



**DOCTORAL REGULATIONS OF
JOHN VON NEUMANN UNIVERSITY**

FINE: Resolution of the Senate of John von Neumann University No. 30-3/2022 (IX.22.)

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I. GENERAL PROVISIONS

The Senate of the John von Neumann University (hereinafter referred to as the University or JNU) based on the Act CCIV of 2011 on National Higher Education (*hereinafter referred to as NHE.*), Act C of 2001 on foreign degrees and their ratification, No. 87/2015 (IV. 9.) government decree (*hereinafter referred to as Vhr.*), No 51/2007 (III. 26.) government decree on the benefits and certain reimbursements payable to students participating in higher education (*hereinafter referred to as Jtr.*), and 387/2012 (XII.19.) government decree (*hereinafter referred to as the "DR"*) on doctoral schools, on doctoral and habilitation creates the following Doctoral Regulations (hereinafter referred to as the "Regulations"). The purpose of the Regulations is to set out the clear requirements for the Doctoral Degree (hereinafter referred to as the "Doctoral Degree") and to ensure the high professional quality of the awarded Doctoral Degree.

Scope of the Regulation

1. §

- (1) The substantive scope of the regulation covers:
 - a) the doctoral studies,
 - b) the procedure for obtaining and awarding doctorates,
 - c) the naturalisation of academic degree obtained abroad,
 - d) the withdraw the doctorate.
- (2) The personal scope of the regulation covers:
 - a) the students in doctoral studies,
 - b) teachers and researchers involved in doctoral studies,
 - c) those involved in doctoral studies and the doctoral process,
 - d) the participants in the doctoral degree procedure.

Eligibility for the award of a doctoral degree

2. §

- (1) [NHE § 16 (3)] Higher education institutions may acquire the right to offer doctoral studies and to award doctoral degrees in the field of science, discipline or branch of art within the field of science or art covered by their operating licence.
- (2) [NHE § 16 (2)] Doctoral studies may be awarded by higher education institutions offering a Master's degree in the given field of study.
- (3) The Senate establish a University Doctoral and Habilitation Council (hereinafter referred to as UDHC) for the organisation of doctoral studies and the awarding of degrees.

II. THE ORGANISATIONAL FRAMEWORK FOR DOCTORAL STUDIES AND DOCTORAL DEGREE

The doctoral school

3. §

- (1) [DR § 1 (1)] *Doctoral studies may be conducted only in the framework of a doctoral school (hereinafter referred to as "DS").*
- (2) *The DS may carry out doctoral studies in the field of science, including the discipline(s) for which it has a sufficient number of core members, as defined by law.*
- (3) [DR § 2 (1)] *At least seven core members are required to run a DS. A person may be a core member of only one DS at a time.*
- (4) [DR 2 § (3)] *A core member of DS may be*
 - a) *has an academic degree,*
 - b) *is engaged in continuous, high-level scientific activity in the field of the DS's discipline or its research field, which scientific activity - not including artistic activity - is to be examined on the basis of the national scientific bibliographic database (hereinafter: Database) defined in Article 3 (1) o) of Act XL of 1994 on the Hungarian Academy of Sciences,*
 - c) *has demonstrated his or her ability to supervise doctoral students by having at least one doctoral student with a doctoral degree, and*
 - d) *an academic or scientific researcher employed full-time, in an employment relationship or in a civil service relationship at the University, who, pursuant to Paragraph (3) of Article 26 of the NHE., has designated this higher education institution for the purpose of considering the existence of the conditions of operation of the higher education institution.*
- (5) [DR § 2 (4)] *If he/she fulfils the conditions set out in points a) - c) of paragraph (5) – pursuant to paragraph (1) of Article 32 of the NHE – a Professor Emeritus or Professor Emerita (hereinafter jointly referred to as Professor Emeritus) may become a full member in the doctoral school of the higher education institution in which he/she holds an Emeritus title. One of the Professor Emeritus members may be considered for the regular members (core member emeritus) as defined in Article 3(3).*
- (6) [DR § 3] *A core member of the DS general meeting shall*
 - a) *comply with the requirements of Article 3(3) to (5) for at least one study cycle and for the duration of the degree award procedure for that cycle, and*
 - b) *must also undertake to act as supervisor in the DS.*
- (7) [DR § 4 (1)] *The head of the doctoral school shall be elected by the UDHC from among the professors of core the members of DS - upon the proposal of the majority of the core members - and appointed by the rector for a term of up to five years. The appointment may be renewed several times.*
- (8) [DR § 4 (2)] *The lecturers of the doctoral school are those lecturers and researchers with academic degrees who - upon the recommendation of the head of the doctoral school - are deemed suitable by the UDHC to perform teaching tasks within the framework of the doctoral school.*

- (9) The DS must comply with accreditation requirements throughout its operation. The head of the doctoral school must inform the UDHC of any change in the conditions.
- (10) The doctoral schools of John von Neumann University and their directors are listed in *Annex 1*.

The University Doctoral and Habilitation Council (UDHC)

4. §

- (1) [NHE. § 16. (5)] All members of the UDHC, with the exception of doctoral representatives, must hold an academic degree.
- (2) [DR § 9 (1)] The number of members of the UDHC is 6, two external and four internal members. *When selecting the members of the UDHC, it must be ensured that one third of the members, or at least two members, are not employed by the higher education institution operating the doctoral school. For the purposes of this paragraph, a Professor Emeritus of the institution shall be deemed to be a person in an employment relationship with the higher education institution. Voting members of the UDHC, with the exception of doctoral representatives, shall be persons who meet the requirements for regular membership. The members of the UDHC shall be selected with a view to ensuring a balanced representation of the disciplines in which the higher education institution is entitled to award doctoral degrees. A quorum shall be constituted when a majority of its voting members are present.*
- (3) [DR 9 § (2)] *The UDHC*
 - a) *gives its opinion on proposals for the establishment of doctoral schools,*
 - b) *regularly evaluates the doctoral studies and degree programmes at the University for the Senate,*
in particular with regard to Section 84/A(4) of the NHE,
 - c) *initiate the closure of doctoral schools where justified,*
 - d) *decides on the initiation of doctoral degree procedures, on the recognition of credits, on the requirements of the complex examination, on the awarding, naturalisation and revocation of the doctoral degree specified in Article 16 (4) of the NHE,*
 - e) *on the recommendation of the doctoral schools, appoints the members of the doctoral admissions committee, the members of the evaluation committee and the official evaluators, establishes the complex examination committee and approves the names of the supervisors and the instructors of doctoral subjects,*
 - f) *defines the list of languages that may be accepted as the first foreign language (first language examination) in the foreign language requirements for doctoral degrees; in the absence of a specific decision, all official languages of the EU Member States and all world languages according to the UN classification (e.g. English, Arabic, French, Chinese, Russian, Spanish) may be accepted as foreign languages,*
 - g) *decides on the request for a closed defence on the basis of the opinion of the selection board,*
 - h) *gives its opinion on the proposals of the Rector to the Senate for the award of honorary doctorates, honorary doctorates and professorships, and on the proposal to abolish the Doctoral School,*
 - i) *elects the heads of the doctoral schools of the higher education institution, appoints and dismisses the members of the doctoral school council.*

- (4) The President of the UDHC is elected by the Senate on the proposal of the Rector. Its secretary is appointed by the Rector on the proposal of the President.
- (5) The voting members of the UDHC are external and internal members elected by the Senate.
- (6) The elected student representative of the doctoral students is a member of the UDHC with consultative rights. Permanent invitees: the Rector, the Deans.
- (7) The mandate of a member of the UDHC is terminated:
 - a) by resigning,
 - b) with recall,
 - c) at the end of the mandate,
 - d) in the case of an internal member, upon termination of employment with the University,
 - e) at the age of 70 (except for professors emeritus/emerita),
 - f) the death of the member.
- (8) In the case described in paragraph (7), members shall be elected by the Senate at its next meeting.
- (9) The rules for the recall of members of the Senate shall apply to the recall of a member of the UDHC.
- (10) The UDHC is quorate if a majority of its members are present. Decisions of the UDHC are taken by open ballot, in case of tie vote–, the President has the casting vote. Decisions on personnel matters (including the award of doctorates) and other matters requested by any member of the UDHC shall be taken by secret ballot. In case of tie vote -the event of a tie, the secret ballot shall be repeated once. In the event of a second ballot being inconclusive, the proposal put to the vote shall be postponed.
- (11) In addition to the tasks set out in paragraph (3) of Article 4, the UDHC's tasks in relation to doctoral studies shall include:
 - a) taking into account the proposals of the doctoral schools, the UDHC – in order to fulfil quality assurance requirements – shall develop guidelines for the uniform assessment of admission: it will establish the method of evaluation, the principles for the allocation of the number of public scholarships per doctoral school and the number of scholarships, and the guidelines for the recognition of activities in studies with credit points,
 - b) decides on the naturalisation of the foreign academic degree on the basis of the opinion of the doctoral school's council,
 - c) sets the procedural fees for doctoral studies and the award of degrees,
 - d) approves the rules of procedure for doctoral studies and degree acquisition and the rules of operation of the doctoral schools,
 - e) can take a position on appeals and ethics matters if asked to do so.

