debate can proceed if at least one reviewer is present, and the other reviewer has given written consent to the candidate's response. If there was a negative review, there must be at least two reviewers present, including the one who issued the negative opinion.
- (3) During the public debate, the submitter of the doctoral dissertation presents the theses of the dissertation in a free lecture within a maximum of 25 minutes, and after the reviews are presented, the reviewers, committee members, and attendees may raise remarks and questions to which the candidate responds verbally during the public debate (Gov. Decree 387/2012. Section 16. § (4)).
- (4) Upon request of the submitter of the doctoral dissertation, with the support of the review committee and approval from the DI, a closed defence may be held if the doctoral dissertation

contains classified information due to a patent or national security reasons (Gov. Decree 387/2012. Section 16. § (4)).

- (5) After the conclusion of the public debate, the members of the review committee conduct a secret vote with scores of 1-2-3-4-5 to decide on the acceptance of the dissertation. The committee recommends the award of the doctoral degree if the total score obtained during the secret vote reaches at least two-thirds of the maximum achievable score (Gov. Decree 387/2012. Section .16. § (5)).
- (6) The chairperson publicly announces the result after the vote (Gov. Decree 387/2012. Section .16. § (5)).
- (7) A protocol must be prepared regarding the defence and the decision of the committee, which must be signed by the attending members of the review committee (Gov. Decree 387/2012. Section .16. § (6)).
- (8) In the case of a properly conducted but unsuccessful defence, the decision of the review committee cannot be appealed by the EDHT, and the procedure must be concluded.
- (9) In the case of two negative reviews or an unsuccessful defence, a new doctoral dissertation on the same topic can be submitted no earlier than two years later and no more than once (Gov. Decree 387/2012. Section .16. § (7)).
- (10) The University issues a certificate regarding the outcome of the defence upon request, indicating that the certificate does not represent the award of the doctoral degree (Gov. Decree 387/2012. Section .16. § (6)).

The awarding and grading of the doctoral degree

34. §

- (1) The awarding of the doctoral degree is decided by the EDHT through a secret yes-no vote. The vote is based on the scores given by the reviewing committee and the defense report. The doctoral degree is awarded by a simple majority vote. In case of rejection, the EDHT is obliged to provide a detailed, written justification for its decision.
- (2) The qualification of the doctoral degree is determined by the EDHT based on the average score mentioned in Section .33. § (5) of the defense. The qualification of the degree is as follows:
 - a) "summa cum laude" (with highest praise) if the average is at least 4.51;
 - b) "cum laude" (with praise) if the average is at least 4.00 but less than 4.51;
 - c) "rite" (sufficient) if the average is less than 4.00.

The doctoral diploma and the doctoral initiation

35. §

- (1) The University issues a diploma in Hungarian and English based on the data sheet provided in Annex D16). The diploma is an official document with the coat of arms of Hungary. The diploma form template is an A3-sized, security paper-based document issued by the Educational Authority, with a unique serial number, and printed by a printing press. In addition to the official diploma, the University also issues a certificate according to Annex D17/A) in

both Hungarian and English.

- (2) The diploma includes the name of Óbuda University, its institutional identification number, the diploma's serial number, the name of the diploma holder, their birth name, place, and date of birth, the designation of the awarded PhD (Doctor of Philosophy) or DLA (Doctor of Liberal Arts) degree, the qualification of the diploma, the field of science, the classification of the degree in the Hungarian Qualifications Framework and the European Qualifications Framework, the place, year, month, and day of awarding, the registration number according to Óbuda University's records, the original signatures of the rector and the president of the EDHT, and the imprint of the Óbuda University stamp. The sample text of the doctoral diploma in Hungarian and English is provided in Annex D17).
- (3) The University manages the diplomas in accordance with strict accounting regulations, from the beginning of the issuance process until the final termination.
- (4) The data of the issued diplomas are recorded in the University's doctoral register. The University Doctoral and Habilitation Office manages the register, the diplomas, and the diploma form templates.
- (5) Those who have obtained a doctoral degree are officially conferred with the title of doctor during a solemn public senate meeting. During this ceremony, candidates take an oath and sign it according to Annex D19). After being conferred, individuals who have earned a doctoral degree may use the abbreviation "PhD," "DLA," or "Dr." alongside their name.

35/A. §

- (1) A duplicate diploma can be issued upon the request of the diploma holder for lost, stolen, or destroyed diplomas. The duplicate diploma must include the following information in Hungarian and English: "This certificate is issued on the basis of registry document number ... (registry document number) as a duplicate document of the certificate number ... (diploma serial number) and form number ... (form number). Date, stamp, signature."
- (2) The procedure for maintaining records of the duplicate diploma shall be the same as that for the original diploma. When issuing additional duplicate diplomas for the same original diploma, the same procedure as for the first duplicate diploma issuance should be followed.

35/B. §

In the case of an incorrectly issued diploma, the University shall withdraw and destroy it either ex officio or upon request. The correction of the error shall be recorded in the registry, and based on the corrected registry entry, the diploma shall be reissued. The diploma shall contain a correction clause and authentication in both Hungarian and English:

"This certificate is issued on the basis of registry document number ... (registry document number), certificate number ...(diploma serial number) dated (.day. month.... year) and form number ... (form number) and coincides with the withdrawal of that certificate. Date, stamp, signature."

35/C. §

The President of the EDHT maintains records of both successful and unsuccessful defenses after the conclusion of the procedure. Regarding successful defenses, they inform the Director of Education, who notifies the Education Office within 10 days. The aggregated list of successfully defended dissertations and theses is accessible to the public through the www.doktori.hu database. Detailed rules regarding the public availability of doctoral dissertations are contained in Section 29 of this regulation.

The revocation of a doctoral degree

35/D. §

The revocation of a doctoral degree is carried out by the EDHT through a majority decision in a resolution, provided that it is documented determined that the conditions for awarding the doctoral degree were not met (see also Appendix D3).

IV. SPECIAL DOCTORAL PROCEDURES

The doctorate with distinction conferral

36. §

- (1) The rector of the higher education institution, with the prior approval of the President of the Republic, confers the honorary doctorate with the title "Promotio sub auspiciis praesidentis Rei Publicae" upon those whose performance has been consistently exceptional throughout their studies in secondary school, higher education, and doctoral studies, provided that they have also demonstrated outstanding performance during the doctoral degree acquisition process. The detailed conditions for conferring the honorary doctorate are determined by the Government (Act CCXC. of 2011 on National Public Education)**
- (2) A person can be conferred an honorary doctorate if:*
 - a) During their studies based on Section 11. §-a of Act CXC. of 2011 on National Public Education or Section 29. §-a of Act LXXIX. of 1993 on Public Education, they received the highest grades ("jeles," equivalent to 5) for all their school years from the 9th grade onwards, and their diligence was rated as exemplary (5).*
 - b) During their studies in a bachelor's and master's degree program in a divided system or in an undivided system, they received an "excellent" grade (5) for all their mandatory exams, or it corresponds to an "excellent" (5) result in the grading system used by the higher education institution. Additionally,*
 - c) During their doctoral studies, they received an "excellent" grade (5) for their mandatory exams, and, if required to take a doctoral qualifying examination, they received a "summa cum laude" designation, and their performance during the doctoral defense was rated the highest according to the established evaluation system (Gov. Decree 387/2012 Section 18. § (1)).*
- (3) If the candidate completed part of their studies abroad, the requirements set out in subsection (2) shall be considered in accordance with the evaluation system of the foreign educational institution, following the recognition of the educational level of the foreign diploma and the granting of the doctoral degree (Section 18. § (2) of Gov. Decree 387/2012).**
- (4) In the case of a qualification obtained after higher education or university studies, the provisions of subsection (2) shall also apply to the results of higher education or university studies (Section 18. § (3) of Gov. Decree 387/2012).**
- (5) The individual seeking an honorary doctorate may initiate the procedure for conferring the honorary doctorate by submitting a written request to the EDHT within 14 days after the doctoral defense. The request must include certified copies of the documents verifying compliance with the requirements specified in Government Decree 387/2012. The EDHT makes the decision regarding the request.**
- (6) In support of the recommendation, the rector of the higher education institution shall send to the Minister responsible for higher education the certified copies of documents attesting to the candidate's compliance with the conditions specified in subsections (2) - (5) (Section .19. § (2) of Government Decree 387/2012).**
- (7) To obtain the approval for conferring an honorary doctorate, the Minister responsible for higher education, based on the recommendation of the higher education institution, submits a proposal to the President of the Republic (Section .19. § (1) of Government Decree 387/2012).**

- (8) Honorary doctors, at their conferral, receive an 8-gram, 14-carat gold ring adorned with Hungary's coat of arms as an honorary recognition (Section .19. § (3) of Government Decree 387/2012).
- (9) The expenses related to the honorary conferral shall be covered by the University (Section .19. § (4) of Government Decree 387/2012).

The conferral of an honorary doctorate

37. §

- (1) The University Senate, upon the recommendation of the Rector and with the consultation of the EDHT, may confer the honorary doctoral title (**Doctor Honoris Causa**) to a maximum of 3 individuals annually, who, based on the provisions in this regulation, have become deserving of it in the scientific field for which the University is authorized to award doctoral degrees. The annual limit may exceptionally be exceeded based on the decision of the Rector in cases of extraordinary proposals for the benefit of the University.
- (2) The honorary doctoral title can be awarded based on outstanding, internationally recognized scientific or artistic work over an extended period and activities benefiting the University.
- (3) The initiation of conferring the honorary title should be submitted to the Rector, who will seek the opinion of the EDHT on the proposal and then present it to the Senate for a decision.
- (4) The honorary doctoral conferment takes place during the University Day, or in exceptional cases, during another solemn university event. During the conferment, the honorary doctor receives a diploma and a gown. The template for the honorary doctoral diploma can be found in Appendix D20) of this regulation.
- (5) If the honouree is unable to attend the honorary doctoral conferment in person due to health reasons, a high-level university delegation is authorized to perform the conferment and present the diploma and gown at the honouree's place of residence.
- (6) The honorary doctoral diploma must be issued in Hungarian and Latin. Upon the request of the honouree, the diploma must also be issued in another language designated by them. The diploma is signed by the Rector and the President of the EDHT. The personalized text of the invitation is approved by the Rector.
- (7) Posthumous conferral of the honorary doctoral title is not possible.

Naturalization of foreign diplomas

38. §

- (1) The University may recognize a foreign academic degree, as certified by a foreign document, in the scientific field or discipline for which it is authorized to offer doctoral programs and confer doctoral degrees.
- (2) The University recognizes a foreign scientific degree as a doctoral (PhD or DLA) degree if:
 - a) It has been awarded by a foreign educational institution that is authorized to grant scientific degrees under the legal framework of the respective foreign state, and

- b) The requirements for obtaining the scientific degree correspond to, or can be supplemented with additional conditions to align with the requirements for obtaining a doctoral (PhD or DLA) degree as stipulated by the current legal regulations and the provisions of this regulation.
- (3) An application for recognition should be submitted to the head of the relevant doctoral school as per Appendix D14). The application must include the following:
- a) A completed and signed application form;
 - b) A copy of the original document serving as the basis for recognition, its authentication if required, and translation if necessary;
 - c) The doctoral dissertation in electronic format or a web link to access it;
 - d) The applicant's professional CV and list of publications or a link where the bibliographic data of publications can be publicly accessed;
 - e) A declaration stating that the degree has not been recognized by another Hungarian higher education institution, and the applicant has not submitted it for recognition to another higher education institution in Hungary;
 - f) Proof of payment of the processing fee.
- (4) In evaluating the recognition, based on the opinion of the relevant doctoral school, the EDHT examines whether the applicant's professional work aligns with the requirements for conferring a PhD/DLA degree at the University within the specific field.
- (5) The EDHT may impose additional requirements for the recognition of foreign scientific degrees if they are necessary for substantive equivalence.
- (6) The EDHT will reject the recognition request if the substantive differences between the foreign degree and the domestic scientific degree are significant enough that they cannot be resolved by meeting additional requirements, or if the applicant does not agree to meet these additional requirements.
- (7) Upon acceptance of the recognition request by the EDHT, the University authorizes the applicant to use the doctoral (PhD/DLA) degree in Hungary. The decision is signed by the Rector and the President of the EDHT. The template and text of the decision can be found in Appendix D18).
- (8) In exceptional cases, and in the interest of the University, the Rector may directly request approval for recognition from the EDHT for the employment of internationally renowned foreign professors with outstanding professional contributions to the university, accompanied by the necessary documents and Rectorial certification.

V. RULES OF THE HABILITATION PROCESS

The initiation of the habilitation process

39. §

- (1) *The title of "habilitated doctor" can be obtained in the scientific field corresponding to the applicant's doctoral degree. Initiation of the habilitation procedure in a different scientific field than that of the applicant's doctoral degree is possible only if the applicant's activities since obtaining the doctoral degree justify this* (Section .21. § (4) of Gov. Decree 387/2012).
- (2) The initiation of the habilitation procedure can be requested by submitting an application to the President of the MTTDHT for technical and natural sciences programs or to the President of the EDHT for arts and social sciences programs. The applicant must meet the following criteria:
 - a) Be of good character and legally competent;
 - b) Satisfy the conditions specified in Section 4. § (2) of this regulation.
- (3) The application may be submitted in any language of instruction at the University.
- (4) University degrees and doctoral degrees obtained abroad must be recognized in accordance with the relevant legal regulations before initiating the habilitation procedure.
- (5) An application for initiation of the habilitation procedure should include the following documents:
 - a) A completed application form (as per Appendix H1);
 - b) Copy of the university (MSc/MA) diploma (along with the original for verification);
 - c) Copy of the doctoral (PhD/DLA) diploma (along with the original for verification);
 - d) Copies of language proficiency documents (along with the originals for verification);
 - e) Certificate of good conduct (applicants from abroad can prove their clean criminal record with an official certificate), unless the applicant is employed by the University;
 - f) Detailed academic and publication list as per Appendix H2;
 - g) Additional documents demonstrating the applicant's professional and scientific activities;
 - h) A summary of scientific or artistic work results in the form of theses, along with separate prints of the 10 publications considered most important by the applicant;
 - i) Documents illustrating the applicant's ability to shape curricula;
 - j) Request for an oral procedure in a foreign language if desired;
 - k) Three proposals for the topic of the public lecture to be held during the habilitation procedure in the indicated scientific field;
 - l) A declaration that the applicant does not have an ongoing habilitation procedure and has not had their habilitation application rejected in the same scientific field within the last two years;
 - m) m) Presentation of the topic for the habilitation lecture (scientific colloquium) and a thesis booklet summarizing new scientific findings (as per Appendix H3), in 10 printed copies and electronically;
 - n) Proof of payment of the processing fee.
- (6) In the case of formally inadequate or incomplete applications, the MTTDHT for technical and natural sciences programs or the EDHT for arts and social sciences programs will reject the application. The applicant may resubmit the application with necessary amendments or revisions within three months from the date of rejection.