The Doctoral School Council (DSC)

5. §

- (1) [DR § 10 (1)] The *Doctoral School Council* (hereinafter referred to as the DSC) *may be established as a body assisting the work of the Head of the Doctoral School, elected by the members of the Doctoral School, and its members appointed and dismissed by the UDHC.*
- (2) [DR 10. § (2)] The DSC
 - a) approves the names of the announcers of research topics, supervisors and subject leaders*
 - b) proposes the proposed doctoral research topics for,*
 - c) approves the topics announced by announcers of research topic,*
 - d) approves the research topics of doctoral students,*
 - e) carries out performance assessment of doctoral students.*
- (3) When announcing doctoral research topics, it should be taken into account that a topic announcer may have a maximum of six doctoral students with a state-scholarship in the University's doctoral school.
- (4) The DSC is chaired by the head of the doctoral school and its members are the core members.
- (5) Paragraph 4(11) of these Rules shall apply mutatis mutandis to the quorum and decision-making of the DSC.
- (6) In addition to the tasks set out in paragraph 5 (4), the DSC shall be responsible for:
 - a) adoption of the DS's rules of procedure,*
 - b) approving the names of supervisors, instructors, and announcers of research topics,*
 - c) evaluating the DS programme, the work of the supervisors, instructors and the doctoral students at regular intervals or as necessary,*
 - d) proposing the proposed doctoral topics for announcement; approving the topics proposed by announcers of research topics,*
 - e) approving or amending the dissertation topic of doctoral students;*
 - f) decision to change the instructors,*
 - g) a resolution on the admission of candidates for admission to structured doctoral studies and for the award of doctoral degrees by individual preparation,*
 - h) proposing the members of the Doctoral Admissions Committee,*
 - j) recommending the members of the complex examination and the assessment board and the official assessors,*
 - k) a decision to award an Absolutorium (final certificate on completion of course requirements),*
 - l) a resolution on the public defence of the doctoral dissertation based on the doctoral candidate's past performance,*
 - m) recommending the award of the doctoral degree after the successful defence of the thesis, based on the evaluation and vote of the evaluation committee and the candidate's academic and research performance,*
 - n) resolution on the naturalisation of foreign academic degrees, proposal to the UDHC,*
 - o) a decision on the allocation of state-funded and other resources to DS,*
 - p) at the request of the head of the DS, giving opinions on other issues concerning the DI and on requests from doctoral students,*

- q) reviewing habilitation applications in the DS's field of expertise and conducting the habilitation examination of the applicant in collaboration with the Habilitation Committee,
- r) approval of the doctoral student's doctoral research topic,
- s) carrying out performance assessment during doctoral studies,
- t) takes a position or gives an opinion on any matter on which the UDHC is asked for an opinion.

III. THE DOCTORAL STUDIES

Admission procedure for doctoral studies

6. §

(1) [NHE. § 40 (6)] Admission to doctoral studies is open to those who have a degree and professional qualification in the Master's programme and at least one state-recognised intermediate language examination of type "C" - intermediate (B2 level) general language, complex - or equivalent.

(1a) [Art. 62 (11) VHR] Exemption from the level of the language examination shall not be granted to doctoral candidates, doctoral students and doctoral candidates. However, exemption from the language examination may be granted in the case of a disability of such a nature as to constitute an objective obstacle to the passing of the language examination. The question of whether a student is able to pass a language test despite his/her disability is a moot point.

(2) The diploma obtained abroad must be awarded in accordance with the relevant legislation - must have it recognised before applying.

(3) [Section 40 (7) of the National Act on the Admission to Doctoral Studies (NHE.)] The UDHC may determine the further conditions for admission to doctoral studies, with the restriction that it shall apply the same admission requirements regardless of the higher education institution in which the applicant obtained his/her degree.

(4) DS publishes an annual admission notice. Candidates may apply for research topics published by the doctoral school on its website or on the website of Hungarian Doctoral Council. The UDHC publishes twice a year a call for applications for doctoral studies and the conditions of admission. The call for applications includes the application criteria and deadlines, as well as the admission procedure. The general conditions of admission are governed by the applicable legislation. The deadline for applications is 31 May for fall semester courses and 15 December for spring semester courses.

(5) The application for admission - Application form (*Annex 2*) must be submitted to the Secretary of the Doctoral School by the deadline.

(6) The Admission Committee examine a applicants academic record results and language skills.

(7) Recruitment is based on an oral examination. The oral examination will assess the candidate's motivation and aptitude for teaching and research, knowledge of foreign languages and general knowledge of the chosen subject.

- (8) The entrance exam is held in front of an Admission Committee of at least three members. The members of the Admission Committee may be members of the Doctoral School.
- (9) The composition of the board of oral admission exam is proposed by the Head of the DS and approved by the UDHC.
- (10) The DS will notify candidates of the date and place of the admission exam at least one week before the date of the exam.
- (11) The Admission Committee will consider the candidate's work (diploma, results at Scientific Students' Associations Conference, publications), language skills, general knowledge of the chosen field, professional intelligence, motivation and will score the candidate on this basis. The number of points to be awarded for each criterion and the minimum number of points required for admission will be set by the UDHC.
- (12) During the admission procedure, the Admission Committee will recommend admission or rejection to the DSC on the basis of the documents and entrance examinations submitted. Applicants recommended for admission are ranked by the Admission Committee on the basis of their aggregated scores (*Annex 3*), with the ranking being determined separately for those on public scholarships and those on self-financed courses.
- (13) On the basis of the DSC's proposal, the UDHC decides on the admission of doctoral students. Participation in the studies may take the form of a public scholarship, other scholarships or self-financing.
- (14) The UDHC will inform the applicant in writing of the result of the admission within 8 working days of its decision. The admission decision shall contain the detailed conditions of the studies, including the name of the doctoral school and the subject, the research unit responsible for the subject, the name of the supervisor.
- (15) The admitted doctoral student must enrol by the deadline specified in the admission decision, otherwise the enrolment will be invalid.

Transfer from other doctoral school

7. §

- (1) A doctoral student may request to transfer from a doctoral programme at another higher education institution in the same field of study. The UDHC decides on the transfer from another doctoral school on the basis of a proposal from the DSC.
- (2) [Vhr article 52 (1)] The transfer and the change of the language of instruction and the work schedule may take place from the end of the previous academic term until 15 September for the autumn semester and until 15 February for the spring semester.
- (3) The deadline for the submission of the application for admission to the University is 25 July for the fall semester and 25 January for the spring semester. The deadline for the submission of the application for a change of language and work schedule is 25 August for the fall semester and 25 January for the spring semester.

(4) [Vhr article 52 (2)] If a new student relationship is established, the transfer pursuant to paragraph (2) shall be deemed to take place upon enrolment following the decision of the host higher education institution on the transfer. If no new student status is created, the transfer shall be effected by enrolment in the course following the decision to transfer. In the case of a transfer, the Directorate for Education and Studies sends the decision on the transfer and the date of enrolment or registration following the decision on the transfer to the dismissing higher education institution and the student after the enrolment or registration of the transferred student. The receiving higher education institution shall report the date of the transfer and the name of the dismissing institution in the FIR (Information System of Hungarian Higher Education Institutions- FIR). The student shall indicate the transfer in the dismissing institution and the dismissing institution shall indicate the reason for the termination of the course in the FIR.

(5) [VHR § 52 (3)] During the transfer procedure, the student must have a continuous legal relationship until enrolment or registration following the transfer decision, otherwise the University shall take the decision on the transfer in accordance with the NHE. 57, paragraph (6), of the NHE.

(6) In the case of transfer from another higher education institution, the transfer decision must include the conditions for affiliation. At the time of admission, a declaration of acceptance of the completed subjects must be submitted, which in the case of doctoral studies is decided by the DSC on the basis of a proposal from the subject instructor, under the authority delegated from the Credit Transfer Committee. If the transfer also requires the fulfilment of study obligations, the transfer may only be made for the studies and research phase. If the course credits are fully recognised by the acceptance of the subject examination and the complex examination in the previous studies is also recognised by the DSC, then the transfer may be authorised for the research and dissertation phase. Passing the complex examination may be required as a condition of enrolment for access to the research and dissertation stage.

(7) In the case of a change of language or work schedule, the doctoral studies will continue according to the previous studies.

The student status

7/A. §

(1) [NHE § 39 (3)] The student's legal status is established by the decision on admission or transfer, upon enrolment. A student participating in a course supported by a Hungarian state (partial) scholarship as defined in Article 15 (2) - (6) of the NHE shall be obliged to fulfil the specific conditions stipulated in the NHE. In the case of studies with the payment of a fee as defined in Article 15(2)-(6) of the NHE, a student studies contract shall be concluded with the student.

(2) [NHE § 39 (7)] The admitted applicant may establish student status in the semester for which he/she was admitted during the admission procedure.

(3) [NHE § 42 (4)] Anyone who has been admitted or transferred to the University shall be entitled to establish a student status by enrolment after the decision on admission or transfer has become final.

(4) [NHE. § 42 (5)] There is no need for new enrolment is required during the student's term of student status. The student must register for the relevant period of study in accordance with the institutional regulations before the start of the period of study. Students who have not fulfilled their payment obligations may not enrol.

- (5) [NHE. § 59 (1)] The student's legal status is terminated:
- a) when the student has been transferred to another higher education institution on the day of transfer,
 - b) when the student announces the termination of his/her student status, the student's status terminates on the day of the announcement;
 - c) when the student may not continue his/her studies in a course supported by a Hungarian state (part) scholarship and the student does not wish to continue in a self-financed course,
 - d) on the last day of the semester in which the student obtained the final certificate (Absolutorium),
 - e) the student's student status is terminated by the Rector after an unsuccessful request by the student and an examination of the student's social situation, the student's status terminates on the day the decision on the termination becomes final,
 - f) the date on which the decision of exclusion becomes final,
 - g) the conditions for the establishment of student status laid down in the NHE are no longer fulfilled, the student's status terminates on the date on which the decision to terminate the student status becomes final,
 - h) when the student participating in a course supported by a Hungarian state (partial) scholarship withdraws his/her declaration pursuant to Section 48/D (2) of the NHE and does not agree to participate in the self-financed course,
 - i) when the doctoral student fails to pass the complex examination the student's status terminates on the day of the failure or failure to pass,
 - j) at the end of the eighth semester of the doctoral programme for which the student is registered.

- (6) [NHE § 59 (3)] The University may also terminate the student status of a student who:
- a) fails to enrol for the third consecutive semester,
 - b) does not start his or her studies after the suspension, provided that the student has been informed in writing in advance that he or she must comply with the obligation by the deadline and has been informed of the legal consequences of failure to comply,

(7) [NHE § 59 (4)] The institution of higher education shall terminate the student status of a student by unilateral declaration if the student has failed a remedial examination in the same course unit and the total number of repeat revision exams reaches five.

Suspension of student status

7/B. §

(1) [NHE. § 45 (1)] If the student announces that he/she does not intend to fulfil his/her student obligations in the next study period, or if the student does not register for the next study period, his/her student status shall be terminated. The continuous period of suspension shall not exceed two semesters. A student may take more than one interruption, but only for a total of four semesters within a single period of study.

- (2) [NHE. § 45 (2)] At the request of the student, the suspension of the student status may be permitted:
- a) for a continuous period longer than that specified in paragraph (1),
 - b) before the first semester is completed, or
 - c) until the end of the period of studies already begun, for the period of study in question, provided that the student is unable to fulfil the obligations arising from the student's status as a student through no fault of his/her own, due to childbirth, accident, illness or other unforeseen circumstances.
- (3) [NHE § 45 (2a)] If the DSC authorises the suspension of the student status pursuant to paragraph (2) c), the registration for the given study period shall be deemed to be withdrawn, with the proviso that the legal consequences of the registration cannot be established for the study period already started but affected by the suspension.
- (4) [NHE. § 45 (3)] The student's legal status shall be suspended if the student is banned from further studies as a disciplinary sanction.
- (5) At the request of the student, a suspension of the student status may be granted beyond the total of four passive semesters as set out in paragraph 1, provided that the student is unable to fulfil the obligations arising from the student status due to childbirth, accident, illness or other unforeseen circumstances beyond his/her control.

The procedure to obtain a doctoral degree

8. §

- (1) [NHE. § 16 (1)] Doctoral study is part of the university training programme, which prepares students for the doctoral degree in the study following the Master's degree. At least two hundred and forty credits must be acquired in doctoral studies. To this end, the doctoral candidate must undertake studies (courses), research, publish and teach in a supervised manner in the BSc/BA programme.
- (2) [NHE § 16 (1)]¹² The duration of doctoral studies is eight semesters, unless otherwise provided by law.
- (3) [NHE § 53 (1)] Doctoral studies is a study, research and reporting activity in the framework of individual or group preparation adapted to the specificities of the discipline and the needs of the doctoral student, and consists of study and research phases, and research and dissertation phases. At the end of the fourth semester of doctoral studies, at the end of the study and research phase and as a prerequisite for the start of the research and dissertation phase, a complex examination shall be taken to measure and evaluate the progress made in the studies and research.
- (4) To be eligible for doctoral studies, you must have a Master's degree and meet the foreign language requirements. An adequate level of English is required and will be assessed by the admissions committee.
- a) It is important to check at the time of admission that you have the language skills to use the literature creatively and to communicate successfully with your foreign language partners. Proof of this is a state-recognised complex language examination at level B2 or above. Proof of knowledge of a second foreign language must be provided no later than the date of submission of the thesis.

- b) It is the responsibility of the DSC to authorise the recognition of languages on the basis of the criteria of the field, according to the possibilities of the individual, taking into account the request of the doctoral student.
- c) The required level of knowledge of the second foreign language is any type of state language examination or document proving knowledge of the language (e.g. secondary school graduation in foreign language , university language examination, MSc/MA or MSc degree in a foreign language, etc.) required for the field of study.
- d) The level of knowledge required for both the first and the second language is considered to be proven if the language is the candidate's mother tongue.
- e) In the field covered by the University's doctoral school (social sciences), a certified knowledge of English is a prerequisite for the award of a degree.
- f) A list of all the foreign languages required to meet the language requirements is set out in the regulations of the doctoral school.
- g) Exemption from the level of language examination for doctoral studies does not apply to doctoral candidates and doctoral students. However, the exemption from the language examination or part of it shall be granted to doctoral candidates, depending on the type of disability identified in the expert opinion.

(5) Doctoral studies are conducted in scholarships (state-funded form) and in non-scholarships (self –financing) form.

(6) The requirements are the same for scholarship holders and self-financing students.

(7) The structure of the doctoral studies is based on the detailed curriculum of the doctoral school. The curriculum is adopted by the DSC. The curriculum includes the aim of the study, the list of subjects and lecturers, and the credits to be obtained.

(8) During the doctoral studies, the doctoral student, in cooperation with the supervisor, prepares a work plan, which includes the tasks to be carried out by the doctoral student. The work plan is approved by the head of the doctoral school.

(9) Once a year, the doctoral students report on their work at a workshop attended by the head of the doctoral school, the supervisors and the doctoral school's lecturers.

(10) A doctoral student may receive up to 24 teaching credits for his/her teaching participation in the BSc programme. The following rules apply to the acquisition of these credits:

- a) the doctoral student is not obliged to teach (optional) - the lack of credits can be made up by publication credits,
- b) directed education credits are only available at the study stage,
- c) the doctoral student may be assigned a maximum of 24 credits of BSc-level teaching;
- d) 2 credits can be awarded for a teaching load of 1 hour per week,
- e) the directed teaching load may not exceed 4 hours per week (8 credits) in any semester.

(11) The application for degree procedure and the launch of the degree procedure shall be approved by the DSC.

(12) Doctoral candidates must obtain the degree within two years of the date of acceptance of their application for degree procedure.

- (13) The language of education of the doctoral school is Hungarian and English. There are two stages of the education process. The first is the study and research phase, which ends with a complex examination, and the second is the research and dissertation phase. Both stages are 4 semesters long.
- (14) The doctoral student will carry out his/her studies and research under the guidance of his/her supervisor. The supervisor is obliged to assist the doctoral student to the best of his/her ability, but the doctoral student is solely responsible for the success and effectiveness of the research.
- (15) [DR § 13 (6)] *A doctoral student may have two supervisors at the same time, subject to the approval of the DSC. The title page of the doctoral thesis shall clearly indicate the name of the supervisor or supervisors.*
- (16) The reporting period is scheduled according to the timetable of the academic year, from the beginning of the registration period of a semester to the beginning of the registration period of the following semester.
- (17) The study period can be interrupted 2 times for up to 2 semesters per occasion for good reasons (e.g. health reasons, childbirth, study abroad for more than a year). The application must be accepted the first time. Each deferral period may only be a full academic semester. Deferral requests must be submitted via the NEPTUN system in the form of an electronic request, supported by the subject instructor. The DSC will decide on the request.
- (18) In the first month of the study, the admitted doctoral student prepares a 24-month research plan (*Annex 4*) in agreement with the supervisor, which is submitted to the DSC for approval.
- (19) During the study, the doctoral student completes the research tasks required for the preparation of the thesis, passes the examinations prescribed in the study plan, and may also carry out teaching and other research tasks with the approval of the supervisor.
- (20) The credit points may be obtained
- by completing studies,
 - by conducting research work (semi-annual or annual reports, publications), and
 - by obtaining teaching credits, in accordance with the regulations of the doctoral schools.
- (21) At the beginning of each semester, doctoral student enrolls for the courses according to his/her study plan at NEPTUN. In order to complete the courses taken, the doctoral student must take an examination. The grade for the examination is: excellent (5), pass (3), fail (1). A failed examination may be attempted once in the same examination period. A further re-examination (exam retake) may be taken in subsequent semesters in the same subject, subject to payment of a late fee to the doctoral school.
- (22) Passing the examinations and meeting the research requirements shall be certified by the supervisor and the head of the doctoral school. Enrolment for the next semester is only possible after the previous semester has been completed. Scholarships are only available to active students registered for the semester in question.

(23) The doctoral student must complete at least 30 credits in courses during the study period, 15 credits in the complex examination and up to 24 credits may be earned by teaching credits.

(24) Under the guidance of their supervisor, doctoral students carry out their research tasks in accordance with the research plan and publish their research results. Credit points for publications shall be accepted by the DSC at the rate of one point per publication as laid down in the credit regulations of the doctoral school.

(25) [NHE. § 44 (5)] The teaching and research activities of doctoral students, with the exception of civil servants of the University employed as lecturers or teachers, shall be governed by the provisions of NHE. § (3)(a) shall apply with the following exceptions:

- a)* the doctoral student may be required to work in the educational and scientific activities of the institution for a period equivalent to twenty per cent of the full weekly working time as part of his/her study obligations,
- b)* the time worked by the doctoral student, including the work under point *a)*, shall not exceed fifty per cent of the total weekly working time on average over a semester,
- c)* the doctoral student's working hours must be arranged in such a way that he/she can meet the obligations of the examination and the preparation for the examination,
- d)* the monthly amount of the remuneration may not be less than the minimum statutory wage (minimum wage) in the case of employment for fifty per cent of the full working time or the pro rata temporis part of the minimum statutory wage in the case of employment for other periods.

(26) The doctoral student may also participate in other part-time studies at home and abroad during the period of study. The acceptance of a study abroad as a part-time course may be approved by the head of the doctoral school on the recommendation of the supervisor. The UDHC decides on the acceptance of examinations taken during the part-time study and on the assessment of the credit points.

(27) Students will be credited for the completion of their studies and research obligations twice each year, at the end of the semester.

The study and research phase

9. §

(1) During the four semesters of study and research, the doctoral student takes courses, conducts research, publishes papers and passes a complex examination for which credits can be obtained. In the event of unavailability, the tutor may also teach on-line, after consultation with the head of the doctoral school and the students.

(2) The doctoral student must complete a total of min. 120 study credits over the 4 semesters. Out of the 14 subjects, 5 are compulsory (24 credits) and at least 2 are optional (6 credits), depending on the student's interests:

- a)* five core subjects: 24 credits,
- b)* two compulsory elective subjects: 6 credits,
- c)* the majority of the 240 credits (max. 195 credits) required for the doctoral programme are research credits. During the first four semesters, the completion of the research credits shall be certified by the supervisor on the basis of a written report submitted by the doctoral student. The subject supervisor forwards the

doctoral student's semester reports to the head of the DS after the semesters have been completed.

The complex exam

10. §

- (1) On successful completion of the studies, the student is awarded a 15-credit complex examination will give an account of. The requirements for the complex examination are published by the DI when the doctoral programme is announced. To be admitted to the complex examination, the candidate must have completed 120 credits of the study and research phase together with 15 credits for the successful complex examination, including all study credits. The status of an individual doctoral student preparing for the award of a doctoral degree shall be established upon completion of the complex examination. You must apply for the complex examination (*Annex 5*).
- (2) The complex exam has two main parts:
 - a) in the first, theoretical part, the doctoral student takes an examination in two subjects in the relevant discipline, of which at most one may be optional. The list of subjects is contained in the doctoral school's curriculum and is available on the doctoral school's website,
 - b) in the second part, the doctoral student will present and defend a complex case study prepared in advance.
- (3) The complex examination is graded by two grades, pass or fail.
- (4) The complex examination is a prerequisite for the degree (part of the Absolutorium), but does not count towards the qualification of the degree.
- (5) The complex exam is open to the public and must be taken in front of the Complex Examination Board.
- (6) The Complex Examination Board shall consists of at least three and no more than six members, at least one third of whom must not be employed by the NJE.
- (7) The chairperson of the Complex Examination Board may be a university professor (full professor), habilitated associate professor, habilitated college professor, professor emeritus or a researcher with the title of Doctor of the Hungarian Academy of Sciences. A foreign lecturer may not be the chair an examination board.
- (8) All members of the selection board must hold an academic degree.
- (9) The candidate's supervisor cannot be a member of the examination committee.
- (10) The supervisor is required to evaluate the doctoral student's work before the examination.
- (11) A complex examination is successful if a simple majority of the members of the board give a pass mark for both parts of the examination. In the event of a tie, the chairman has a casting vote.