- (7) The thesis booklet submitted to document the applicant's scientific activity and to evaluate their scientific or artistic habitus is based on a selection of the applicant's most important publications (up to 10). The results of the selected works should be presented in a unified and comprehensible manner. New findings should be listed in detail, following the conventions of scientific theses, with the selected publications attached to the respective theses. In the case of technical or artistic works, the theses are based on a selection of the applicant's publications (up to 5) and technical or artistic creations (up to 10).
- (8) To demonstrate their ability to shape curricula, the applicant may submit a textbook, course materials, teaching aids, or a specialized textbook. In the absence of these materials, a detailed elaboration of one chapter of a program, curriculum, and lecture notes for a subject to be announced later is required.
- (9) The list of the applicant's scholarly works and independent references to their works should be made available and presented in the Database.
- (10) The detailed academic CV, as well as the documents specified in Sections (7), (8), and (9), must also be submitted in electronic form.

Stages of the Habilitation Procedure

40. §

The habilitation procedure consists of the following parts:

- a) Habitual Examination, which examines the fulfillment of the conditions stated in Section 39. § (2);
- b) Evaluation of the habilitation theses;
- c) Scientific lecture, public debate, and their evaluation (Section 22. § (5) of Gov. Decree 387/2012);
- d) Hungarian and foreign language classroom habilitation lecture and its evaluation (Section 22. § (5) of Gov. Decree 387/2012).

Preparation of the Habilitation Procedure

41. §

In the field of habilitation, the University considers applicants with the title of Doctor of the Hungarian Academy of Sciences (MTA) or Doctor of Science to have met the scientific requirements for habilitation. Such applicants are exempt from submitting habilitation theses and conducting a scientific lecture.

42. §

- (1) In connection with technical and natural sciences programs, the MTTDHT, and in connection with arts and social sciences programs, the EDHT, upon examining the submitted application for regularity and the University's habilitation eligibility, shall decide on the feasibility of initiating the procedure within 30 business days from the submission of the application.
- (2) In connection with technical and natural sciences programs, the MTTDHT, and in connection with arts and social sciences programs, the EDHT shall reject the application if:
 - a) The University does not have habilitation rights in the indicated field as per the

application;

- b) The applicant's scientific work is not in line with the indicated field of science;
 - c) The required 5-year period has not elapsed since obtaining the doctoral degree;
 - d) The applicant has not fully met the minimum requirements (Appendix H2).
- (3) The decision to reject the application must be communicated in writing. Appeals against the decision can be made to the EDHT.

43. §

Until the decision referred to in Section 42. § (1) is made, the applicant may withdraw their application for the initiation of the habilitation procedure. In this case, the University shall refund 50% of the paid processing fee. In such a case, a new habilitation application may be submitted no earlier than 2 years after the withdrawal.

44. §

- (1) If the MTTDHT in connection with technical and natural sciences programs, or the EDHT in connection with arts and social sciences programs, approves the initiation of the habilitation procedure, a three-member (chair and 2 members) Habitual Examination Board (hereinafter: HVB) shall be appointed based on the proposal of the relevant DIT responsible for the field.
- (2) The HVB members must be university professors or Professors Emeritus who are employed by the University. The HVB must include at least one external member, who must be a university professor, a Doctor of the Hungarian Academy of Sciences, or a member. The Chair of the HVB must be an academic professor or Professor Emeritus of the University.
- (3) The HVB may initiate a personal hearing of the applicant.
- (4) Two members of the HVB shall prepare written opinions within 45 days, stating whether the applicant should be allowed to proceed to a public lecture or not. If the two opinions contradict each other, the Chair of the HVB shall refer them back to the President of the MTTDHT in connection with technical and natural sciences programs, or the EDHT in connection with arts and social sciences programs. In such cases, a third reviewer shall be appointed. If two opinions are negative, the procedure cannot continue. If the reviewers recommend initiating the procedure, the SZBB, appointed concurrently with the designation of HVB members, and the relevant DI, shall jointly determine the date of the habilitation procedure and conduct the procedure.

45. §

For the professional evaluation of the application materials and the conduct of the public stage of the habilitation procedure, in connection with technical and natural sciences programs, the MTTDHT, and in connection with arts and social sciences programs, the EDHT shall appoint a 6-member SZBB with renowned scholars in the relevant field designated by the DIT, including the Chair and Secretary. The SZBB members shall include the Chair and members of the previously designated HVB. The SZBB members employed by the University must be habilitated lecturers or researchers. At least two-thirds of the SZBB members must be university professors. At least one-third (a minimum of two members) must be external members who are either habilitated university professors, Doctors of the Hungarian Academy of Sciences, or members. The Chair of the SZBB must be an academic professor or Professor Emeritus of the University.

46. §

Minutes shall be taken of the meetings of the bodies involved in the habilitation procedure, as well as of the public lectures. These minutes shall include the rationale for the proposals, opinions, and decisions of the bodies.

The habilitation lectures, the public debate, and their assessment

47. §

- (1) During the habilitation process, the applicant gives one scientific and one classroom lecture, in this order. In case of proceedings in Hungarian, for the classroom lecture, the candidate must present in English for a minimum of 15 minutes.
- (2) The applicant demonstrates comprehensive and up-to-date knowledge of the chosen field of science or art, as well as their own main results through a public scientific lecture (colloquium) and discussion, which must be attended by at least 5 members of the SZBB in the following composition: chairperson, secretary, and at least two external members. Every participant has the right to ask questions or contribute to the discussion. The meeting is chaired by the SZBB chairperson. The location and time of the scientific colloquium are determined by the President of the MTTDHT for technical and natural science education and by the President of the EDHT for art and social science education, and must be announced at least two weeks before the due date through the secretariat of the relevant DI and also on the ODT and DI websites.
- (3) For the scientific colloquium, all members of the EDHT and MTTDHT, University professors, and habilitated lecturers must be invited personally. A summary detailing the applicant's own achievements must be made available on the relevant DI website.
- (4) Following the scientific colloquium, the SZBB evaluates the candidate's expertise during a closed session with a secret ballot (1, 2, 3, 4, 5 points) and provides a summary opinion in a report, which is also shared with the participants. The candidate's scientific (professional) competence can be considered adequate if the sum of the votes reaches two-thirds of the maximum points available.
- (5) If the SZBB deems the candidate's preparation inadequate, the candidate must be given the opportunity to demonstrate their scientific knowledge again after one year but within two years at the latest. If the second attempt is unsuccessful, the SZBB recommends to the EDHT that the application be rejected and the proceedings terminated. If the candidate does not make use of the opportunity for a reattempt within two years, the EDHT will close the proceedings due to the statute of limitations.

48. §

- (1) In the case of continuing the habilitation process, the candidate is required to hold a classroom habilitation lecture.
- (2) The classroom habilitation lecture is a part of one class related to the course previously advertised or intended to be advertised by the candidate, which is chosen by the SZBB from three topic proposals provided by the candidate.
- (3) The classroom habilitation lecture is public, and University teachers and students must be invited. The location and time of the lecture must be announced to the professional community at least two weeks in advance in an appropriate manner. The relevant DI ensures that the candidate's professional curriculum vitae and list of publications, as well as the thesis booklet, are made

available for viewing by anyone for at least two weeks before the public lecture.

- (4) After the lecture, anyone can ask the presenter questions related to the lecture's topic.
- (5) The classroom habilitation lecture must be attended by at least 5 members of the SZBB in the following composition: chairperson, secretary, and at least two external members.
- (6) Following the lecture, the SZBB members evaluate it in a closed session with a secret ballot (1, 2, 3, 4, or 5 points).
- (7) Habilitated doctors, MTA doctors, and University professors attending the scientific lecture vote secretly in the same way as the SZBB members. Their votes are averaged to the nearest whole number and count as one vote during the summary. Students attending the classroom lecture vote secretly in the same way as the SZBB members. Their votes are averaged to the nearest whole number and count as one vote during the summary.
- (8) The public part of the proceedings is considered successful if the candidate obtains at least two-thirds of the maximum points available in both the scientific colloquium and the classroom lecture.

The awarding of the habilitated doctorate title.

49. §

- (1) In the case of both the scientific and classroom presentations, the SZBB (Habilitation Evaluation Committee) will make a decision regarding the awarding of the "habilitated" title through a secret vote (scoring 1-2-3-4-5 points) after the second presentation. The proposal, supported by at least two-thirds of the maximum achievable score, will be sent to the EDHT (Doctoral Council) within 8 days, along with the entire procedural documentation.
- (2) The SZBB's proposal must evaluate the candidate's scientific or artistic activities, as well as their teaching and creative work after obtaining the doctoral degree, with particular emphasis on:
 - a) The comprehensive nature of their scientific knowledge.
 - b) The effectiveness of their independent scientific or artistic activity.
 - c) Their ability to shape the field's literature and educational materials.
 - d) Their teaching and presentation skills in both Hungarian and foreign languages.
 - e) Their participation in national and international scientific or artistic communities.
- (3) Based on the proposal and subsequent discussion, the EDHT will make a decision regarding the habilitation through a secret vote with options of yes or no. The decision is considered positive if the majority of attendees support it. A detailed explanation must accompany any decision of rejection. After a rejection, a new habilitation procedure in the same field can only be initiated after 2 years.
- (4) The candidate can appeal the EDHT's decision only within 30 days of receiving the decision, on the grounds of a violation of the law or a violation of this regulation. The appeal will be evaluated by the University's Rector.

50. §

- (1) The habilitation procedure should be scheduled in a way that it can be completed within 1 year from the submission of the application, not including potential time losses due to the repetition of certain parts of the procedure.

- (2) Upon successful completion of the habilitation procedure, the University will issue a habilitation certificate (*decretum habilitationis*). This certificate includes the University's name, seal, the name of the certificate holder, their place and date of birth, the designation of the field in which the candidate obtained the habilitated doctoral title, the place, year, month, and day of issuance. The certificate will be signed by the Rector and the President of the EDHT. Records of the certificates will be maintained in the University's doctoral register, managed by the University Doctoral and Habilitation Office under the supervision of the EDHT President.
- (3) The habilitated doctoral certificate will be formally conferred in a ceremony by the Rector. The ceremony will include the candidate taking the habilitation oath.
- (4) The University maintains a record of the certificates issued. Within 15 days of concluding the procedure, the University will send a report to the national doctoral register.
- (5) The habilitated person may use the title "habilitated doctor" or "Dr. habil." after their name.
- (6) The habilitated doctor has the right to announce independent university lectures (*venia legendi*) in the field for which they were awarded the title.
- (7) A habilitated university lecturer is obligated to:
 - a) Continuously develop their curriculum.
 - b) Participate in examination and doctoral and habilitation procedures upon request.
 - c) Adhere to the University's regulations and ethical norms.
- (8) The habilitated doctoral title can be revoked by the EDHT's decision if it is determined that the conditions for awarding the title have not been met.

VI. TRANSITIONAL, ENABLING, AND FINAL PROVISIONS

51. §

Doctoral candidates who established their status as doctoral students or candidates prior to the 2016/2017 academic year can obtain a doctoral degree in accordance with the provisions in force on August 31, 2021, according to the Nftv, the Act, and the Óbuda University Doctoral and Habilitation Regulations. They are also entitled to apply for admission under Section 21. § (1), alongside their previous doctoral studies recognition, with the condition that the eight-semester support period specified in Section 47. § (2) of the Nftv shall not be exceeded, taking into account the support time already used in the doctoral program.

51/A. §

Doctoral students admitted before January 1, 2023, have the option to choose whether to fulfill the language requirements based on the regulations in force at the time of their admission or according to the regulations in this document when initiating their degree, and they must declare this in writing.

52. §

This regulation, in a unified structure incorporating the amendments, shall come into effect on September 19, 2023, following its approval by the Senate.

53.§

With the entry into force of this regulation, the Óbuda University Doctoral and Habilitation Regulations, version 10, in a consolidated text including amendments, shall cease to be in effect.

Final Clause

The amendment of the Óbuda University Doctoral and Habilitation Regulations, incorporated into a unified text with the original, was approved by the Senate at its session held on September 18, 2023, with Resolution No. 4 SZ-2023/2024 (IX. 18.). It will enter into force on September 19, 2023.

Budapest, 2023. szeptember 19.