- (12) Successful completion of the complex examination is a prerequisite for continuing your doctoral studies.
- (13) If the complex examination is unsuccessful, the doctoral student may retake it once more in the given examination period.
- (14) DS organises a complex exam twice a year, at the end of the semester. The complex exam is open to the public, but the public must not disturb the examinee.
- (15) A detailed report of the complex examination, including a written evaluation of the doctoral candidate's work from an academic point of view, signed by the members of the committee, is drawn up (*Annex 6*). The result of the examination is announced at the end of the second part of the complex examination.
- (16) In addition to obtaining study/subject, research, publication and teaching credits, doctoral students are required to participate in at least one public defence of a PhD dissertation per year. Participation shall be certified by the secretary of the doctoral school on the basis of the attendance sheet annexed to the minutes.
- (17) The teaching credits are certified by the DS supervisor on the basis of the signature of the subject supervisor. Research credits are awarded by the subject instructor and certified by the Head of DS.
- (18) The doctoral student earns his/her study credits through attending lectures, individual study and participating at examinations.
- (19) The assessment of research work is based on the achieved research results displayed through written reports and their presentation and discussion which are always required for getting the time-weighted research credits.
- (20) In the study-research phase, the doctoral student will complete the research work by actively researching and reporting on his or her own topic every semester. The four semesters follow the logic of building up research activities and scientific publications reporting on their results. Each semester has a focus theme, which is:
 - a) Semester 1: literature processing - library work, note-taking, electronic resource search, referencing, scientific metrics,
 - b) Semester 2: modelling and methodology (methods) - research model building, variables, measurement, methodology, relationships, hypothesis, sampling,
 - c) Semester 3: results - data collection, databases, data analysis, data presentation,
 - d) Semester 4: discussion and conclusion - interpretation of the results, comparison with the literature, hypothesis testing, conclusions, thesis summaries of your own new and novel findings.
- (21) Each semester starts with a two-day workshop-style focused interactive workshop on the focal topic, led by the programme's lead lecturers and distinguished guest lecturers. Active participation in the workshop is a prerequisite for receiving credit for the semester (no credit is awarded for workshop participation alone).
- (22) By the end of each semester, students are required to submit a written paper of at least 20 pages under the guidance of their supervisor, in accordance with the focus of their research for that semester, i.e:

- a) Semester 1: processing and synthesis of the literature on the topic studied, with precise references and a bibliography (at least half of which must be in foreign languages),
 - b) Semester 2: presentation of the model of the planned research, presentation of the variables and their measurement methodology, presentation of the hypothesised relationships between the variables and the sampling method (methodology),
 - c) Semester 3: carrying out at least one pilot research data collection and based on this, data analysis, primary descriptive analysis of the results and presentation in working papers,
 - d) Semester 4: collation of results with other relevant published research, testing of research hypotheses, drafting of the dissertation.
- (23) At the end of each semester, doctoral students in groups of 5-10 present their studies and answer questions in a 20- to 30-minute presentation at a workshop conference. Each student prepares a paper from one of his/her peers and gives a presentation.
- (24) Based on the essay, its presentation and the answers to the questions, the supervisor will give the student credit for the semester.

The research and dissertation phase

11. §

- (1) [NHE § 53 (2)] In the course of doctoral studies, after successful complex examination, the student participates in the degree-granting procedure by completing the research and dissertation stage, the aim of which is to obtain the doctoral degree.
- (2) The four-semester research and dissertation phase starts with a complex examination. During this phase, the doctoral student will carry out research work, publish the results of his/her research and work on the final draft of his/her thesis, according to the results of his/her research in the previous phases, in a tailor-made and individualised schedule.
- (3) The doctoral candidate must submit his/her doctoral thesis within three years of completing the complex examination, or within four years if the semester(s) are passive. In the research and dissertation phase (the degree procedure), the maximum number of semesters of inactivity is two.
- (4) The research plan is approved by the head of the DS. The deadlines set in the research plan may be waived in one case, subject to the approval of the Head of the DS.
- (5) At the two reporting dates, the doctoral student reports to an evaluation committee of three DS members. One of the members of the committee, who will also be the chairperson, will be a member of the DS staff, and the members may be DS lecturers, topic authors or topic leaders. The 3-member committee will be appointed by the Head of the DS on the basis of professional relevance. The member of the committee, with the right of deliberation, is the supervisor of the doctoral student.
- (6) The committee draws up a report in which it takes a position on whether the draft thesis is accepted with a pass/fail mark. A pass mark is required for the 10 credits allocated to the report. The reports are open to the public and the participation of doctoral students is recommended.

(7) If the doctoral student has the total of 240 credits (120 credits in the study and research phase, of which at least 30 credits in the study phase, 15 credits in the successful complex examination, 24 credits in the voluntary supervised study phase and 120 credits in the research + research and dissertation phase), the research and dissertation phase is completed with an absolute diploma.

(8) Upon completion of the minimum of 240 credits and the defence of the doctoral thesis, the research and dissertation phase is completed at the end of the eighth active semester, while after completing a minimum of 240 credits, the doctoral student can obtain an absolute diploma from the fifth semester onwards, after which he/she can defend the doctoral thesis.

(9) [Section 53 (4a) of the NHE.] The University shall issue a final certificate (diploma) to doctoral students who have acquired the required credits in the doctoral programme.

Publication requirements

12. §

(1) The publication requirements and the associated credits are integrated into the programme requirements according to the principle of gradualism as follows:

- a) in the study-research phase, the publication expectation is that the doctoral student should present research results at conferences, in printed or digital proceedings and in the form of publications in Hungarian and foreign languages (in Hungarian and foreign journals),
- b) in the research-dissertation phase, the doctoral student publishes (part of) the results of his/her research in Hungarian and international journals. The minimum requirement is three articles published in Hungarian and one in a foreign language in an international journal.
- c) the doctoral student may obtain the following credit values for the research activities carried out during the study period and their results (the credit value is divided by the number of authors):

| | |
|--|------------|
| a publication published or accepted in an international impact factor journal | 35 credits |
| publication in an international, peer-reviewed journal or book | 25 credits |
| a national, refereed journal or book, or an accepted publication | 15 credits |
| a publication published or accepted in an international journal, other journal or book | 15 credits |
| publication published or accepted in national or other journals or books | 10 credits |
| international conference publication, paper based presentation | 10 credits |
| a presentation based on a paper published in Hungarian language | 5 credits |
| conference presentation at an international conference | 5 credits |
| presentation at a conference in Hungarian language | 3 credits |
| Contractual participation in an international research programme (in a team) | 10 credits |
| Contractual participation in a national research programme (in a team) | 5 credits |

In the case of journal articles, a maximum of 5 authored publications may be counted for credit, which

- ca) 2 authors are credited with 80% of the credit value (for each author),
- cb) 3 authors are credited with 60% of the credit value (for each author),
- cc) 4 authors may be credited 40% of the credit value (for each author),
- cd) 5 authors may be credited 30% of the credit value (for each author)
- ce). If there are more than 5 authors, the credit value is determined by the number of authors, i.e. 100% divided by the number of authors (each author),
- d) at least one of the journal articles must be a joint publication with the topic leader,
- e) all journal articles can be multi-authored.

A *textbook* is a book that has one or more editors, has been proofread, has the appropriate bibliographical references (ISBN number, publisher, year and place of publication), is clearly distinguished, has a clearly identifiable author, and is clearly identified.

A *book* is considered to be scientific if it contains new scientific results, synthesises new findings or summarises a subject in a new way. Acceptance of a textbook (or part of a textbook) as a scientific output is decided by the DS Board. Basic condition: the book must be peer-reviewed and officially distributed. The book must have all the bibliographical references: ISBN number, name of publisher, place of publication, year of publication. Non-academic books belong to the category of other achievements.

(2) Output requirement for the doctoral student's research activity: at least 4 scientific articles (min. 2 in English). The scientific publications to be considered must be submitted by the applicant is determined by the list of journals of the relevant academic department of the discipline of the student's choice (Hungarian Academy of Sciences - MTA Section IX Doctoral Committee on Economics (GMB) or MTA Section IV Committee on Agricultural Economics (AKTB)). The student must be first, last or corresponding author of at least 2 published scientific articles. A further output requirement is participation in two scientific conferences with publication in conference proceedings (not abstracts). For Q1, Q2 and Q3 articles, the DSC will decide how many accepted MTMT (Hungarian Science Bibliography) articles will be triggered. A maximum of 1 book chapter published in a textbook with ISBN number can replace 1 MTMT article (the calculation of the publication per candidate is done according to § 12 (1) c).

Only data registered in the Hungarian Science Bibliography database of Hungarian scientific publications (MTMT) are accepted as proof of the applicant's scientific metrics.

Submission of the doctoral thesis and appointment of the evaluation committee

13. §

(1) [NHE § 53 (4)] Doctoral students shall submit a doctoral thesis as specified in these regulations within three years of the complex examination. This deadline may be extended by up to one year at the discretion of the DSC in cases of special merit, provided that the student is unable to fulfil the obligations arising from the student's status as a student through no fault of his/her own due to childbirth, accident, illness or other unforeseen circumstances.

(2) If the doctoral student has fulfilled the requirements set out in these Regulations, he or she shall, with the written consent of the supervisor, initiate the procedure for obtaining the degree in writing to the head of the doctoral school.

- (3) The condition for submitting a doctoral thesis is to obtain the final certificate on completion of course requirements (Absolutorium).
- (4) A preliminary debate is mandatory before the public debate and any opinions or findings regarding the revision of the thesis must be recorded in the minutes. The opponent's opinion shall be annexed to the minutes. In the event of a major revision of the thesis, the workplace debate must be repeated. The opponents for the workplace discussion shall be proposed by the doctoral student's supervisor to the head of the DI. If the topic supervisor and the head of the DS do not reach a consensus on the opponents, the DSC decides on the persons to be invited. Two opponents (one external), the chair of the debate and the notary will be members of the Evaluation Committee and will receive the *dissertation and the thesis booklet* in electronic format. These *must be submitted at least 2 weeks before the planned date of the workplace debate to the head of the DI, who will take a decision on whether to submit the thesis for examination.* In the light of the receipt of the opponent's comments and the Candidate's response to them, the Head of the DS will set the date for the debate and appoint a chair and a clerk. The organisation and announcement of the *debate at the workplace* is the responsibility of the subject instructor and the candidate. The minimum requirement for the preliminary debate is the participation of at least 5 academics with degrees and expertise in the field. The workplace debate must be minuted.
- (5) An additional condition for the submission of a doctoral thesis is that the applicant must not be in the process of obtaining a doctoral degree in the same discipline or have had an unsuccessful doctoral defence within two years. Compliance with these additional conditions shall be confirmed in writing by the applicant at the time of submission of the doctoral thesis.
- (6) The publication credits must be completed by the time the doctoral student is due to defend the assessment - failing this, the date of the defence cannot be set.
- (7) A further condition for the award of the degree is that the doctoral student must have two complex language examinations at level B2 or above, recognised by the state or equivalent, and must provide the relevant documents to prove this. One of the foreign languages must be English. The second language examination will be accepted on an individual basis.
- (8) The doctoral degree procedure includes the defence of the doctoral thesis in public debate.
- (9) The application for the degree procedure must be accompanied by a formal thesis in the required number of copies, in the case of a thesis in Hungarian, by the thesis in Hungarian and English (thesis booklet) and by a short summary of one to two pages in Hungarian and English, in printed and electronic form. Doctoral students whose mother tongue is Hungarian may submit their dissertation in English in addition to Hungarian. In this case, the Hungarian and English versions must be fully identical in content. [DR § 14 (1)] *The thesis booklet of the doctoral thesis shall present a summary of the results of the independent scientific work or the independent artistic creative activity. The results must be presented in a coherent and self-explanatory system, with new findings presented in detail, based on the applicant's professional publications or artistic works.*
- (10) Doctoral theses cannot be co-authored.

- (11) The doctoral student must declare that he/she has written his/her thesis independently, without any unauthorised assistance, and that he/she has used only the sources provided. He/she must declare that he/she has clearly indicated all passages, including his/her own previous work, which he/she has taken verbatim or in the same sense but paraphrased from other sources (*Annex 7*). The thesis may be submitted after the plagiarism check required by the doctoral school.
- (12) The thesis is evaluated by two external and one internal referees with academic degrees and expertise in the field, who are invited by the DSC and who are also members of the evaluation committee. One of the referees must be a professional not employed by the JNU.
- (13) [DR § 17] *A person may not participate in the doctoral procedure as an official examiner or as a member of a committee,*
a) a close relative of the person concerned, or
b) who cannot be expected to give an objective ruling on the case.
- (14) Assessors may refuse the assignment for reasons of conflict of interest or professional reasons within 14 days.
- (15) The identity of the referees must be communicated to the author. Except in cases of conflict of interest or bias, the author may not object to any person. If the author objects, the DSC may appoint another referee.
- (16) The opponents per semester from the date of sending/receiving the theses have 60 days to prepare the written opinion. When the deadline is approaching or has expired, the Secretary will send a reminder to the opponent. If the opponent fails to send his/her opinion within 90 days, the head of the doctoral school will request a reserve opponent approved by the DSC to evaluate the thesis. The opponents [§ 15 (2) of the DSC Act] shall prepare a written evaluation of the thesis and state whether they recommend that it be submitted for public examination.
- (17) The public debate need not be held if none of the referees considers the thesis to be acceptable. If the recommendation of one of the referees is negative, the DSC must invite a third referee.
- (18) The doctoral thesis must be submitted to the DS in five identical bound copies, together with:
- a) the theses as required by the DS,*
 - b) the text of the theses in electronic format in separate files,*
 - c) professional curriculum vitae,*
 - d) a list of publications relevant to the subject of the thesis, together with the extracts or a statement of acceptance for publication,*
 - e) a declaration by the co-authors of the publications, in which they agree that the results presented in the joint publications may be included in the dissertation; if two doctoral students are also authors, they must declare to what extent the results used in the dissertation reflect the contribution of the candidate (*Annex 8*),*
 - f) a certified copy of the language certificate not yet submitted at the time of application, the original document being certified by the head of the DS,*
 - g) a statement that the dissertation is the candidate's own work, that the references are clear and complete,*
 - h) a statement by the supervisor that the thesis meets the standards of scientific ethics,*
 - i) a cheque or bank transfer voucher for payment of the procedural fee.*

(19) The formally verified submission must be submitted to the DSC for peer review and decision. The DSC will decide whether the application is admissible for evaluation on the basis of the documents submitted, with a maximum of 60 days' notice. In making its decision, the DSC will examine whether the candidate has fulfilled the publication requirement of the doctoral school. The composition of the Selection Board will be decided for those applications deemed admissible. In the case of a rejection or a request for a correction, the decision shall include a statement of the reasons. The head of the DS must ensure that the thesis is submitted for examination.

(20) The formal requirements for the doctoral thesis and dissertation are set out in the University Doctoral Regulations (*Annexes 9 and 10*). A template for the preparation of the thesis and dissertation is available on the DS website. The thesis and dissertation can be written in Hungarian or English.

Public debate of the thesis

14. §

(1) [DR § 16 (1)] *The doctoral thesis shall be defended in public debate before a Review Committee (hereinafter referred to as the Committee).*

(2) [DR § 16 (3)] *The thesis shall be submitted for public discussion within two months of the receipt of the two supporting proposals within the academic term. The author of the doctoral thesis shall receive the criticisms in advance and shall reply to them in writing before the defence and orally during the defence in the public debate.*

(3) [DR § 16 (2)] *The DSC shall establish a committee for the public discussion of the doctoral thesis, for the decision on the acceptance of the thesis and for the evaluation of the public defence.*

(4) The candidate, all members of the DSC and the relevant departments of the University must be informed of the date of the public debate at least 5 working days before the debate. The debate shall be published on the doctoral school's website and on the Hungarian Doctoral Council website. The notices shall state that anyone may speak in the public debate and may submit written comments in advance. If one of the referees is unable to attend the defence, he/she must declare in writing his/her acceptance of the candidate's answer to the referee's question prior to the defence. At the public debate the chairman presents the review and the candidate's reply, if the reviewer is not present

(5) Ensure that members of a Review Committee have access to the criticisms and responses before the public debate.

(6) In the case of a thesis in a foreign language, the thesis may be written in Hungarian or in the foreign language (mainly English).

(7) The thesis will be evaluated by a minimum of 5 members (one of the two opponents being an external opponent), each of whom has an academic degree. The committee is chaired by a university professor, professor emeritus or habilitated associate professor and habilitated professor. At least two of its members must be external academics or researchers not employed by the JNU. The secretary of the committee may be a lecturer or researcher at the JNU. One of the referees must be present at the examination. The doctoral school shall

also nominate an additional chair and two additional members. No member of the committee may be the candidate's subject instructor. In the case of force majeure, travel, or other unforeseen circumstances, it is possible for the examiner or committee member to be present on-line. The head of the doctoral school will inform the chair of the evaluation committee and will set up the technical conditions for the on-line public examination, ensuring the anonymity of the online voting.

(8) The opponents and the evaluation committee are proposed by the head of the doctoral school, in consultation with the supervisor. The composition of the committee and the alternates are approved by the DSC.

(9) In the public defence, the doctoral student orally presents the main theses of his/her thesis, and then answers questions and comments from the opponents, the evaluation committee and the participants in the public debate. Finally, the referees and the participants in the debate state whether they accept the author's answer.

(10) [DR § 16 (4)] *At the request of the author of the doctoral thesis, on the basis of a favourable opinion of the Committee and with the approval of the DSC, a closed examination may be held if the doctoral thesis contains data that are subject to patent proceedings or classified for reasons of national security.*

(11) [DR § 16 (5)] *After the debate, the committee decides on the acceptance of the thesis by secret ballot in a closed session, which is evaluated from 1 to 5 and the average determines the grade of the diploma. The President shall then announce the result publicly.*

(12) The qualification awarded for a doctoral degree may be one of the following:

- a) Summa cum Laude (91%-100%)
- b) Cum Laude (81%-90%)
- c) Rite (60%-80%)
- d) Insufficient (failed)

(13) The minutes of the examination and of the committee's decision are drawn up (*Annex 11*) and are prepared by the secretary of the committee. The secretary shall send the minutes, signed by the members of the committee and completed electronically, in their original form, to the head of the DS, who shall countersign them.

(14) After a successful examination, the award of the doctoral (doctoral) degree shall be approved by the DSC on the recommendation of the evaluation committee, provided that the doctoral candidate has successfully completed all the requirements that have been met.

(15) [DR § 16 (6)] *Upon request, the higher education institution shall issue a certificate on the result of the examination, indicating that the certificate does not imply the award of the doctoral degree.*

(16) [DR § 16 (7)] *In the case of two negative reviews or unsuccessful theses, a new doctoral thesis on the same doctoral topic may be submitted at the earliest after two years, but not more than once.*

IV. THE PROCEDURE FOR OBTAINING A DOCTORAL (PhD) DEGREE

Awarding and classification of doctoral (PhD) degree

15. §

- (1) In the case of a successful thesis, the DSC proposes to the UDHC, on the basis of the examination and thesis reports, the awarding of the doctoral degree, which is decided by the UDHC by a yes/no vote.
- (2) The grade of the doctoral degree is determined on the public debate result %. The grade of the degree is "summa cum laude" (excellent) for 91% or more, "cum laude" (good) for less than 91% and 81% or more, and "rite" (pass) for 60% or more.
- (3) A copy of the successfully defended doctoral thesis, together with the reviews and answers, must be catalogued and deposited in the Central Library of the University. A further 1 copy shall be deposited and retained in the DS and in the Research Unit, and the remaining documents shall be deposited and retained in the Administration Unit.
- (4) [NHE. § 53 (6)] A central register shall be kept of the doctoral degrees awarded, which may be inspected by anyone. The register shall be accessible on the Internet.
- (5) [NHE. § 53/A (1)] The doctoral thesis - and its theses - are open to the public. Publication may be postponed up to the date of publication of the patent or protection application. The higher education institution awarding the doctoral degree shall ensure that the doctoral thesis and its theses are recorded in electronic or printed form and made public in full, by depositing one printed copy and one electronic copy of the doctoral thesis and its theses in the central library of the higher education institution and by cataloguing them.
- (6) [NHE. § 53/A (2)] The doctoral thesis and its theses shall be made accessible to the public in electronic form in the Database, with a generally accepted international practice (DOI) identifier.
- (7) [NHE § 53/A (3)] In the case of a doctoral thesis subject to patent or protection proceedings, the publication of the doctoral thesis and the doctoral theses may be postponed upon request of the doctoral candidate, based on the supporting opinion of the evaluation committee and with the approval of the Doctoral Council, until the date of registration of the patent or protection at the latest. Doctoral theses and doctoral dissertations containing classified information for reasons of national security shall be published after the period of classification has expired.
- (8) [DR § 16 (8)] *The higher education institution shall issue a diploma on the doctoral degree awarded by the UDHC, based on the decision recorded in the doctoral register, indicating the field of science, including the discipline and the branch of art, and shall at the same time notify the Education Office. The diploma is signed by the Rector of the University and the President of the UDHC in Hungarian, English and Latin (the text is attached in Annex 12).*

The doctoral degree and doctoral inauguration

16. §

- (1) The University recognizes the doctoral degree with a diploma in Hungarian and English. The degree is signed by the Rector of the University and the President of the UDHC. The diploma is accompanied by a certificate of honour in Latin.
- (2) The doctoral (PhD) degree is conferred at ceremonial occasions (Hungarian Science Day, Diploma Ceremonies).
- (3) At the doctoral ceremony, the candidates take the oath.