Prof. Dr. Kovács Levente
rektor

ANNEXES

I. ANNEXES TO THE DOCTORAL TRAINING AND DEGREE

D1) Doctoral and habilitation councils and doctoral schools of Óbuda University

Doctoral and Habilitation Council for Science and Technology (MTTDHT)

Doctoral School of Applied Informatics and Applied Mathematics

Field of science: engineering sciences, natural sciences

Discipline: computer sciences, mathematics and computing

Doctoral School of Materials Science and Technologies

Field of science: engineering sciences

Discipline: materials science and technology

Doctoral School on Safety and Security Sciences

Field of science: engineering sciences

Discipline: military engineering sciences

Doctoral School of Innovation Management

Field of science: social sciences

Discipline: management and organization sciences

Doctoral School of Architecture, Design and Technology

Field of science: engineering sciences, arts

Discipline: architectural sciences (PhD), construction art (DLA)

On this basis, the University's right to award doctoral degrees covers the following fields of science and disciplines:

Engineering sciences: computer sciences, materials sciences and technologies, military engineering sciences, architectural sciences

Natural sciences: mathematics and computing

Social sciences: management and organization sciences

Arts: construction art

D2) Doctoral credit rules

I. Forms and measures of student performance at university

Full-time training shall consist of at least forty hours of study per semester in the case of doctoral training or the equivalent in closed electronic distance learning (17 § (1) of the Nftv.). The duration of part-time training may be at least thirty, but not more than fifty percent of the hours of full-time training (17 § (3) of the Nftv.).

(1) In doctoral (PhD) studies, all study requirements are expressed in credits (study points). The detailed rules on the credits to be acquired in doctoral studies are set out in the curriculum of the doctoral school, subject to the following framework conditions.

(2) The doctoral programme consists of 8 semesters. Credits are obtained

through the following activities;

Learning activity (studies);

Reporting activity;

Research activity (publications, participation in projects); Teaching activity.

In order to obtain the diploma, students must complete 240 credits over the 8 semesters, as follows:

Studies: at least 32 credits.

Semester research and study report

(written and oral): Semesters 1-

4: 8-8 credits,

Semesters 5-8: 15-15 credits (total: 92 credits).

Publications on the basis of the research activity: at least 75 credits.

Active participation in a research project: 6-10 credits/project.

Teaching: maximum 60 credits, 1 contact hour per week = 2 credits.

According to the present credit regulations, the student must take at least four (4) courses and pass them with a passing grade.

(3) The number of credits that can be earned or are to be earned by completing the courses, research and teaching activities is determined by the curriculum and the rules of operation of the doctoral school, taking into account the following:

The credit value for completing the 2-hour per week (one full semester) course is 5-8. In case of a different total number of hours (e.g. intensive course with an external lecturer), the credit is determined in proportion to the total number of hours.

During the four semesters of training and research, you must complete at least 4 theoretical courses (2 hours per week). A maximum of 10 theoretical courses (2 hours per week) can be counted towards the diploma. In terms of credits, a minimum of 20 credits of theoretical courses must be completed and a maximum of 60 credits may be counted towards the absolutorium.

At least 75 credits must be achieved through publications related **to the research topic**. Only the data published in the Hungarian Science Bibliography (MTMT) can be taken into

account for the assessment of publication activity, as follows:

Scientific article (the score is divided by the number of non-supervisor authors); in the Doctoral School of Materials Science and Technologies, co-authors without a PhD are allocated a score according to their declared participation rate):

Peer-reviewed journal

paper:

with impact factor (IF) 36 credits

without IF, published abroad 24 credits, without IF, published in Hungary 18 credits

Peer-reviewed conference article (min 4 pages with ISBN), in print or electronic format

In a foreign language

24 credits

In Hungarian 6

credits

Book or book chapter (number of credits divided by the number of non-supervisor authors):

published abroad, in a foreign language, at least 10 pages, not conference proceedings 24 credits published in Hungary, per 20 pages

In a foreign language 3.6

credits

In Hungarian 1.8 credits

Doctoral schools may deviate from the values given here by up to 10% in their own rules of operation. Active participation in research projects is recognised at a rate of 6-10 credits per project.

If the doctoral school requires the PhD student to report on his/her research work to date, the number of credits per report may be 6-15. One report (written and oral) per semester is recommended for the whole training period.

In the case of **teaching activities**, 1 hour per week of practical training or seminar (over one semester) is worth 2 credits. The number of credits to be acquired through teaching activities cannot exceed 60 credits. A doctoral student may receive a maximum of 5 teaching credits per semester for teaching activities in the first four semesters of the training, and a maximum of 10 credits per semester in the fifth to eighth semesters of the training. The teaching activity shall be certified by the Vice Dean for Education of the relevant Faculty.

Overview table of available credits:

Doctoral student activities	credit value of one unit	minimum required	creditable maximum	End of 8 semesters
Theoretical subjects studied (with exam)	5 - 8	20	60	
For the semester research and study report Semester 1-4	8	32	32	92
For the semester research and study report	15	60	60	

Semester 5-8				
For participation in a research project	6 - 10		40	
For publication	1,8 - 36	75	116	
Compulsory activities				
For teaching activity/contact hours	2	-	60	
Credits recognised from Master's degree		-	30	
Any external credit (over 8 semesters)		-	30	
For prior activity (before 8 semesters)		-	30	
Other		-	30	
Total		240		240

(4) For the second and subsequent semesters of organised studies, only students who have accumulated a total of at least 20, 45, 75, 90, 110, 150, 180 credits in the previous semesters are eligible to enrol.

(5) The Doctoral School Council may waive the above requirement if the student is taking part in a part-time course outside the institution. The credit value of the courses thus completed is determined by the Doctoral School Council.

(6) The doctoral school sets out in its rules the content and format of the research report.

(7) Taking into account the specificity of the genre of artistic and technical works, the awarding of credits at the Doctoral School of Architecture, Design and Technology is governed by the own regulations of the doctoral school.

II. Credit for activities carried out in another doctoral school or institution

(credit transfer, partial training, transfer, teaching, research)

(8) The doctoral student's studies outside his/her doctoral school shall be treated as part-time studies, see 14 § (3) and 18 § (7).

(9) Credits obtained at other higher education institutions in Hungary or abroad, or outside the doctoral student's own doctoral school, may be recognised on the basis of an inter-institutional credit equivalence agreement, an individual study agreement with the student or the provisions of the legislation providing for credit transfer.

(10) The two subjects are considered equivalent if there is at least 75% agreement between them. The degree of correspondence is assessed by the Doctoral School Council, which decides on equivalence.

(11) The maximum percentage of study (training) credits that a doctoral student may accumulate by transferring credits is specified in the regulations of the doctoral school.

(12) During the part-time training, the doctoral student can also earn study (training), research and teaching credits.

(13) If possible, the doctoral student's grades from the courses taken abroad should also be requested in the form of ECTS grades. These are converted into Hungarian grades in the usual way (A=5, B=4, C=3, D=2,5, E=2, F=1).

III. Credit for prior learning

- (14) Participation in training, research and teaching outside the framework of doctoral (PhD/DLA) training, but within the framework of the doctoral programme, is considered as prior performance.
- (15) The Doctoral School Council may award credit for these achievements, as demonstrated during the professional career.
- (16) The rules on the creditability of prior learning and the number of training, research and teaching credits that can be obtained with credit are set out in the regulations of the doctoral school.

D3) Rules on plagiarism

I. General rules

(1) The higher education institution shall revoke the diploma issued by it or its predecessor within five years of the date of issue of the diploma if the diploma was obtained unlawfully. In other respects, the provisions of the Act on the General Administrative Procedure shall apply mutatis mutandis to the revocation (Nftv. 52/A. § (1)).

(2) By way of derogation from the provision of paragraph (1), if the award of the diploma was influenced by a criminal offence and the commission of the offence has been established by a final decision of the court or the prosecution has terminated the criminal proceedings because the period of conditional suspension of the prosecution has expired successfully, the institution shall annul the diploma without time limitation if it does not concern a right acquired and exercised in good faith. In other respects, the provisions of the Act on the General Administrative Procedure shall apply mutatis mutandis to the annulment (Nftv. 52/A § (2)).

(3) The withdrawn or destroyed diploma is withdrawn by the higher education institution. The name of the higher education institution that issued the withdrawn or cancelled diploma and, if necessary, its legal successor, the serial number of the diploma, the date and reason for the cancellation must be published on the website of the education office (Nftv. 52/A. § (3)).

(4) There is a right of appeal against a decision under paragraphs (1) and (2) (Nftv. 52/A. § (4)).

(5) If the higher education institution issuing the degree has ceased to exist without legal succession, the education office shall act in the procedure pursuant to paragraphs (1) and (2) (Nftv. 52/A. § (5)).

(6) The court or prosecutor's office issuing a final decision pursuant to paragraph (2), or a decision that cannot be appealed against further, shall immediately notify the issuer of the diploma and the education authority of the decision (Nftv. 52/A. § (6)).

(7) The provisions of paragraphs (1) to (6) shall also apply appropriately to the diploma supplement (Nftv. 52/A. § (7)).

II. Scientific rules

(1) The University accepts and applies the principles and recommendations of the Code of Science and Humanities of the Hungarian Academy of Sciences and the resolutions of the Scientific Committee
(https://mta.hu/data/dokumentumok/hatteranyagok/tudomanyetikai_bizottsag/wissenschaftanyetikai_kodex_kgy_20100504.pdf).

(2) A doctorate may be withdrawn if the holder has obtained it by presenting all or part of another person's intellectual work as his or her own, or by using false or falsified data in his or her thesis, thereby deceiving or misleading the body or person responsible for the doctoral examination. Proceedings for the withdrawal of a doctorate may be instituted if the holder of the title is still alive at the time the proceedings are instituted.

(3) The offences referred to in paragraph 2 shall not be time-barred, and liability shall be limited to the holder of the title.

(4) Any person may initiate the procedure for the withdrawal of a doctorate to the President of the *Doctoral and Habilitation Council of Óbuda University* (EDHT) if he or she proves or establishes the facts referred to in paragraph 2.

(5) The EDHT decides on the withdrawal of the doctorate. In the case of the revocation of the degree, the proposer is the President of the EDHT, who is obliged to request the decision of the competent MTTHDHT in the field of the discipline of the doctoral degree as to whether the provisions of paragraph (2) can be effectively established with regard to the holder of the degree. In the procedure for the withdrawal of a doctorate, expert(s) may be appointed and the person concerned shall be heard. If the person concerned fails to appear despite being duly notified or requests not to be heard, the EDPS shall be entitled to take a decision on the merits even without a hearing. If the infringement of copyright has already been established by a final judgment of a court before the initiation of the proceedings, the EDHT does not have to investigate the matter, the final judgment being sufficient for the withdrawal of the degree.

(6) A doctoral degree withdrawn by the EDHT cannot be re-awarded in a new procedure.

(7) The University shall make public the final decision to withdraw the application.

D4) Registration of student status and performance

(1) The Study and Examination Regulations of Óbuda University shall apply to the study and examination matters of doctoral students, except in cases provided for by law or by these Regulations.

(2) The University Doctoral and Habilitation Office is responsible for the registration of doctoral students' academic affairs.

(3) a) the University has introduced the electronic transcript of records (e-index) from the first semester of the academic year 2014/2015, printed from the NEPTUN system, certified according to the order defined in the Study and Examination Regulations of Óbuda University and produced as an inseparable document;

b) when using an electronic course book, the print image and format approved by the Education Office must be used. A printed transcript in a validated format must be created upon the student's permanent departure from the University or upon termination of the student's enrolment;

c) the numbered pages of the form must be tied together with a national-coloured string and the end of the numbered pages, sealed with a circle label, must be stamped and authenticated and inseparable by the signature of the head of the doctoral school or a person authorised by him/her.

(4) a) Except in the case of preliminary examinations and authorised cases (fairness), examinations may only be taken during the examination period;

b) failed examinations may be repeated in the same examination period on the basis of the Rector's Instruction No. 2/2023 (I.25.) on the procedural fees for doctoral and habilitation processes.

(5) In addition to the data required by law, the student record contains the following data for the semester:

a) the subjects studied and the results of the examinations and the credits awarded;

b) the number of credits for teaching;

c) credits for the report;

- d) credits for participation in a research project;
- e) credits for scientific publications;
- f) total credits for the semester;
- g) total credits completed by the end of the semester.

(6) For the items on the register, only the completion and certificates submitted by the last day of the examination period will be taken into account. Exceptions are made for students who have received prior approval for deferment from the Doctoral School Council.

(7) The head of the Council must send the examination results to the University Doctoral and Habilitation Office within 5 days of the end of the examination period. The remaining credits must be sent to the University Doctoral and Postdoctoral Office after the first meeting the Council following the examination period. The Council may vote electronically on the award of credits.

D4/A) Termination of student status

(8) The student's legal status is terminated:

a) **if the doctoral student fails to complete the complex examination, on the day of the failure or failure of the obligation** (Nftv. 59. § (1) (j));

b) **at the end of the eighth semester of the doctoral programme for which the student is registered** (Nftv. 59. § (1) l))

c) if the doctoral student has been accepted by another higher education institution, on the date of acceptance

d) if the doctoral student announces the termination of his/her student status, on the date of the announcement;

e) if the doctoral student cannot continue his or her studies in a publicly funded programme and does not wish to continue them in a fee-based programme;

e) if the doctoral student does not enrol and does not apply for passive status;

f) if the rector terminates the student's status as a doctoral student - due to payment arrears - on the day the decision on the termination becomes final,

g) the date on which the disciplinary exclusion decision becomes final.

h) on the last day of the semester in which the diploma is obtained.

b) Student status shall be terminated if the student has not acquired the minimum number of credits required by Section (4) of the Doctoral Credit Regulations (Nftv. 59. § (3) a)).

(9) **The higher education institution may also terminate the student status of a student who**

a) **fails to fulfil the obligations relating to progress in studies laid down in the study and examination regulations and the curriculum,**

b) **fails to enrol for the third consecutive semester,**

c) **does not start his or her studies after the suspension of the student status, provided that the student has been informed in writing in advance that he or she must fulfil his or her obligation by the deadline and has been informed of the legal consequences of failure to do so** (Nftv. 59. § (3)).

(10) Expulsion from the institution may be imposed as a disciplinary sanction as laid down in

the Disciplinary Code.

- (11) Anyone whose student status has been terminated must be removed from the student register by a competent decision of the Doctoral School Council.

D4/B) Special rules for cooperative doctoral training

(1) Change of supervisor: for PhD and DLA students supported by a "Cooperative Doctoral Training" grant, the Doctoral School will, with the approval of the Doctoral School Council, propose a change of supervisor. The approval of the change of supervisor is taken out of the decision-making competence of the current doctoral school and is transferred to the Cooperative Doctoral College supervising the training according to the rules described in the respective call for proposals.

(2) To be admitted to the "Cooperative Doctoral Training" programme, it is possible to participate in the open call for applications for the "Cooperative Doctoral Programme Doctoral Student Scholarship", announced by the National Research, Development and Innovation Office. The scheme provides support for those who, in addition to their doctoral student status, are also working in a research environment outside higher education institutions, which will help to put their scientific results into practice. To be eligible, applicants must already be PhD or DLA students at the relevant doctoral school (and thus have already passed the general admission procedure), or they may be "new entrants" who expect to start their research immediately after formal admission to doctoral studies, on the basis of this eligibility.

(3) The "Cooperative Doctoral Training" programme aims to further expand the pool of R&D and innovation workers who are committed to enriching their professional knowledge with the latest scientific research and to the social and economic exploitation of their knowledge.

(4) The support may be provided in the form of a scholarship, which is paid into the bank account specified in the doctoral student's application by the University as the host institution.

(5) The academic supervisor of PhD or DLA students who intend to apply for a specific "Cooperative Doctoral Training" programme must inform the head of the Doctoral School concerned of his/her intention to apply after the call for applications has been published, and outline the main points of the application in writing, so that the Doctoral School Council can decide whether to support the application in a valid decision before the deadline. The Council will forward its opinion to the Rector of the University, who will consider it and decide to sign the document "KDP-202XJelsooktatásiJntezmeny_szandeknyersterklárungata_szandeknyerstückata_minta.doc x", thus deciding whether to accept the application.

(6) Successful "Cooperative Doctoral Program" programme doctoral students will be required to undertake the following:

a) are pursuing studies or research within the framework of doctoral training and meet the additional requirements of the doctoral school;

b) are in a continuous employment/other employment relationship with the Employer, working on the practical applicability of their scientific research;

c) submit twice each year (by 15 February and 15 July) a report in accordance with point 22.3. of this Call for Proposals (or the point in the current Call for Proposals specifying the content requirements for the report to be submitted and detailing the documents to be submitted with the report);

d) submit their doctoral thesis or equivalent work requested by the doctoral school within 1 year of the last day of the "Cooperative Doctoral Training" programme fellowship.

(7) Specifications concerning the doctoral supervisor, the co-supervisor and/or the company expert, the definition of the proposal's managing body and the Managing Body, the period of the "Cooperative Doctoral Training" programme grant, the method of financing and the use of the "Cooperative Doctoral Training" programme grant, the documents required to prove the conditions of the "Cooperative Doctoral Training" programme grant, the details of the contract, detailed rules on the way the grant and institutional support are paid, the cancellation and suspension of the grant, the rules on the termination of the "Cooperative Doctoral Training" programme grant, the rules on publicity (how the grant is to be indicated in publications), the rules on the accounting of the grant, the rules on the submission of the half-yearly reports and the final report are set out in the respective call for proposals.

(8) By signing the application form, applicants consent to the processing of their personal data.

(9) The "Cooperative Doctoral Training" programme scholarship holders must submit a professional report on the fulfilment of the requirements of the doctoral training and on the progress of the scientific results in terms of their practical usefulness to the Cooperative Doctoral College via the Managing Authority every six months. Acceptance of the report, i.e. "excellent" or

(10) a "pass" rating is a condition for the continuation of the scholarship and the continuation of the "Cooperative Doctoral Training" programme.

(11) If the academic supervisor changes jobs after the award of the grant, and as a result terminates his/her contractual relationship with the University, he/she may continue to manage the "Cooperative Doctoral Training" programme on the basis of a separate contract with the University, subject to the approval of the Cooperative Doctoral College.

(12) The Parties concerned shall enter into a separate agreement with respect to the intellectual works created under the "Cooperative Doctoral Training" programme, taking into account the applicable laws and the Intellectual Property Management Regulations of Óbuda University.

(13) PhD or DLA students in the Cooperative Doctoral Programme may submit any specific scientific or other communication to journals or conferences only with the written permission of the representative of the company of the "corporate expert" employer. The written consent of the university supervisor is also required for publication. If a PhD or DLA student breaches this requirement, he/she will be legally liable.

(14) If the complex examination is timed during the period of the PhD or DLA student's "Cooperative Doctoral Training" programme fellowship, the dissertation part of the examination will be extended with a secret report in which the student will report on his/her secret work in the "Cooperative Doctoral Training" programme. The members of the committee hearing the report will sign a confidentiality agreement on the contents of the report. The acceptance of this report is a further condition for the continuation of doctoral studies at the University and the Doctoral School will inform the Cooperative Doctoral College of the outcome.

(15) The "Cooperative Doctoral Training" programme Scholar's employment shall be terminated upon the termination of the "Cooperative Doctoral Training" programme Scholar's doctoral student status or other employment or employment relationship with the employer.

"Cooperative Doctoral Training" programme scholarship PhD students are required to give a written and oral public presentation every semester, which is supplemented by a non-public, confidential part, with the participation of the company expert and the PhD student's

academic subject leader, as determined by the Doctoral School, who, together with all other members of the hearing committee, sign a confidentiality agreement regarding the information presented. A separate record of the non-public part of the semester's presentation is made and formally submitted by the Doctoral School to the Cooperative Doctoral College. The purpose of this confidential part is to assist the PhD student in preparing the report to be submitted to the Cooperative Doctoral College. The report will be used as a basis for deciding whether to continue or withdraw his/her fellowship. As a consequence, a decision may also be taken on the action to be taken by the University.

(16) The "Cooperative Doctoral Training" programme Scholar's employment shall be terminated upon termination of the "Cooperative Doctoral Training" programme Scholar's status as a doctoral student or other employment or employment relationship with the employer.

D5) Rules for compliance with the rules on staff and subject leader

D5/A. Conditions for compliance with the rules on staff

- (1) The general personal conditions for compliance with the Staff Regulations are set out in 8. § (4)-(8) of these Regulations (2. §, 3. § of the Act 387/2012 Coll.).
- (2) A member of the staff shall carry out more than 70% of his/her doctoral training activities in the Doctoral School of which he/she is a member.
- (3) Age requirements for regular members:
 - (a) The head of the Doctoral School is under 65 years of age in the year of establishment of the Doctoral School and under 70 years of age in the year of evaluation of the Doctoral School in operation, even after a change of head;
 - (b) university lecturer, researcher, who is under 65 years of age in the year of the establishment of the Doctoral School or under 70 years of age in the year of the evaluation of the Doctoral School in operation.
- (4) Have 5 articles published in the Hungarian Doctoral Council (ODT) database in the last 5 years and 5 additional articles in the same discipline, and update this list regularly each year.
- (5) You must have an active thesis or doctorate.
- (6) Compliance is regularly checked by the Doctoral and Habilitation Council of Óbuda University (EDHT) on an annual basis.

D5/B. Doctoral supervisor requirements

- (7) To be a doctoral supervisor, you must
 - a) has an academic degree;
 - b) have 5 articles published in the Hungarian Doctoral Database (ODT) in the last 5 years and 5 additional articles in the relevant discipline that meet the publication criteria set out in Part D5/C, paragraphs (9)-(10);
 - c) undertakes to update the list in point b) on a regular basis each year.
- (8) The conditions of paragraph 7 b) and c) shall be regularly monitored by the DI.

D5/C. General publication conditions

- (9) Only printed and/or electronic publications (journal articles, university/college textbooks, textbooks, scientific monographs, book excerpts, translations from classical languages, etc.) which:
 - a) the author presents the results of his own research (in the case of a book, he also refers to them in detail);
 - b) includes precise references to the literature,
 - c) with ISBN or ISSN;
 - d) peer-reviewed;
 - e) referenced (found in a well-known database);
 - f) impact factor depending on the discipline;

- g) published in a professional publication or as a publication, and this publication;
- h) an internationally or at least nationally listed publisher;
- i) a foreign language widely used in professional circles;
- j) can be found and accessed in major public libraries,
- k) can be ordered or purchased.

The following may be taken into account as a publication: a technical or artistic work of art, an accepted domestic or foreign patent, and as a reference, a documented realisation of the patent, industrial series production.

(10) The following cannot be taken into account:

- a) an article published in a daily newspaper or a non-professional weekly (even if the subject is of a professional nature),
- b) a self-published work (if it is neither linguistically nor technically proofread),
- c) university and college notes, handouts, handouts, example books, translation, editing, proofreading
- d) paper published in a conference publication (except: in the field of military engineering field (among the 5+5 publications) publications of up to two of the international conferences designated by the HAS Committee on Military Science)
- e) (Book) translation, except translation of the classics by proofreading;
- f) a review (book review) or critique (except for longer reviews);
- g) a non-public research report produced in response to a call for proposals or a commission;
- h) thesis, diploma thesis, dissertation (dr. univ., PhD, DLA, CSc, DSc, chair chair holder);
- i) other manuscript-like treatises, papers;
- j) science writing,
- k) non-research interviews (neither as a reporter nor as an interviewee);
- l) writing that has not yet been published (planned or "in press", not yet accepted by the publisher).

D5/D. Terms and conditions for publication in the field of research

The disciplinary conditions detailed in section D5/D. shall be fulfilled from 1 September 2024, until which date the terms and conditions of the University of Óbuda, version 8 of the University Doctoral and Habilitation Regulation (EDHSZ) in force from 13 June 2022 shall apply.

(11) *Engineering discipline (excluding architecture):*

You must be the author of at least two Q1 or Q2 articles in a foreign language in a relevant field, or at least one monograph published by a recognized international publisher. Q1/Q2 publications may be replaced by a monograph only in the discipline of military engineering. A Q1 article can be substituted by a domestic patent, a D1 article by an international patent, and a Q2 article by a trademark/design application. For publication activity, at least two

thirds of the linear parameters of the numerical discipline indicators used for the habit assessment of applications for the award of the doctorate must be fulfilled. For the military engineering discipline, the criteria of the Committee on Military Science of the Section of Economics and Law (Section IX) of the MTA are relevant. For holders of the title of Doctor of Science, the criteria of outstanding scientific and research work are considered to be fulfilled.

(12) *Natural sciences discipline:*

Be the author of at least two Q1 or Q2 articles in a foreign language in a relevant field. These parameters must be met and assessed taking into account the database of Hungarian Scientific Publications (MTMT). In the case of publication activity, at least two thirds of the linear parameters of the numerical disciplinary indicators used in the habit assessment of applications for the award of the MTMT title must be met. In the case of holders of the title of Doctor of Science, the criteria of outstanding scientific and research activity are considered to be fulfilled.

(13) *Social Sciences field of science, Business and Management Sciences discipline:*

a) Internationally recognised, outstanding scientific achievement: at least two Q1 or Q2 articles in foreign languages (of which at least one Q1 article), one of which must be the sole or first author. Publications with more than three authors may be counted with a weighting of 50%. One of the two Q1/Q2 articles in the field may be replaced by a book or book chapter in a foreign language published by a prestigious international publisher. Journal articles published in the MDPI, Frontiers and published in the journals of Plos publishers. The following Scimago Subject area journal listings are automatically considered to be articles in the subject area: Business, Management and Accounting, Decision Sciences, Economics, Econometrics and Finance, Social Sciences. A book is defined as a work of at least 112 pages of which the applicant is the sole author; the stand-alone book chapter must be at least 112 pages.

b) The applicant should have a Hirsch index of at least 10 according to the database of Hungarian Scientific Publications (MTMT).

c) The applicant must have at least 20 independent Scopus citations.

In the case of publication activity, at least two thirds of the linear parameters of the numerical disciplinary indicators used in the habit assessment of applications for the award of the doctorate of the Hungarian Academy of Sciences must be fulfilled. In the case of holders of the title of Doctor of Science, the criteria of outstanding scientific and research activity are considered to be fulfilled.

(14) *Engineering field of science, Architecture and Arts discipline:*

You must be the author of at least two Q1 or Q2 articles in a foreign language in a relevant field, or at least one monograph published by a recognized publisher. The Q1/Q2 publications may be replaced by at least two internationally recognized works of art, and a professional portfolio demonstrating international recognition is required. In the case of HAA (Hungarian Academy of Arts) or HAS (Hungarian Academy of Sciences) members, or holders of prestigious professional awards recognizing their creative achievements (in

particular the Miklós Ybl Prize, the Noémi Ferenczy Prize, the Pro Architecture Prize, the Gábor Dénes Prize), the criteria for outstanding scientific and research work are considered to be fulfilled.

D6) Application form for doctoral (PhD/DLA) training

Óbuda University
1034 Budapest,
Bécsi út 96/B.
Institutional ID
number: FI 12904

APPLICATION FORM FOR DOCTORAL (PhD) TRAINING

Name:Name of birth:.....

Place of birth:Date of birth:..... Mother's birth name:
..... Nationality:

Permanent address: Residence/address:
..... Phone number: E-mail address:
..... Website address:

Your workplace name: Your workplace
address:

Work telephone number : Occupation/Position:
..... Which university (university/city/country) did
you study at?

..... University/MSc/Ma degree
number:Date of degree: Diploma qualification:

Subject(s):.....

Language skills:

1. Language: Level/type: Document number, date:
2. Language: Level/type: Document number, date:

Name of the chosen doctoral school (research area): Which type
of training are you applying for?