V. SPECIAL DOCTORAL PROCEDURES

Naturalisation of a foreign academic degree

17. §

- (1) It is the responsibility of the domestic higher education institution that is entitled to award a doctoral degree in the discipline or branch of art corresponding to the foreign degree according to the NHE.
- (2) The university will recognise a degree obtained abroad as a doctoral (doctoral) degree if:
 - a) it is issued by a foreign educational institution that is entitled to award a degree under the law of the foreign country, and
 - b) the requirements for the award of the academic degree meet or, subject to additional conditions, may be made equivalent to the requirements for the award of the doctoral (doctoral) degree laid down by the legislation and the doctoral regulations of the competent authority.

If there is a fundamental difference between the applicant's education and study leading to the corresponding national qualification, the competent authority may impose conditions (doctoral examination, defence of the doctoral thesis, etc.) for the naturalisation of the foreign academic degree. The decision on naturalisation entitles the applicant to use the doctoral title.

- (3) If the entitlement of the foreign educational institution to issue an academic degree, or the name and content of the diploma, certificate (document) issued by it is unclear, thus creating an obstacle to the naturalisation of the academic degree obtained abroad, the competent authority shall request the opinion of the Education Office.
- (4) A degree obtained abroad may be naturalised by the UDHC if it meets the conditions laid down in the legislation and if the degree belongs to one of the disciplines of the doctoral schools of the university.
- (5) Applications for naturalisation and documents must be submitted to the DSC. The application must be accompanied by:
 - a) a certified copy of the original certificate or diploma or, failing that, a certified copy of the same document as the original certificate or diploma (e.g. a duplicate),
 - b) a certified copy of a document issued by the foreign educational institution (e.g.

a transcript of records, a control book), which provides credible evidence of the duration of the studies and of the successful completion of the study requirements (courses, examinations, theses, state examinations, etc.) for the award of the certificate or diploma,

- c) a certified translation into Hungarian of the documents referred to in points a) and b); a certified translation is a translation certified by the National Translation and Translation Certification Office, the Hungarian diplomatic mission or the Hungarian notary;
- d) proof of payment of the procedural fee.

The competent authority may require the applicant to produce the originals of the documents. If the authenticity or legal validity of the foreign certificate or diploma cannot be established, it may require the applicant to produce a certificate issued by a competent authority abroad attesting that the certificate or diploma entitles the applicant to pursue a regulated profession abroad.

(6) The application will be examined by the DSC to determine whether the foreign institution's requirements (publications, language skills, etc.) meet the requirements of these Regulations and, if necessary, additional conditions will be imposed. In the course of the procedure, the competent authority may request the applicant to submit additional documents as specified in Act C of 2001 on the Recognition of Foreign Certificates and Diplomas.

(7) The UDHC is entitled to naturalise a foreign academic degree on the basis of a proposal from the DSC.

(8) The UDHC will check that the conditions are met and, if it finds them to be in order, will issue the naturalisation certificate.

Withdrawal of the doctoral degree

18. §

(1) The University accepts and applies the principles and recommendations of the Code of Ethics of the Hungarian Academy of Sciences on plagiarism in the doctoral process. In the spirit of Article X (2) of the Fundamental Law, decisions on the merits may not be challenged before a court of law or an administrative body.

(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 brought if the holder of the title is still alive when the proceedings are initiated.

(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) The procedure for the withdrawal of a doctoral degree may be initiated by the President of the UDHC that awarded the degree, who certifies or has reasonable grounds to believe that he/she holds a doctoral or equivalent academic degree in a field of science related to the subject of the disputed dissertation, as provided for in paragraph 2.

- (5) The UDHC decides on the withdrawal of the doctorate. In the case of the revocation of the degree, the proposer is the President of the UDHC, who is obliged to request the opinion of the DSC competent in the field of the doctoral degree as to whether the provisions of paragraph 2 can be effectively established for the holder of the degree. In the procedure for the withdrawal of a doctorate, the following expert(s) may be appointed and the interested party must be heard. If the interested party fails to appear despite repeated regular notice or requests not to be heard, the UDHC is 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 prior to the initiation of the proceedings at the initiative of the original author, the UDHC does not need to investigate this issue, the final judgment being sufficient for the withdrawal of the degree.
- (6) In the case of an appeal against a decision to revoke a degree, the UDHC appoints an ad hoc committee, whose members are regular members of the doctoral school and at least 50% of whom are not in employment with the higher education institution that revoked the degree. The appeal is decided by the Senate of the higher education institution on the basis of the opinion of the ad hoc committee.
- (7) The final withdrawal decision will be made public by the university.
- (8) In the case of withdrawal of a doctorate, the person concerned may not apply for a new doctoral degree for 5 years.

Award of an honorary doctorate (doctor honoris causa)

18/A. §

- (1) The University may confer honorary doctorates (doctor honoris causa) on deserving national and foreign candidates. The honorary title may be conferred on the basis of internationally recognised academic achievement and activity in the interests of the University in the discipline in which the University is entitled to award doctorates.
- (2) The University may award the above title to a maximum of one person per year. Exceptions may be made by decision of the Senate.
- (3) Additional conditions for the award of the title:
 - a) the candidate has been in continuous contact with the University for an extended period,
 - b) This relationship has been meaningful, fruitful and has helped to produce internationally recognised results,
 - c) the award of the title is in the interests of the reputation and esteem of the University.
- (4) The Rector of the JNU, or the Deans of the Faculties and the Academic Council of the University may propose the award of the title.
- (5) The Rector shall request the University Doctoral Council to examine the proposal.
- (6) Based on the opinion of the University Doctoral Council, the Senate decides on the awarding of the title by a simple majority vote by secret ballot.

- (7) The honorary doctorates are inaugurated and the honorary degrees are awarded at a public meeting of the Senate.
- (8) The certificate of distinction shall be issued in Latin, Hungarian and English. The degree of Doctor Honoris Causa shall be signed by the Rector of the University and the President of the UDHC. The honoured person shall receive the University's professorial robes.
- (9) A person may be declared ineligible for the title of "doctor honoris causa" if the NJE Ethics Committee so declares. A person found unworthy of the title may have his title revoked.
- (10) The proposal to revoke the title of "honorary doctor" ("doctor honoris causa") is decided by the NJE Senate, after having received the opinion of the University Doctoral Council.

VI. QUALITY ASSURANCE OF DOCTORAL STUDY AND DOCTORAL DEGREE

Quality management system for doctoral studies

19. §

- (1) Doctoral study and doctoral degrees meet the needs of the economy, society and academic research and development, on the one hand, and the teaching needs of higher education, on the other.
- (2) Doctoral study is part of the university education that prepares you for the doctoral degree in post-master's studies.
- (3) Doctoral study and degree acquisition is a long, multi-stage process based primarily on the collaborative activities of DSC and DS, subject instructor, lecturers, students and reviewers, with the main stages being subject writing, admission, study and degree acquisition.
- (4) The quality assurance system for doctoral study and degree acquisition is set out in the quality assurance plan of the doctoral school.

VII. FINANCIAL CONDITIONS FOR DOCTORAL AND POSTGRADUATE STUDIES

Fees and charges payable by doctoral students

20. §

- (1) Non-scholarship doctoral students pay the tuition fee, the amount of which is determined by the DSC for each academic year for the following academic year and published by 31 May at the latest.
- (2) The fees to be paid by the doctoral student shall be as set out in Articles 112 to 114 of the Student Requirements Regulations (hereinafter referred to as the "HRR"), with the

exception that the deadline for the payment of the fees for first-year doctoral students is 10 September, while the deadline for the payment of the fees for the other years is 15 October. The head of the DS decides on the financial request of doctoral students.

Grants for doctoral students

20/A. §

- (1) [NHE 114/D. § (1)] Per capita support for students in full-time doctoral studies supported by the state
 - a) HUF 1 680 000/year for the study and research phase,
 - b) for the research and dissertation phase, HUF 2 160 000/year,
 - c) a one-off HUF 400 000 for doctoral degrees.
- (2) [Jtr. § 2 (1)] A student participating in doctoral studies who is enrolled in a state-funded form of study shall be entitled to social benefits.
- (3) Institutional professional, scientific and public scholarships for full-time doctoral students may be eligible for support under Article 92 of the HKR.
- (4) Benefits may be granted only during a semester in active status, with the exception of paragraph 1(c).
- (5) [NHE § 47 (2)] The maximum period of support for a student in doctoral studies is eight semesters.

Fees for the award of a degree

21. §

- (1) External members of the degree-awarding process may be reimbursed, and external reviewers may be remunerated on the basis of a contract.
- (2) The amount of the mandate fee is set by the UDHC with the agreement of the Director of Finance.

VIII. OTHER PROVISIONS

Legal remedies

22. §

- (1) The right of appeal covers the doctoral student, all aspects of the admission procedure, doctoral study and the award of the degree.
- (2) The detailed rules and procedures for legal remedies are set out in Articles 40 to 48 of the HCR.