Organised training with scholarships/organised training with reimbursement of costs/individual preparation*

Name of the doctoral programme (announced topic) within the doctoral school (research area):

Topic of your choice:.....

Name and academic degree of the topic leader:.....

Workplace of the topic leader:

Name and academic title of the supervisor:

Workplace of the supervisor:

Have you applied to any other doctoral schools/doctoral training programmes? Yes/no*If
yes:.....

Name of other institution:

Doctoral school:.....

Doctoral programme:

Will you keep your application if you are accepted for another form of training?:

I declare that the above information is true and I acknowledge that I will be held liable for any disadvantages resulting from the disclosure of untrue information.

Budapest, 20.....

.....

applicant's signature

The application form must be completed in block letters. It must be accompanied by the documents listed in paragraph 19. § (3).

D7) Record of the complex exam

Óbuda University
1034 Budapest, Bécsi út 96/B.
Institution identification number:
FI 12904

NAME OF THE DOCTORAL SCHOOL

RECORD OF THE COMPLEX

EXAMINATION

Name of the doctoral student (worn):

Name:

Birth name of doctoral student:

Name, Place of birth, date of birth:

Doctoral thesis topic:

Name of supervisor:

Discipline of the degree to be awarded:

Discipline of the degree to be awarded:

Date of the complex examination (year. month..day. hour:minute):

Location of the complex examination (address, room number):

Registrar:

Members of the complex examination board:

- | | | | |
|----|------|----------|-----------------------|
| 1. | Name | position | committee
chairman |
| 2. | Name | position | committee |
| 3. | | | member |
| | | | committee |
| | | | member |
| 4. | | | committee |
| | | | member |

Questioning teacher (if not a member of the committee):

- | | | |
|----|------|----------|
| 1. | Name | position |
| 2. | | |

The theoretical part of the complex exam

Subject of the complex examination I:

Questions from Subject I:

.....
.....

Answers to the questions from object I (comment):

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

Total number of votes and % of the secret ballot (Item I): points %

Subject of the complex examination II:

.....

Questions from Subject II:

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

Answers to the questions from Subject II (note):

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

Total number of votes and % of the secret ballot (Item II): points %

Subject III of the complex examination:

.....

Questions from subject III:

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

Answers to the questions from subject III (comment):

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

Total number and % of votes cast in the secret ballot (Item III) points %

Total number of points and combined % of subjects in the complex examination:..... points %

The result of the theoretical exam

PASSED

NOT PASSED***

Dissertation part of the complex exam

(knowledge of the literature; research results; research plan for the second stage of doctoral studies, presentation of the dissertation and the publication schedule)

Committee evaluation of the dissertation part:

.....

.....

.....

.....

.....

.....

Result of the dissertation exam

PASSED

NOT PASSED***

The (aggregate) result of the complex exam

.....(name)

qualification of the complex examination of a doctoral student /individual preparator*** according to the Regulations for Doctoral and Habilitation Studies of Óbuda University, 26. § (3)

PASSED

NOT PASSED***

*** underline as appropriate

Reason, suggestion, comment:

.....

.....

.....

.....

Budapest, 20

.....
Chairman of the Complex
Examination Committee

.....
member of the complex exam committeemember of the complex exam committee

.....
member of the complex exam committee member of the complex exam committee

.....
minute-taker

D8) Data sheet for the issue of the doctoral diploma

Óbuda University
1034 Budapest, Bécsi út 96/B.
Institution identification number:
FI12904

INFORMATION FORM FOR THE AWARD OF A DOCTORAL DEGREE

1. Personal data:

Name:

Place and date of birth:

Mother's name:

Address:

Phone number:

E-mail address:

Doctoral
training
program:

Thesis supervisor(s):

Research topic, title:

2. Completion of studies (as required by the Doctoral School):

Subject name	Name of lecturer	Date of the exam	Credit value
Total study credits			

3. Teaching activity (maximum 60 credits):

Subject taught	Duration	Credit value
Total teaching credits		

4. Research activity:

Semester research and study

Semester	Date of the report reports:	Credit value
1.		
....		
8.		
Total		

Participation in a research project

Project name	Research task	Credit value
Total		

Conference presentations:

Title of the presentation	Presentation details (conference, location, time)	Credit value
Total		

Publication activity:

Title of publication, thesis	Its bibliographic data	Credit value
Total:		

Total research credits:		
--------------------------------	--	--

Total research activity credits:

5. Decision of the Council of the Doctoral School:

Decision number:

Budapest,

20.....

.....

Chair of the Doctoral Council

D9) Structure of the doctoral thesis booklet

The thesis of the doctoral dissertation summarises the results of the independent scientific and creative work. The results should be presented in a coherent and self-explanatory structure, with new findings presented in a cogent manner in detail, building on the applicant's professional publications.

Formal requirements for the thesis booklet: A5 format, normal margins, 12 pt font size, Times New Roman or Arial Narrow font, 1.5 line spacing. The thesis statement should follow the structure below:

I. Antecedents and background to the research

A description of the research topic, a brief review of the literature, and relationship with previous findings on the topic.

II. Objectives

Description of the research problem to be solved, its significance and relevance within the discipline.

III. Scientific methods

A description of the scientific procedures, techniques and methods used.

IV. New scientific results

A description of the specific scientific results achieved by the doctoral candidate, in the form of thesis statements. In each thesis point, reference should be made to the relevant own publication(s). Where justified, a thesis point may be included without reference. If there is a reference to an external author, it should be cited by (name, year), while the own publication related to the thesis point should be cited by serial number.

V. Possibility of exploiting the results

Demonstrate the practical application of new scientific findings.

VI. List of references

Literature references used, published by foreign authors (name, year).

VII. Own scientific publications related to the thesis points


A numbered list with authors, title and place of publication. The list may only include publications to which the candidate has referred in the thesis points. The co-authors' waiver according to 28. §. (2) g) must be obtained for publications included in this list. The list may also include unpublished publications, but only those publications for which the candidate has submitted a certificate of acceptance should be taken into account in meeting the formal requirements.

VIII. Additional scientific publications (optional)

List of further own publications, numbered consecutively.

D10) Title page of doctoral thesis

The title page of the doctoral thesis should follow the following format:

	ÓBUDAI EGYETEM ÓBUDA UNIVERSITY	DOCTORAL (PHD) THESIS
<hr/>		
AUTHOR OF THE THESIS		
Title of the Thesis		
Supervisors		
<hr/>		
DOCTORAL SCHOOL OF APPLIED INFORMATICS AND APPLIED MATHEMATICS		Budapest, day month 202... ..p

The internal title page of the thesis must indicate the full committee of the public defence and the date of the defence, with a post-print.

D11) Co-author acknowledgement and waiver

CO-AUTHORS' ACKNOWLEDGEMENT AND DISCLAIMER

I,, as undersigned co-author, declare that

(name)

.....

(name of the doctoral candidate)

.....

(dissertation title)

The statements made in the following thesis points of the PhD/DLA thesis, which are based on the following joint scientific publication(s), are hereby acknowledged as independent scientific achievements of the candidate:

Thesis point:.....

Number of joint publication(s) in the thesis booklet:.....

Thesis point:.....

Number of joint publication(s) in the thesis booklet:.....

Thesis point:.....

Number of joint publication(s) in the thesis booklet:.....

Thesis point:.....

Number of joint publication(s) in the thesis booklet:.....

I also waive my right to use these results in doctoral or other scientific qualification procedures.

My other notes:.....

.....

Budapest, 20.....

.....

(signature)

Co-authorship statements are not required from the subject leader or foreign co-authors!

D12) Declaration of independence of work, citing literary sources as appropriate

**A DECLARATION OF INDEPENDENCE OF WORK,
PROPER CITATION OF LITERARY SOURCES**

I, the undersigned....., declare that the

.....

I wrote the thesis myself, using only the sources given in the list of references. All passages that I have taken verbatim or with identical content but paraphrased from other sources are clearly indicated by citing the source.

Budapest, 20.....

.....

(signature)

D13) Declaration of disclosure

STATEMENT ON DISCLOSURE

I, the undersigned, respectfully request that let the disclosure of my doctoral thesis entitled “.....” in the Internet happen according to the limitations specified below*:

- No limits;
- Available only from a Hungarian address;
- 2 years after the award of the degree, without limits;
- After 2 years from the award of the degree, it should only be from a Hungarian address.

Budapest, 20.....

.....

signature

*underline the correct answer

D14) Application for the nationalization of an academic degree obtained abroad

ÓBUDA UNIVERSITY

Chair of the University Doctoral and Habilitation Council

REQUEST

to nationalize a foreign academic degree

I, the undersigned, request Óbuda University to nationalise my academic degree obtained abroad in the branch of science / research field

...../.....

Name of applicant:

Name at birth:

Mother's name:.....

Nationality:

Place of birth: Year: Month:..... Day:

Identity card (passport or permanent residence permit) number:

Permanent address:

Mailing address:.....

E-mail:

Phone number:

.....

Work location:.....

Your work address:

Occupation/Position:

.....

Name, location and country of the issuing institution:

.....

.....

University (MA/MSc) degree number, date:

.....

The language skills of the applicant and their level:

.....

.....

.....

Number, date and language of the foreign academic degree you wish to have recognised:

.....

.....

.....

Name, location, country of the university (institution) issuing the degree to be naturalised:

.....

.....

The organisation/agency accrediting the university/institution:

.....
.....
.....
Annexes:

Diploma supplement: <https://europa.eu/europass/en/learn-europe/diploma-supplement>

Date:

.....

signature of the applicant

D15) Script and minutes of the public debate of the doctoral thesis

Scenario for the public debate

- (1) Chair of the jury
 - a) welcomes the audience, opens the debate, and announces that the Doctoral Council of the <Doctoral School of Applied Informatics and Applied Mathematics> of Óbuda University has opened the public debate on the doctoral thesis of <name of the candidate>. The title of the dissertation is: <title of the dissertation>;
 - b) introduces the members of the Evaluation Committee;
 - c) invites the Secretary of the Committee to present the curriculum vitae of the candidate;
 - d) invites the candidate to give a free and concise presentation (about 25 minutes) of his/her new scientific results, or in the case of a DLA, his/her master work, and the theses of his/her doctoral dissertation.
- (2) The candidate presents his/her thesis, highlighting his/her new scientific achievements.
- (3) The Chair invites the referees to present their written comments on the thesis and to propose the award of the degree.
- (4) The reviewers present their opinions. Any absent opponent's opinion and proposal will be read out by the Secretary.
- (5) The President invites the Secretary to present the questions formulated by the Evaluation Committee and to give them in writing to the candidate.
- (6) The Chair invites the candidate's research supervisor to present the candidate's professional activities and to give a brief assessment of the candidate's work in the doctoral programme.
- (7) The Secretary will present any questions or comments received in advance.
- (8) The Chair invites the members of the jury and all those present to ask questions and to contribute to the debate.
- (9) If there are no further comments, the Chair invites the candidate to respond to the opponents' opinions and to any questions or comments. He reminds the candidate and opponents that the official assessors have the right to reply once.
- (10) After the candidate's reply and any rejoinder from the members of the evaluation committee, the chairman closes the public debate and orders the committee to meet in closed session. The evaluation committee shall retire to take a decision.
- (11) In a closed session, the Chair opens a debate, and the Committee evaluates the thesis and the new scientific results by the use of a secret ballot, scoring 1-2-3-4-5 (the best value is 5), and recommends the award of the doctoral degree (which requires at least 2/3 of the available points) or rejection.
- (12) The Committee determines the result of the defence and, in accordance with the votes received, succinctly formulates the strengths and possible shortcomings of the dissertation.
- (13) The Secretary fills in the examination report and the members of the Evaluation Committee sign it.
- (14) The Chair reopens the public session, invites those present to stand and announces the result of the secret ballot.
- (15) The Chair closes the meeting. If the defence is successful, the members of the Committee congratulate the candidate.

Minutes of the public debate of the doctoral thesis

Candidate's name:

Place, year, month, day of birth:.....

Student ID number:

Education, professional qualifications:

Work location:

Address:.....

Branch of science and Research field of the degree to be obtained:

Title of the PhD/DLA thesis:

.....

Name of supervisor:

Name of supervisor:

Date of the public debate:.....

Location of the public debate:.....

Language:

Names and signatures of the members of the Evaluation Committee

Chair:

Secretary:

Members:

.....

.....

.....

Reviewers:

.....

The opinion of the official reviewers:

.....

The essence of the questions and speeches in the public debate:

.....

.....

.....
.....

The names of the participants in the debate:

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

The essence of the candidate's answers:

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

CLOSED SESSION

Before the vote, any opinions of the Jury, questions asked:

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

The result of the vote:

5 points given by member(s)
4 points given by member(s)
3 points given by member(s)
2 points given by member(s)
1 point given by member(s)

Maximum score available: points

Total number of points awarded points

Average of the given points points

The points given are a percentage of the maximum points available:..... %

The committee recommends the award of the PhD/DLA: Yes No

Budapest,

.....
Chair of the Jury

.....
.....

D15/A) Criteria for the evaluation of the doctoral thesis

The evaluation should include a detailed assessment of the scientific results of the doctoral thesis, its novelty, merits and shortcomings, and whether it contains credible data.

The evaluation should address the following aspects:

- a) Whether the thesis meets the minimum requirements for a degree as set out in the EDHSz and the Operational Regulations of the Doctoral School;
- b) Is the introduction to the thesis sufficient to explain the background to the research and does the introduction include all relevant references;
- c) Whether the works cited in the thesis are relevant to the research;
- d) Is the research design outlined in the thesis appropriately;
- e) The procedures, techniques and methods used in the thesis are appropriate;
- f) How understandable are the new scientific findings;
- g) Whether the author's conclusions are supported by the results;
- h) The novelty of the scientific results is recognised by the (international) professional community and is sufficiently confirmed by the author's publications.

The assessor must make a detailed declaration that

- which theses of the work are accepted as new scientific results,
- whether he/she accepts the thesis and proposes to submit it for public debate, and
- if the defence is successful he/she proposes the award of the PhD degree to the candidate.

Questions can be put to the candidate in the assessment.

D16) Data sheet for the award of the doctoral/habilitation diploma

INFORMATION FORM FOR THE AWARD OF A DOCTORATE/POST-DOCTORAL HABILITATION

Name:	
Name at birth:	
Place of birth:	
Date of birth:	
Mother's maiden name:	
Permanent address:	
Postal address:	
Institution issuing the degree (MSc or equivalent):	
Basic education:	
Date of graduation (MSc or equivalent) / diploma number:	
The university awarding the PhD/DLA degree: (only for habilitation awards)	
Date, place and number of PhD/DLA degree obtained:	
Qualification for the PhD/DLA doctoral degree (summa cum laude, cum laude, rite):	
<i>Branch of science and Research field:</i>	
Date of data supply:	
Handwritten signature:	
I certify by my signature that the information is correct. I accept the consequences of any errors in the information provided.	

It is filled in by Óbuda University:

Date of the EDHT decision
On the basis of this form, the diploma can be prepared

Budapest, 20.....

.....

President of the University Doctoral and Habilitation Council

DATA SHEET FOR PhD DEGREE CERTIFICATE / HABILITATION DIPLOMA

Name:	
Name of birth:	
Place of birth:	
Date of birth:	
Mother's name:	
Permanent address:	
Postal address:	
Name of institution of MSc/MA degree:	
Basic qualification:	
Date and number of basic (MSc/MA) diploma:	
The name of the university issuing the PhD degree: (only for the title dr. habil)	
Institution, date and number of PhD/DLA degree:	
PhD grade (summa cum laude, cum laude, rite):	
Field of science:	
Date:	
Signature:	
Hereby I declare that all data are valid and I face the consequences in case of false data.	

Óbuda University will complete the fields below:

Date of decision of the University Doctoral and Habilitation Council:
According to this form the diploma can be created.

Budapest, 20.....

.....
President of the University Doctoral and Habilitation Council

D17) Text of the doctoral degree in the case of an academic degree obtained at the University

Certificate

We, the Rector of the University of Óbuda and the University Doctoral and Habilitation Council welcome the reader.
We have established to the best of our knowledge that [NAME OF NAME OF NAME OF DRIVER] (name at birth: [NAME OF NAME OF NAME OF DRIVER]) who is [COUNTRY OF BIRTH] [PLACE OF BIRTH] in your locality

[DATE OF BIRTH] was born on the day before our [TECHNICAL SCIENCES / NATURAL SCIENCES / ART / SOCIAL SCIENCES] in the field of [ENGINEERING AND TECHNOLOGY / INFORMATION TECHNOLOGY / CATALOGICAL SCIENCES / MATHEMATICAL AND COMPUTATIONAL SCIENCES / INSTITUTE ENGINEERING/ARMAMACEUTICAL ENGINEERING/INSTITUTIONAL ENGINEERING/PLANNING AND PLANNING] in the discipline [ENGINEERING] has proved beyond doubt that he or she has fulfilled the doctoral requirements laid down by the law and the regulations of our institution.

Accordingly, by virtue of the power vested in us by law, we confer the degree of Doctor of Philosophy (PhD, Doctor of Philosophy; DLA, Doctor of Liberal Arts) on ... and confer on him the title of **Doctor of Philosophy (PhD /DLA)** with effect from today.

In witness whereof, we have issued him ~~this~~-numbered diploma, bearing the stamp of our University and our signature.

Budapest, 20

.....
University Doctoral and Habilitation Council

President

.....
Rector

Degree Certificate

We, the Rector and the University Doctoral and Habilitation Council of the Óbuda University welcome the reader. We have credibly established that [GIVEN NAME SURNAME] (born [GIVEN NAME SURNAME]) who was born in [PLACE OF BIRTH] (city) [COUNTRY OF BIRTH] (country) on [DATE OF BIRTH DD/MM/YYYY] proved beyond doubt that he/she fulfilled the doctoral requirements of the statutory law and also the regulations of our institution with qualification [SUMMA CUM LAUDE / CUM LAUDE / RITE] in the field of [ENGINEERING SCIENCE / NATURAL SCIENCES / SOCIAL SCIENCES and in the area of MATERIALS SCIENCES AND TECHNOLOGIES / INFORMATION SCIENCE AND TECHNOLOGY / SAFETY AND SECURITY SCIENCES / MATHEMATICS AND COMPUTER SCIENCE / BUSINESS AND ECONOMICS]. On this basis and by the Act that conferred this power upon us we award him/her the degree **Doctor of Philosophy (PhD) / Doctor of Liberal Arts (DLA)** with all the rights and privileges thereunto appertaining. In witness thereof, we have hereunto subscribed our names and affixed the seal of the University on this registered document.

Date, signature

.....
President
of the University Doctoral and Habilitation Council

.....
Rector

Jelvéli sorszáma: OE-X-xxx/xxxx
 Intézményi azonosító szám: FI12904
 MKKR szintje: 8
 EKKR szintje: 8

Certificate Number: OE-X-xxx/xxxx
 Institution Identification Number: FI12904
 HUQF Level: 8
 EQF Level: 8

Mi, az Óbudai Egyetem Rectora

és a

Doktorl és Habilitációs Tanács Kőszőnőjük az olvasót.

Hiteit érdemiően megállapítottuk, hogy

Vezetéknév Keresztnev
 (születési név: Vezetéknév Keresztnev)

aki (Ország) (város) településén xxxx. év hó xx. napján született,
 születésénél (születésénél)

tudományterületen

tudományágban

MINŐSÍTÉS

minősítéssel kétséget kizáróan bizonyította, hogy a törvényes jogszabályokban,
 valamint intézményünk szabályzatában meghatározott doktorl követelményeknek megfelelt.

Ennek alapján, a törvény erejével ránk ruházott hatalomnál fogva részére a

doktorl (PhD, Doctor of Philosophy)

tudományfos fokozatot odaítéljük, és a mai napról kezdődően őt a doktorl (PhD) cím viselésére
 feljogosítjuk.

Ennek hírlélül ezt az oklevélet egyetemünk pecsétjével,
 valamint sajátkezü aláírásunkkal megerősítve részére kiadtuk.

Kelt a xxxx. esztendőben, hó xx. napján.

Egyetemi Doktorl és Habilitációs Tanács
 elnöke

Rector

We, the Rector
 and the
 Doctoral and Habilitation Council of Óbuda University welcome the reader.
 We have credibly established that

First name Middle name Surname
 (born First name Middle name Surname)

who was born in (city), (country) on xx(day) –(month) xxxx (year)
 proved beyond doubt that he/she fulfilled the doctoral requirements of the statutory law
 and also the regulations of our institution with qualification

in the field of
 and the area of

QUALIFICATION

On this basis and by the act that conferred this power upon us we award him/her the degree

Doctor of Philosophy (PhD)

with all the rights and privileges appertaining thereunto.

In witness thereof, we have hereto subscribed our names
 and caused the seal of the University on this document.

Given in(city), on xx(day),(month) xxxx (year)

President
 of the University Doctoral and
 Habilitation Council

Rector

D17/A) Text of the doctoral degree in the case of an academic degree awarded by the University

Doctoral diploma

We, the Rector of Óbuda University

and the Doctoral and Habilitation Council welcome the reader.

We have established to our satisfaction that

..... ,

who was born on the day of month in the year 19...., before we proved beyond doubt by our certification in the discipline of that the legal met the doctoral requirements set out in the legislation and the regulations of our institution.

Accordingly, by virtue of the power vested in us by law, we confer on him the title of Doctor of Philosophy (PhD) with effect from today.

In witness whereof, we have issued this diploma to him, bearing the seal of our university and our signature.

This diploma is an annex to the original doctoral diploma issued under number a.

Done at Budapest, in the year 20....., month

.....

Rector

.....

President of the University Doctoral and

Habilitation Council



DOKTORI DÍSZOKLEVÉL

*Mi, az Országos Egyetem Rectora és a Doktori és Habilitációs Tanács köszöntjük az olvasót.
Hitteli nyilatkozat megallapítottuk, hogy*

Minta Mária

aki-n az 19. évi hó napján született, születettünk a/az tudományágban
..... minősítéssel készséget kizáróan bizonyította, hogy a törvényes jogszabályokban,
valamint intézményünk szabályzatában meghatározott doktori követelményeknek megfelelt.
Ennek alapján, a törvény erejével ránk ruházott hatáskörrel fogva a mai naptól kezdődően őt
a doktori (PhD) cím viselésére feljogosítjuk.
Ennek hiteléül ezt az oklevelet egyetemünk pecsétjével, valamint sajátkezű aláírásunkkal megerősítve részére
kiadtuk. Jelen oklevél a számon kiadott eredeti doktori oklevél melléklete.

Kelt Budapest, a 20... évi hó napján.

Rector

az Egyetemi Doktori és Habilitációs
Tanács elnöke

Honorary diploma

We, the Rector and the Doctoral and Habilitation Council

of the Óbuda University welcome the reader.

We credibly established that

.....,

who was born in on the day proved beyond doubt that he/she
satisfied the doctoral requirements of the statutory law and also the regulations of our institution with qualification
..... in the

On this basis and by the Act that conferred this power upon us we award him/her the degree Doctor of Philosophy (PhD).

In witness whereof, this diploma, duly signed and with the seal of the University affixed. This diploma is an appendix to
the registered doctoral diploma issued on

Given in Budapest, on.....

.....

Rector

.....

President of the University Doctoral and
Habilitation Council



HONORARY DIPLOMA

*We, the Rector and the Doctoral and Habilitation Council of the Óbuda University welcome the reader.
We creditly established that*

Minta Mária

who was born in on the day proved beyond doubt that he/she satisfied the doctoral requirements of the statutory law and also the regulations of our institution with qualification

On this basis and by the Act that conferred this power upon us we award him/her the degree Doctor of Philosophy (PhD).
In witness whereof, this diploma, duly signed and with the seal of the University affixed. This diploma is an appendix to the registered doctoral diploma issued on

Given in Budapest, on

Rector

*President of the University Doctoral and
Habilitation Council*

D18) Text of the doctoral decision in the case of a naturalised degree

DECISION

Registration number:

naturalization procedure

(name of applicant)

(title)

On the basis of the application submitted to the University Doctoral and Habilitation Council on [DATE] for the naturalization of a foreign academic degree issued to [APPLICANT'S SURNAME, FIRST NAME] (BIRTH NAME, PLACE AND TIME OF BIRTH) the following

d e c i s i o n

has been made:

The University Doctoral and Habilitation Council has established that [SURNAME, FIRST NAME OF APPLICANT] (NAME OF BIRTH, PLACE OF BIRTH AND TIME) in the field of [ENGINEERING SCIENCE / NATURAL SCIENCES/ARTS and in the area of MATERIALS SCIENCES AND TECHNOLOGIES / INFORMATION SCIENCE AND TECHNOLOGY / SAFETY AND SECURITY SCIENCES / MATHEMATICS AND COMPUTER SCIENCE/ARCHITECTURE/APPLIED ARTS]. with his/her doctoral degree certificate and scientific work, proved beyond a reasonable doubt that he/she met the doctoral requirements set out in the legal legislation and the regulations of the institution and that the degree is naturalized as a doctoral degree ("Doctor of Philosophy", abbreviated: PhD) obtained in the doctoral degree procedure of Óbuda University.

Based on the above, the University Doctoral and Habilitation Council authorises the use of the doctoral (PhD) title.

J u s t i f i c a t i o n

The powers and competences of the University Doctoral and Habilitation Council is regulated by the *Government Decree 387/2012. (XII. 19.) on doctoral schools, the order of doctoral procedures and habilitation. (XII. 19.)* Section 9. § (2) e). The University Doctoral and Habilitation Council has acted in accordance with Section 4. § (3) and Section 15. §-a of *Act 2001/100 (C) on the Recognition of Foreign Certificates and Diplomas, Act 2016/150 (CL) on General Administrative Code* Section 81. § (2), Section 82. §, Section 85. § (1) and Section 50. § (2) c) as well as Section 38. §-a of the Doctoral and Habilitation Regulations of Óbuda University.

Budapest, 20

.....
President of the University Doctoral
and Habilitation Council

.....
Rector

P.H.

Iktatószám:



HATÁROZAT

honosítási eljárásról

(kérelmező neve)
(címe)

Az Egyetemi Doktori és Habilitációs Tanács a(z) [KÉRELMEZŐ VEZETÉKNÉVE, KERESZTNÉVE] (SZÜLETÉSI NÉV, SZÜLETÉSI HELY ÉS IDŐ) részére kiállított külföldi tudományos fokozat honosítása ügyében [DÁTUM] napján beadott kérelme alapján, a következő

határozatot

hozza.

Az Egyetemi Doktori és Habilitációs Tanács megállapította, hogy a(z) [KÉRELMEZŐ VEZETÉKNÉVE, KERESZTNÉVE] (SZÜLETÉSI NÉV, SZÜLETÉSI HELY ÉS IDŐ) a [MŰSZAKI TUDOMÁNYOK/TERMÉSZETTUDOMÁNYOK] tudományterületen és [ANYAGTUDOMÁNYOK ÉS TECHNOLÓGIÁK/INFORMATIKAI TUDOMÁNYOK/KATONAI MŰSZAKI TUDOMÁNYOK/MATEMATIKA ÉS SZÁMÍTÁSTUDOMÁNY] tudományágban a(z) [KIÁLLÍTÓ INTÉZMÉNY NEVE] által [DÁTUM] napján kiállított doktori oklevelével és tudományos munkásságával kétséget kizáróan bizonyította, hogy a törvényes jogszabályokban, valamint az intézmény szabályzatában meghatározott doktori követelményeknek megfelelt és az oklevelet az Óbudai Egyetem doktori fokozatszerzési eljárásában megszerezhető oklevél által tanúsított tudományos fokozatként („Doctor of Philosophy”, rövidítve: PhD) honosítja.