Final and transitional provisions

23. §

- (1) These regulations were adopted by the Senate at its meeting of 22 September 2022 by resolution 30-3/2022 (IX.22.). Upon its adoption, these Regulations shall enter into force on 22 September 2022.
- (2) The UDHC shall regulate matters not specified in these Rules at its own discretion.
- (3) The activities of the DS are set out in its own Rules of Procedure and published on its website.

IX. HABILITATION PROCEDURE

- (1) The detailed rules of procedure for the habilitation procedure at the John von Neumann University are laid down in separate regulations.

X. INTERPRETATIVE PROVISIONS

For the purposes of this Regulation, certain terms have the following meanings:

the University Doctoral and Habilitation Council (UDHC): for the organisation of doctoral study and habilitation and the awarding of doctoral degrees and habilitated doctorates by the University Senate a body with decision-making powers in doctoral and habilitation matters, in particular with regard to the approval of the ranking of study, admission to study and the award of the PhD degree and habilitated doctorate. The University Doctoral Council is fulfilled by the University Doctoral and Habilitation Council (UDHC). The UDHC shall be chaired by a fulltime professor with a scientific degree and a doctorate of the Hungarian Academy of Sciences (Doctor of Science). The President and the members of the Board shall be elected by the Senate in accordance with § 16(5) of the NHE. and the University's Terms of Reference. The UDHC shall also include a representative of the University Doctoral Students' Council. The UDHC decides on academic matters.

research area: used to identify the main field of activity within a discipline or across disciplines, reflecting the operational framework of the doctoral school and forming the backbone of the programme.

doctoral school: an organised framework for doctoral study that provides preparation for the award of a doctorate.

Doctoral school staff member: a lecturer and subject instructor of the doctoral school who fulfils the professional and employment conditions laid down by the relevant legislation and the MAB. In addition, a full-time researcher, scientific advisor/research professor (doctoral candidate) employed by the research institute who is under 66 years of age in the year of the establishment of the DS. There is a cooperation agreement between the higher education institution and the research institute concerned, specifying the exact subject of the educational/research cooperation.

Doctoral school director: a full professor, aged 70 at the time of establishment and under 66 at the time of the establishment of the doctoral school, who is responsible for the academic quality and teaching of the school.

doctoral school teacher: a teacher or researcher with a scientific degree who, on the recommendation of the head of the doctoral school, is considered by the doctoral (school) council to be suitable for teaching in the doctoral school. Members of the staff and lecturers of a doctoral school may also be appointed as lecturers in other doctoral schools.

doctoral supervisor: a lecturer or researcher with an academic degree and active research activity, whose proposal has been approved by the Doctoral Council, and who - on this basis - responsibly directs and assists the studies and research work of the doctoral student(s) working on the topic, and the preparation of the doctoral candidate(s) for the degree. A supervisor may not have more than six doctoral students on public scholarships at any one time.

Doctoral School Council (DSC): a body that meets regularly to assist the Head of the Doctoral School. Its members are elected and dismissed in accordance with the institutional doctoral regulations.

doctoral student: a student enrolled in a doctoral programme.

doctoral student's student status: the legal relationship between the doctoral student and the higher education institution, the content of which is constituted by the rights and obligations of the doctoral student and the institution as defined in the legislation on higher education.

doctoral thesis: a piece of writing, composition or work produced by the doctoral student to demonstrate that he or she is capable of independently solving an academic problem commensurate with the requirements of the degree.

doctoral studies: post-masters study prepares to the award of a doctoral degree

doctoral topic: a research area that is suitable for the doctoral student, under the guidance of the supervisor, to master the application of scientific methods, to obtain valuable scientific results, and to provide evidence of this in the form of scientific publications, scientific presentations and then a doctoral thesis (work, thesis).

credit point (credit): a measure of the work done in doctoral studies for the acquisition of knowledge, the fulfilment of subject requirements, research and teaching tasks.

doctoral degree procedure: a series of acts leading to the award of a doctoral degree

doctoral thesis: a summary of the candidate's scientific achievements, based on the doctoral thesis, which is presented to the scientific community and which demonstrates that the candidate is prepared for the degree in the course of the degree procedure. The theses shall be written in Hungarian and in the language of the study (possibly in another language appropriate to the specificities of the discipline).

doctoral degree: an academic degree awarded by the UDHC, which can be obtained on the basis of organised university study or individual preparation, in the framework of a doctoral degree procedure.

Kecskemét, 22 September 2022.

Dr. habil. Fülöp Tamás
rector

Maráz Vince
the Director of Finance,
Chancellor

**1. Annex 1: DOCTORIAL SCHOOLS OF
JOHN VON NEUMANN UNIVERSITY AND THEIR
DIRECTORS**

| Doctoral School | |
|---|--|
| Name | Head of the Doctoral School |
| John von Neumann University Doctoral School of Management and Business Administration | Prof. Dr. Judit Oláh, Doctor of HAS |

2. Annex: APPLICATION FORM
JOHN VON NEUMANN UNIVERSITY (EN 96377) **20..../20.....**
APPLICATION FORM
for organised doctoral (PhD) study

I. Personal data

Name: Gender: male / female
 Name at birth:.....
 EHA/Neptun code (only for JNU students):
 Place of birth: Date of birth:
 Mother's name: Nationality:
 ID number:
 (*Name and number of the residence document for non-Hungarians*)
 Permanent address:.....
 Mailing address:.....
 email:.....
 telephone: cellular phone:
 Name and address of workplace:

II. Qualifications, professional experiences

The degree course:
 rating:
 issuer institution:
 number/year:
 Language proficiency(s) [language, level of language proficiency, document number, date]:

 Details of previous academic activities (number): ... Scientific Students' Associations Conference
 thesis; ... scientific paper; ... conference presentation ... review; ... other (e.g. participation in a
 university talent management programme):

 Have you ever participated in a doctoral programme and/or degree procedure at another university: *
 a) not
 b) yes, that is:

III. The doctoral course applied for

Name of doctoral school:.....
Doctoral programme name:

 The title of the planned topic:

 name of the supervisor:

 Form of study: scholarship – non -scholarship *
 *underline as appropriate

Date: 20.... ..

signature of the applicant

Documents to be attached

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Professional CV and list of publications; 2. Certificate of payment of the admission fee; 3. Copy of a university textbook/index 4. A copy of your university degree or a declaration of the expected date of obtaining it | <ol style="list-style-type: none"> 5. A copy of a certificate of language proficiency; 6. Planned research topic and research plan; 7. Supervisor's recommendation; 8. Employer consent form - if required |
|--|--|

3. Annex : ADMISSION PROCEDURE SCORING

The single admission point system consists of 100 points, which can be earned in 3 categories.

1. The admission committee assesses the candidate's professional knowledge, the research plans to be carried out during the doctoral studies and their soundness. This may be assessed by means of an oral examination and/or on the basis of a written application and research plan.

A maximum of 40 points can be earned.

2. The candidate's previous academic achievements are assessed. This can be an indicator based on the average of the completed semesters and/or the value of the degree obtained in the university/master's programme. *A maximum of 30 points is allowed.*

3. It is used to assess the academic "track record", points are awarded on the basis of documented products (publications, TDK thesis, etc.). The achievements eligible for points are the same as those described in the DE Talent Management Programme Regulations II. 2. c), which are eligible for performance credits. *A maximum of 30 points may be earned.*

The scoring will be determined by the Doctoral Admissions Committee taking into account the following bands:

20-30 points:

- first author refereed journal publication ("in extenso")
- National Scientific Students' Associations Conference award-winning performance, I-III. place
- national design competition, 1st to 3rd prize (or purchase of the design)
- certified national or international artistic or professional competition

10-20 points

- non-first author peer-reviewed journal publication
- first-authored , non-local and non- Scientific Students' Associations Conference presentation, poster
- National Scientific Students' Associations Conference presentation (and/or entry), non-awarded -national design competition, not awarded

0-10 points

- not first author, not Scientific Students' Associations Conference presentation, poster
- presentation at a local student (non - Scientific Students' Associations Conference) conference
- exhibition of plans at a public exhibition
- certified competition performance

The entry requirement is an intermediate C level (if it is not English, a basic level is also required), for which no points are awarded. Completion above this level may be rewarded with extra points:

- one intermediate C level or one advanced A or B level 3 points, while -
- one upper level C level exam is worth 5 points.

4. Annex: RESEARCH PLAN

1. Title of the research topic

It is advisable to think carefully about the title, and to make it clear and simple. Please avoid foreign words as much as possible. (The title of the topic is not necessarily the same as the title of the dissertation.)

2. Objectives

What scientific problem(s) do you want to research? What is the aim of the research? Define and delimit the scientific problem to be studied. What questions do you want to answer? What is the research hypothesis based on what you know? Justify the timeliness, scientific significance, research background and rationale of the chosen topic (min. 1 page).

3. Scientific concept and methods

Describe your ideas for the development of the topic, the methodology of the primary and secondary research (data collection, data processing, analyses, etc.) The scientific tools you intend to use in your research (e.g. mathematical models, econometric methods, questionnaire surveys, comparative analysis, etc.). Justification and purpose of the chosen method. Describe the source of the research and study data, give a precise delimitation in time, space, territory, etc. of the areas under study and describe the database you expect to obtain as a result of the primary research carried out (min. 3 pages).

4. Structure of the research topic

The work plan should contain 3-5 points (chapters) that form the framework of the research. Within each chapter, please include two or more sub-chapters. Justify your ideas on treatment rates (min. 1 page).

5. Literature background

An introduction to the literary background of the topic. Include at least 10 domestic and 10 foreign sources of literature relevant to the topic, with precise bibliographic references. The literature should be relevant to both the topic and the methodology. Priority will be given to scientific articles. It is advisable to present the areas that you intend to draw up on the basis of the literature review and to justify your ideas in the text.

6. Timing of the research

It is recommended to plan the progress of the research work using a Gantt chart with a quarterly schedule. Include in the timetable checkpoints (milestones) in which the progress of the research work is demonstrated by the presentation of some research result (publication, conference presentation, thesis completion, etc.). Include in the Gantt chart the institutions to be visited, national and international experts, conferences and events and their planned dates (year, semester).

7. Expected results of the research

8. Conditions, material, equipment and resources required for the research Clause

The dated research plan must be signed by the supervisor and the doctoral student to confirm that he/she accepts and agrees with it.

20... ..

.....
PhD applicant

.....
supervisor

6. Annex : COMPLEX EXAM MINUTES

JOHN VON NEUMANN UNIVERSITY (EN 96377)

...../20.....