Indokolás

Az Egyetemi Doktori és Habilitációs Tanács hatáskörét és illetékességét a doktori iskoláról, a doktori eljárások rendjéről és a habilitációról szóló 387/2012. (XII. 19.) Korm. rendelet 9. § (2) bekezdés e) pontja határozza meg. Az Egyetemi Doktori és Habilitációs Tanács az eljárása során a külföldi bizonyítványok és oklevelek elismeréséről szóló 2001. évi C. törvény 4. § (3) bekezdése és 15. §-a, az általános közgazgatási rendtartásról szóló 2016. évi CL. törvény 81. § (2) bekezdés a) pontja, a 82. §, a 85. § (1) bekezdése és az 50. § (2) bekezdés c) pontja, valamint az Óbudai Egyetem Doktori és Habilitációs Szabályzat 38. §-a alapján járt el.

Budapest, 20

Egyetemi Doktori
és Habilitációs Tanács elnöke

Rektor

DECISION

naturalization procedure

(name of applicant)

(title)

On the basis of the application submitted to the University Doctoral and Habilitation Council on [DATE] for the naturalization of a foreign academic degree issued to [APPLICANT'S SURNAME, FIRST NAME] (BIRTH NAME, PLACE AND TIME OF BIRTH) the following

d e c i s i o n

has been made:

The University Doctoral and Habilitation Council has established that [SURNAME, FIRST NAME OF APPLICANT] (NAME OF BIRTH, PLACE OF BIRTH AND TIME) in the field of [ENGINEERING SCIENCE / NATURAL SCIENCES/ARTS and in the area of MATERIALS SCIENCES AND TECHNOLOGIES / INFORMATION SCIENCE AND TECHNOLOGY / SAFETY AND SECURITY SCIENCES / MATHEMATICS AND COMPUTER SCIENCE/ARCHITECTURE/APPLIED ARTS]. with his/her doctoral degree certificate and scientific work, proved beyond a reasonable doubt that he/she met the doctoral requirements set out in the legal legislation and the regulations of the institution and that the degree is naturalized as a doctoral degree ("Doctor of Philosophy", abbreviated: PhD) obtained in the doctoral degree procedure of Óbuda University.

Based on the above, the University Doctoral and Habilitation Council authorises the use of the doctoral (PhD) title.

J u s t i f i c a t i o n

The powers and competences of the University Doctoral and Habilitation Council is regulated by the *Government Decree 387/2012 (XII. 19.) on doctoral schools, the order of doctoral procedures and habilitation. (XII. 19.)* Section 9 (2) e). The University Doctoral and Habilitation Council has acted in accordance with Section 4 (3) and Section 15 of *Act 2001/100 (C) on the Recognition of Foreign Certificates and Diplomas, Act 2016/150 (CL) on General Administrative Code* Section 81 (2), Section 82, Section 85 (1) and Section 50 (2c) as well as Section 38 of the Doctoral and Habilitation Regulations of Óbuda University.

Budapest, 20

.....
President of the University Doctoral
and Habilitation Council

.....
Rector

stamp

Registration number:



DECISION

naturalization procedure

(name of applicant)
(title)

On the basis of the application submitted to the University Doctoral and Habilitation Council on [DATE] for the naturalization of a foreign academic degree issued to [APPLICANT'S SURNAME, FIRST NAME] (BIRTH NAME, PLACE AND TIME OF BIRTH) the following

decision

has been made:

The University Doctoral and Habilitation Council has established that [SURNAME, FIRST NAME OF APPLICANT] (NAME OF BIRTH, PLACE OF BIRTH AND TIME) in the field of [ENGINEERING SCIENCE / NATURAL SCIENCES and in the area of MATERIALS SCIENCES AND TECHNOLOGIES / INFORMATION SCIENCE AND TECHNOLOGY / SAFETY AND SECURITY SCIENCES / MATHEMATICS AND COMPUTER SCIENCE] with his/her doctoral degree certificate and scientific work, proved beyond a reasonable doubt that he/she met the doctoral requirements set out in the legal legislation and the regulations of the institution and that the degree is naturalized as a doctoral degree ("Doctor of Philosophy", abbreviated: PhD) obtained in the doctoral degree procedure of Óbuda University.

Based on the above, the University Doctoral and Habilitation Council authorizes the use of the doctoral (PhD) title.

Justification

The powers and competences of the University Doctoral and Habilitation Council is regulated by the Government Decree 387/2012 (XII. 19.) on doctoral schools, the order of doctoral procedures and habilitation. (XII. 19.) Section 9 (2) e). The University Doctoral and Habilitation Council has acted in accordance with Section 4 (3) and Section 15 of Act 2001/100 (C.) on the Recognition of Foreign Certificates and Diplomas, Act 2016/150 (CL) on General Administrative Code Section 81 (2), Section 82, Section 85 (1) and Section 50 (2c) as well as Section 38 of the Doctoral and Habilitation Regulations of Óbuda University.

Budapest, 20

President of the University Doctoral
and Habilitation Council

Rector

D19) Text of the doctoral vow

I....., in this solemn hour, I pledge to put my knowledge at the service of scientific truth and universal human culture, and to the doctoral students of Óbuda University at all times and conduct myself in a manner worthy of the Óbuda University. Following the example of our scholarly predecessors, I will strive to gain respect and recognition for my country, the university and myself through my academic work.

Budapest, 20.....year.....month/day

.....

Pledger

.....

Rector

D20) Sample of the honorary doctoral degree



No: OE-DHC-000/év



DOCTOR HONORIS CAUSA

Nos

Rector Senatusque Universitatis Budensis
lectorem salutamus et in notitiam omnium fideliter perferimus, quod

Keresztnév Vezetéknév

qui die születési dátum latinul in születési város latinul natus
est,

.....
cum Universitate Budensi

DOCTOR HONORIS CAUSA

pronuntiatur et Ei ius doctoris honoris causa titulo
et Dr. h. c. abbreviatione utendi conceditur.

In quorum omnium fidem diploma hoc Universitatis sigillo munitum
et subscriptionibus nostris firmatum ei dari curavimus.

Rector

Praeses Consilii Doctorum
et Habilitationis

Budapestini, die dátum latinul

II. ANNEXES TO THE HABILITATION
H1) Request for the opening of a habilitation procedure
REQUEST FOR THE OPENING OF A HABILITATION PROCEDURE

Signed	
Name at birth	
Citizenship	
Mother's name	
Date of birth	
Place of birth	

I request the initiation of a habilitation procedure at the Óbuda University

.....	Science
In Hungarian	...In aforeign language.
University/MA /MSc degree number, year of issue	
Speciality(ies)	
Exhibiting institution	
Headquarters	
Doctoral (PhD/DLA) degree number, year	
Science	
Exhibiting institution	
Headquarters	
Other scientific title,	
Diploma number, year	
Exhibiting institution	
Headquarters	
Name and address of place of work	
Occupation, position	
Notification address	
Phone number	
Email address	

Date and place

Signature

University registration number:

H2) Minimum requirements to start the habilitation procedure

MINIMUM REQUIREMENTS FOR THE START OF THE HABILITATION PROCEDURE

(1) The University sets minimum requirements for applicants in three areas (academic and professional creative activity, teaching and professional public activity). The habilitation procedure can only be launched if the applicant meets the minimum requirements in each of the areas. The requirements are based on the criteria for the evaluation of the professional work of lecturers/researchers, which are set out in Annex 2 "Employment Requirements System", Appendix 1 "The Requirements and Qualification System for Lecturers, Researchers and Teachers at Óbuda University and the Procedures for the Filling of these Positions" of the Óbuda University's Organisational and Operational Regulations.

To be eligible for the habilitation procedure, the applicant's academic performance must meet all the minimum requirements of the relevant discipline:

(2a) MINIMUM REQUIREMENTS FOR SCIENTIFIC AND PROFESSIONAL ACTIVITY (IN THE TECHNICAL SCIENCE STUDY, EXCLUDING MILITARY TECHNICAL SCIENCE)

- 1) have 20 published scientific publications according to MTMT, of which at least 12 are in foreign languages;
- 2) there are 8 journal articles that are listed in Web of Science, Scopus or other recognised subject-specific databases;
- 3) has published 2 (5 in the field of materials science) impact factor journal articles;
- 4) articles include single-author and multiple-author articles, if you have more than four co-authors, please declare your own part;
- 5) has 10 scientific publications in the MTMT database published after obtaining a doctoral degree (PhD);
- 6) has 20 independent MTMT citations with Web of Science or Scopus references.

(2b) MINIMUM REQUIREMENTS FOR SCIENTIFIC AND PROFESSIONAL ACTIVITY (IN MILITARY TECHNICAL SCIENCE)

- 1) have 20 published scientific publications according to MTMT, of which at least 6 are in foreign languages,
- 2) there are 8 articles from journals listed in the Web of Science or in the subject-specific database of the Military Engineering Sciences of the Military Science Committee of the Department of Economics and Law, Section IX, or in other recognised subject-specific databases.
- 3) your articles include both single and multiple authors, if you have more than four co-authors, please declare your own part;
- 4) has 10 scientific publications in the MTMT database, published after obtaining a doctoral degree (PhD);
- 5) has 20 independent MTMT references.

**(2c) MINIMUM REQUIREMENTS FOR SCIENTIFIC AND PROFESSIONAL
ACTIVITY (IN THE SCIENTIFIC STUDIES)**

- 1) have 20 published scientific publications according to MTMT, of which at least 12 are in foreign languages;
there are 8 journal articles that are listed in Web of Science, Scopus or other recognised subject-specific databases;
- 2) has 2 articles published in impact factor journals;
- 3) articles include single-author and multiple-author articles, if you have more than four co-authors, please declare your own part,
- 4) has 10 scientific publications in the MTMT database published after obtaining a doctoral degree (PhD);
- 5) has 15 independent MTMT citations, including Web of Science or Scopus references.

(2d) MINIMUM REQUIREMENTS FOR SCIENTIFIC AND PROFESSIONAL ACTIVITY (IN SOCIAL SCIENTIFIC STUDIES)

- 1) have 20 published scientific publications according to MTMT, of which at least 10 are in foreign languages;
- 2) there are 8 journal articles that are listed in Web of Science, Scopus or other recognised subject-specific databases;
- 3) have at least two articles in Scopus or WoS and one of them is rated Q1 or Q2;
- 4) articles include single-author and multiple-author articles, if you have more than four co-authors, please declare your own part;
- 5) have 10 scientific publications in the MTMT database published after obtaining a doctoral degree (PhD), the majority of which (at least 6) are in the field of management and organisation;
- 6) has 20 independent MTMT citations, including Web of Science or Scopus references.

(2e) MINIMUM REQUIREMENTS FOR SCIENTIFIC AND PROFESSIONAL ACTIVITY (IN THE CASE OF SCIENTIFIC AND TECHNICAL ACTIVITIES, INCLUDING INCLUDING PROFESSIONAL ACTIVITIES IN SCIENCE OR TECHNOLOGY)

- 1) have 15 published scientific publications according to MTMT, of which at least 8 are in foreign languages;
- 2) there are 8 journal articles listed in Web of Science, Scopus, EBSCO, MTA II Department of Philosophy and Historical Sciences, Scientific Committee on the History of Art, MTA VI Department of Engineering Sciences or in other recognised databases;
- 3) articles include single-author and multiple-author articles, if you have more than four co-authors, please declare your own;
- 4) has 10 scientific and creative publications in the MTMT database, published after obtaining the doctoral degree (PhD/DLA);
- 5) have 20 independent MTMT citations, which include a reference in Web of Science or Scopus, EBSCO, MTA II Department of Philosophy and Historical Sciences, Scientific Committee on the History of Art, or MTA VI Department of Engineering Sciences journal list or especially in other recognised subject-specific databases.

(3) MINIMUM REQUIREMENTS FOR EDUCATIONAL ACTIVITIES

To be eligible for the habilitation procedure, the applicant's educational activity must meet the following minimum requirements:

- 1) At least 5 semesters of higher education, included and taught in the curriculum.
- 2) Evidence of curricular competence may be provided by a textbook, note, teaching aid or textbook written by the applicant. In their absence, a detailed programme, syllabus and at least one lecture for a subject to be announced at a later date must be provided.

(4) MINIMUM STANDARDS FOR PROFESSIONAL PUBLIC ACTIVITY

In order to be eligible for the habilitation procedure, applicants must be active in at least 5 of the following areas:

- 1) Participation in the process of scientific qualification (PhD, DLA, university habilitation, MTA doctoral processes, opponent, committee member),
- 2) member of national and international scientific or artistic professional committees, societies, bodies;
- 3) member of national and international scientific or artistic professional committees, societies, bodies;
- 4) documented participation in the scientific organisations of the field, liaison with peers;
- 5) delegate or elected officer or member of national bodies (MAB, FTT, OTKA, MTA, MRK, MMA, other);
- 6) participation in the programme committee, organising committee of congresses and conferences, conference and section chairmanship, plenary/opening/introductory lectures on request;
- 7) member of the editorial board of journals and series;
- 8) participation in committees (evaluation), book and journal proofreading,
- 9) professional honours and awards.

H3) Structure of the habilitation thesis

THE STRUCTURE OF THE HABILITATION THESIS

The aim of the thesis is to provide a concise presentation of the applicant's continuous scientific or creative activity and scientific achievements since obtaining the doctoral degree (PhD/DLA). In certain cases only, the thesis must be based on a dissertation and must therefore be comprehensible and assessable in itself. Definitions of terms, acronyms and abbreviations should be given in the thesis statement. For terms not or not sufficiently established in Hungarian, the corresponding foreign language term should be given in brackets.

The thesis booklet should not exceed 50 pages (A5 format, 2.5cm margins, 12 pt Times New Roman - or equivalent - font size, single-spaced).

The thesis should follow the following structure:

I. BACKGROUND TO THE RESEARCH

A description of the research topic, a brief review of the literature, and a link to previous results on the topic.

II. NEW SCIENTIFIC RESULTS

A description of the applicant's specific scientific achievements in the form of a thesis statement. In each thesis point, reference should be made to the relevant publication(s).

If there are references to foreign authors, they should be cited by [name, year], while own publications related to the thesis points should be cited by serial number.

III. THE IMPACT AND RESONANCE OF THE RESEARCH AND THE RESULTS PRESENTED

A short textual presentation of other national and international research inspired by the applicant's scientific research and references to publications containing the results.

IV. LIST OF LITERARY REFERENCES

Literature references used, published by foreign authors, by [name, year].

V. SCIENTIFIC PUBLICATIONS RELATED TO THE THESIS POINTS

Numbered list with authors, title and place of publication. The list may only include publications to which the candidate has referred in the thesis points.

VI. ADDITIONAL SCIENTIFIC PUBLICATIONS (OPTIONAL)

List of further own publications, numbered consecutively.

H4) Script of the public part of the habilitation procedure

THE SCRIPT FOR THE PUBLIC PART OF THE HABILITATION PROCEDURE

1. The President welcomed the participants and introduced the jury.
2. A description of the candidate's professional scientific curriculum vitae.
3. The President invites the candidate to make a scientific presentation. The presentation should not exceed 25 minutes.
4. The President invited the opponents to summarise their criticisms of the theses.
5. The President invited the members of the scientific committee and the participants present to ask questions and closed the debate.
6. The scientific presentation is evaluated by voting in a closed session of the scientific committee or by voting of the habilitated doctors, MTA doctors and university professors present at the presentation. The rounded average of the votes of the non-members of the Committee entitled to vote is considered as one vote for the purpose of aggregation.
7. Break
8. Delivering the classroom lecture with a foreign language component.
9. Evaluation of the classroom presentation by voting. Separate voting by the scientific committee and participants. The rounded average of the votes of the non-members of the committee is considered as one vote for the purposes of aggregation
10. The scientific committee holds a closed meeting. It will sum up the votes and prepare its written proposal to the EDHT.
11. Break

In a public session, the President shall present the results of the votes and announce the resolution of the scientific committee.

H5) Minutes of the habilitation lectures

Óbuda
University 1034 Budapest, Bécsi út
96/B. Institutional ID number: FI
12904

MINUTES OF THE HABILITATION LECTURES

Name of applicant:	Name	Ikt.no:	
Mother's name:		at birth:	
Place of birth:		Nationality:	
		Time:	

RELATED DOCTORAL SCHOOL:

DISCIPLINE:

TITLE OF SCIENTIFIC PRESENTATION:

TITLE OF CLASSROOM PRESENTATION:

TITLE OF PEER REVIEW COMMITTEE:

	Name, academic degree	Workplace
President:		
Secretary:		
members:		
1.)		
2.)		
3.)		
4.)		
5.)		

KEY QUESTIONS AND ANSWERS FOLLOWING THE SCIENTIFIC PRESENTATION:

Evaluation by the Technical Evaluation Committee:

(The evaluation should cover the candidate's scientific, teaching and creative activities after the award of the doctoral degree, in particular:

- The comprehensive nature of your scientific knowledge;
- The effectiveness of its independent scientific activities,
- Literary and curricular capacity,
- The teaching and presentation skills in Hungarian and foreign languages,
- Participation in the national and international scientific community.)

THE RESULT OF THE SECRET BALLOT OF THE SBB:

A) Scientific presentation:

Score available:

Score available:

B) Classroom presentation:

Score available:

Score available:

THE AVERAGE OF THE VOTES CAST BY THE AUDIENCE:

A) Scientific lecture (only habilitated doctors, university professors, doctors of the HAS)

Score available: _____ Score available*: _____

*/ Average of votes rounded to the nearest whole number

B) Classroom presentation:

Score available: _____ Score available*: _____

THE RESULT AS ADDED TO THE VOTES OF THE AUDIENCE:

A) Scientific presentation:

Achievable score: Score achieved: Percentage:

B) Classroom lecture:

Achievable score: Access point number: Percentage:

A SUMMARY EVALUATION BY THE PEER REVIEW PANEL:

.....(name, academic degree)

has demonstrated/not demonstrated through his/her scientific and classroom lectures, the lecturing and teaching skills and academic performance that qualify him/her to be awarded the title of habilitated doctor..

DATA:

President: Secretary :

Member: Member :

Member: Member :

Tag:

*/ Average of votes rounded to the nearest whole number

H6) Sample habilitation diploma (in Hungarian)

SAMPLE HABILITATION DIPLOMA (IN ENGLISH)

We, the Rector and the University Doctoral and Habilitation Council of the Óbuda University welcome the reader. We have credibly established that [DR. KERESZTNÉV VEZETÉKNÉV] (PhD/DLA) who was born in [PLACE OF RESIDENCE] (city) [PLACE OF RESIDENCE] (country) on [DATE OF BIRTH] and for whom the [University] issued the doctoral (PhD/DLA) degree No [SZÁM] proved beyond doubt his/her lecturing and teaching skills as well as scientific achievements as set out in legislation and legal regulations of the Óbuda University. On this basis and by the Act that conferred this power upon us we award him/her **the title "Dr. habil."** And we also give him/her the right to deliver university lectures in the Science [MATERIALS SCIENCES AND TECHNOLOGIES / INFORMATION SCIENCE AND TECHNOLOGY / SAFETY AND SECURITY SCIENCES / MATHEMATICS AND COMPUTER SCIENCE /ARCHITECTURE/ APPLIED ARTS]. in witness thereof, this diploma, duly signed and with the seal of the University affixed.

Budapest, 20

.....
President of the University
Doctoral and Habilitation Council

.....
Rector

Oklevélszám: OE-H-000/0000

Intézményi azonosító: FI12904



HABILITÁCIÓS OKLEVÉL

Mi, a **Rektor** és az **Egyetemi Doktori és Habilitációs Tanács** köszöntjük az olvasót,
és ezennel hitelt érdemlően tudatjuk, hogy

Dr. Vezetéknév Keresztnév

urat/úrhölgyet,

aki [SZÜLETÉSI HELY ORSZÁG] [SZÜLETÉSI HELY TELEPÜLÉS] településen [SZÜLETÉSI IDŐ] napján született, és aki részére a(z) [FELSŐOKTATÁSI INTÉZMÉNY] a [SZÁM] számú doktori (PhD) oklevelet kiállította, miután az oktatói és az előadói képességét, valamint a tudományos teljesítményét a törvényes jogszabályokban és az Óbudai Egyetem Doktori és Habilitációs Szabályzatában meghatározott módon kétséget kizáróan bizonyította, a törvény erejével ránk ruházott hatalomnál fogva, a mai naptól kezdődően

HABILITÁLT DOKTORRÁ (DR. HABIL)

nyilvánítjuk, és ezzel a(z) [ANYAGTUDOMÁNYOK ÉS TECHNOLÓGIÁK / INFORMATIKAI TUDOMÁNYOK / KATONAI MŰSZAKI TUDOMÁNYOK / MATEMATIKA ÉS SZÁMÍTÁSTUDOMÁNY] tudományágban önálló egyetemi előadások tartásának jogával felruházzuk. Ennek hitelül ezt a habilitációs oklevelet az Egyetem pecsétjével és sajátkezű aláírásunkkal megerősítettük, és részére kiszolgáltattuk.

Kelt Budapesten, a 202... esztendőben, hó ... napján.

Rektor

Egyetemi Doktori és Habilitációs
Tanács elnöke

H7) Sample habilitation diploma (in English)

SAMPLE HABILITATION DIPLOMA (IN ENGLISH)

We, the Rector and the University Doctoral and Habilitation Council of the Óbuda University welcome the reader. We have credibly established that [DR. KERESZTNÉV VEZETÉKNÉV] (PhD/DLA) who was born in [PLACE OF RESIDENCE] (city) [PLACE OF RESIDENCE] (country) on [DATE OF BIRTH] and for whom the [University] issued the doctoral (PhD/DLA) degree No [SZÁM] proved beyond doubt his/her lecturing and teaching skills as well as scientific achievements as set out in legislation and legal regulations of the Óbuda University. On this basis and by the Act that conferred this power upon us we award him/her the title "Dr. habil." And we also give him/her the right to deliver university lectures in the Science [MATERIALS SCIENCES AND TECHNOLOGIES / INFORMATION SCIENCE AND TECHNOLOGY / SAFETY AND SECURITY SCIENCES / MATHEMATICS AND COMPUTER SCIENCE /ARCHITECTURE/ APPLIED ARTS]. in witness thereof, this diploma, duly signed and with the seal of the University affixed.

Date

.....
President of the University
Doctoral and Habilitation Council

.....
Rector

Certificate Number: OE-H-000/0000

Institution ID Number: FI12904



DIPLOMA

We, the *Rector* and the *University Doctoral and Habilitation Council of Óbuda University* welcome the reader. We have credibly established that

Dr. First name Middle name Surname

who was born in [SZÜLETÉSI HELY TELEPÜLÉS] (city) [SZÜLETÉSI HELY ORSZÁG] (country) on [SZÜLETÉSI IDŐ] and for whom the [FELSŐOKTATÁSI INTÉZMÉNY] issued the doctoral (PhD) degree No [SZÁM] proved beyond doubt his/her lecturing and teaching skills as well as scientific achievements as set out in legislation and legal regulations of Óbuda University. On this basis and by the Act that conferred this power upon us we award him/her the title

DR. HABIL.

And we also give him/her the right to deliver university lectures in the Science [MATERIALS SCIENCES AND TECHNOLOGIES / INFORMATION SCIENCE AND TECHNOLOGY / SAFETY AND SECURITY SCIENCES / MATHEMATICS AND COMPUTER SCIENCE]. In witness thereof, this diploma, duly signed and with the seal of the University affixed.

Given in Budapest, on month, day, year

Rector

*President of the University
Doctoral and Habilitation Council*

H8) Text of the Habilitation Pledge

TEXT OF THE HABILITATION VOW

..... I join the ranks of the habilitated of the Óbuda University, I pledge my loyalty to my country, to my university, to my professional and scientific convictions.

I maintain regular professional contact with the Óbuda University and I am ready to contribute to the solution of educational and research tasks to the best of my ability. I strive to contribute to the realisation of the university's objectives and to enhance the reputation of the Óbuda University, which has habilitated me.

Budapest, 20.....year.....month day

.....
Pledger

I have heard the pledge:

.....
Rector

III. PROCEDURAL FEES FOR DOCTORAL AND HABILITATION PROCESSES

1. Doctoral admission procedure fees: **9.000Ft**

2. Fees for doctoral studies with reimbursement of expenses

Fees for doctoral studies with reimbursement of expenses		
Semester of enrolment	For daytime working	For part-time working
2014/2015 Semester II	300.000 Ft	85.000 Ft
2015/2016 Semester I	300.000 Ft	85.000 Ft
2015/2016 Semester II	300.000 Ft	85.000 Ft
2016/2017 Semester I	300.000 Ft	85.000 Ft
2016/2017 Semester II	450.000 Ft	100.000 Ft
2017/2018 Semester I	450.000 Ft	150.000 Ft
2017/2018 Semester II	450.000 Ft	150.000 Ft
2018/2019 Semester I	450.000 Ft	150.000 Ft
2018/2019 Semester II	450.000 Ft	150.000 Ft
2020/2021 Semester I	450.000 Ft	150.000 Ft
2020/2021 Semester II	450.000 Ft	150.000 Ft
2021/2022 Semester I	450.000 Ft	150.000 Ft
2021/2022 Semester II	450.000 Ft	150.000 Ft
2022/2023 Semester I	450.000 Ft	150.000 Ft
2022/2023 Semester II	450.000 Ft	150.000 Ft
2023/2024 Semester I	450.000 Ft	150.000 Ft
2023/2024 Semester II	450.000 Ft	150.000 Ft

The Head of the Doctoral School may grant a 50% exemption from the obligation to reimburse expenses to University staff.

3. Degree and other procedural fees:

- The fee for the doctoral (PhD) degree procedure in Hungarian: 140.000 HUF.
- The doctoral (PhD) degree procedure fee for the English language procedure: 280.000 HUF.
- Doctoral students who are enrolled in a state-funded course and who start the degree procedure during their student status are exempt from the doctoral (PhD) degree award procedure.

- Doctoral (PhD) degree: 18.000 HUF.
- Naturalisation fee: 100.000 HUF
- Habilitation procedure fee: 120.000 HUF
- Appeal fee: 5.000 HUF
- Fee for individual coaches: 60.000 HUF

4. Special procedure fees:

- Late submission of official data: 2.000 HUF/application
- Delay in making up a study period: 3.000 HUF/per session
- In case of late payment:HUF 3.000/application
- Repeat exam fee: 5.000 Ft/application
- Deletion of an object picked up but not completed: 2.000 Ft/application
- Re-take of a subject taken but not completed: 3.000 HUF/credit

5. Honoraria:

- Doctoral thesis, Habitus Examination Committee official external examiner's fee: 40.000 HUF
- Honorary fee of the external member of the Doctoral and Habilitation Examination Committee: 20.000 HUF
- For external members of examination and selection boards: reimbursement of expenses
- Fees of the official external examiner of the naturalisation procedure: 20.000 HUF
- External member of the Disciplinary Committee: 15.000 HUF
- Official external examiner's fee for an Englis: 50 000 HUF