Name: Student ID:

Supervisor:Teacher ID:

Co-supervisor:Teacher ID:

Field of study:

Discipline:

Complex Examination Board:

| NAME | TEACHER ID | SIGNATURE |
|--------------------|------------|-----------|
| Chairman: Dr. | | |
| Members: Dr. | | |
| Dr. | | |
| Dr. | | |
| Dr. | | |

Date of the exam: 20...,Location:

I. Theoretical part

Research Methodology topic

Sub-programme specific

subject:

Questions asked in the exam:

Evaluate the responses:

Opinions of the members of the committee - theoretical part (number of votes): *

pass:

fail:

II. Dissertation part

1) Literature assessment

2) Evaluation of research results so far

3) Research and publication plan evaluation

Opinion of the members of the committee - dissertation part (number of votes): *

pass:

fail:

III. Results of the complex exam *

The candidate in the complex examination

- a) has completed both parts,
- b) has completed the theoretical part, it must be repeated the dissertation part,
- c) has completed the dissertation part, it must be repeated the theoretical part.

(signature of committee's chairman)

*underline as appropriate

7. Annex: STATEMENT

Name,.....(born))

I declare and certify with my signature that the thesis submitted for the award of a doctoral degree (PhD) is exclusively my own independent work.

I further declare that:

- I am familiar with the regulations of the John von Neumann University Doctoral School of Management and Business Administration and I accept the observance of the rules contained therein as binding for me,
- I have handled the used literature in a correct manner, and I have complied with the laws and regulations applicable to the dissertation,
- the original source of ideas and data in this dissertation, whether published or not, from other sources, is fully acknowledged in the references, bibliography and sources used, taking into account the copyright protection,
- I have not submitted a thesis with the same or partly the same content as the submitted thesis to another university or doctoral school for the purpose of obtaining a scientific degree.

Date,20.....

.....

signature

8. Annex : COAUTHOR'S DECLARATION

Name of the doctoral candidate/ Candidate's name:

.....

I hereby certify that I am familiar with the thesis of the applicant Mr/Ms

Regarding our joint results referred to in his/her thesis, were obtained

- as the result of joint contribution by the applicant and myself,
- the applicant's contribution was prominent in obtaining the results referred.

I am not opposed to him/her using the common work in his/her thesis.

| | |
|------------------------------------|--|
| Title of the publication: | |
| Authors: | |
| Journal, year, volume, pages /- to | |

| | Co-author's name | Participation rate (%) | Signature |
|---|------------------|------------------------|-----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

Date.....,20.....

9. Annex: FORMAL AND STRUCTURAL REQUIREMENTS OF DOCTORAL (PhD) THESIS

The thesis must be submitted to the doctoral school in 5 bound copies. The thesis can be written in Hungarian or in a foreign language, in 12 pt Times New Roman font, single-spaced. It should preferably not exceed 150 pages (including annexes). The thesis should be submitted in double-sided print.

The main chapters should start on odd pages.

The thesis should be accompanied by:

- 10-10 copies of the short summary in Hungarian and English,
- 2 copies of the summary in Hungarian and 2 copies in foreign languages,
- 1 CD containing the thesis, the short summary (in Hungarian-English pdf format), the summary (in Hungarian-English) and the keywords (in Hungarian-English doc. format).

Cover pages and title pages

Outer cover: black hardback leatherette,

With gilded letter on the front page

- Doctoral (PhD) Thesis (28pt),
- Author's name (26pt),
- Place and year of submission (22pt).

Inside front page: **different from the outside cover.** -

Top centre: JNU Logo,

- Top centre: **name of the Doctoral School (14pt)**
- In the middle, **THE THESIS TITLE (18pt)**
- Centre: *by (14pt)*
- In the middle: **author's name (14pt)**
- Bottom centre: **PLACE OF SUBMISSION (14pt)**
- Bottom centre: **year of submission (14pt)**

Inside back cover (14pt):

The doctoral school name:

discipline:

head of: Dr. X Y
academic degree/title
NJE, Faculty,
..... Department/Institute (name of the department)

Supervisor(s): Dr. K L
academic degree/title
name of organisation (university, research institute, etc.)
if applicable, the name of the department within the organisation

.....
Approval of the Head of School

.....
Approval of the Supervisor(s)

Chapter headings must be in capital letter (bold) and left-aligned, subheadings, preferably with no more than four decimal places, must be in lower case (bold) and left-aligned. The use of units of measurement must be in accordance with the SI system.

Figures and tables must be self-explanatory and must be placed in an appropriate place in the text. Tables with detailed calculations should be presented in the annex(es) where appropriate. **Figures must be numbered and titled below (12pt - bold - centre justified) and tables titles must be above (12pt - bold - left justified).** In all cases, the text must be referred by number to the corresponding figure or table. The source must be indicated below the title of the figure *in 11pt italics* and below the table *in 11pt italics* (left-aligned). Figures and tables must be referred to numerically in the text.

References to the literature used should always be given in the appropriate place in the text. The form of the reference is based on the so-called Harvard system, with the insertion of the year in parentheses (KOVÁCS, 2022) or [KOVÁCS, 2022]. When the first data element - usually the name of the author(s) - becomes part of the text, only the year should be included in parentheses. If there are several references to the same first data element in the same year, these references should be distinguished by the lower case letters a, b, c, ... following the same year. In the case of intertextual references between two authors, the authors should be separated by a hyphen (KOVÁCS - NÉMETH, 2021). If there are more than two authors, the first name should be followed by "et al." (KOVÁCS et al. 2020).

A numbered bibliography, alphabetical by author's surname, should be included at the end of the thesis. The Bibliography should include only those sources referred to in the text and vice versa.

THE REQUIRED STRUCTURE OF THE THESIS

DECLARATION (not numbered)

TABLE OF CONTENTS

If necessary: **ABBREVIATIONS**

INTRODUCTION (not numbered)

Theoretical and practical importance of the topic.

Precise definition of the topic under investigation, description of the scientific problem to be solved, the objectives of the primary and secondary research and the research hypothesis(es).

1. LITERATURE REVIEW

The literature review should be closely related to the research topic. It is expected that all source works should be cited in the appropriate context. The candidate should also be able to independently evaluate the literature reviewed.

2. MATERIAL AND METHOD

Introduction to the scientific method and methodology of primary and secondary data collection. How to create a database from primary and secondary data. A precise description of the methodology of the studies, with reference to the literature for known methods. Justification and purpose of the chosen method.

3. RESULTS AND THEIR EVALUATION

The results should be summarised in tables, illustrated with diagrams, and the reliability of the results should be verified by mathematical or mathematical-statistical methods, etc. Explanation of results, comparison with other test results is expected.

4. CONCLUSIONS, PROPOSALS

Conclusions from the results, suggestions on the need for further studies and practical applications.

5. THE MAIN FINDINGS, NEW AND NOVEL RESULTS OF THE THESIS

SUMMARY (not numbered)

A concise summary of the contents of each chapter, with particular reference to the findings and conclusions drawn.

SUMMARY (not numbered)

A mirror translation of the SUMMARY section in English, which must also be proofread by a native speaker.

APPENDIX OF DOCUMENTS (not numbered)

PUBLICATION LIST OF THE APPLICANT (not numbered)

LIST OF TABLES (not numbered)

LIST OF FIGURES (not numbered)

APPENDICES (not numbered) ANNEXES (not numbered)

10. Annex: STRUCTURAL AND FORMAL REQUIREMENTS FOR THE SHORT SUMMARY OF DOCTORAL (PhD) DISSERTATION

1. Background, objectives and hypotheses of the research
2. Database and description of the methods used
3. Main findings of the thesis
4. New and novel results of the thesis dissertation
5. The practical use of the results
6. Publications in the field of the thesis

Foreign language scientific journal
Hungarian language scientific journal
Scientific book/textbook in foreign language
Scientific book/textbook in Hungarian language
Presentation published in full in foreign languages abroad

The short summary is paperback.

The contents of the title pages and inside pages, as well as the formal requirements (font size, references, figures and tables) are the same as those for the doctoral thesis.

11. Annex : DOCTOR'S (PhD) PUBLIC DEBATE MINUTES
JOHN VON NEUMANN UNIVERSITY (F196377) 20...../20.....

DOCTOR'S (PhD) PUBLIC DEBATE MINUTES

Name:.....Student ID:.....
 Place of birth: Year/month/day:
 Mother's name:.....
 Nationality:.....
 Supervisor:.....
 Co-supervisor:.....
 Name of the Doctoral School
 Discipline:
 Language of public debate:

Thesis title:

I. Public debate

The reviewers of the thesis:

.....

The thesis is suitable
 for public debate:
 yes / no
 yes / no

Committee:

| | NAME | TEACHER ID | SIGNATURE |
|---------------|----------|------------|-----------|
| Chairman: Dr. | | | |
| Members: Dr. | | | |
| | Dr. | | |
| | Dr. | | |
| | Dr. | | |
| | Dr. | | |
| | Dr. | | |
| | Dr. | | |

Date of the public debate: 20... . Location:

The questions/comments in the public debate:

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.....
.....

Candidate's answers:

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.....

The Committee opinion on the public debate and the candidate's performance:

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.....
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.....

Summary of scientific results:

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.....
.....

The result of the secret ballot of the Committee:

| | | | | | |
|----------------|-----|-------|----------------|-----|-------|
| 5 points given | tag | Point | 2 points given | tag | Point |
| 4 points given | tag | Point | 1 point given | tag | Point |
| 3 points given | tag | Point | | | |

The result: points is the maximum possible. From points, i.e. %
The average point: point.

The public debate: successful / unsuccessful

Date, 20.....

(signature of the chairman of the committee)

II. Decision of the University Doctoral and Habilitation Council

The UDHC awarded the doctorate title at its 20... .. meeting, at decision number

to *grant* / *not to grant*.

Reasons in case of refuse:

signature of president of UDHC

III. The University awarded a doctorate title

at 20.....(date)

Doctoral degree serial number:.....

PhD Diploma

*The Rector and the Doctoral and Habilitation Council of
John von Neumann University
have conferred upon*

.....

(born: mm dd, yy)

the degree of Doctor of Philosophy (PhD)

with summa cum laude / cum laude / rite

qualification in recognition of his/her proficiency in

..... *Science*

with all the rights appertaining thereto.

*Given under the Seal of the University, in Kecskemét, Hungary
on mm dd, yy.*

.....

*President of the
Doctoral and Habilitation Council*

.....

Rector

Registered: