

**UNIVET Budapest  
Doctoral and Habilitation Policy  
consolidated with the Doctoral School's  
Rules of Operation and Procedure**

**effective as of 17 December, 2019**

*This policy contains the consolidated text of the UNIVET Doctoral and Habilitation Policy (DSP) and the rules of operation pertaining to the UNIVET Doctoral School of Veterinary Science (DS). The text of the UNIVET DSP is printed in standard fonts whereas the regulations pertaining to the DS are integrated in italics in the appropriate paragraphs.*



**Budapest**

## Contents

### Table of Contents

## INTRODUCTION

### Abbreviations

AA-DSP	Aujeszky Aladár DS Programme of Theoretical Veterinary Sciences
UNIVET	University of Veterinary Medicine
UNIVET DS	Doctoral School of Veterinary Science
CSc	Candidate of Veterinary Science
DHP	Doctoral and Habilitation Policy
DHC	Doctoral and Habilitation Council
DS	DS
DSR	Doctoral School's Rules of Operation and Procedure
DSC	Doctoral School Council
DSTC	doctoral students' council
DOI	digital object identifier (identification code of electronic documents)
dr. habil	habilitated doctor
DSc	DSc
University	University of Veterinary Medicine
EMMI	Ministry of Human Capacities
SER	System of Employment Requirements
SC	Student Council
HAC	Hungarian Accreditation Committee
MJ-DSP	Marek József DS Programme of Clinical and Food Chain Safety Veterinary Sciences
MSc	Master of Sciences
HAS	Hungarian Academy of Sciences
HAS CVMR	HAS Committee for Veterinary Medical Research
CAR IVMR	Centre for Agricultural Research, Institute for Veterinary Medical Research
HSWR Q1-Q4	Hungarian Scientific Works Repository Quarters 1-4
NFCSO	National Food Chain Safety Office of Hungary
Higher Education Act	Act CCIV of 2011 on the national higher education of Hungary
HDC	Hungarian Doctoral Council
EA	Educational Authority
PhD	Philosophiae Doctor / Doctor of Philosophy

EC	Expert Committee
Senate	University Senate
SZIU	Szent István University
CCM	College of Core Members
STS	Students' Secretariat

(1) <sup>1</sup>Pursuant to the authorization laid out in Schedule 2 of Act CCIV of 2011 on the national higher education of Hungary, and with regard to Govt. Decree 387/2012. (XII.19.) on doctoral schools, the order of doctoral procedures and habilitation, the UNIVET Senate regulates the University's *doctoral and habilitation procedure* by issuing the *policy* below.

(2) <sup>2</sup>The legal grounds for the UNIVET DSP are provided by the following acts and decrees:

- **Act CCIV of 2011** on the national higher education of Hungary (hereinafter: Higher Education Act);
- **Act C of 2001** on the recognition of foreign certificates and degrees
- **Govt. Decree No. 137/2008** on the certified examination of foreign language attainment and on the nostrification in the Republic of Hungary of language certificates of foreign language attainment issued abroad;
- **Govt. Decree No. 50/2008** on the funding of higher education institutions based on training, scientific and operational appropriations;
- **Govt. Decree No. 51/2007** on grants available for higher education students and their payable fees;
- **Govt. Decree No. 387/2012** on doctoral schools, the order of doctoral procedures and habilitation;
- **Govt. Decree No. 423/2012** on the admission to higher education institutions;
- **Govt. Decree No. 87/2015** on the implementation of certain regulation of the Act CCIV of 2011 on higher education.

(3) <sup>3</sup>The UNIVET DHP was created with consideration for the following resolutions:

- The Hungarian Accreditation Committee's (hereinafter: HAC) position on the establishment and operation of doctoral schools;
- The HDC's resolutions on the establishment of the title of core member emeritus and the comprehensive exam<sup>4</sup>;
- UNIVET's Rules of Organization and Operation (hereinafter: ROO) as well as its annexes containing the policies related to the doctoral programme, degree attainment and habilitation procedure.

(4) <sup>5,6,7</sup>The DHP<sup>7</sup> shall be accessible on the University's website. The University shall make the doctoral school's rules of operation and procedure (DSP) accessible on its own website and in the Hungarian doctoral database (doktori.hu).

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<sup>1</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>2</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>3</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>4</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>5</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>6</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>7</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

# DOCTORAL PROGRAMME POLICY

## I. General provisions

### 1. Section 1<sup>8 9</sup>

- (1) The scope of this policy covers all students, instructors and researchers involved in the doctoral programme; all contributors to the doctoral programme and procedures; as well as all participants of the doctoral degree attainment procedure.
- (2) <sup>10</sup>The detailed operational procedures of the doctoral school are contained in the DSP. Within the framework of this policy, supplementary policies and procedures may also be created by the doctoral council of the branch of science.
- (3) UNIVET has a University Doctoral and Habilitation Council (hereinafter: DHC) that is elected by the Senate (DHP Annex No. 1). With regard to doctoral programmes and degree attainment, the DHP utilizes the following definitions:

**Doctoral council<sup>11</sup>:** body established for the purpose of organizing doctoral programmes and conferring degrees, with decision-making powers in terms of the doctoral programme, with special regard to admissions to the programme, launching degree attainment procedures as well as conferring degrees.

**DS<sup>12</sup>:** Operated under Senate supervision, it is a comprehensive educational organization of the University's various organizational units conducting training programmes for the attainment of a scientific degree. The doctoral school's operation may be contributed by academic or other research groups supported by the Hungarian Academy of Sciences or other third-party research institutes as well.

**Doctoral programme:<sup>13</sup>** Operated within the organizational structure of the DS and under Senate supervision, it is an educational programme conducting training programmes for the attainment of scientific degrees within the given professional area.

**Core member<sup>14</sup>:** Instructors or scientific researchers employed full time by UNIVET as an employee or public servant with an academic degree, who conduct a continuously high-level scientific activity in the DS' discipline and/or research area and who specified UNIVET in a written statement as the higher education institution which may take them into account, according to Article 26 (3) of the Higher Education Act. Scientific activities shall be examined based on the content of the bibliographical database (hereinafter: database) defined in Article 3 (1) b) of Act XL on the Hungarian Academy of Sciences. Furthermore, provided that the University concludes a pertinent agreement with the relevant research institute, scientific advisors or research professors employed full time by research institutes as an employee or public servant with DSc title and with academic degrees in the DS' discipline and/or conducting a continuously high-level scientific activity in the DS' discipline and/or research area, may also

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<sup>9</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>10</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>11</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>12</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>13</sup> Inserted by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>14</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

become core members. Core members must comply with the above conditions for a minimum of 5 years and must agree to conduct thesis supervisor activities in the doctoral school as well. Members are not eligible to become core members unless at least one doctoral student has attained a doctoral degree under their thesis supervision (two students in case of co-supervision).

By DHC approval, UNIVET's Professors Emeritus, as defined in Article 32(1), may also become core members.

**Core member emeritus<sup>15</sup>:** The DS Council may give the title core member emeritus to founding members of the particular doctoral school or persons granted core member status at least 5 years prior, provided that they have a documented connection to the institution. The details of conferring the core member emeritus title are contained in the DS policy (DSP).<sup>16</sup>

*The title of core member emeritus may, in compliance with HDC Resolution No. 229/2010 and based on the decision of the DS Council (DSC), be given to persons who*

- *are founding members of the DS or were granted core member status at least 5 years prior,*
- *have a documented connection to UNIVET,*
- *are no longer required to act as thesis supervisors.*

Core members emeritus

- *are no longer affected by the HAC evaluation procedures of the doctoral school,*
- *therefore the DS requirements for the 7 core members do not pertain to them,*
- *but their achievements are still considered as part of the DS' statistical data.*

*The title of core member emeritus is either requested by the core member or initiated and conferred by the DS for a definite or an indefinite period, and then the DS Head indicates the title in the doctoral database modified accordingly. The title of core member emeritus may not be requested/conferred unless the applicant has served at least five years as a core member/founding member.*

*In its own discretion, the DS may also revoke the title especially if the connection is terminated or the core member emeritus requests so. After the termination of the title, the data of the core member emeritus are no longer displayed in the HAC's public database but they are still retained in the records and counted in the DS' performance.*

*The names of the doctoral school's core members are listed in DSP Annexes No. 1.1 and 1.2.*

**DS Head<sup>17</sup>:** Full professor of UNIVET, who is responsible for the scientific level and educational work of the DS and who is also a full/corresponding member and doctor of the HAS or a doctor of science (hereinafter altogether referred to as: doctor of the academy).

**DI Secretary<sup>18</sup>:** habilitated instructor, who is responsible for constantly providing the necessary operational conditions for the DS.

**DS Council<sup>19</sup>:** a body (hereinafter: DSC) that meets regularly in order to help the work of the DS Head. The body is elected by the DS core members, and its members are appointed and relieved by the DHC.

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<sup>15</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>16</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>17</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>18</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>19</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

**DS instructors<sup>20</sup>:** instructors and researchers with a science degree who, based on the recommendation of the DS Head, are considered by the DS Council to be suitable for performing educational, research and thesis supervisor task within the DS.

**Doctoral student:** a student participating in the doctoral programme, who has rights and responsibilities defined in the legal regulations pertaining to higher education.

**Student status<sup>21</sup>:** a legal status arising from the legal agreement between the doctoral student and the higher education institution, which is governed by the rights and responsibilities of doctoral students and institutions as stipulated in the legal regulations pertaining to higher education. The University certifies student status by the issuance of a student ID card and/or the validation thereof.

**State doctoral scholarship:** financial support available for Hungarian citizen doctoral students participating full time in the organized doctoral programme and/or for foreign students being under the same consideration as Hungarian students based on the legal regulations or international agreements.

**Doctoral research grant:** normative training grant determined in the government's annual decrees to support students with state scholarship in their doctoral programme.

**Doctoral programme:** Adjusted to the characteristics of the science and the needs of the doctoral student, it is a training, research and reporting activity conducted individually or in a group framework and consisting of a training and a research phase as well as a research and a dissertation phase. Students who have attained a master's degree may participate in a doctoral programme. The doctoral programme requires the attainment of at least 240 credits in a training period of 8 semesters. *The doctoral programmes of UNIVET's doctoral schools are contained in DSP Annexes No. 2.1 and 2.2.*

**Comprehensive exam<sup>22</sup>:** At the end of the fourth semester of the doctoral programme, students shall be required to conclude the study and research stage with a comprehensive examination aimed to measure and assess their progress made in study and research.

**Doctoral thesis topic:** It is a research area the cultivation of which enables the doctoral student, with the guidance of the thesis supervisor, to learn the application of scientific methods, attain appraisable scientific results and provide evidence of them in the form of scientific releases, scientific presentations and a doctoral dissertation (work of art).

**Doctoral thesis supervisor<sup>23</sup>:** instructor and/or researcher whose announced thesis topics were approved by the DS Council and who responsibly guides and supports the studies and research of the doctoral students working on such theses and/or their preparation for degree attainment accordingly.

**Credit:** It is the measuring unit of the work conducted within the doctoral programme in order to acquire the knowledge, meet the course requirements, as well as to perform research and teaching tasks. In general, one credit can be obtained by 30 working hours.

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<sup>20</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>21</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>22</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>23</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

**Supplementary education abroad<sup>24</sup>:** It is a part of the doctoral programme which the doctoral student may participate in based on such a work programme that is approved by the thesis supervisor and is related to the student's doctoral thesis topic and thus can be a valid part of the University's doctoral programme. The DS Council decides whether the work programme of the particular supplementary education abroad is acceptable or not.

**Doctoral degree attainment procedure:** It is the research and dissertation phase of the doctoral programme, following a successful comprehensive exam.

**Doctoral dissertation:** It is a paper, piece of art or work prepared by students participating in the degree attainment procedure, which enables doctoral students to provide evidence that they can, on their own, solve scientific problems proportionate with the requirements of the degree. The dissertation may be written in Hungarian or English language.

**Doctoral thesis<sup>25</sup>:** it is a summary made for the scientific public on the basis of the doctoral dissertation, which demonstrates the candidate's scientific achievements during the degree attainment procedure to provide evidence that the candidate is prepared to attain the scientific degree. The theses are written in Hungarian and English language.

**Doctoral degree<sup>26</sup>:** it is a degree awarded by the University DHC, which can be attained through participation in the university's organized training programme and/or individual preparation in the framework of a doctoral degree attainment procedure.

## II. Organizational framework of doctoral programmes and degree attainment

### The DS 2. Section 2

(1) Within the branches of science and disciplines indicated in its operation licence, UNIVET conducts organized doctoral programmes based on which it awards doctoral (PhD-) degrees as the highest qualifications. The degree certifies that its holder has a high level of knowledge in the science, has achieved novel scientific results in the area and is able to conduct individual research.

(2)<sup>27 28</sup> The **DS** provides the educational and research framework for the organized doctoral programme. If the relevant conditions are met, institutions may establish multiple DSs. UNIVET has its accredited Doctoral School of Veterinary Science which operates two programmes: **Aujeszky Aladár DSP of Theoretical Veterinary Sciences** and **Marek József DSP of Clinical and Food Chain Safety Veterinary Sciences.**<sup>2930</sup>

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<sup>24</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>25</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>26</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>27</sup> Modified by Senate Resolution No. 29/2016/2017 SZT on February 7, 2017.

<sup>28</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>29</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>30</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

UNIVET  
Doctoral School of Veterinary Science  
Abbreviated as: UNIVET DS; HDC identifier: 242

Address: 1078 Budapest, István u. 2.  
Phone: 06-1-478-4295  
e-mail: [phd@univet.hu](mailto:phd@univet.hu)  
Website: <http://univet.hu/hu/hallgato/doktori-iskola>  
Branch of science: Agrarian sciences  
Discipline: Veterinary sciences  
Institutional background:

- UNIVET and
- “Partner institutions”:
  - NFCSO
  - CAR IVMR
  - National Centre for Epidemiology

Research areas: AA-DSP: Core veterinary sciences, zoology, molecular biology, bioinformatics, clinical pathology, general pathology, therapy and prevention; microbiology, parasitology, oncology  
MJ-DSP: clinical studies, herd health, agricultural law and economics, food hygiene and food safety

Discipline of the doctoral (PhD) degree: Veterinary sciences

Relevant accredited master’s programme conducted at the institution and forming the basis of the doctoral programme: Veterinarian

*The UNIVET DS of Veterinary Sciences is the legal successor of the doctoral programme launched at UNIVET in 1994.<sup>31</sup>*

#### **The mission of Univet Doctoral School**

*Following Univet Budapest’s historical traditions, the DS’ mission is to train the future generations of instructors and researchers who excel both domestically and internationally and are able to meet the challenges of sustainable agriculture, safe food production, the cultivation of veterinary and related sciences as well as the requirements of a knowledge-based society and modern environment protection.*

(3)<sup>32</sup> The establishment of the DS must be initiated by at least seven core members. The majority of core members are full professors. Each person may concurrently be a core member of maximum one doctoral school. Doctoral schools with two disciplines must have at least four core members per discipline (but at least eleven altogether), the majority of who are full professors and conduct their research activity in the particular discipline. Doctoral schools with

<sup>31</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>32</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.



three disciplines must have at least three core members per discipline (at least nine altogether), the majority of who are full professors and conduct their research activity in the particular discipline.

The detailed requirements of core membership must be defined in the DS' rules of operation and procedure.

*a., Persons eligible for DS core membership:*

- *UNIVET's active-age full professors,*
- *Research professors or scientific advisors of partner institutions, and/or*
- *Persons with CSc/PhD degrees and with scientific achievements certified by publications required by the HAS CVMR for potentially attaining a DSc title,*
- *Persons who have already demonstrated their competence in guiding doctoral students by helping at least one doctoral student to attain a doctoral degree under their thesis supervision.*

*b.) Core membership can be revoked, or suspended temporarily if:*

- *the person fails to meet the HAC's accreditation criteria and the constant publication requirements stipulated in the SER in terms of FVM SZIU or*
- *the person's assignment as a thesis supervisor is revoked due to the person's actionable fault.*

*Restoration of a suspended or terminated membership is decided by a DHC resolution based on DSC recommendation.*

*C.) Core members must be at the disposal of the DS for at least one training term (4 years) and the subsequent degree attainment procedure (2 more years). Core members are obliged to report their long-term absence in advance to the DS Secretariat. The DSC may temporarily suspend core membership in case of  $\leq$  a long-term unpaid holiday or foreign stay of 6 months and the DSC must temporarily suspend it if such absence exceeds 6 months. Provided that the other conditions remain fully met, the membership is restored without any – special procedure if the reason – for suspension no longer exists.*

*D.) Core members have the right and the obligation to participate*

- *in the programme,*
- *in conducting the degree attainment and habilitation procedures,*
- *constructively in making strategic decisions,*
- *in the election of the school's head and council as well as that of the new instructors and core members.*

*The list of core members is contained in Annex No. I.<sup>33</sup>*

*e.)<sup>34</sup> [deleted]*

(4)<sup>35</sup> The person recommended as the head of the DS submits an application to the DHC for the approval of establishing the DS<sup>36</sup>. The documentation for the establishment of the DS is prepared by the core members of the DS. The documentation includes:

- a) the DS' categorization in terms of discipline and branch of science (or art);
- b) the master's programmes that enable the higher education institution to meet the requirements stipulated in Article 16 (2) of the Higher Education Act;

<sup>33</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

<sup>34</sup> Deleted by Senate Resolution No. 14/2019/2020 SZT on December 17, 2019.

<sup>35</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>36</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

- c) the name of the DS' research area;
- d) the name of the doctoral degree potentially given as a result of the doctoral degree attainment procedure;
- e) the names, scientific or art CVs and key scientific (in case of an Art DS: scientific or artistic) achievements or works of art from the preceding five years of the persons nominated for DS Head, DS core members, DS thesis supervisors proposed for the first four<sup>37</sup> years, other DS instructors, invited Hungarian and foreign instructors (in case of Art DS: artists) and researchers;
- f) the DS' study programme;
- g) the DS' international connections that are expected to be considered for the school's operation;
- h) the DS' quality assurance policy;
- i) the DS' rules of operation and procedure (hereinafter: DSR);
- j) the affected parties' statements that they accept the assignment and they meet the relevant requirements;
- k) the agreement(s) pertaining to the cooperation(s) related to the DS' activity.

(5) The DHC – subject to its endorsement– submits the application to the Senate for approval.

(6)<sup>38</sup> After the Senate's resolution to establish the DS, the Rector requests the EA to register the DS.

(7)<sup>39,40</sup> The DS Head is a full professor with a scientific degree and DSc (Doctor of Science) title, who is employed full time by the University as a public servant. Based on the recommendation of the DHC president, the DS Head is elected by the Senate from among under-65 full professor core members and appointed by the Rector for a term no longer than five years. The appointment can be renewed for additional terms multiple times. The appointment is terminated if the DS Head's term expires, if they resign or if their full-time employment is terminated.

Duties of the DS Head:

- a) Supervise the work of the DS Council and take responsibility for the implementation of council decisions;
- b) Coordinate professional work and take responsibility for its quality;
- c) Represent the doctoral school;
- d) Supervise DS administration and conduct information exchange with the competent doctoral council(s);
- e) Take responsibility for utilizing the doctoral research grants allocated to the school as well as the other funding received, in compliance with the University's business management policy.

*The DS Head is responsible for the regulated and controlled implementation of the school's professional and quality assurance goals, as well as for the continuous improvement of the training efficacy and efficiency. The DS Head's scope of authority covers all areas of the school's work. In terms of certain areas, the DS Head reports to*

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<sup>37</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>38</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>39</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>40</sup> Modified by Senate Resolution No. 14/2019/2020 SZT on December 17, 2019.

*UNIVET's Rector and the DHC. The head of the school reports their independent decisions to the next meeting of the DS DSC.<sup>41</sup>*

*(7/B) The secretary of the DS and thus the DSC is a habilitated instructor elected by DSC members based on the DS Head's recommendation. The DS Secretary is responsible for constantly ensuring the operational conditions for the DS. The Secretary's work is assisted by the DS Secretariat's administrative associates (desk officers) and supervised by the DS Head (who is also the president of the DSC).*

*(8)<sup>42</sup> DS instructors are instructors and researchers with a science degree who are considered by the DS Council to be suitable for performing educational, research and thesis supervisor task within the DS.*

*a.) Persons eligible for DS instructor positions are instructors and researchers with a science degree who, – based on the recommendation of the DS Head, – are considered by the DS Council to be suitable for performing educational, research and thesis supervisor task within the DS.*

- UNIVET's active-age full professors and research professors and/or associate professors and lead scientific associates*
- UNIVET's instructors and researchers, provided that they attained their PhD degree over 3 years before.*
- Research professors and scientific associates of partner organizations,*
- NFCSO's and other scientific institutions' associates with positions equivalent to the above, provided that they attained their scientific degree over 3 years before*
- Furthermore, persons who attained their scientific degree more than three years prior and employed by an institution with which one of the University's research sites or a partner institution indicated in the DHP-DSP concluded a research cooperation agreement for a definite period are also eligible for doctoral school instructor positions. Such cooperation and thus the attainment of doctoral school instructor status is subject to DSC approval.<sup>43</sup>*

*b.) New DS instructors are elected by the DSC based on the DS Head's recommendation.*

*c.) In lack of grounds for refusal, UNIVET's non-core-member full professors are ex officio given instructor status.*

*d.) The instructor status may be revoked or temporarily suspended if:*

- the person's assignment as a thesis supervisor is revoked due to the person's actionable fault.*

*e.) Restoration of a suspended or terminated membership is decided by a DSC resolution based on the DS Head's recommendation.*

*f.) Cases of long-term absence of DS instructors are governed by Section 3.c.*

DS instructors may announce doctoral thesis topics and educational workshops as part of the organized training programme. The detailed requirements of such activities must be defined in the DS' rules of operation and procedure.<sup>44</sup>

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<sup>41</sup> Modified by Senate Resolution No. 14/2019/2020 SZT on December 17, 2019.

<sup>42</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>43</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

<sup>44</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

*Core members and DS instructors are entitled to announce doctoral thesis topics within the DS. Topics are submitted once a year by January 25 to the DSC, according to Form F21. The topics approved by the DSC and the DHC are published on the DS' and the HDC's websites by March 15. Students may only apply for these topics. As key players of research, thesis supervisor tasks are assigned to such persons whose thesis topics have been successfully applied for (where the applicant was admitted). The topic and/or its title may not be modified during the training period without permission from the DSC.*

(9)<sup>45</sup>Based on the recommendation of the DS Council, instructors may take on thesis supervisor tasks. The thesis supervisor responsibly oversees the studies and research of the doctoral student. Where professionally justified and approved by the DHC, thesis supervisors may be joined by co-supervisors as well.

*Within the DS, thesis supervisors, doctoral students or the DSC president may propose persons for co-thesis supervisors, whose assignment is then decided by the DSC. Co-thesis supervisors assist thesis supervisors in their professional work.*

Tasks of thesis supervisors:

- a) Announce doctoral thesis topics (on the DS website and the national database);
- b) Make a proposal regarding the doctoral student's study and research plan and be responsible for its quality and implementation;
- c) Provide regular opportunities for professional consultation and verify the performance of research tasks in each semester;
- d) Submit a written report on doctoral students' progress to the DS Head each year;
- e) Help doctoral students in writing scientific releases, preparing the doctoral dissertation and support them in obtaining foreign scholarships;
- f) Verify that candidates, through their independent creative activity, provided a major contribution to the achievements presented in the dissertation and recommend the dissertation to be accepted.
- g) *Thesis supervisors responsibly guide and assist the doctoral students' studies and research activity as well as their preparation for doctoral degree attainment; supervising and personally guaranteeing their its adequacy and quality. This activity involves the following responsibilities:*
  - *Supervise the preparation of the scientific research and study programmes,*
  - *Assist doctoral students in processing the literature and writing releases,*
  - *Support doctoral students in obtaining foreign scholarships,*
  - *Constantly monitor doctoral students' progress according to their research and study programmes. Take notes of any deviances and their corrections, and include and/or attach them in the semester report (Form F09). If the thesis supervisor is unable to solve the corrections within their scope of competency, or if any lack of compliance potentially undermines the implementation of the programme, they immediately inform the DSC accordingly.*
  - *Initiate students' removal from the programme,*
  - *After consulting the thesis committee and the doctoral student, thesis supervisors decide how to use the operational funds allocated to the thesis topic.*
  - *In cooperation with the thesis committee, they organize the in-house (workshop) debate of the dissertation.*

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<sup>45</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

- *Initiate the degree attainment procedure: in cooperation with the thesis committee, propose:*
- *the subjects of the comprehensive exam,*
- *the personal composition of the comprehensive exam committee and*
- *the composition of the committee reviewing the doctoral (PhD) dissertation.*
- *organize the comprehensive exam and the public debate of the dissertation, in cooperation with the DS Secretariat.*

*The doctoral student's work is guided by a thesis committee consisting of a thesis supervisor, potentially a co-thesis supervisor and 1-2 consultants. Consultants are primarily DS instructors but any expert with the specific academic qualifications may be invited to act as consultants.*

Each thesis supervisor may concurrently have no more than 3 scholarship and 3 fee paying students and 3 doctoral students who submitted doctoral dissertations<sup>46</sup>. The DS Council takes the efficiency of the candidate's earlier thesis supervisor activity before approving of their assignment as thesis supervisor.<sup>47</sup>

*DS thesis supervisors may resign from their position and/or the DSC may suspend them or revoke their assignment in case of their prolonged absence or other incapacity, respectively. Thesis supervisors must submit a written explanation for their decision to both sides. Upon such request from thesis supervisors and/or doctoral students, thesis topics and thesis supervisors may be changed or co-supervisors may be involved, subject to the DSC's decision. DSC decisions may be appealed by a plea addressed to the DHC president but submitted to the head of the school.*

(10)<sup>4849</sup> The doctoral school's professional activities are controlled by the head of the school and the DSC that consists of at least 7 members. UNIVET operates two DSPs: Aujeszky Aladár DS Programme of Theoretical Veterinary Sciences and Marek József DS Programme of Clinical and Food Chain Safety Veterinary Sciences. The president of the DSC is the head of the DS and the body's members are instructors of a certain number defined in the DS' rules of operation. The DS Council may also have one or more doctoral student(s) as member(s) with consultation rights. If the DS Secretary is not a member, they can have consultation rights and attend the meetings of the Council.

*The DSC comprises:*

*Members<sup>50</sup>:*

*President: the head of the school,*

*secretary: Habilitated instructor,*

*Members: the heads of the DS programmes and 6 members (of which two are third-party) elected by the core members*

*The meetings are attended by the DSTC's delegate with consultation rights and the desk officer of the DS Secretariat.*

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<sup>46</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>47</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>48</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>49</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>50</sup> Modified by Senate Resolution No. 14/2019/2020 SZT on December 17, 2019.

(11)<sup>51 52</sup>Tasks of the Doctoral School Council:

- a) develop and implement the school's rules of operation, its study programme and its quality assurance policy in compliance with Level 8 of the Hungarian Qualifications Framework;
- b) Approve of the persons of doctoral thesis topic announcers, thesis supervisors and DS instructors;
- c) Approve of the doctoral thesis topics announced;
- d) Make proposals for doctoral thesis topics recommended for announcement;
- e) Provide the necessary infrastructural and professional conditions for doctoral students to conduct study and research activities;
- f) Define the structure of organized training programmes, announce educational courses and sessions;
- g) Conduct ongoing performance evaluation during the programme;
- h) Approve of doctoral students' thesis topics, as well as the individual study programmes and research topics of doctoral students participating in the organized training programme;
- i) Monitor doctoral students' progress in their studies and research, and/or the activity of thesis supervisors, register the monitoring system in the DS' quality assurance policy;
- j) In justified cases, propose the doctoral school council to remove students from the programme;
- k) Make proposals with regard to the composition of comprehensive exam committees and doctoral dissertation review committees, as well as the exam subjects of applicants for the comprehensive exam;
- l) <sup>53</sup>[deleted];
- m) Make decisions on the use of doctoral research grants allocated to the school and other funds;
- n) Carry out the tasks defined in Section 3 (2)-(4) of the Habilitation Policy;
- o) Initiate the establishment of the DS Programme with the DHC.

*The DSC has additional duties to express its opinions and make proposals in the matters below:*

- *Admit applicants to organized training programmes,*
- *Permit the initiation of doctoral degree attainment procedures,*
- *Submit doctoral dissertations for public debate,*
- *After the defence, award or withhold degrees,*
- *Answer any other questions asked by internal or third-party organizations involved in the doctoral programme.*

*With a duty to inform the DHC, the DSC has additional decision-making rights in such matters as*

- *Conduct admission procedures within the DHP framework;*
- *Select thesis supervisors, co-thesis supervisors and thesis committee members;*
- *Suspend or revoke thesis supervisor assignments;*
- *Select doctoral programme subjects and their credit values;*
- *Recognize that the requirements are met;*
- *Close the academic record book and issue the pre-degree certificate;*

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<sup>51</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>52</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>53</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

- Give permission for delaying studies, going on foreign study tours or temporary suspension of the programme,
- Remove students from the programme;
- Cooperate with other Hungarian and foreign institutions, launch joint professional programmes.

*The DSC's pre-scheduled meetings are held in February, May, June, September and November. Unscheduled meetings must be convened if it is requested by at least one third of the members (3 members). The DSC has quorum if more than 50% of its members with voting rights are present.<sup>54</sup> Its resolutions are generally adopted by open vote with a simple majority. Recommendation for PhD degree requires a secret vote. Secret votes may be initiated by each member and the decision is made by a majority. In terms of personal issues, the president may, in their own discretion, order a secret vote.*

*The memo of the DSC meeting is sent by the DS Secretariat to the DHC Secretariat and then uploaded to the DS website. Within the framework of the relevant data privacy regulations, DSC meeting materials are public documents co-signed by the president and the secretary. In case of any violation of rights, DSC decisions may be appealed by a plea addressed to the DHC president but submitted to the DS Head.*

*In exceptionally urgent cases, if the time frame does not allow for convening the DSC meeting or if its extraordinary convention would incur disproportionate additional costs, the DSC president may, in writing, request a resolution from the body's voting members electronically via the storage space (<http://www.univet.hu/intranet/dit>) specifically assigned for such purpose. If the 15% of the body's elected members object to such procedure, the meeting must be convened in person.<sup>55</sup>*

DS Council (DSC) decisions may be appealed at the DHC.

(12)<sup>56</sup> <sup>57</sup> The DS' administrative tasks are performed by the DHC secretariat's desk officer responsible for the particular area. Its tasks are:

- a) Perform the administrative and record-keeping duties assigned to the doctoral school;
- b) Announce the subjects of the doctoral study programme in the unified education system (Neptun);
- c) Upload the doctoral dissertations, doctoral theses written at the doctoral school and the invitations to doctoral defence into the University's electronic archives (HuVetA);
- d) Regularly update the DS' data and documents in the Hungarian doctoral database (doktori.hu); register and remove instructors, thesis supervisors and core members according to the decisions of the relevant bodies; publish announced thesis topics, publish doctoral defences;
- e) Regularly update the doctoral school's website;
- f) Perform secretarial tasks for the doctoral school council.

(13) Further administrative tasks of the DS are contained in the DSP. The DS Head is responsible for verifying that all administrative duties are complied with.

<sup>54</sup> Modified by Senate Resolution No. 14/2019/2020 SZT adopted by the meeting on December 17, 2019.

<sup>55</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

<sup>56</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>57</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

## The Doctoral and Habilitation Council

### 3. Section 3

- (1) <sup>58 59</sup>The University has a DHC. Voting members of the doctoral council must, except for the representatives of doctoral students, be experts with scientific degrees meeting the requirements of core membership. The members of the doctoral council must be elected in a manner to ensure that one third of the voting members but at least three persons are not in the University's employment. The head of the Doctoral School is *ex officio* member of the DHC. The doctoral council has at least two meetings per semester.<sup>60</sup>
- (2) The DHC<sup>61 62 63</sup>
- a) Develop the University's DHP and initiate its modification as necessary;
  - b) Make decisions on the assignment and release of DHC members;
  - c) Regularly report to the Senate on the doctoral programmes and degree attainment procedure conducted at the University, with special regard to any reduction of the doctoral research grants on account of failures to attain doctoral degrees under Article 84/A (4) of the Higher Education Act, and initiate changes as necessary;
  - d) Control the admission procedures, the doctoral programmes and the degree attainment procedures, including the recognition of credits and verifying eligibility for degree attainment (e.g., existence of publications);
  - e) Evaluate the proposals to establish, modify or terminate doctoral schools and doctoral programmes and, if approved, forward them to the Senate;
  - f) Upon such request from the Senate, submit an evaluation of the doctoral programme and degree attainment procedures conducted at the University;
  - g) <sup>64</sup>Elect the heads of each doctoral programme;
  - h) In consideration of the HDC's principles and the University's development strategy, make decisions on the division of the total potential annual admissions among the disciplines;
  - i) Evaluate submissions for issuing diplomas with honours;
  - j) Evaluate submissions for honorary doctorate degrees;
  - k) Monitor the use of doctoral research grants;
  - l) Deliberate the DS Council's justified proposals to suspend doctoral scholarships of students admitted to the doctoral programme and to unilaterally terminate student status;
  - m) Establish and keep records as regulated by Schedule 3 of the Higher Education Act and Govt. Decree No. 87/2015. (IV.9.);
  - n) Based on the recommendations of the DS Council, accept applications for degree attainment procedures and make decisions on submitting doctoral dissertations for defence;
  - o) Based on the recommendations of the DS Council, assign the presidents and members of review committees for entrance and comprehensive exams as well as the subjects of the comprehensive exam;

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<sup>58</sup> Modified by Senate Resolution No. 29/2016/2017 SZT on February 7, 2017.

<sup>59</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>60</sup> Modified by Senate Resolution No. 29/2016/2017 SZT on February 7, 2017.

<sup>61</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>62</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>63</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>64</sup> Modified by Senate Resolution No. 14/2019/2020 SZT on December 17, 2019.



- p) Based on the recommendations of the DS Council and the opinion of the review committee, make decisions on dissertation submitters' requests for a closed defence;
  - q) Based on the recommendations of the DS Council, make decisions on conferring, revoking doctoral degrees and the nostrification of scientific degrees attained abroad.
- (3) <sup>65</sup>The DHC's administrative tasks and the division of labour between the DHC and the DS Council are defined by this DHC policy. The DHC has jurisdiction in terms of any issues governed by legal regulations but not detailed in this policy. The rules of the DHC's and the DS' operation are defined in detail by the DHC's rules of procedure and the DSP.
- (4) <sup>66</sup>DHC meetings have quorum if more than 50% of voting members are present. Resolutions are made according to the University's ROO. In exceptionally urgent cases, if the time frame does not allow for convening the DHC meeting or if its extraordinary convention would incur disproportionate additional costs, the DHC president may, in writing, request a resolution from the body's voting members electronically via the storage space (<http://www.univet.hu/intranet/dht>) specifically assigned for such purpose. If the 15% of the body's elected members object to such procedure, the meeting must be convened in person.
- (5) If the DHC's decision is in contradiction with the decisions made by the current professional committee (e.g., review committees, etc.), the doctoral council must provide an explanation in writing.
- (6) DHC decisions may be appealed to the Rector. Appeals against DHC decisions are only allowed in case of violations of the legal regulations or the doctoral programme policy and/or procedural errors.
- (7) The general rules of the election, legal status and operation of the DHC are defined in the University's ROO.

## **Records**

### **4. Section 4**

- (1) The DHC keeps records of the following data in the electronic educational registration system as required by Govt. Decree 87/2015. (IV.9.):
- a) students participating in the doctoral programmes;
  - b) doctoral students who have obtained their pre-degree certificate;
  - c) degree attainment procedures.
- (2) <sup>67</sup> <sup>68</sup>Scholarships and remunerations are paid based on the data registered in the electronic educational registration system. The administrative activities of the DHC and the doctoral school are supported by the desk officer(s) of the DHC Secretariat.

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<sup>65</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>66</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>67</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>68</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

- (3) <sup>69</sup>The DHC Secretariat
- a) Coordinate the administrative activities of desk officers;
  - b) Keep accumulated records of persons enrolled and/or participating in doctoral programmes;
  - c) Supply data requested by supervising authorities;
  - d) Keep a registry of doctoral programme graduates and issue the diplomas thereto;
  - e) Make sure that doctoral programme graduates are registered in compliance with the relevant regulations;
  - f) Keep contact with the competent division of the Ministry for Human Capacities, the HDC, the EA and the HAC in the required manner;
  - g) Coordinate the administration of the Hungarian doctoral database (doktori.hu).

### **Doctoral research grants**

#### **5. Section 5**

- (1) The normative funds allocated to the training of doctoral students with state scholarship are regulated by annually issued government decrees.
- (2) <sup>70 7172</sup>A certain share of the doctoral research grants, as determined by the DSC and approved by the DHC president, can be allocated to the DSC's operational costs and remunerations for desk officers. The remaining share of the grants must be fully utilized for funding the doctoral school.
- (3) <sup>73 74</sup>Decisions on the use of doctoral research grants allocated to the doctoral school are made by the doctoral school council. The DS Council issues an annual report on the use of the grants.

### **III. The doctoral programme**

#### **Admission to organized doctoral programmes**

#### **6. Section 6**

- (1) <sup>7576</sup>Organized doctoral programmes have four types: state scholarship, fee-paying, individual and English training programmes. The enrolment opportunities and the conditions of admission to each programme form are published by the doctoral school in the Hungarian higher education admission bulletin, the University's website as well as the doctoral thesis topics tab at [www.doktori.hu](http://www.doktori.hu). The enrolment opportunities and the conditions of admission are also published on the DS' own website. The bulletin contains the information below:
  - a) The number of students planned to be enrolled in the state scholarship programme;
  - b) The data related to fees and grants;

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<sup>69</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>70</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>71</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>72</sup> Modified by Senate Resolution No. 14/2019/2020 SZT on December 17, 2019.

<sup>73</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>74</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>75</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>76</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

- c) The admission requirements, with special regard to the evaluation of the entrance exam as well as the principles of the applied ranking;
- d) The sum of the application procedure fee and the information related to its payment;
- e) Other regulatory data and/or information necessary for applicants.

*The forms of training programmes within the DS are:*

- a) *state scholarship*
- b) *fee-paying,*
- c) *individual degree attainment (see Document D03)*
- d) *English language training programme*

- (2) The University may announce and conduct doctoral programmes in Hungarian and English language.

*The DS announces Hungarian and English programmes twice a year.*

<sup>77 78</sup>The application form (DHP Annex No. 2) is available in an electronic format at the University's website. The deadline for submitting applications is May 31 **for the autumn semester and November 10 for the spring semester.** For the English language programme, June 10 is the deadline for the autumn semester and **December 10 for the spring semester.**

- (3) Entrance exams are organized, conducted and supervised by the Doctoral School.

*To apply for the DS' doctoral programmes, applicants need to make a scientific research plan with contribution from the instructor announcing the thesis topic. The plan must especially contain the following information in a form suitable for evaluation:*

- *The organizational unit hosting the programme,*
- *The location of supplementary education in Hungary or abroad, if applicable,*
- *The planned objective and justification of the research work forming the basis of the scientific programme,*
- *The literary preliminaries of the selected topic, in the form of an literature overview in a few pages,*
- *A brief description of the investigative methods to be applied during the work,*
- *The financial conditions and/or coverage of the planned research work.*

*In addition to the scientific research plan, applicants for the English-language programme must also submit an acceptance letter issued by the thesis supervisor.*

- (4) <sup>79 80</sup>Organized doctoral programmes are open for Hungarian and foreign citizens who have attained a veterinarian degree from a Hungarian or foreign university, or other master's degree or qualifications or any equivalent university level degree or qualifications or will have attained such degrees in the year of admission before the DHC's decisions on admission at the <sup>81</sup> latest. The grade of the veterinarian degree must not be set as a precondition for admission. Except for veterinarian degrees, the DSC determines what grade of degree it requires from applicants and within what period. Applicants must have a state-recognized, at least intermediate level (equivalent to Level B2 of the Common European Framework of Reference for Languages), complex

<sup>77</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>78</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>79</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>80</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

<sup>81</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

(certifying both oral and writing skills, formerly known as Type “C”) language exam certificate or an equivalent recognized language certificate of the language necessary for cultivating the particular discipline. The DS determines which language(s) is/are accepted in terms of language exam certificates. The application procedure and the scoring system are contained in Annex 3 of the DHP. The additional conditions and details of application and enrolment are determined by the DSC.

*Conditions for enrolment within the DS are:*

- a.) *Professional competence,*
- b.) <sup>82</sup>*With regard to the content of Section 6 (4), qualifications attained within two years must have at least a “cum laude”, or “good” grade<sup>1</sup>,*
- c.) <sup>83</sup>*state-recognized intermediate level exam certificate equivalent to B2 and attained by the day before the oral entrance exam at the latest and*
- d.) *adequate computer user skills,*
- e.) *a disposition suitable for research and educational work.*

*To assess the above, applicants must complete a written test of their computer skills and then have an audition with an ad hoc entrance exam committee formed from DSC members. Applicants must achieve at least 60% at the written test. Applicants achieving below such level are not allowed to an oral audition.*

*In the case of the English language programme, the entrance exam is replaced by an acceptance letter issued by the thesis supervisor and the scientific research plan.*

*In the case of degrees attained more than two years prior, the scientific work is recognized based on the applicant’s certified published releases thus far.<sup>84</sup>*

*In the case of foreign applicants, their eligibility for the training is deliberated by the DSC on an individual case basis, considering the quality requirements*

### *Ranking*

*Applicants are ranked in the admission procedure according to Annex 3 of the DHP.*

- (5) <sup>85</sup>*Admissions are decided by the DS Council by July 15. The resolution on the admission also identifies the thesis supervisor. Admission decisions are approved by the DHC.*

*Deadlines applicable to the DS admission procedure:*

<i>May 31</i>	<i>Deadline for submitting the application for admission prepared in line with Form F22. See also: <u>DHP Annex No. 3.</u></i>
<i>June 10</i>	<i>Deadline for submitting the application for admission to the English programme, prepared in line with Form F22.</i>
<i>June 30</i>	<i>Conclusion of admission procedure in DS</i>
<i>July 15</i>	<i>DHC decision on admissions</i>
<i>July 31</i>	<i>Notification of applicants</i>

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<sup>82</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

<sup>83</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

<sup>84</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

<sup>85</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

- (6) The University may also enrol doctoral students without state scholarships but such applications are evaluated under the same requirements as the others.
- (7) Admission decisions must be published at the University in such a manner that they are accessible to any interested party. The DHC notifies the applicants about the decision in writing by July 31; rejections must be explained and justified. Rejections by the doctoral council may be appealed if they violate a legal regulations or institutional policy. Appeals must be submitted to the University's Rector within 8 working days after receiving the rejection. The Rector issues a resolution on the appeal within 15 days after receipt. The resolution may not be appealed. If the applicant is admitted, the notification must include the date of enrolment, the list of documents required for enrolment and the starting date of the semester. It must also include references to the training costs and who is bearing them.
- (8) <sup>86</sup>Upon enrolment, admitted students must sign a statement that they have carefully read the doctoral programme policy and the requirements of the DS, and they have familiarized themselves with their rights and responsibilities accordingly.

*Enrolment takes place at the DS Secretariat in the first week of September. Upon enrolment, doctoral students conclude study contracts and*

- a) may submit a request for a student ID card,*
  - b) and they are informed about the operation of the DS, as well as their rights and responsibilities.*
  - c) Their personal data are entered into the doctoral student registry.*
  - d) In case students with state scholarships, other data are also needed for the payment of scholarships, as defined in the University's payroll system.*
  - e) 1st-year doctoral students must register for their required and their chosen subjects of the 1st semester in the Neptun system. The completion of the latter as well as the other research and teaching requirements is verified by the thesis supervisor at the end of each semester.*
- (9) If the cost of the training programme or the research is covered by doctoral students, their employer or other cost-bearer, the details of arrangement must be laid out in a contract.

## **Organized training programmes**

### **7. Section 7**

- (1) Organized training programmes are designed to assist doctoral students to acquire the knowledge and independent research experience to attain their doctoral (PhD) degrees. To such end, doctoral students participate in scientific training programmes, gain research experience under the guidance of their thesis supervisor and may also undertake teaching tasks on assignment.
- (2) <sup>8788</sup>The duration of the training programme is eight semesters (48 months), which are divided into a study and research, and a research and dissertation phase. The programme

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<sup>86</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>87</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>88</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

is organized by the doctoral school which arranges for such matters as the announcement of classes, management of study affairs and the closure of each semester with testing and evaluation.

*Doctoral students admitted to the DS' organized doctoral programme pre-plan the schedule of taking up their subjects.*

- (3) <sup>89</sup>The studies and research of doctoral students are guided by their thesis supervisor. If there are justified reasons, doctoral students may contact the DS Head to initiate the assignment of a new thesis supervisor (if the DS Head is also the thesis supervisor, then contact the DHC President). After consulting the DS Council, the DS Head, if the reasons prove to be justified, is obliged to submit the request to the DHC with a proposal for the new thesis supervisor. The DHC then decides whether to grant or reject the request.
- (4) Admitted students (doctoral students) must register in the manner and by the deadline determined by the DS, and may request a student ID card. DS desk officers issue a registry sheet for each registered student. To meet their study and research requirements, students register for the required and/or optional courses in the electronic educational registration system each semester, from among the opportunities announced. The verification of tested performances is registered in the electronic educational registration system. The completion of research work is certified by thesis supervisors. This certificate is required for the successful conclusion of the semester. In the case of students with state scholarships, the scholarship may only be paid in the subsequent semester, after the current semester is successfully concluded.
- (5) <sup>90</sup>The measuring unit for academic requirements is the credit. Credits are the measuring units of the study, teaching and research activities performed by doctoral students in order to meet their academic requirements. Doctoral students are required to attain 30±3 credits per semester, and a minimum of 240 credits throughout the entire programme. If doctoral students, due to their actionable fault, fail to attain the required number of credits in a given semester, the DS Council decides to suspend the payment of state scholarships to those students and to transfer them to the fee-paying training programme. If such doctoral students fail to complete their missed assignments within a year, the DS Council may decide to terminate their student status.
- (6) <sup>91</sup>Doctoral students may attain study (training) credits by way of studying and demonstrating their knowledge through exams. The number of study (training) credits required during the first 4 semesters is 30 credits per semester, with the exact number being determined by the DS Council in the DS' study programme. The DS Council may determine the required number of study (training) credits to be attained in one semester. The attainment of the credits are certified in the electronic educational registration system by the course lecturer, based on the exam, paper, report, etc., required for the particular course. Credits may only be allocated to courses that are evaluated on a five-grade scale. Language courses do not generate any credits in doctoral programmes.

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<sup>89</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>90</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>91</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

- (7) <sup>92</sup>Subject to the DS Council’s decisions, doctoral students may earn teaching credits for their teaching activities. The DS Council may determine the number of teaching credits attainable in one semester. Teaching assignments and their respective credit values must be indicated in the electronic educational registration system. The completion of the assignment is certified by the head of the organizational unit responsible for the given educational module.
- (8) <sup>9394</sup>Doctoral students attain a certain share of their total 240 credits required for the programme as research credits. Credit attainment is certified in each semester by thesis supervisors, based on the written report submitted by doctoral students. After closing the semester, thesis supervisors submit their doctoral students’ semester reports to the DS Head. The rules of credit attainment are detailed in Annex No. II.
- (9) <sup>95</sup>The DS Council decides on how and whether doctoral students’ – credits attained or achievements documented at other universities or through study tours abroad with their thesis supervisor’s prior approval are credited.
- (10) <sup>96</sup>The DS Council – in the manner and according to the criteria determined in the DS’ quality assurance policy – evaluates the progress made in the doctoral programme and the doctoral thesis topic, as well as the performance of doctoral students and their thesis supervisors. The DS Council informs the DHC about result of the periodic evaluation and, if necessary, proposes to replace thesis supervisors or transfer doctoral students from the state scholarship programme to the fee-paying programme.
- (11) At the end of the fourth semester of the doctoral programme, students shall be required to conclude the programme’s study and research stage with a comprehensive examination aimed to measure and assess their progress made in study and research.
- (12) <sup>9798</sup>Doctoral students attain their pre-degree certificates after the successful conclusion of eight semesters or, potentially earlier, after collecting 240 credits. The pre-degree certificate provides evidence that doctoral students have met all study requirements of their doctoral programme. The DS must not issue a pre-degree certificate without the signature of the DS Head. The pre-degree certificate must not be issued to doctoral students who failed to attain the necessary 240 credits. The detailed procedure of pre-degree certificate issuance is determined by the DHC.

*The procedure of pre-degree certificate issuance is detailed in Form F63.*

### **Legal status of students participating in organized training programmes**

#### **8. Section 8**

- (1) In doctoral programmes, student status becomes effective as of the date of registration and remains valid until the date of concluding the four years, at most, of doctoral studies, dismissal, banning from the institution and/or removal from the list of students.

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<sup>92</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>93</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>94</sup> Modified by Senate Resolution No. 14/2019/2020 SZT on December 17, 2019.

<sup>95</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>96</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>97</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>98</sup> Modified by Senate Resolution No. 14/2019/2020 SZT on December 17, 2019.

- (2) The labour law implications of doctoral students' legal status, such as the inclusion of their time as a student in their service time, their sickness benefits, credit scores, etc., are determined by the relevant legal regulations.
- (3) Doctoral students may undertake teaching assignments. Doctoral students performing teaching assignments are entitled to the instructors' rights under Article 35 (1) of the Higher Education Act.
- (4) The content, nature and duration of the teaching assignment must be stipulated in a contract (doctoral student contract) signed by the doctoral student, the head of the organizational unit responsible for the particular educational activity and the thesis supervisor. The completion of the committed tasks is certified by the head of the organizational unit responsible for the given educational activity.
- (5) Doctoral students must keep the business secrets of the University. Conflicts of interest are established in terms of all work activities where doctoral students would use the information constituting the University's business secret.
- (6) Doctoral students generating income from full-time employment may not receive state scholarships.

### **Grants available to and fees payable by doctoral students**

#### **9. Section 9**

- (1) Doctoral students (including foreign students being under the same consideration as Hungarian students based on the legal regulations or international agreements) participating in organized doctoral programmes may receive scholarships funded by the state or other sources. Doctoral scholarships may be paid by any of the University's budgeting/organizational units from using their funds attained through Hungarian or foreign tenders, budget appropriations or other income. The annual doctoral scholarship sum of full-time doctoral students with state scholarship is the annual normative sum allocated by law to such purposes, supplemented by 56% of the normative fund earmarked for textbooks, course materials, recreational and cultural activities. Each month, registered doctoral students are paid one twelfth of the annual sum thus determined.
- (2) Doctoral students enrolled in the state scholarship programme may use the following services free of charge:
  - a) First registration for lectures, seminars, consultations, practical classes and field practices that are required by the training programme for meeting the teaching and study requirements and attaining the degree certificate and/or the pre-degree certificate; first take of reports, exams and first retake of unsuccessful reports and/or exams as well as completing the degree attainment procedure during the validity of the student status,
  - b) Use of the higher education institution's facilities and equipment, such as the library and basic library services, laboratories, IT, sport and recreational facilities, in connection with the free services,
  - c) First issuance of all documents related to the training programme and/or doctoral degree attainment.



- (3) The University may not charge students with state scholarships to pay administrative service fees (e.g., registration fee).
- (4) <sup>99</sup>Doctoral students may appeal to the DS Council's president for any wrongfully charged fees, within 15 working days after such notification. Appeals must be deliberated within 8 days of their receipt. Doctoral students may turn to the Rector for legal remedy against the resolution within 15 working days after the release of such resolution. The Rector may sustain, change or annul the resolution of the doctoral council president.
- (5) Doctoral students are paid a remuneration for their teaching activity that does not constitute a part of the doctoral programme (i.e., uncredited). The fee is covered by the given organizational unit. The work is conducted based on a doctoral contract. The duration of such work may not exceed fifty per cent of the total weekly working hours on semester average. Students' work schedule must be determined in such a manner that they could nonetheless meet their exam and exam preparation requirements. The doctoral contract entitles the student to a monthly remuneration the sum of which, in case of employment time equivalent to fifty per cent of the total working hours, may not be less than the smallest mandatory wage (minimum wage). In case of employment with a different duration, the remuneration shall be the time-proportionate component of the aforementioned sum.
- (6) Doctoral students are paid a remuneration for their research activity that does not constitute a part of the doctoral programme (i.e., uncredited). The fee is covered by the given research project or the organizational unit that gave the assignment. The work is conducted based on a doctoral contract. The doctoral contract entitles the student to a monthly remuneration the sum of which, in case of employment time equivalent to fifty per cent of the total working hours, may not be less than the smallest mandatory wage (minimum wage). In case of employment with a different duration, the remuneration shall be the time-proportionate component of the aforementioned sum.
- (7) Doctoral students living on the campus pay a fee. The amount of the campus fee is contained in the document titled "UNIVET Policy for student fees and remunerations"

### **Different provisions pertaining to fee-paying programmes**

#### **10. Section 10**

- (1) <sup>100</sup>Participants of fee-paying programmes do not receive scholarships and the doctoral school does not receive state subsidies for them, either.
- (2) <sup>101</sup>Participants of fee-paying programmes pay a fee. The amount of the above fee is determined by the DS Council and published along with the admission requirements. The income from the above fees must be allocated to doctoral programmes, with their particular use being determined by the DS Council.<sup>102</sup>

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<sup>99</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>100</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>101</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>102</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

- (3) Participants of fee-paying programmes are obliged to keep the University's business secrets. Conflicts of interest are established in terms of all work activities where doctoral students would use the information constituting the University's business secret.

*Detailed regulation of fee-paying programmes within the DS:*

*Applicants admitted to fee-paying programmes must be informed about the payable fees, administrative fees as well as the payment methods of research costs determined in Annex No. 12 of the DHP.*

*a) Tuition fees are determined by the DHC based on the proposal of the school's head. In such regard, doctoral students employed by the partner organizations named in the DS' cooperation agreements are under the same consideration as UNIVET employees, and they also pay 50% of the fee determined for the fee-paying students of other institutions (Annex No. 12 of the DHP).*

*b) The extent of the research fee is governed by the provisions laid out in the University's policies and their exact amount is determined by the thesis supervisor. Fee-paying doctoral students are not obliged to participate in all study classes of the organized training programme but they must take the exams. Exemptions can be made if students provide evidence that they have already passed such exam(s). Students may conduct their research at their workplace as well.*

*If the funded legal status of a student enrolled in the state scholarship programme is terminated before the conclusion of their studies or if they continue their studies in the fee-paying programme, another student may be enrolled in their place.*

## **Individual preparation**

### **11. Section 11**

- (1) <sup>103</sup>The purpose of individual preparation is to allow professionals to attain a doctoral (PhD) degree provided that they have attained a master's degree at a Hungarian or foreign university (or any equivalent university level degree or qualifications), have a significant experience as an instructor and/or researcher, or have documented scientific achievements (adequate number and quality of publications). Degree attainment with individual preparation must only be applied in outstandingly justified cases as an exceptional procedure. The DS Council must register the justification in writing during the admission procedure. The DS Policy must determine the minimum number of credits required for a comprehensive exam, providing that additional credits may also be recognized upon request based on priorly acquired knowledge and competencies.<sup>104</sup>
- (2) <sup>105</sup>The DS Council may subject the acceptance of the application to passing the entrance exam.
- (3) <sup>106</sup> <sup>107</sup>By the council accepting the application, individually preparing students are granted a status of fee-paying student. The doctoral degree attainment procedure of individually preparing students begins upon request, by applying for a comprehensive exam (Annex No. 4) and the acceptance thereof. Upon accepting the application, the DS Council assigns

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<sup>103</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>104</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>105</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>106</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>107</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

the committee and the subjects of the comprehensive exam Individually preparing students must take a comprehensive exam after their application is accepted. The post-admission comprehensive exam forms a part of the first semester of the research and dissertation phase.<sup>108</sup>

- (4) <sup>109</sup>From among the professionally competent DS thesis supervisors, the DS Council invites a thesis supervisor to monitor and assist the candidate's preparation.
- (5) Individually preparing students are only exempted from the academic duties of the first two years of the doctoral programme but they must fulfill all the requirements of doctoral (PhD) degree attainment.
- (6) <sup>110</sup>Individually preparing students pay a fee, the income from which is allocated to the purposes of doctoral programmes based on the resolutions of the DS Council. The extent and use of the fees are determined by the DS Council. The payment of the fees is governed by the University's general rules and regulations.
- (7) The conditions of individual preparation and degree attainment are described in detail in the DSP.

*Applicants for individual programmes to become a doctoral candidate may request a preliminary assessment if:*

- a.) they have attained a master's degree in the research areas of the DS,*
- b.) they have a research / teaching / clinical experience of at least 6 years,*
- c.) they have met the requirements for this type of doctoral programme as follows:*
  - Their list of publications features at least 6 releases in a foreign language, at least 3 of which form the basis of the planned dissertation, and 2 of which are credited to the candidate as the first author. - They have at least 2 Hungarian or English language release related to the planned dissertation. Hungarian and English language releases must both meet the criteria of having been published as a peer-reviewed article in a peer-reviewed journal with an impact factor, the accumulated IF of the publications forming the basis of the dissertation must be at least 3, and releases are only accepted if they were published HSWR Q1-Q4 journals.*
  - They have at least an intermediate, B2 or equivalent level of English language certificate and at least basic skills in a second language that are sufficient to study the literature of their particular professional area.*

*The regulations of individual preparation and other degree attainment procedures are contained in DSP Form No. D04.*

## **Suspension of the study period**

### **12. Section 12**

- (1) If students announce that they do not wish to meet their academic requirements in the next training period and/or if they do not register for the next training period, their student status is inactivated. Student status cannot be inactive for an uninterrupted period longer than two consecutive semesters. In doctoral programmes, the total time of inactivation of the student status may not exceed six semesters.

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<sup>108</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>109</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>110</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

- (2) <sup>111</sup>Upon the students' request, the DSC may also allow the student status to be inactivated for an uninterrupted period longer than the period defined in Paragraph (1), provided that the student is unable to meet the requirements arising from their student status due to childbirth, accident, illness or other unforeseen reasons beyond their control. Student statuses may only be inactivated for a full semester. State scholarships are not paid as long as the student status is inactivated.

*Detailed regulations of programme suspension for doctoral students of the DS:*

*The programme may be suspended twice during the 48-month period. Requests for suspension are granted for the first time. For the second time, it requires the DSC's permission and a justifiable reason for leniency. If students announce that they do not wish to meet their academic requirements in the next training period and/or if they do not register for the next training period, their student status is inactivated. Students are required to suspend their studies and get permission for it in advance (Form No. F8) if they wish to spend more than 45 days abroad and it does not form a part of their doctoral programme.*

- (3) The student status is terminated:
- a) at the end of the fourth semester of the doctoral programme, if doctoral students fail to pass their comprehensive exam;
  - b) if they attain their pre-degree certificate;
  - c) at the end of the 14th semester after their admission;
  - d) at the end of the doctoral programme's eighth semester for which the student registered.

*Doctoral students are dismissed from the DS in the following cases:*

- a) *they fail to agree on a thesis topic;*
- b) *they fail to register for the 1st semester;*
- c) *registration for and/or the completion of doctoral subjects are delayed to such an extent where it becomes impossible to finish the programme in time;*
- d) *insufficient work in terms of quantity or quality;*
- e) *2 consecutive semesters are invalidated due to any or more of the above reasons;*
- f) *serious misconduct;*
- g) *they fail to attain at least 240 credits during the training programme;*
- h) *upon the doctoral student's properly justified request that is accepted by the thesis supervisor. Doctoral students submit such request to their thesis supervisors who then forwards it to the DSC.*

*Dismissal is proposed by the thesis supervisor and is implemented by the DSC's resolution.*

- (4) The DHC President notifies affected students of the termination of their student status in writing.
- (5) Doctoral students may participate in a supplementary education abroad. Doctoral students may participate in such supplementary education that is approved by the thesis supervisor and is related to the student's doctoral thesis topic and thus can be a valid part of the University's doctoral programme. The duration of the supplementary education abroad is counted in the time of the doctoral programme, the student status is not inactivated and the state scholarship must be paid.

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<sup>111</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

*In total, the DS' doctoral students may participate in a maximum of 24 months of supplementary education abroad during their training period.*

- *Supplementary education included in the study programme must be reported by filling out and submitting an F8 Form to the DS Secretariat 15 days before the beginning of the education.*
- *If the supplementary education is not included in the study programme, students must ask permission from the head of the school by submitting an F8 Form. The request and the thesis supervisor's attached opinion must be submitted to the DS Secretariat at least 30 days before beginning the supplementary education abroad.*
- *If the supplementary education is planned to be longer than three months, the study programme of the supplementary education must also be attached. The DS Head notifies to student about the decision on the request within 7 working days.*

### **The comprehensive exam**

#### **13. Section 13**

- (1) <sup>112</sup>The comprehensive exam is an exam to be taken at the end of the fourth semester of the doctoral programme as a precondition for students to conclude their study and research phase and begin their research and dissertation phase with an examination aimed to measure and assess their progress made in study and research. The requirements of the comprehensive exam must be published when the doctoral programme is announced - in the manner defined in the DS' rules of operation.<sup>113</sup>
- (2) <sup>114</sup>Admission to the comprehensive exam is subject to the attainment of at least 90 credits in the "study and research phase" (first four semesters) of the doctoral programme as well as that of all "study credits" required by the DS' study programme (except for students preparing individually for attaining their doctoral degree). Students may only apply for the comprehensive exam in writing (DHP Annex No. 4). Since students enter the degree attainment phase after passing the comprehensive exam, their application for the comprehensive exam is also an application for the degree attainment procedure.
- (3) <sup>115</sup>Comprehensive exams are open to the public and they must be taken before the comprehensive exam committee assigned by the DS Council. The exam committee consists of at least three members, and at least one third of the members are not employed by the institution operating the doctoral school. The president of the exam committee may be a full professor, habilitated associate professor, habilitated college professor, or instructor or researcher with a Professor Emeritus or DSc title. Each member of the exam committee must have a scientific degree. It is advisable to assign a substitute president and a substitute member to the exam committee as well. The examinee's thesis supervisor may be present but may not be a member of the exam committee.

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<sup>112</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>113</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>114</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>115</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

- (4) Before the comprehensive exam, the thesis supervisor evaluates the doctoral student's performance in writing and makes a statement whether they propose to initiate the degree attainment procedure.
- (5) The comprehensive exam consists of two parts: the first part assesses the examinee's theoretical preparedness ("theoretical part"), while the second part allows students to give an account of their scientific progress ("dissertation part").
- (6) <sup>116</sup>The theoretical part of the exam tests the examinee in at least two subjects/topics; the subjects/topics are listed in the DS' study programme (Annex No. II). The theoretical exam may have a written part as well.
- (7) The second part of the comprehensive exam consists of the examinees demonstrating, in the form of a lecture, their knowledge of the literature, presenting their research findings and their research plans for the second phase of the doctoral programme as well as the schedule of writing their dissertation and publishing their findings. Thesis supervisors must be given an opportunity to evaluate the examinee at the exam as well.
- (8) <sup>117</sup>The exam committee evaluates the theoretical and the dissertation components of the exam separately. The minutes of the comprehensive exam contains a textual evaluation as well (*Annex No. 5\_1 of the DHP*). The outcome of the exam must be announced on the day of the final exam component, i.e., the oral exam. The comprehensive exam is successful if the majority of the committee members considers both exam components successful. The comprehensive exam is evaluated on a two-grade scale: pass or fail. The minutes of the comprehensive exam must be taken. In case of an unsuccessful comprehensive exam, the examinee may repeat the exam one more time within the same exam period. The process of the comprehensive exam and the detailed evaluation criteria are described in the DS' study programme (Annex No. II of the DSP).

*Students of the DS' doctoral programme take oral exams of two subjects/topics in the theoretical part of the comprehensive exam. The list of subjects/topics are contained in the DS' study programme (DSP Annex No. II). The comprehensive exam is organized by the thesis supervisor, in cooperation with the DS Secretariat (Annexes No. 4 and 5\_1 of the DHP).*

*The comprehensive exam is successful if the majority of the committee members considers both exam components successful. Doctoral students may retake the unsuccessful comprehensive exam once, within the same examination period. Time and duration of the exam period: in the fourth semester from June 1 to August 31.*

- (9) Doctoral students may not register for the fifth semester unless they successfully completed the comprehensive exam.

#### **IV. Degree attainment procedure**

##### **General conditions of the degree attainment procedure**

##### **14. Section 14**

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<sup>116</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

<sup>117</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

- (1) Following the comprehensive exam, the degree attainment procedure is the second, research and dissertation phase of the doctoral programme.
- (2) <sup>118</sup> <sup>119</sup> Doctoral students must apply for the degree attainment procedure upon their application for the comprehensive exam (Annex No. 4 of the DHP). The application must be submitted to the DS Council. The doctoral degree attainment procedure begins in the semester subsequent to the successful comprehensive exam.<sup>120</sup>  
*The DS thesis supervisor issues a submission based on Annex No. 4 of the DHP.*
- (3) In degree attainment procedures, student status may not be inactivated for more than two semesters.
- (4) <sup>121</sup> <sup>122</sup> Doctoral students must submit their applications to initiate the doctoral procedure (Form F11, by meeting the requirements indicated on Forms F12 and F22) and the finalized version (after the preliminary debate) of their dissertation within 3 years after the comprehensive exam, i.e., August 31 of 8th semester and/or by August 31 of the subsequent year at the latest. The precondition for submitting the doctoral dissertations is to attain the pre-degree certificate. By the decision of the doctoral council of the branch of science, this deadline may be extended upon request by a maximum of one year, if students are unable to perform their duties due to childbirth, accident, illness or other unexpected reason through no fault of their own.
- (5) Preconditions for doctoral degree attainment:
  - a) Documented independent scientific achievements;
  - b) <sup>123</sup> <sup>124</sup> Certification of meeting the language requirements by the date of application for doctoral procedure at the latest;
  - c) Submission of dissertation and defence in public debate.
- (6) <sup>125</sup> Upon submitting the doctoral dissertation, the applicant declares in writing that:
  - a) Doctoral dissertation submitters must not have an ongoing doctoral attainment procedure in the same discipline and/or must not have had an unsuccessful doctoral defence in the previous two years.
  - b) They are not under an ongoing procedure to revoke their doctoral degree and/or their already conferred doctoral degree was not revoked in the previous 5 years;
  - c) The dissertation is the product of their individual work, the literary references are unambiguous and complete.
- (7) The review committee must be set up in such a way that conflicts of interest could be prevented. Close relatives of the doctoral student or any individuals who cannot be expected to provide an unbiased review for any other reason must not be included in the doctoral procedure.
- (8) The costs of the degree attainment procedure are listed in Annex 12 of the DHP.

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<sup>118</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>119</sup> Modified by Senate Resolution No. 14/2019/2020 SZT on December 17, 2019.

<sup>120</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>121</sup> Modified by Senate Resolution No. 14/2019/2020 SZT on December 17, 2019.

<sup>122</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>123</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

<sup>124</sup> Modified by Senate Resolution No. 14/2019/2020 SZT on December 17, 2019.

<sup>125</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

- (9) The minutes and records of each phase of the doctoral procedure must be written and kept. The data must also be entered into the electronic educational registration system.

*The phases of the DS' degree attainment procedures are recorded and registered in DSP Form No. F22.*

- (10) During the degree attainment procedure, the DHC must take particular care to determine whether the candidates' scientific achievements are truly their own and whether the candidates' scientific works and publications to be used for degree attainment have already been used for scientific degree attainment in Hungary or abroad. The relevant statements must be collected from Hungarian and foreign co-authors during the procedure.
- (11) <sup>126</sup>If the candidates' scientific publication or dissertation raises reasonable suspicion of plagiarism, wilful data manipulation, wilful misrepresentation or any kind of fraud, the DHC President is obliged to initiate an ethical review of the candidate, during which the thesis supervisor's potential liability must also be investigated. The degree attainment procedure must be suspended for the time of the ethical review. Based on the findings of the ethical review, the UDHC makes a decision on the potential sanctions.

### **Independent scientific achievements**

#### **15. Section 15**

- (1) <sup>127</sup>Upon submitting their dissertation, candidates must provide evidence of their scientific achievements by at least two releases published (accepted for publication, or having a DOI number or available in galley proof) in peer-reviewed scientific journals or books. It is a fundamental requirement that one of these publications must have been made with the candidate's major contribution. A copy of each release (original or copy) must be submitted along with the dissertation and uploaded to the publication database of Hutýra Ferenc Library, Archives and Museum <sup>128</sup> (hereinafter: Library). Based on the releases uploaded into the database, the Library prepares and authenticates the candidate's list of publications, and the candidate then submits the authenticated list along with the dissertation to the University's DHC. The requirements are contained in Annex 6 of the DHP. The professional requirements related to the place and number of publications are determined by the DS Council and approved by the DHC. The requirements must be published in the DS' rules of operation. Where it is justified to apply scientometric measures, the results thereof must also be taken into consideration.
- (2) The releases may have co-authors, including the candidate's thesis supervisor. If the release features two candidates as authors, the thesis supervisor must make a statement to determine the extent of the each candidate's contribution to the results used in the dissertation (in percentage).
- (3) <sup>129</sup>The DHC's evaluation of acceptable scientific publications is governed by the principles laid out in Annex No. 6 of the DHP.

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<sup>126</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>127</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>128</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>129</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.



## *Publication requirements for DS doctoral students*

*Applicants for degree procedures must meet the discipline-specific professional/scientific requirements, which involve the following mandatory publications serving as the basis for the dissertation:*

- a) *At least **two** English scientific releases (one with first author credits) published or approved for publication by a referenced HSWR Q1-Q4 journal with an impact factor of  $\geq 0.3$ ;*
- b) *In order to promote the creative use of the professional language and to inform the local professional community, release at least one peer-reviewed scientific article in Hungarian journal(s) which participants of foreign language training programmes may replace with an English-language scientific article released in Hungarian or international journals. The Hungarian-language release may be a brief republication of the content of the above English releases or a summary article written on the subject matter of the dissertation. The outlet recommended for Hungarian-language releases is the Hungarian Veterinary Journal.*
- c) *The accumulated impact factor of the Hungarian and English articles forming the basis of the dissertation must reach the level indicated by the SER as the condition for the student's continued employment as assistant lecturer.*

*If two students of a working group work in the same or similar research programmes, they nonetheless must meet the above publication requirement separately (i.e., not including their joint releases). The co-authorship statement must indicate which new scientific finding may be featured in which author's dissertation: one scientific result considered novel by its author may only serve as the basis of one dissertation.*

## **Foreign language skills**

### **16. Section 16**

- (1) <sup>130</sup>Pursuant to the relevant provision of the Higher Education Act, the scope of foreign languages necessary for cultivating the particular branch of science is defined by the DS Council. The Council may require competence in one of those languages. The DS' rules of operation includes the linguistic requirements of doctoral degree attainment, the list of languages accepted for meeting the linguistic requirements as well as the manner of certifying linguistic competence. The first foreign language must be one of the foreign languages determined by the doctoral council.
- (2) <sup>131</sup>Language skills required for degree attainment:
  - a) a state-recognized, at least intermediate level (equivalent to Level B2 of the Common European Framework of Reference for Languages), complex (certifying both oral and writing skills, formerly known as Type "C") language exam certificate or an equivalent recognized language certificate, or language major degree or a professional translator degree in Language (a). No waivers can be granted.
  - b) The requirements related Language (b) are defined in the DS' rules of operation. **UNIVET's Department of Foreign Languages may also certify linguistic competence. In such cases, the second language exam certificate may be presented at a later date after the defence.**

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<sup>130</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>131</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

*The DS' doctoral students are required to have the level of competence defined in the above DHP Section (2) a) in terms of the English language as Foreign Language (a), which is also a core condition for admission to the programme.*

*Requirements in terms of competence in Foreign Language (b) to be met by the DS' doctoral students before the attainment of their doctoral degree:<sup>132</sup>*

*a state-recognized, at least basic B1 level language exam certificate or an equivalent recognized language certificate, or language major degree or a professional translator degree in any of the following languages: French, German, Russian, Spanish, Italian, Latin (Form No. F22). In addition to the languages listed above, the school may also accept other foreign languages in which there is a peer-reviewed, professional scientific journal in the science branch of the doctoral student's PhD topic at the time of the doctoral programme. Applicants must demonstrate the existence of such journal by presenting the front cover page of a particular issue or by providing a link to the journal's official website), upon submitting their language exam certificates.*

- (3) Ethnic Hungarian applicants may submit the language of their country of origin as Foreign Language (b).
- (4) Applicants for the foreign language programme may submit the language of their country of origin as Foreign Language (b). Native speakers of English are exempted from submitting a certificate of their competence in a Foreign Language (b).
- (5) If the applicant's native language is other than Hungarian, it is accepted as the applicant's fulfillment of the required linguistic competence.

### **The dissertation**

#### **17. Section 17<sup>133</sup>**

- (1) The dissertation is a comprehensive document that gives a summary of the applicant's objectives, novel scientific findings, knowledge of the literature and research methods in a Hungarian or English.

*As part of the DS procedure, applicants also fill out and attach DHP Annex No. 4 to the doctoral dissertation to declare that they have not submitted their dissertation to any other institution. Considering the criteria laid out in DHP Annex No. 4 and coordinating with the affected persons in terms of their potential contribution and the planned date of the defence, thesis supervisors submit a proposal for the Review Committee and the opponents.*

- (2) <sup>134</sup>The title page of the dissertation must indicate the author, the title of the dissertation, the thesis supervisor, as well as the place and date of the paper. The front matter section of the dissertation must have a space for the names of the reviewers (opponents) and the members of the review committee, as well as the date of the defence (DHP Annex No. 7). Dissertations must always contain a list of contents, Hungarian and English abstracts and a bibliography. The latter must also indicate the applicant's scientific releases. Dissertations may have appendices (such as photo and/or document collection, etc.)

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<sup>132</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

<sup>133</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>134</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

*The DS-recommended dissertation format is described in DHP Annex No. 7 and Form No. D08.*

- (3) <sup>135</sup>Dissertations must be submitted to the DHC in the print form, number of copies and electronically, as required by the University's DHC.
- (4) <sup>136</sup>The theses of the dissertation must be attached to the dissertation, in the number of copies required by the University's DHC. Doctoral theses are summary works made for the scientific public to demonstrate the candidate's scientific achievements during the degree attainment procedure to provide evidence that the candidate is prepared to attain the scientific degree. Theses are written in Hungarian and English (or other DHC-approved language adequate for the characteristics of the particular discipline). The doctoral thesis is a bound booklet of A5 size paper. The title page displays the name of the applicant, the title of the dissertation, the name of the thesis supervisor, the name and logo of the university, the name of the DS, as well as the location and year of the dissertation's preparation (DHP Annex No. 8). The thesis booklet contains the library-authenticated list of releases and presentations that form the basis of the dissertation or are otherwise connected to the dissertation. Applicants must have the theses laid out in electronic format in Hungarian and English and submit them along with the print format.
- (5) <sup>137</sup>Before the document is finalized, it is subjected to a preliminary debate (workshop debate), in the manner specified in the DS' quality assurance policy. Subject to the approval of the DS Council, the preliminary debate is organized by the thesis supervisor in cooperation with the DS Secretariat.<sup>138</sup> The minutes of the debate are taken.

*The DS' quality assurance policy is contained in DSP Annex No. 3.*

*Before finalization, dissertations must be subjected to a preliminary workshop debate within the DS, as a quality assurance measure for dissertations submitted for public debate. Applicants may integrate the findings of the workshop debate into the final form of the dissertation. The workshop debate allows the members of the DS's professional community to express their opinion on the following questions:*

- *Is the dissertation based on the applicant's own work?*
- *Did the scientific activity forming the basis of the dissertation provide sufficient opportunity for the applicant to acquire the minimally required knowledge and skills for conducting scientific work on their own in their chosen professional area?*
- *Do the quality and findings of the completed scientific work reach the level required by the DS as the condition for attaining the scientific degree?*

*Workshop debates are organized and conducted by thesis supervisors.*

*Responsibilities:*

- *Invite two professionally competent and qualified experts to give a preliminary formal review of the dissertation. (Form No. F14)*
- *Preside the debate,*
- *Ensure the participation of two DS core members,*
- *Prepare the attendance sheet and the minutes as defined in Form F15.*

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<sup>135</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>136</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>137</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>138</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

*The following documents must be submitted electronically as well:*

*the dissertation and the Hungarian and English language thesis in pdf format,*

- *The applicant's professional resume with the English and Hungarian summaries (1-page each) of the scientific releases forming the basis of the dissertation, complemented by their bibliographical data, in doc format<sup>3</sup>.*

*These materials are published in part by the DS and in part by journals.*

- (6) The additional formal requirements of the dissertation and the theses are defined by the DHC.
- (7) <sup>139</sup>After receiving the dissertation, the theses and the releases related to the subject of the dissertation, the doctoral council of the given science branch decides whether to submit the dissertation for public debate; the council's resolution must be indicated on the applicant's registry sheet. Taking the DS Council's recommendations into consideration, the doctoral council of the science branch assigns the review committee and the official reviewers. Within 15 days after the receipt of the invitation, the assigned official reviewers must declare if they undertake or, without any obligation to explain, reject the assignment.
- (8) Submitters of doctoral dissertations must upload the doctoral dissertation and the theses in electronic format into the Library's electronic archives before the defence is announced. After a successful defence, the Library electronically publishes and provides access to the full doctoral dissertation and the theses in the Hungarian Scientific Works Repository.
- (9) <sup>140</sup>In case of doctoral dissertations affected by patents or other proprietary rights, the publication of such doctoral dissertations and doctoral theses may, subject to the applicant's request, the review committee's agreement and the DS Council's approval, be delayed until the registration of the patent and proprietary rights at most. Doctoral dissertations and theses containing classified data for national security reasons must be published after the expiry of such classification.

*The DS DSC's tasks in connection with the submitted doctoral dissertations*

*The formal compliance of the thesis supervisor's submission and its annexes is examined by the DS Secretariat. In case of any deficiency or non-compliance, the Secretariat, within 3 working days, gives notice to the applicant to remedy the deficiency. In case of compliance, the documents are forwarded to the members of the DSC for evaluation. The DSC discusses the application in its next meeting and forwards the documents to the DHC with the DSC's position attached.*

*The DHC's resolution and the follow-up tasks:*

- a) <sup>141</sup>In its next meeting, the DHC evaluates the application and decides whether to allow or reject it in its current or modified form. The decision involves the following matters:
  - *The subjects of the comprehensive exam and the potential request for waiver,*
  - *The members of the comprehensive exam committee,*

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<sup>139</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>140</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>141</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

- *The members of the review committee and*
  - *The official reviewers of the dissertation.*
- b) *If the DHC returns the dissertation to the applicant due to non-compliance, the dissertation's new version may be re-submitted in 6-18 months, after a repeated workshop debate. The amended dissertation is subjected to a preliminary debate again. If the preliminary debate has a negative outcome again, the doctoral procedure may only continue with the DHC's permission.*

*After the DHC's acceptance, the DS Secretariat notifies the thesis supervisor and the student of the decision. If no comments are submitted within 7 working days, then the*

- *Secretariat invites the appointed opponents and the review committee.*
- *The dissertation and the theses are sent to the opponents.*
- *The dissertation and the theses are published in two languages on the DS' website.*

### **The review procedure and the public debate**

#### **18. Section 18**

- (1) <sup>142143</sup>Doctoral dissertations must be defended in a public debate before a review committee. The debate may be conducted in Hungarian or English. At least two weeks prior to the time of the debate, it must be announced in public on the websites of the University and the doctoral school by indicating access to the dissertation and the theses. Closed defence may be held upon such request from the submitter of the doctoral dissertation if <sup>144</sup> the doctoral dissertation is affected by a patent procedure or contains data classified due to national security reasons. Requests for closed defence must be submitted to the president of the doctoral school council. The request is denied or granted by the DS Council, based on the opinion of the review committee.
- (2) <sup>145</sup>The president and the members (including the substitute members) of the review committee are assigned by the DS Council and approved by the DHC. The review committee consists of the president, the official reviewers (hereinafter: opponents) and two-four additional members. The president of the committee is a professionally competent full professor or professor emeritus of the University, and each member of the committee has scientific degrees. At least one third of the committee members, including at least one of the opponents, are third-party experts not employed by the University (the University's professors emeritus and retired instructors are not considered third-party members). Opponents rejecting the dissertation are also members of the committee. Thesis supervisors of the doctoral dissertation's submitter and/or co-authors of any release(s) forming the basis of the dissertation may not be members of the committee. In case of conflict of interest or bias, but for no other reason, applicants may raise an objection with the University's DHC to the composition of the review committee within 8 days.<sup>146</sup>

*Composition of review committees in DS procedures*

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<sup>142</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>143</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>144</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>145</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>146</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

*President: a core member of the DS, or UNIVET's instructor or researcher with a DSc title;*

*Members: 4(+) members and 2 opponents. 1/3 of the members and one of the opponents must be qualified third-party experts. The others are UNIVET's qualified lead instructors/researchers.*

*The opponents are voting members of the review committee.*

- (3) <sup>147</sup>Upon the doctoral council's request, the two opponents write a review of the dissertation within two months of the study period, and state whether they recommend submitting it for public debate. Dissertations cannot be submitted for public debate without two recommendations to such effect. If one of the opponents rejects the dissertation, the University's DHC invites a third opponent. If both opponents reject the dissertation, the degree attainment is declared unsuccessful and closed by the University's DHC. Dissertations must be submitted to public debate within two months of the study period after the receipt of two recommendations to such effect.

*Opponents must, in print and electronically, submit their reviews in the form and with the content compliant with Form No. F18 to the DS Secretariat, and only electronically to the submitter of the doctoral dissertation.*

- (4) <sup>148</sup>The opponent reviews must discuss in detail the contentual and formal strengths and weaknesses of the dissertation, explicitly stating whether the applicant's new scientific findings are acceptable or not. The opponents must state whether or not they recommend accepting the dissertation and, subject to a successful defence, conferring the PhD degree upon the applicant. The reviews may contain questions to the applicant. The reviews must be submitted to the DS Council in 3 signed copies.
- (5) <sup>149</sup>Submitters of doctoral dissertations receive the reviews in advance and, submit their written answers to the questions therein to the organizer DS Council at least 15 days before the public debate. The DS Council provides access for the review committee members to look into the dissertation, the reviews and the answers.<sup>150</sup>

*In DS procedures, applicants communicate their responses as follows: to their opponents electronically, and to the DS Secretariat electronically and via printed and signed documents. Dissertations cannot be submitted for public debate without two opponents' opinions to such effect. If the two reviewers' opinions are different, the DSC invites a third reviewer through the DHC. If the opinions are split at a 2:1 ratio, the dissertation may be*

- *accepted,*
- *returned for improvement for a maximum of 1 year,*
- *rejected irrevocably.*

*Preparations for the public debate*

*The public debate must be held within two months after receiving the supporting opinions of the opponents. The thesis supervisor and the applicant agree on the date*

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<sup>147</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>148</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>149</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>150</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

*and time with the members of the review committee. The outcome of the agreement is reported on Form No. F19 to the DS Secretariat.*

*Based on the outcome of the agreement,*

- *the head of the school*
    - *informs the review committee members of the place and time of the defence,*
    - *sends them the printed versions of the dissertation, the theses and the opponents' opinions and the online links to them on the DS' website.*
  - *In order to ensure adequate publicity, the DS Secretariat prepares the invitations in line with Form No. F25 and sends them to*
    - *UNIVET's entire professional community by e-mail at "hirdetés@univet.hu" and via the DS Website;*
    - *the DHC president,*
    - *the partner institutions and*
    - *the heads of the other research and diagnostics institutions operating in the area of veterinary and animal husbandry sciences and doctoral schools.*
  - *Applicants have the right to invite anyone to the defence.*
- (6) The presiding chair of the public debate is the president of the committee. The president establishes quorum at the beginning of the debate. The debate can be held if at least one of the reviewers is present and the other reviewer has made a written statement to the effect of accepting the answers to their questions, at least two thirds of the entire review committee are present, including at least one third-party expert.
- (7) In the public debate, the submitter of the doctoral dissertation may give a free lecture to present the theses of their dissertation, then answers the reviewer's written and the potential oral questions of the committee members, reviewers and participants.<sup>151</sup>
- (8) After the closure of the debate, the committee holds a closed meeting and takes a secret vote on the doctoral dissertation, the independent scientific activity of the doctoral dissertation's submitter as well as their performance shown in the doctoral defence. Each voting committee member separately evaluates the doctoral dissertation, the independent scientific activity of the doctoral dissertation's submitter as well as their performance shown in the doctoral defence on a four-grade scale (summa cum laude, cum laude, rite, fail) The committee adopts a resolution in each of the three categories. The result is determined based on the votes of the review committee members, according to DHP Annex No. 13. After the vote, the president announces and explains the result of the public debate.<sup>152</sup>
- (9) <sup>153</sup>The minutes of the public debate must be taken (*DHP Annex No. 5\_2*). The minutes are public; the DS Council may issue a copy upon a written request to such effect. The review committee's resolutions and their explanations must be entered into the registry sheet of the submitter of the doctoral dissertation. The president of the DS Council may issue a copy of the result of the public debate, upon such request from the submitter of the doctoral dissertation.<sup>154</sup>

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<sup>151</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>152</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>153</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>154</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

*The secretary of the review committee sends the minutes of the defence held in the DS to the DS Secretariat within three working days.*

- (10) <sup>155</sup>The DS Council submits a printed copy of the dissertation to the Library within 30 days after the successful doctoral defence. The Library registers and files the printed dissertations in a catalogued system. <sup>156</sup>
- (11) In case of a closed defence, the president of the review committee, after consulting the applicant, decides who may participate in the defence (besides the submitter of the doctoral dissertation and the members of the review committee). Each participant signs a non-disclosure agreement, which must be attached to the minutes of the debate. The procedure and the decision-making process of the closed defence are identical with the content of Sections (1)-(8). The minutes of the closed meeting are not public; copies must not be issued. A copy of the dissertation defended in a closed meeting must be submitted to the Library but the confidentiality of the dissertation must be maintained. <sup>157</sup>
- (12) <sup>158</sup>In case of two rejective opinions or an unsuccessful defence, the submission of a new doctoral dissertation in the same doctoral topic may be initiated only once, at least after two years. Administrative fees payable for initiating a new defence procedure are determined by the DS Council (DHP Annex No. 12). <sup>159</sup>

**Closure of the degree attainment procedure, grades of the doctoral degree, content of the doctoral certificate, doctoral degree ceremony**  
**19. Section 19**

- (1) <sup>160</sup>The DS Council submits a proposal to the DHC with regard to the conferral and grade of the doctoral (PhD) degree based on the review committee's report and the received grades by sending the full documentation (copy of university degree, copy of certificates of linguistic competence, the applicant's list of publications, the official reviews and the applicant's answers thereto, the minutes of the doctoral defence and the resolution of the doctoral council of the discipline). The doctoral degree attainment procedure concludes with the DHC's decision; the DHC adopts a resolution to confer the doctoral degree, which is entered into the applicant's registry sheet.
- (2) The degree attainment procedure is successful if the review committee deems the applicant's dissertation, independent scientific work and performance at the defence as adequate.
- (3) The grade of the doctoral (PhD) degree is determined by the grades of a) the dissertation, b) the independent scientific work c) the public debate. Degrees are graded as follows: summa cum laude, if all the three grades are summa cum laude; rite if at least two of the three grades are rite; in all other cases cum laude (DHP Annex No. 13). <sup>161</sup>

*Tasks of the DS DSC after the defence:*

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<sup>155</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>156</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>157</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>158</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>159</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>160</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>161</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.



- a) *In its next meeting, the DSC discusses the defence and adds its comments to the minutes to the effect of suggesting the DHC to confer or deny the scientific degree.*
- b) *The DS Secretariat notifies the applicant and the thesis supervisor of the DHC's decision within 3 working days.*
- c) *The DS Secretariat sends a copy of the dissertation to*
  - o *the UNIVET Library,*
  - o *the National Agricultural Library and Documentation Centre,*
  - o *the organizational unit hosting the scientific work.*
- d) *The DHC Secretariat issues the certificate in Hungarian and English. Degrees are officially conferred in a public ceremony.*
- e) *The DS Secretariat sends the Hungarian and English abstracts of the dissertation to the Hungarian Veterinary Journal.*

*The DS Secretariat electronically archives the dissertation, the theses, the list of publications and the personal file of the submitter of the doctoral dissertation.*

- (4) Within 30 days after the DHC's resolution, the DHC Secretariat prepares the doctoral degree certificate, of which it issues an official copy upon request. The certificate is dated as of the date of the DHC' resolution, from which time doctoral (PhD) graduates may use their Dr. (PhD) title.<sup>162</sup>
- (5) <sup>163</sup> <sup>164</sup>The doctoral degree certificate is a public instrument which is generated by the NEPTUN system, with the content specified in the relevant legal regulations. Similarly to doctoral degree certificates, jubilee diplomas contain UNIVET's name, institutional identification code, stamp, the diploma's serial number, the recipient's name and birth name, their place and date of birth, the grade of the doctoral degree, the branch of science and the specific discipline, as well as the place, year, month and day of degree attainment. Doctoral degree certificates may only be issued in one branch of science. Doctoral degree certificates and jubilee diplomas are signed by the Rector and the DHC's president (see jubilee diplomas - DHP Annexes No. 9\_1 and 9\_2).<sup>165</sup>
- (6) The university issues certificates in Hungarian and English.
- (7) <sup>166</sup> <sup>167</sup>Doctoral graduates receive their degrees in a public ceremony held by the University. The text of the oath is contained in Annex 10 of the DHP. The doctoral school also contributes to the costs of the doctoral graduation ceremony – in proportion with the number of graduates (DHP Annex No. 12). Graduates take an oath as part of the doctoral graduation ceremony.<sup>168</sup>

## **Graduation with honours**

### **20. Section 20**

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<sup>162</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>163</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>164</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

<sup>165</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>166</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>167</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>168</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

- (1) <sup>169</sup>With the prior approval of the President of the Republic, the university grants the honour of – *Promotio sub auspiciis Praesidentis Rei Publicae* to graduates who meet the requirements defined in Section 18 of Govt. Decree 387/2012.
- (2) Ceremonial graduations with honours are initiated by the affected applicants by submitting a written request to such effect to the DHC president. Applicants must attach the authenticated copies of the documents certifying that the applicant meets the requirements defined in Section 18 of Govt. Decree 387/2012. The decision on granting the request is made by the Senate, based on the DHC’s recommendation.
- (3) <sup>170</sup>Based on the university’s recommendation, the minister in charge of educational affairs submits a motion to the President of the Republic to approve of the graduation with honours.
- (4) <sup>171</sup>To substantiate the motion, the Rector of the higher education institution provides the minister in charge of educational affairs with the authenticated copies of the documents certifying that the applicant meets the requirements defined in Paragraph (1).
- (5) <sup>172</sup>Doctoral graduates with honours receive an 8-gram, 14-carat gold ring adorned with the coat of arms of Hungary.
- (6) <sup>173</sup>The costs related to the ceremonial graduation with honours are borne by the University.
- (7)

### **Recognition of scientific degrees attained abroad**

#### **21. Section 21**

- (1) Doctoral (PhD) degrees attained abroad are recognized by the University if
  - a) they are issued by such a foreign educational institution that is entitled by the law of the foreign state to issue a scientific degree, and
  - b) The requirements for scientific degree attainment comply, or can be made compliant by stipulating supplementary requirements, with the requirements for doctoral (PhD) degree attainment stipulated by the relevant legal regulations and the University’s doctoral policies.
- (2) The university only recognizes such certificate-attested scientific degrees attained abroad that are issued in the branch of science and the specific discipline where the university is entitled to conduct doctoral programmes and confer doctoral degrees (DHP Annex No. 1).
- (3) <sup>174</sup>The university may subject the recognition of a scientific degree attained abroad to conditions which are set by the DHC based on the proposal of the relevant DS.
- (4) Applicants must attach the following documents to their request to launch the procedure with the DHC (DHP Annex. No. 11):
  - a) an authenticated copy of the original certificate or diploma and/or, in exceptional cases, an authenticated copy of a document identical with the original certificate (e.g., true copy),

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<sup>169</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>170</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>171</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>172</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>173</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>174</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

- b) an authenticated copy of an instrument issued by the foreign educational institution which authentically certifies the duration of the studies and the successful fulfillment of the requirements of degree attainment (subjects studied, exams, doctoral dissertation, etc.),
  - c) the authenticated Hungarian translation of the documents indicated in Paragraphs a) and b) and
  - d) a certificate that the applicant has paid the administrative fee defined in Section (6).
- (5) Authenticated copies are such copies deemed authentic by the law as well as the copies and authenticated copies made by the university of the original document. The university may require the applicant to present the originals of the documents defined in Section (4) a) and b). The DHC may allow the above documents in certain languages to be submitted in a non-authenticated translation.
- (6) For the recognition procedure, applicants must pay an amount equivalent to 0.75 x the legally determined minimum wage effective as of the submission of the application (see Article 64 (3) of Act C of 2001).
- (7) The decision on recognition is made by the DHC.<sup>175</sup>
- (8) <sup>176</sup>By adopting the resolution to recognize the scientific degree, the University entitles the applicant to use the title of doctor, and issues a certificate to such effect. The certificate is signed by the Rector and the DHC president. Such certificates do not have a grade. These certificates are handed over as described in Article 19 (6)-(7).

## **V. Miscellaneous provisions**

### **Revocation of doctoral degree 22. Section 22**

- (1) If the doctoral degree recipient attained the degree through partly or fully presenting somebody else's intellectual accomplishment as their own, or using false or perhaps falsified data in their dissertation, thus deceiving the body or a person acting in the doctoral procedure, their degree may be revoked. The procedure of doctoral degree revocation may be conducted if the recipient of the title is still alive at the time when the procedure is initiated.
- (2) The procedure of doctoral degree revocation may be initiated by anyone with the DHC president if they provide evidence or reasonable grounds for a case defined in Section (1).
- (3) Doctoral degree revocations are subject to the DHC's decision. The DHC president must request a resolution from the doctoral council as to whether the case defined in Section (1) truly applies to the recipient of the degree. The procedure of doctoral degree revocation may involve expert(s), and the affected party must be heard. If the affected

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<sup>175</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>176</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

party fails to show up despite a repeated and valid notification to such effect or requests not to be heard, the DHC is entitled to make a decision without a hearing.

- (4) If a lawsuit filed by the original author has already resulted in a final court verdict establishing copyright violation before the procedure, the DHC does not need to conduct an investigation, the final court order is sufficient for the revocation of the degree.
- (5) Motions for doctoral degree revocation are submitted to the DHC meeting by the DHC president. The DHC president notifies the affected party in writing about the revocation of their doctoral degree and requires them to return their doctoral degree certificate. The affected party may appeal the resolution of degree revocation within 8 working days after receipt; the appeal must be submitted in writing to the Rector of the University. The Rector issues a resolution on the appeal within 15 days after receipt.
- (6) Doctoral degrees revoked by the DHC may not be regained in a new procedure.
- (7) The university makes the final revocation resolution public.

### **Doctoral Programme Policy** **23. Section 23**

- (1) <sup>177</sup> <sup>178</sup> A DHP is approved by the Senate and is then sent to the Ministry of Human Capacities and the HAC.<sup>179</sup>

### **Administrative fees and remuneration for the actors involved in the procedures** **24. Section 24**

- (1) The fees payable in connection with the doctoral programme and degree attainment and the remuneration for the actors involved in the procedures are defined in DHP Annex No. 12.<sup>180</sup>

### **Legal remedy** **25. Section 25**

- (1) <sup>181</sup> Pursuant to the provisions laid out in Section 57 of the Higher Education Act, doctoral students may file for legal remedy against the University's decisions or measures, or the omission thereof, within fifteen days after the notification to such effect or, in lack thereof, after it came to their attention.

In line with the procedure laid out in Section 6 of the University's Code of Studies and Examinations.

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<sup>177</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>178</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>179</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>180</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>181</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

*UNIVET's Doctoral and Habilitation Policy (DHP) delegates habilitation procedures to the DHC. Consequently, the DSP does not contain the DHP's rules on habilitation.*

## **HABILITATION POLICY**

### **I. General provisions**

#### **1. Section 1**

- (1) Habilitation is the University's evaluation of the applicant's abilities as an instructor and lecturer, as well as their scientific accomplishments. The purpose of the habilitation procedure is to verify the applicant's compliance with the requirements laid out in Section 1(4).
- (2) The University's scope of habilitation covers the discipline of "veterinary sciences" within the branch of science called "agrarian sciences", where it is entitled to conduct doctoral programmes and confer doctoral degrees (DHP Annex No. 1).<sup>182</sup>
- (3) The title of habilitated doctor, abbreviated as "dr. habil.", (hereinafter: title of habilitated doctor) may be attained as a result of a habilitation procedure conducted upon request.
- (4) Applicants may request to start a habilitation procedure if they meet the following conditions:
  - a) They have a doctoral degree and have been conducting high-level self-contained scientific activity since the attainment of their scientific degree, but at least for five years, and the results of their activity meet the requirements set by the SER in terms of associate professors;
  - b) They have worked as an instructor for at least eight semesters in a Hungarian or foreign higher education institution;
  - c) in case of habilitation by scientific achievement, the applicant has been conducting regular and high-level publication activity which is evidenced by articles released in acclaimed international, peer-reviewed journals that are recognized as professional standard and by (Database-verified) references appearing in similar outlets; the applicant is also a regular participant of international and Hungarian science events with lectures and presentations of the results;
  - d) in case of habilitation by technical achievement, the applicant has been conducting high-level creative activity which is evidenced by implemented patents, blueprints as well as peer-reviewed journal articles and the references thereto. Applicants are regular participants of international and Hungarian professional events by giving lectures and presenting their results; the positive Hungarian and international professional feedback on their internationally outstanding practical achievements has already been published in print as well.
- (5) Applications for habilitation must be accompanied by a thesis-by-thesis summary of the results of the scientific and/or technical activity conducted since the attainment of the

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<sup>182</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

doctoral degree (DHP Annex No. 14) The habilitation committee may also require applicants to submit a habilitation dissertation. The results of the selected works must be presented in a consolidated, self-contained format. New findings must be listed in the usual itemized format of scientific theses, allocating the selected scientific publications and/or products to the relevant thesis sections.<sup>183</sup>

- (6) <sup>184</sup>Applicants may attain the title of habilitated doctor in the discipline where they attained their doctoral degree. Habilitation procedures may be initiated in a discipline different from the discipline of the applicant's doctoral degree if it is justified by the applicant's activity conducted since the attainment of the above degree.
- (7) The habilitation procedure consists of the following parts:
  - a) academic examination to determine if the conditions indicated in Paragraph (4) of Section 1 are met,
  - b) evaluation of the habilitation theses,
  - c) habilitation presentation and its evaluation, in compliance with Paragraph 7 of Section 108 of the Higher Education Act,
  - d) public debate and its evaluation.
- (8) The costs of the habilitation procedure (the fees payable by the applicant) and the remuneration for the participants of the process are listed in DHP Annex No. 12.<sup>185</sup>

## **The Doctoral and Habilitation Council**

### **2. Section 2**

- (1) <sup>186</sup>The implementation of the habilitation procedure and the conferral of the habilitated doctor title belong to the DHC's jurisdiction.
- (2) <sup>187</sup>Pursuant to the power given to the DHC by law, the University conducts habilitation procedures in line with the DHC's instructions and thus makes decisions on the conferral of habilitated doctor titles.
- (3) <sup>188</sup>Based on the review committee's report and the resolution registered in the doctoral registry, the higher education institution issues a habilitation diploma (decretum habilitationis) which indicates the branch of science and the specific discipline, and informs the EA accordingly.
- (4) <sup>189</sup>The title of habilitated doctor may be revoked based on the DHC's resolution if it is established that the requirements of conferral were not met.
- (5) Habilitation procedures must be concluded within one year after the submission of the application.

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<sup>183</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>184</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>185</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>186</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>187</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>188</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>189</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

**The Habilitation Committee**  
**3. Section 3**

- (1) The DHC conducts its habilitation committee related tasks in compliance with the legal regulations pertaining to committee composition and personal conditions.<sup>190</sup>
- (2) The DHC<sup>191</sup>
  - a) assigns the official reviewers and the habilitation review committee and
  - b) evaluates the review committee's report.
- (3) The habilitation theses and, if submitted, the habilitation dissertation, the public debate and the presentation must be evaluated by the review committee established for such purpose. The president of the review committee must be a full professor or Professor Emeritus.
- (4)<sup>192</sup>The University establishes a habilitation committee to conduct the habilitation procedure and confer the title of habilitated doctor. With regard to the selection of committee members, the University must ensure the following: the instructors or scientific researchers employed full time or as a public servant by the University must have a habilitated doctor title; at least two thirds of the members must be full professors and one third of them, but at least two members, must not be employed by the University.
- (5) The DHC has quorum if more than 50% of the members are present. With regard to personal matters, the DHC makes decisions by way of secret votes with scores. Positive decisions require at least two thirds of the maximum score that can be given by the members present. In other matters, the committee's present members decide by open vote with a simple majority. The minutes of the meetings must be taken, and then authenticated by the president.<sup>193</sup>
- (6) The explanation of the DHC's decisions is public<sup>194</sup>.
- (7) [deleted]<sup>195</sup>

**II. The habilitation procedure**

**The application for habilitation**  
**4. Section 4**

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<sup>190</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>191</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>192</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>193</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>194</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>195</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

- (1) Applications for habilitation must be submitted in 1 copy on a form in compliance with DHP Annex No. 14, with the applicants scientific resume attached (DHP Annex No. 15)<sup>196</sup>
- (2) Applicants must indicate five classroom presentations and two English language presentations, from which the DHC chooses to the one to be held as a presentation for habilitation. In case of native Hungarian speaker students, the language of the classroom presentations is Hungarian. Expediently, the topics of the classroom presentation may be the chapters of the applicant's university lectures already held or planned to be held. The topics of the scientific presentations comprise certain chapters of the applicant's research.<sup>197</sup>
- (3) The requirements for documenting the applicant's scientific activity and evaluating their scientific disposition are defined by the DHC (DHP Annex No. 16).<sup>198</sup>
- (4) Applicants' options to document their scientific activity conducted since the attainment of their doctoral degree and to have their scientific disposition evaluated are (DHP Annex No. 16):<sup>199</sup>
  - a) submit their list of publications as defined by the DHC (DHP Annex No. 17);
  - b) submit the list of their 10 most important publications that provide an overview of their scientific work;
  - c) submit the co-authorship statements, if necessary,
  - d) submit a thesis-like summary of their scientific activity;
  - e) submit a documentation of their competence in the development of higher education course materials (Applicants may demonstrate their competence and accomplishments in the development of course materials as well as their (creative) scientific activity in the following manners: submit higher education textbooks, course materials and/or scientific books written by them or the detailed presentation thereof; submit the detailed programme and/or course materials of a subject to be taught by them; present a professional or scientific creation of great importance or submit the description thereof; present an outstanding professional or scientific lifetime achievement).
- (5) Applicants must pay the full sum of the administrative fee upon submitting their application for habilitation.
- (6) Habilitation may typically be applied for and granted in the discipline where the applicant attained their doctoral degree. Derogation from such practice may be allowed if the applicant's scientific activity conducted since the attainment of their degree clearly justifies it. Permissions for habilitation in a new discipline are subject to the decision of the DHC.<sup>200</sup>
- (7) The DHC accepts (see DHP Annex No. 18) or rejects the application for habilitation (DHP Annex No. 18) if<sup>201</sup>

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<sup>196</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>197</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>198</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>199</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>200</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>201</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.



- a) it was submitted in an unaccredited discipline,
  - b) it does not comply with the requirements laid out in Section 1 (4) of this Policy,
  - c) applicants fail to submit missing materials to complete the application package, despite a notification to such effect.
- (8) If the application is rejected for a formal reason, applicants may reclaim 80% of the administrative fee.

### **Preparation for the habilitation procedure**

#### **5. Section 5**

- (1) <sup>202</sup>To support the decision, the DHC invites an expert committee consisting of a president, at least two internal members, two third-party members and a secretary (DHP Annex No. 19). All of them must be acclaimed representatives of the profession with habilitation or scientific degree/title (DSC). Persons with a relationship of dependency with the applicant (e.g., who exercise employer's rights over the applicant or the applicant exercises employer's rights over them) and/or co-authors of the applicant's scientific releases may not be members of the EC. The president of the EC must be a full professor or professor emeritus of the University. DHC members may participate in the EC.<sup>203</sup>
- (2) Applicants may withdraw their application before the announcement of the procedure's public part without any legal ramifications.
- (3) In habilitation procedures, the DHC selects the topic of scientific and classroom presentations from the list provided in the applicant's application.<sup>204</sup>
- (4) <sup>205</sup>The DHC Secretariat invites the members of the EC, sends them the application documentation and organizes the procedure in coordination with the applicant, as well as sends out the invitation for the habilitation procedure (DHP Annex No. 20).<sup>206</sup>
- (5) Considering the preparation time, the classroom presentation must be held within 60 days after the meeting of the DHC. The scientific presentation must be held after the classroom presentation, on the same day.<sup>207</sup>

### **The public part of the habilitation procedure**

#### **6. Section 6**

- (1) <sup>208</sup>Applicants demonstrate their comprehensive and up-to-date knowledge of their selected branch of science in a public scientific presentation and debate conducted in the presence of the *EC*. All participants of the debate may ask their questions or offer their comments. The meeting is chaired by the *EC president*. (DHP Annex No. 21).<sup>209</sup>
- (2) <sup>210</sup>The applicant's presentation skills are demonstrated by a public and free (45-minute) classroom lecture held in the presence of the EC and university students. The lecture is not followed by a debate.

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<sup>202</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>203</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>204</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>205</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>206</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>207</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>208</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>209</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>210</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

- (3) Applicants demonstrate their foreign language skills by giving a maximum 20-minute presentation in the scientific topic selected by the DHC.<sup>211</sup>
- (4) The presentations must be announced at the University in due time. All DHC and DSC members must be invited to the public presentation and professional debate of the procedure.<sup>212</sup>

### **Evaluation of public actions**

#### **7. Section 7**

- (1)<sup>213</sup>After the classroom and the scientific presentations, the EC hears the applicant in a closed meeting. In this audition, applicants report about their professional plans, with special regard to their ideas on how they would contribute to the future development of science and education.
- (2)<sup>214</sup>After the audition, the EC takes a secret vote and gives scores to evaluate the applicant's:<sup>215</sup>
  - a) performance and activity in education, professional and scientific matters as well as
  - b) classroom presentation and
  - c) foreign language scientific presentation (DHP Annex No. 22).
- (3)<sup>216</sup>In the minutes of the closed meeting (DHP Annex No. 23), the EC makes a recommendation whether to grant habilitation for the applicant or to reject the application. The decision must be explained in detail. The proposal is signed by each EC member, indicating potential minority opinions as well.<sup>217</sup>
- (4)<sup>218</sup>The DHC evaluates the EC's report based on the written documentation of the applicant's accomplishments, the public actions of the procedure and minutes taken by the EC. If the DHC does not support conferring the title, the body must provide an explanation in writing.<sup>219</sup>
- (5)<sup>220</sup>The decision on conferring the dr. habil. title is made by the DHC.<sup>221</sup>

### **Conclusion of the habilitation procedure**

#### **8. Section 8**

- (1) Habilitation procedures must be concluded within one year after the submission of the application and/or within 60 days after the members of the Expert Committee are assigned. If the application is rejected on the grounds of an ineffectual scientific presentation and debate, no new procedure may be initiated in the same professional area within two years. If the application is rejected on the grounds of an unsuccessful

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<sup>211</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>212</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>213</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>214</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>215</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>216</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>217</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>218</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>219</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>220</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>221</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

classroom presentation and/or inadequate scientific presentation, the DHC may allow the procedure to continue after half a year.

- (2) The DHC's decision may only be appealed to the Rector on the grounds of a potential violation of the law or the habilitation policy. The Rector makes a decision on the appeal within 15 days.
- (3) <sup>222</sup>The University issues a habilitation certificated (*decretum habilitationis*) to the habilitated person. The certificate contains the name and stamp of the University, the serial number of the diploma, the diploma recipient's name, date and place of birth, the indication of the discipline in which the applicant was granted habilitation, as well as the place, year, month and day of issuance. The certificate is signed by the Rector and the president of the University Habilitation Committee. (DHP Annexes No. 24\_1 and 24\_2).<sup>223</sup>
- (4) The certificate is ceremonially presented by the Rector to the applicant in a public meeting.
- (5) <sup>224</sup>The University keeps a registry of all certificates issued. Within 15 days after the conclusion of the procedure, the University submits a report to the EA to file in the national registry.
- (6) <sup>225</sup>Habilitated doctors may use the "habilitated" („dr. habil.") title. The title of habilitated doctor may be revoked based on the habilitation council's resolution if it is established that the requirements of conferral were not met.
- (7) Habilitated doctors may be expected to announce lectures in connection with the branch of science of their habilitation at the University and/or hold such lectures upon the University's request.

### **Legal remedy**

#### **9. Section 9**

- (1) Pursuant to the provisions laid out in Section 5 of the University's SER, applicants for habilitation may file for legal remedy against the University's decisions or measures, or the omission thereof, within fifteen days after the notification to such effect or, in lack thereof, after it came to their attention.

<sup>226</sup>

### **TEMPORARY AND CLOSING PROVISIONS**

- (1) <sup>227</sup>This DHP enters into effect as of the day subsequent to the date of approval by the Senate.
- (2) <sup>228</sup>Students who began their doctoral programme and/or doctoral students who began their degree attainment procedure before September 1, 2016 are regulated for the entire period of their doctoral programme and degree attainment procedure by the provisions of the

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<sup>222</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>223</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>224</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>225</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>226</sup> Modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016.

<sup>227</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

<sup>228</sup> Modified by Senate Resolution No. 36/2016/2017 SZT on March 21, 2017.

doctoral programme policies of Szent István University (Faculty of Veterinary Medicine) valid as of 2016.

- (3) With regard to applications for habilitation submitted to the Faculty of Veterinary Medicine of Szent István University prior to July 1, 2016, the procedure must be conducted under the appropriate habilitation regulations of the Faculty of Veterinary Medicine of Szent István University.
- (4) <sup>229</sup>The admission requirements laid out in Section 6 (4) must be applied to the ongoing admission procedure as well.

#### **Clause**

- (1) This Policy was adopted by Senate Resolution No. 3/6/2015/2016 SZT on June 1, 2016 and modified by Senate Resolution No. 1e/2016/2017 SZT on September 12, 2016, Senate Resolution No. 29/2016/2017 on February 7, 2016, Senate Resolution No. 36/2016/2017 SZT on March 21, 2016, Senate Resolution No. 7/2017/2018 SZT on September 19, 2017, Senate Resolution No. 51/2017/2018 SZT on June 19, 2018 and Senate Resolution No. 14/2019/2020 SZT on December 17, 2019.

December 17, 2019

#### **Representing the University Senate**

dr. Márton Battay  
Secretary of the Senate

Dr. Péter Sótonyi  
President of the Senate

#### **Countersigned by:**

dr. Gergely Bohátka  
Chancellor

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<sup>229</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

*TEMPORARY AND CLOSING PROVISIONS*

- (1) This Rules of Doctoral Operation and Procedure (DSP) enter into effect as of the day subsequent to the date of approval by the Senate.*
- (2) Students who began their doctoral programme and/or doctoral students who began their degree attainment procedure before September 1, 2016 are regulated for the entire period of their doctoral programme and degree attainment procedure by the provisions of the doctoral programme policies of Szent István University (Faculty of Veterinary Medicine) valid as of 2016.*

**Annexes**

- I. List of DS core members
- II. The DS' study programme and credit policy
- III. The DS' quality assurance policy

**Doctoral councils of disciplines, doctoral schools and doctoral programmes<sup>230 231</sup>**

**Doctoral School of Veterinary Science (head: Dr. Tibor Bartha)**

Doctoral programmes:

Aujeszky Aladár Doctoral School Programme of Theoretical Veterinary Sciences

Marek József Doctoral School Programme of Clinical and Food Chain Safety Veterinary Sciences

Branch of science: agrarian sciences

Discipline: veterinary sciences

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<sup>230</sup> Modified by Senate Resolution No. 7/2017/2018 SZT on September 19, 2017.

<sup>231</sup> Modified by Senate Resolution No. 51/2017/2018 SZT on June 19, 2018.

**APPLICATION FORM for PhD programme****PERSONAL DATA**

Name: ..... (Né/Née):.....

Mother's name: .....Nationality:.....

Place and date of birth: .....(day) .....(month).....(year)

Permanent address:

.....

Phone number: ..... Fax number: .....

Mailing address: .....

Mobile phone number: ..... E-mail:

.....

Name and address of workplace:

..... Position:

..... Phone/Fax number: .....

**QUALIFICATIONS (MSc Diploma with at least Grade B or equivalent)**

Name of university diploma:.....

Diploma issued by: ..... (institution).

Registration number and date of diploma: ..... Grade: .....

**LANGUAGE SKILLS(English intermediate oral and written exam certificate required)**

English intermediate oral and written exam certificate issued

by:.....

Registration number of certificate: ..... Year of exam:.....

Other language exam 1: ..... Level: .....

Certificate issued by: .....

Registration number of certificate: ..... Year of exam:

.....

Other language exam 2: ..... Level:

.....

Certificate issued by: .....

Registration number of certificate: ..... Year of exam:

.....

### **RESEARCH PLAN DATA**

Title of the planned thesis:.....

Consultant(s): .....

Consultant's degree: ..... Position: .....

Thesis Committee Member

1:.....

Degree: ..... Position: .....

Thesis Committee Member

2:.....

Degree: .....Position: .....

### **SCIENTIFIC ACTIVITY IN NUMBERS:**

Article:.....

Presentation:.....

Student Research Societies paper:.....

**Budapest, 20**

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**Applicant's signature**

### **ATTACHMENTS:**

- Copy of university diploma
- Copy of language exam certificate(s)
- Professional CV (DSP Form F2)
- Doctoral thesis research plan (DSP Form F3)
- Research plan clause (Form F4)



- In case of third party-funded programme, Declaration on cost coverage (DSP Form F5)
- Description of articles and presentations (DSP Form F12)

**The admission process**

A.) Applicants can obtain points in three areas. The Committee makes its decision on admission based on the accumulated score.

1. **Written assessment** of computer skills: **Maximum score: 10 points, minimum requirement for admission: 6 points.** The purpose of this test is to assess the applicant's Word and Excel user skills. To help prepare for the test, UNIVET's Department of Biomathematics and Informatics launches a fee-paying course of 2 x8 classes on Saturdays in May.<sup>232</sup>
2. **Factors scored in the evaluation of the Research plan and the Audition**
3. **"Bonus points" for additional achievements**

	criteria		subcriteria	points available	required minimum	%
1.	MS Word, MS Excel skills <sup>1</sup>			10	6	60
2.	Research plan (average score of two reviewers)	1.1	Professional validity	25	18	72
		1.2	Methodological compliance	4	2	50
		1.3	Professional / material / financial conditions of feasibility	4	2	50
		1.4	Thesis Supervisor's evaluation based on earlier work as TS	2	1	50
			<i>Total:</i>		<b>45</b>	<b>29</b>
3.	On audition	2.1	Applicant's proficiency in the area	30	22	73
		2.2	Academic examination and subjective impression	5	3	60
			<i>Total:</i>	<b>35</b>	<b>25</b>	<b>71</b>
			<b>Total:</b>	<b>80</b>	<b>54</b>	<b>68</b>
4.	<b>"Bonus" points:</b>			After graduation,		
				Within 3 years	Beyond 3 years	
		4.1	SRS activity (faculty conference 3, NSRS 4)	3 – 4	0	
		4.2	diploma >4.51	3	0	
		4.3	(State-recognized) Advanced Level English Certificate	3	3	

<sup>232</sup> The appropriate ECDL (European Computer Driving License) certificates are worth 8 points. Applicants wishing to get more points may take the assessment test (where they may as well score below 8 points!)

	4.4.	publication performance	IF = 0.1-0.5	First author	0	2 (max. 4)	
				Not first author	0	1 (max. 2)	
			IF > 0.5	First author	0	3 (max. 6)	
				Not first author	0	2 (max. 4)	
		Maximum number of bonus points that can be validated:			10		

**REGISTRATION FORM**

**For comprehensive examination and attainment of doctoral (PhD) degree**

**Deadlines for submission:** After the successful conclusion of the 4th semester,  
**By June 02 of the given year, both electronically and in printed format with signature.**

\*\*\*\*\*

Registry number	Dr.	Surname	First name	Training type	mother's name	Date of birth	Place of birth	nationality
/ 20				scholarship programme				Hungarian

<b>HSWR identifier:</b>	<b>Planned date of the comprehensive exam:</b>	<b>Planned location of the comprehensive exam:</b>	
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**Thesis supervisor's proposal**

**Exam committee:** 3 - qualified - members + registrar (doctoral student)

ExamCom		Name	Pos.	Sc. degr.	Workplace	Contacts
President:	Dr.		professor		Univet	
examiner	Dr.					
examiner THIRD-PARTY	Dr.					
registrar	Dr.		Doctoral student			
Substitute president	Dr.					
Substitute ex. THIRD-PARTY	Dr.					

**Exam committee:** *President: internal full professor, habilitated associate professor, or Professor Emeritus, or instructor or researcher with HAS DSc title. Member 1: THIRD-PARTY*

*If justified, the number of members may be increased but at least 1/3 must still be third-party members.*

University degree major: ..... Grade: .....

Issuing institution: ..... Number/year: .....

Data of scientific activity so far (insert only the number of scientific works and presentations here):

Release: ... Article- .... review - .... presentation - other: .....

Language skills and their level (date of certificates): .....

Branch of science of doctoral degree: agrarian sciences .....

Discipline: veterinary sciences

Doctoral school: Doctoral School of Veterinary Science

Doctoral programme: **Aujeszky Aladár Doctoral Programme of Theoretical Veterinary Sciences**

**Marek József Doctoral Programme of Clinical and Food Chain Safety Veterinary Sciences**

**(Underline as appropriate)**

Theme of the dissertation: .....

Thesis supervisor: ..... (Education ID number: .....) )

the main subject of the comprehensive exam, .....

the additional subject of the comprehensive exam, .....

Annexes: exam questions per subject

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(Applicant's signature)

Thesis supervisor's opinion:

I consider the doctoral student's performance in Semesters 1-4 adequate/ inadequate (underline as appropriate).

I endorse / I do not endorse the doctoral student's application for a comprehensive exam and thus the initiation of the degree attainment procedure (underline as appropriate).

I have verified the indicated date of the examination committee members and, to my knowledge, they are adequate.

201 .

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Thesis supervisor's signature

The signature of the doctoral school's head verifies that the DSC accepted the application.

201....

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Signature of doctoral school head

**MINUTES OF THE COMPREHENSIVE EXAM****Required annex:****1. List of exam items****2. Attendance sheet***The minutes of the comprehensive exam shall be submitted*

- *electronically and*
- *in 2 **signed** and preferably two-sided **print** copies to the DS Secretariat within 3 days after the debate.*

Reg. No.	Name	Programme	mother's name	Date of birth	Place of birth	Nat.

<b>Date of defence</b>		<b>Location:</b>	UNIVET DS meeting room, Building H, III. 303
<b>Consultant:</b>			
<b>Title of the doctoral dissertation:</b>			
<b>Main subject of the doctoral comprehensive exam:</b>			
<b>2nd subject:</b>			

**Members of the examination committee:**

President:	Dr.			
examiner	Dr.			
examiner	Dr.			
registrar	Dr.			

**1. Theoretical part****Main subject:****Additional subject:****Exam questions asked:**

1.	
2.	
3.	
4.	
5.	

*Cont. as nec.***Summary of applicant's responses:**

Ad 1	
Ad 2.	
Ad 3	
Ad 4	

Ad 5

*Cont. as nec.***Other comments:***Cont. as nec.***The result of the review committee's secret vote on the theoretical part of the exam:**

Total available score:		15	points
5 points awarded by	Member	In total	
4 points awarded by	Member	In total	
3 points awarded by	Member	In total	
2 points awarded by	Member	In total	
1 points awarded by	Member	In total	
0 points awarded by	Member	In total	

Total number of points achieved:  points i.e.: %Average: *Please mark the appropriate box with: X.***II. Dissertation part**

- 1) Evaluation of the knowledge of literature
- 2) Evaluation of research achievements so far
- 3) Evaluation of research and publication plan

**The result of the review committee's secret vote on the dissertation part:**

Total available score:	15	points
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5 points awarded by	Me mb er	In total		
4 points awarded by	Me mb er	In total		
3 points awarded by	Me mb er	In total		
2 points awarded by	Me mb er	In total		
1 points awarded by	Me mb er	In total		
0 points awarded by	Me mb er	In total		

Total number of points achieved:  points i.e.:  % Average:

**III. Result of the comprehensive exam:**

Grade of the comprehensive exam: **Pass ≥ 61%**

**Fail < 61%**

The examinee

- a) completed both parts of the comprehensive exam;
- b) completed the theoretical part of the exam, must retake the dissertation part;
- c) completed the dissertation part of the exam, must retake the theoretical part;

\_\_\_\_\_  
Dr.  
Professor, president

\_\_\_\_\_  
Dr.  
examiner

\_\_\_\_\_  
Dr.  
examiner

\_\_\_\_\_  
Dr. registrar



FI 17198 . . . /20.....

**MINUTES OF DOCTORAL (PhD) DEGREE ATTAINMENT**

Name: ..... Student identification code: .....

Thesis supervisor: ..... Education ID number: .....

(Co-thesis supervisor: ..... Education ID number: .....)

Branch of science: .....

Discipline: .....

Title of the dissertation: .....

.....

**I. Defence of the dissertation**

Official reviewers: Dr. .... Yes / No

Dr. .... Yes / No

(Dr. .... Yes / No)

Defence committee:

**NAME SIGNATURE OF INSTRUCTOR**

Identification code

President: Dr. ....

Members: Dr. ....

Dr. ....

Dr. ....

Dr. ....

Dr. ....

Dr. ....

Date of defence: .....20... .. Location: .....

1) Opinion of defence committee members on the applicant's scientific activity (number of votes):

fail: ...; rite: ...; cum laude: ...; summa cum laude: ...;

Grade of the scientific activity:

fail / rite / cum laude / summa cum laude (*underline as appropriate*)

2) Opinion of defence committee members on the applicant's dissertation (number of votes):

fail: ...; rite: ...; cum laude: ...; summa cum laude: ...;

Grade of the dissertation:

fail / rite / cum laude / summa cum laude (*underline as appropriate*)

3) Opinion of defence committee members on the applicant's performance shown at the defence (number of votes):

(Number of votes):

fail: ...; rite: ...; cum laude: ...; summa cum laude: ...;

Grade of the performance shown at the defence:

fail / rite / cum laude / summa cum laude (*underline as appropriate*)

Explanation (continue on separate page as appropriate):

(Committee president's signature)

II. Decision of the doctoral council of the branch of science:

By its Resolution No. .... adopted in its meeting on ....., 20..., the doctoral council of the branch of science **supported / did not support** conferring the doctoral degree.

Grade of doctoral degree: **summa cum laude / cum laude / rite**

Explanation for rejection:

..... 20... .. (Doctoral council president's signature)

III. Resolution of the Doctoral and Habilitation Council:

By its Resolution No. .... adopted in its meeting on ....., 20..., the DHC **conferred / did not confer** the doctoral degree.

Explanation for rejection (as appropriate):

(DHC president's signature)

IV. The University presented the doctoral degree

on ..... 20

Number of doctoral certificate: ...../20....

(Rector's signature)

*Publication requirements for DS doctoral students*

*Applicants for degree procedures must meet the discipline-specific professional/scientific requirements, which involve the following mandatory publications serving as the basis for the dissertation:*

- d) At least **two** English scientific releases (one with first author credits) published or approved for publication by a referenced MTMT Q1-Q4 journal with an impact factor of  $\geq 0.3$ ;*
- e) **In order to promote the creative use of the professional language and to inform the local professional community, release at least one peer-reviewed scientific article in Hungarian journal(s) which participants of foreign language training programmes may replace with an English-language scientific article released in Hungarian or international journals. The Hungarian-language release may be a brief republication of the content of the above English releases or a summary article written on the subject matter of the dissertation. The outlet recommended for Hungarian-language releases is the Hungarian Veterinary Journal.***
- f) The accumulated impact factor of the Hungarian and English articles forming the basis of the dissertation must reach the level indicated by the SER as the condition for the student's continued employment as assistant lecturer.*

*If two students of a working group work in the same or similar research programmes, they nonetheless must meet the above publication requirement separately (i.e., not including their joint releases). The co-authorship statement must indicate which new scientific finding may be featured in which author's dissertation: one scientific result considered novel by its author may only serve as the basis of one dissertation.*

**Insert sheet of the doctoral dissertation**

**<<TITLE OF THE DISSERTATION>>**

Dissertation for the attainment of doctoral (PhD) degree  
in ..... branch of science

Written by: ..... certified .....

Written for the ..... doctoral school of the  
University of Veterinary Medicine Budapest

Thesis supervisor: Dr. ....

Reviewers of the dissertation:

Dr. ....

Dr. ....

Dr. ....

The review committee:

President: Dr. ....

Members: Dr. ....

Dr. ....

Dr. ....

Dr. ....

Date of defence of dissertation: ... . 20...

**Front page and mandatory chapters of doctoral theses**


Front page of thesis:

**Theses of the doctoral (PhD) dissertation**

<<TITLE OF THE DISSERTATION>>

<<Name of applicant>>

Thesis supervisor: Dr. ....



The seal is circular with a red border. Inside the border, the text 'UNIVERSITAS SCIENTIARUM VETERINARIARUM BUDAPESTINENSIS' is written in a circle, with '1787' at the bottom. In the center of the seal is a caduceus (a staff with two snakes) superimposed over an open book.

UNIVERSITY OF VETERINARY MEDICINE  
Doctoral School of Veterinary Science

Budapest, ....., 20

Mandatory chapters of thesis:

1. Preliminaries and objectives of the doctoral dissertation;
2. Novel scientific findings of the dissertation;
3. The Library-authenticated list of the applicant's publications in the topic of the dissertation, with all authors indicated.



# *PhD Diploma*

*The Rector and the Doctoral and Habilitation Council of the  
University of Veterinary Medicine Budapest  
have conferred upon*

.....

*(born: dd mm, yyyy)*

*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 Budapest, Hungary  
on dd mm, yyyy.*

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

.....  
*Rector*

*Registered: ... /20...*

**Doctoral oath**

I, .....,  
pledge myself  
to behave in a manner  
worthy of the doctors of the University of Veterinary Science.

I will do my best  
to enhance the university's reputation.  
I will serve the advancement of science,  
universal human culture  
and the preservation of national values  
respecting scientific ethics.



**APPLICATION FOR DOCTORAL (PhD) DEGREE**  
Based on nostrification

Name: .....  
Place and date of birth: .....  
Mother's name: .....  
ID Card number: .....  
Permanent address: .....  
Mailing address: .....  
E-mail: .....  
Workplace: .....  
Language skills and their level (date of certificates): .....  
Major, number/year of university degree: .....  
Issuing institution: ..... registered head office: .....  
Data of scientific activity so far: published ..... article- ..... review  
- ..... lecture - other: .....  
Title of dissertation submitted for nostrification: .....  
..... Language: .....  
Number/year of certificate above: ..... Discipline: .....  
Issuing institution: .....  
Registered head office/Country:.....

I hereby declare that I have not submitted an application for doctoral (PhD) degree to any other university, therefore no such application has been rejected.

I request ..... the University to confer the doctoral (PhD) degree and issue the doctoral (PhD) degree certificate.

Budapest, ....., 20.....

.....  
(Applicant's signature)

Annexes:

- a) an authenticated copy of the original certificate or diploma and/or, in exceptional cases, an authenticated copy of a document identical with the original certificate (e.g., true copy),
- b) an authenticated copy of an instrument issued by the foreign educational institution which authentically certifies the duration of the studies and the successful fulfillment of the requirements of degree attainment (subjects studied, exams, doctoral dissertation, etc.),
- c) the authenticated Hungarian translation of the documents indicated in Paragraphs a) and b) and
- d) a certificate that the applicant has paid the administrative fee.

The doctoral school council *supports - does not support* the conferral of the degree.

Budapest, ....., 20 ....

(president)

The DHC *conferred - did not confer* the degree.

Budapest, ....., 20 .....

(president)

### **Remunerations, normative and payable fees**

1. The annual doctoral scholarship sum of doctoral students with state scholarship is the annual normative sum allocated by national budget legislation to such purposes, supplemented by 56% of the normative fund earmarked for textbooks, course materials, recreational and cultural activities. Each month, registered doctoral students are paid one twelfth of the annual sum thus determined.
2. Doctoral students with state scholarships attained their pre-degree certificates, if they submit their doctoral dissertation within the legally determined deadline, successfully defend it and attain their doctoral degree, will receive a one-time grant of HUF 400,000.
3. **UNIVET fees for doctoral programmes and degree attainment**

Effective as of May 31, 2009 (since September 01, 2007)

#### **I. Fees of the fee-paying doctoral programme:**

(Pursuant to Article 125 of Act CXXXIX of 2005)

##### *1. Hungarian-language doctoral programme*

a) Fee for full time training programme with state scholarship: -

a) Fee for (full time) fee-paying training programme: HUF 110,000 / semester

##### *2. Foreign language doctoral programme*

a) Fee for (full time, part time) fee-paying training programme: EUR 12,500/year

#### **II. Degree attainment and other administrative fees:**

Application for organized training programme HUF 10,000

Application for degree attainment HUF 10,000

Administrative fee for degree attainment (upon submission of dissertation HUF 80,000

Fee for new procedure HUF 40,000

Cost of the Hungarian and English language degree certificates + academic dress rental  
HUF 25,000

Reclassify former Candidate of Sciences degree to PhD degree HUF 10,000

Administrative fee for nostrification (Article 64 (3) Act C of 2001 (subj. to change of min. wage) HUF 30,000

Appeals fee HUF 5,000

Students of the English language programme are only affected by the nostrification fee and the appeals fee; the other fees are all included in their tuition fee.

Persons participating in external, non-PhD programmes of the doctoral courses with a special permission must pay a fee determined based on the accounted costs.

Based on the decision of the doctoral school, full-time employees of the University of Veterinary Medicine and full-time employees of institutions that concluded cooperation agreements with the Doctoral School of Veterinary Science pay 50% of the fees.

#### **III. Special administrative fees (for delays):**

Hungarian

citizen

foreign

citizen

UNIVET Doctoral and Habilitation Policy  
Annex No. 12

Special administrative fee for registration after deadline HUF 2,000 10 EURO  
Replacement of lost student ID card HUF 2,000 10 EURO  
Late submission of academic record book HUF 2,000 10 EURO  
Special administrative fee for missing other deadlines HUF 2,000 10 EURO  
First omission of payment  
After each additional notice  
HUF 2,000  
HUF 4,000 EUR 20

**IV. Professional fees:**

Official reviewers HUF 10,000 /person  
Cost reimbursement for third-party members of the review committee

**V.** The income from the administrative fees for admission administrative and degree attainment are allocated by the doctoral councils of the branches of science.

**VI.** Pursuant to the relevant legal regulations and University policies, further fees and remunerations are provided for by the Doctoral and Habilitation Council and the doctoral school council.

### Doctoral actions and the grade of the doctoral degree

The grade of the doctoral degree emerges from the total of the grades given by the review committee. The grade of the doctoral (PhD) degree is determined by the grades of a) the dissertation, b) the independent scientific work c) the public debate. Grade of degree: *summa cum laude*, if all the three grades are *summa cum laude*; *rite* if at least two of the three grades are *rite*; in all other cases *cum laude*. The members of the review committee each give an evaluation on a four-grade scale (*summa cum laude*, *cum laude*, *rite*, *fail*), the committee's opinion is established by the cumulative vote:

- The result is *summa cum laude* if more than half of the reviewers gave a *summa cum laude* grade and no grade below *cum laude* was given. If the committee has 5 members, the result is also *summa cum laude* if all but one committee members gave a *summa cum laude* grade (regardless of the particular grade that was not *summa cum laude*).
- The result is **fail** if more than half of the committee members gave a *fail* grade. The result is also *fail* if, with an even number of committee members, half of the votes are *fail* and the other half is *rite*.
- In all other cases, the numeric average of the evaluations must be calculated based on the grade values as follows: *fail* (1), *rite* (2), *cum laude* (3), *summa cum laude* (4). If the average is 2.5 or higher, the result is *cum laude*, otherwise it is *rite*.
- The above principles are summarized below for 3-7-member committees (the numbers listed in the table indicate the number of votes for the particular grade while the last column shows the final evaluation given by the committee).

#### 3-member committee

NO	RITE	CL	SCL	Result
3	0	0	0	NO
2	1	0	0	NO
2	0	1	0	NO
2	0	0	1	NO
1	2	0	0	RITE
1	0	2	0	RITE
1	1	1	0	RITE
1	1	0	1	RITE
0	3	0	0	RITE
0	2	1	0	RITE
1	0	1	1	CL
1	0	0	2	CL
0	2	0	1	CL
0	1	2	0	CL
0	1	0	2	CL
0	1	1	1	CL
0	0	3	0	CL
0	0	2	1	CL
0	0	1	2	SCL
0	0	0	3	SCL

1	1	2	0	RITE
0	4	0	0	RITE
0	3	1	0	RITE
2	0	0	2	CL
1	1	0	2	CL
1	1	1	1	CL
0	3	0	1	CL
0	2	2	0	CL
1	0	3	0	CL
1	0	2	1	CL
1	0	1	2	CL
1	0	0	3	CL
0	2	1	1	CL
0	2	0	2	CL
0	1	3	0	CL
0	1	2	1	CL
0	1	1	2	CL
0	1	0	3	CL
0	0	4	0	CL
0	0	3	1	CL
0	0	2	2	CL
0	0	1	3	SCL
0	0	0	4	SCL

#### 4-member committee

NO	RITE	CL	SCL	Result
4	0	0	0	NO
3	1	0	0	NO
3	0	1	0	NO
3	0	0	1	NO
2	2	0	0	NO
2	0	2	0	RITE
2	1	1	0	RITE
2	1	0	1	RITE
2	0	1	1	RITE
1	3	0	0	RITE
1	2	1	0	RITE
1	2	0	1	RITE

#### 5-member committee

NO	RITE	CL	SCL	Result
5	0	0	0	NO
4	1	0	0	NO
4	0	1	0	NO
4	0	0	1	NO
3	2	0	0	NO
3	1	1	0	NO
3	1	0	1	NO
3	0	2	0	NO
3	0	1	1	NO
3	0	0	2	NO
2	3	0	0	RITE

UNIVET Doctoral and Habilitation Policy Annex No. 13

2	2	1	0	RITE
2	2	0	1	RITE
2	1	2	0	RITE
2	1	1	1	RITE
2	1	0	2	RITE
1	4	0	0	RITE
1	3	1	0	RITE
1	3	0	1	RITE
1	2	2	0	RITE
1	2	1	1	RITE
0	5	0	0	RITE
0	4	1	0	RITE
0	4	0	1	RITE
0	3	2	0	RITE
2	0	3	0	RITE
2	0	2	1	RITE
1	1	3	0	RITE
1	2	0	2	CL
0	3	1	1	CL
2	0	1	2	CL
2	0	0	3	CL
1	1	2	1	CL
1	1	1	2	CL
1	1	0	3	CL
1	0	4	0	CL
1	0	3	1	CL
1	0	2	2	CL
1	0	1	3	CL
0	3	0	2	CL
0	2	3	0	CL
0	2	2	1	CL
0	2	1	2	CL
0	2	0	3	CL
0	1	4	0	CL
0	1	3	1	CL
0	1	2	2	CL
0	1	1	3	CL
0	0	5	0	CL
0	0	4	1	CL
0	0	3	2	CL
1	0	0	4	SCL
0	1	0	4	SCL
0	0	2	3	SCL
0	0	1	4	SCL
0	0	0	5	SCL

**6-member committee**

NO	RITE	CL	SCL	Result
6	0	0	0	NO
5	1	0	0	NO
5	0	1	0	NO
5	0	0	1	NO
4	2	0	0	NO
4	1	1	0	NO
4	1	0	1	NO
4	0	2	0	NO
4	0	1	1	NO
4	0	0	2	NO
3	3	0	0	NO
3	2	1	0	RITE
3	2	0	1	RITE
3	1	2	0	RITE
3	1	0	2	RITE
3	1	1	1	RITE
3	0	3	0	RITE
3	0	2	1	RITE
3	0	1	2	RITE

2	4	0	0	RITE
2	3	1	0	RITE
2	3	0	1	RITE
2	2	2	0	RITE
2	2	1	1	RITE
2	2	0	2	RITE
2	1	3	0	RITE
2	1	2	1	RITE
1	5	0	0	RITE
1	4	1	0	RITE
1	4	0	1	RITE
1	3	2	0	RITE
1	3	1	1	RITE
1	2	3	0	RITE
0	6	0	0	RITE
0	5	1	0	RITE
0	5	0	1	RITE
0	4	2	0	RITE
2	0	4	0	RITE
3	0	0	3	CL
2	1	1	2	CL
2	1	0	3	CL
1	3	0	2	CL
1	2	2	1	CL
0	4	1	1	CL
0	4	0	2	CL
0	3	3	0	CL
2	0	3	1	CL
2	0	2	2	CL
2	0	1	3	CL
2	0	0	4	CL
1	2	1	2	CL
1	2	0	3	CL
1	1	4	0	CL
1	1	3	1	CL
1	1	2	2	CL
1	1	1	3	CL
1	1	0	4	CL
1	0	5	0	CL
1	0	4	1	CL
1	0	3	2	CL
1	0	2	3	CL
1	0	1	4	CL
0	3	2	1	CL
0	3	1	2	CL
0	3	0	3	CL
0	2	4	0	CL
0	2	3	1	CL
0	2	2	2	CL
0	2	1	3	CL
0	2	0	4	CL
0	1	4	1	CL
0	1	3	2	CL
0	1	2	3	CL
0	1	1	4	CL
0	0	6	0	CL
0	0	5	1	CL
0	0	4	2	CL
0	0	3	3	CL
1	0	0	5	SCL
0	1	0	5	SCL
0	0	2	4	SCL
0	0	1	5	SCL
0	0	0	6	SCL

**7-member committee**

UNIVET Doctoral and Habilitation Policy Annex No. 13

NO	RITE	CL	SCL	Result
7	0	0	0	NO
6	1	0	0	NO
6	0	1	0	NO
6	0	0	1	NO
5	2	0	0	NO
5	1	1	0	NO
5	1	0	1	NO
5	0	2	0	NO
5	0	1	1	NO
5	0	0	2	NO
4	3	0	0	NO
4	2	1	0	NO
4	2	0	1	NO
4	1	2	0	NO
4	1	1	1	NO
4	1	0	2	NO
4	0	3	0	NO
4	0	2	1	NO
4	0	1	2	NO
4	0	0	3	NO
3	4	0	0	RITE
3	3	1	0	RITE
3	3	0	1	RITE
3	2	2	0	RITE
3	2	1	1	RITE
3	2	0	2	RITE
3	1	3	0	RITE
3	1	2	1	RITE
3	1	1	2	RITE
3	1	0	3	RITE
3	0	4	0	RITE
3	0	3	1	RITE
2	5	0	0	RITE
2	4	1	0	RITE
2	4	0	1	RITE
2	3	2	0	RITE
2	3	1	1	RITE
2	3	0	2	RITE
2	2	3	0	RITE
2	2	2	1	RITE
2	2	1	2	RITE
1	6	0	0	RITE
1	5	1	0	RITE
1	5	0	1	RITE
1	4	2	0	RITE
1	4	1	1	RITE
1	4	0	2	RITE
1	3	3	0	RITE
1	3	2	1	RITE
0	7	0	0	RITE
0	6	1	0	RITE
0	6	0	1	RITE
0	5	2	0	RITE
0	5	1	1	RITE
0	4	3	0	RITE
3	0	2	2	RITE
2	1	4	0	RITE
2	1	3	1	RITE
2	0	5	0	RITE
1	2	4	0	RITE
2	2	0	3	CL

1	3	1	2	CL
1	3	0	3	CL
0	5	0	2	CL
0	4	2	1	CL
3	0	1	3	CL
3	0	0	4	CL
2	1	2	2	CL
2	1	1	3	CL
2	1	0	4	CL
2	0	4	1	CL
2	0	3	2	CL
2	0	2	3	CL
2	0	1	4	CL
2	0	0	5	CL
1	2	3	1	CL
1	2	2	2	CL
1	2	1	3	CL
1	2	0	4	CL
1	1	5	0	CL
1	1	4	1	CL
1	1	3	2	CL
1	1	2	3	CL
1	1	1	4	CL
1	1	0	5	CL
1	0	6	0	CL
1	0	5	1	CL
1	0	4	2	CL
1	0	3	3	CL
1	0	3	3	CL
1	0	2	4	CL
1	0	1	5	CL
0	4	1	2	CL
0	4	0	3	CL
0	3	4	0	CL
0	3	3	1	CL
0	3	2	2	CL
0	3	1	3	CL
0	3	0	4	CL
0	2	5	0	CL
0	2	4	1	CL
0	2	3	2	CL
0	2	2	3	CL
0	2	1	4	CL
0	2	0	5	CL
0	1	6	0	CL
0	1	5	1	CL
0	1	4	2	CL
0	1	3	3	CL
0	1	2	4	CL
0	1	1	5	CL
0	0	7	0	CL
0	0	6	1	CL
0	0	5	2	CL
0	0	4	3	CL
1	0	0	6	SCL
0	1	0	6	SCL
0	0	3	4	SCL
0	0	2	5	SCL
0	0	1	6	SCL
0	0	0	7	SCL

**Registration number:****Application Form**

For habilitation procedure

**(Fill out accurately; submit in electronic and two-sided print copy, with signature!)**

<b>Personal data:</b>			
Name:		/Né(e)/	
Place of birth:		Date of birth:	
Mother's name:			
Address:			
Mailing address:			
Phone:	Fax:	E-mail:	
Workplace:			Position:
Work address:			
Phone:	Fax:	E-mail:	
<b>Qualification:</b>			
		specialization:	
Certificate issued by		number:	year:
<b>Scientific degree:</b>		Registration number of diploma:	
Diploma issued by		number:	year:
<b>Language skills</b>	Level	Type	Registration number of certificate:
<b>Branch of science:</b>	4. Agrarian sciences	<b>Discipline:</b>	4.2. Veterinary sciences
<b>Doctoral school applied to:</b>	Doctoral School of Veterinary Science		

Date:

\_\_\_\_\_  
signature**Declaration**

I, the undersigned, declare that I have had applications for habilitation rejected by other higher education institutions

NO<sup>233</sup>

YES

If YES, the name of the institution

year of rejection

Date:

\_\_\_\_\_  
signature<sup>233</sup> Mark the appropriate box with an X

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**ADDITIONAL DATA**
**1. Previous professions and workplaces:**

Workplace	from – until	Position

**2. Activity as reviewer:**

Whose dissertation did you review?	When?

**3. Activity as review committee member:**

Whose committee were you a member of?	When?





<b>6. Research</b>		6.1. Areas of interest:	
		6.2. Key scientific cooperation projects abroad (on separate sheet!)	
		6.3. Key scientific inter-institutional cooperation projects in Hungary	
Partner researcher	Institution	Theme/activity	
		6.4. All publication activities thus far: presented in overview in DHP Annex No. 17 and in DSP Form F12 in detail	
		Accumulated impact factor:	
		All known citations:	
6.5. Key research programmes, tenders won, assignments			
Date	Name and identification code of programme	Thesis supervisor	Grant obtained
<b>7. Committee and organizational activity</b>			
Name of committee		Activity of applicant	
<b>8. Involvement in habilitation procedures and PhD programmes</b>			
Name of applicant	As Review / Expert Committee member	As opponent	As thesis supervisor
<b>9. Membership in Hungarian and international scientific organizations</b>			
Name of organization		position	
<b>10. Membership in editorial committees, peer review activity for scientific journals</b>			
journal		Function / activity	
<b>11. Merits, awards Recognition of professional activity</b>			
Name of recognition		Date of attainment	

**Requirements for habilitation application check-lists and their acceptance  
Pursuant to the relevant section of UNIVET DHP**

**Name:**

**Reg. No.:**

<b>1 copy (unbound):</b>	
1.	Application addressed to the Rector
2.	Receipt / invoice certifying the payment of the <b>application fee</b>
3.	Certificate of Good Conduct dated less than 3 months ago
4.	A brief CV to be read out before the presentation
<b>6 copies (as part of the bound package) and electronically in PDF format:</b>	
5.	The Application <b>must contain</b> the following documents for each copy:
5.1.	Application form ( <b>As in Annex No. 14</b> )
5.2.	Copies of certificates
2.1.	University diploma,
2.2.	Scientific degree,
2.3.	Documents certifying foreign language skills
5.3.	Presentation of publication activity as described in <b>Annex No. 17</b> (HSWR link; the 10 most valuable publications highlighted, including offprints of <b>3</b> of them)
5.4.	List of the applicant's <i>patents and/or non-publication type works</i> (description in cca. 5 lines + availability)
5.5.	<i>Research programmes</i> implemented with the applicant's major participation (max. 3 projects; 1 page: title, sponsor, amount, summary)
5.6.	List of <i>educational materials</i> prepared by the applicant
5.7.	List of <i>subjects and/or partial subjects</i> taught by the applicant, with a max. 5-line description of each
5.8.	Proposal for the <b>classroom</b> presentations (5 titles, presentation outlines, 45 + 15 minutes)
5.9.	Proposal for the <b>scientific</b> presentation (2 titles, presentation outlines, 20 + 15 minutes)
5.10.	Other documentation of competence in course material development in higher education (DHP Habilitation Policy Section 4)
5.11.	Other materials (presentation of highly significant professional or scientific work or the submission of the description thereof; presentation of outstanding professional or scientific lifetime achievement; applicants may also submit recommendations by acclaimed professors of the given branch of science and/or discipline)

20...

UNIVET DHC Secretariat

Written by:

DHC Secretariat

F56-DI-HABELLEN

Valid: From 6 September  
2016

Approved by:

Dr. Péter Gálfi, president

Version 1

Page 86 of 114

**Documentation of publication activity for habilitation procedure**

**Name:**

**1.) My entire publication activity is accessible here (HSWR link):**

**2.) The 10 releases best characterizing by academic achievements:**

	<i>Author(s), title, publication</i>	<i>Type of document:</i>	<i>Year of release</i>	<i>IF:</i>	<i>Number of independent citations:</i>
	<b>SAMPLE</b> B Nagy, PZS Fekete Enterotoxigenic Escherichia coli in veterinary medicine Int.J.Med.Microbiology, 295 (6-7) : 443 -454	Article in journal	2005	0.26	35
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**The Doctoral and Habilitation Councils statement to receive application for habilitation**

**Applicant:**

**Registration number:**

**Resolution of the Doctoral and Habilitation Council:**

The applicant ....

**Based on the above, the Doctoral and Habilitation Council receives the applicant's request for habilitation.**

Proposal for presentation:

1. classroom:
2. scientific:

**Dr. Péter Gálfi, DSc  
Professor, DHC president**

**DHC PROPOSAL FOR EXPERT COMMITTEE  
IN HABILITATION PROCEDURE**

Dr. Registration number: 

**Expert Committee:** (*president: an active or retired full professor of the University; members: two internal full professors and two third-party experts +DSC Secretary*)

	Name	Pos.	Sc. degr.	Workplace	Address/contact
<i>President</i>					
<i>Internal member</i>					
<i>Internal member</i>					
<i>Third-party member</i>					
<i>Third-party member</i>					
<i>Secretary</i>	Dr. Sándor Hornok	associate professor	PhD	Univet	<a href="mailto:hornok.sandor@univet.hu">hornok.sandor@univet.hu</a>
<i>Substitute</i>					
<i>President</i>					
<i>Internal member</i>					
<i>Internal member</i>					
<i>Third-party member</i>					
<i>Third-party member</i>					

Date: 20

**Dr. Péter Gálfi, DSc  
Professor, president**

**The DHC recommends the submission**

a.) to be accepted without any modifications  B.) to be accepted with the modifications below

Date: 20.

**Dr. Péter Gálfi, president**

**UNIVET DHC Resolution No. /20\_\_ : insert modification only**

	Name	Pos.	Sc. degr.	Workplace	Address/contact
<i>President</i>					
<i>Internal member</i>					
<i>Internal member</i>					
<i>Third-party member</i>					
<i>Third-party member</i>					

<i>Substitute</i>					
<i>President</i>					
<i>Internal member</i>					
<i>Internal member</i>					
<i>Third-party member</i>					
<i>Third-party member</i>					

**ANNOUNCEMENT OF HABILITATION PRESENTATIONS**

Presentations must be announced electronically 14 days before their planned date.

Venue of presentations:	UNIVET	Department auditorium
Date and time of classroom presentation:		
Date and time of scientific presentation:		

The pre- and post-presentation EC meetings will be held in the UNIVET DS meeting room. Please contact the STS to make sure that the meeting room is available at the requested time.

Considering the preparation time, the classroom presentation must be held within 60 days after the meeting of the UDHC. The scientific presentation must be held after the classroom presentation, on the same day.

Statement: I coordinated with the EC members and they accepted the time of the presentations.

Comments:

Date: 20.

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**GUIDELINE**

For the evaluation process of Expert Committees in the habilitation procedure

**I.** Section 1 of the Habilitation Policy chapter of UNIVET's effective Doctoral and Habilitation Policy contains the following provisions with regard to the activity of the Expert Committee:

- (6) After the classroom and the scientific presentations, the Expert Committee hears the applicant in a closed meeting. In this hearing, the applicant report about their professional plans, with special regard to their ideas on how they would contribute to the future development of science and education.
- (7) After the hearing, the Expert Committee takes a secret vote and gives scores to evaluate the applicant's:
  - d) performance and activity in education, professional and scientific matters as well as
  - e) classroom presentation, as well as
  - f) foreign language scientific presentation (DHP Annex No. 22).
- (8) In the minutes of the closed meeting (DHP Annex No. 23), the Expert Committee makes a recommendation whether to grant habilitation for the applicant or to reject the application. The decision must be explained in detail. The proposal is signed by each member of the expert committee, indicating potential minority opinions as well.

Pursuant to the above, the detailed regulation is as follows:

- (1) The EC's evaluation of the habilitation requirements consists of the following parts:
  - (a) Evaluation of the applicant's professional and scientific achievements, Hungarian and international relations as well as professional-scientific public activity.
  - (b) Evaluation of classroom presentation and consultation.
  - (c) Evaluation of the scientific presentation delivered freely in a foreign language and the subsequent debate.

...

**A) Evaluations of the applicant's educational, professional and scientific activity and achievements**

- (1) The EC evaluates the applicant's professional and scientific achievements, Hungarian and international relations as well as professional-scientific public activity.
- (2) The EC's evaluation is based on the resume submitted by the applicants as well as their list of publications, the reference and citation data of their publications as well as the certification materials listed in Section 4 of the DHP Habilitation Policy.
- (3) The EC may request applicants to supplement their submitted documents and may also involve additional experts in the evaluation process.
- (4) The EC evaluates the activity defined in Sections 6 and 7 of the DHP Habilitation Policy by giving scores in a secret vote. The president and members of the EC may give **0-1-2-3-4-5-6 points each**, thus the highest achievable (total) score is: 30. The "pass" grade requires at least 16 points.

**a) Classroom presentation and consultation**

Section 12

- (1) The applicant gives a 45-minute presentation to the University's students and/or doctoral students on the pre-determined parts of the educational material, at the previously announced time. The presentation is followed by a consultation. The duration of the consultation is 15 minutes.

- (2) The EC evaluates the experience of the presentation and the consultation as well as the applicant's performance in a closed meeting and in the manner defined by the DHC (*on the sheet attached, see DHP Annex No. 22*), after carefully considering the following aspects:
- (4) Grading is conducted by way of scoring and textual evaluation. By a secret vote, the president and each member of the EC give 0-1-2-3 points, so the EC can altogether give a maximum of 15 points. The "pass" grade requires at least 8 points.

### c) Scientific presentation and debate in foreign language

#### Section 13

- (1) Applicants must hold a public, scientific presentation on the previously announced topic in the pre-determined world language, in which they demonstrate their own research findings that have also been summarized in a thesis-like fashion. The presentation is followed by a debate, in consideration of the following regulations:
- the professional scientific debate must be conducted in the language of the presentation,
  - the debate must primarily aimed at asking the questions and listening to the answers,
  - the duration of the debate must not exceed 45 minutes.
- (2) The evaluation of the performance shown in the presentation and the debate is conducted in an essentially similar fashion to that of the classroom presentation, i.e., based on the following aspects:
- (3) Grading is conducted by way of scoring and textual evaluation. By a secret vote, the president and each member of the EC give 0-1-2-3 points, so the EC can altogether give a maximum of 15 points. The "pass" grade requires at least 8 points. In addition to the appropriate application of the provisions laid out in Sections 6 and 7 of the DHP Habilitation Policy chapter, the evaluation must specifically address the presenters' debating skills, their knowledge of the international literature and findings within the topic as well as the correct use of terms and technical phrases even in the foreign language.

The Hungarian-language minutes of the EC meeting must contain the following information (DHP Annex No. 23):

the numerical result and  
the appropriate textual evaluation.

#### Scenario

1.	EC Meeting 1	UNIVET DS meeting room, UNIVET, Building H, 3rd floor) at the time indicated on the relevant invitation card a.) Brief introduction of the application (president) b.) Discussion of the 1-3 questions to be posed to the applicant after the scientific presentation. The registrar enters the questions into the minutes. c.) Verification of the presence of the minimum number of students required for holding the presentation.
2.	Classroom presentation	45 minutes
	Consultation	15 minutes
	Break	15 minutes
3.	English presentation + debate	30 + 15 minutes
4.	EC Meeting 2 Discussion:	1. Each member discusses the key strength and weaknesses of the two presentations. 2. President's summary for the minutes. 3. Optional: a.) Questions expressed to the applicant for the subsequent personal audition. (Registrar records them in the minutes.)

	<p>Grading: 5-10 minutes</p> <p>Break:</p> <p>Resume meeting</p>	<p>b.) “Guided conversation” governed by the questions for the applicant and the evaluation criteria. c.) President’s summary for the minutes.</p> <p>4. Vote</p> <p>a.) members take a secret vote with the grading sheet they received. b.) registrar enters the result of the vote into the computerized records c.) the result of the vote is announced</p> <p>5. President recites the summarized assessment for the computerized records. Print.</p> <p>6. Verify and sign minutes</p>
Adjourn meeting		

**Habilitation Expert Committee's evaluation sheet for secret vote****Applicant:****Registration number:****20**

The EC grades the activity by secret vote, using a scoring procedure The president and members of the EC may give **0-1-2-3 points each**, thus the highest achievable (total) score is: 15.  
The **“pass” grade requires at least 50% + 1 of the total achievable points.**

Evaluation criteria	Scoring
<p><b>A) Section 11 Evaluation of the applicant's professional and scientific achievements, Hungarian and international relations as well as professional-scientific public activity.</b></p> <p>The EC's evaluation is based on the resume submitted by the applicants as well as their list of publications, the reference and citation data of their publications as well as the other certification materials of the application.</p>	<p>Potential score: 0 – 3 points <b>SCORE GIVEN:</b></p>
<p><b>B) Classroom presentation</b></p> <p>a) the extent to which the presentation demonstrated the applicant's comprehensive and up-to-date knowledge of the course materials of the given discipline; b) comprehensibility of the presentation's central line of thought, logical and didactic structure of the presented course material; c) usage of the practical experience gained in the topic, usage of the applicant's own research findings as well as those taken from the literature; d) the presenter's ability to keep the audience's attention for an extended period and to arouse their interest in the topic; e) style, clarity, formal and grammatical accuracy of the presentation; f) application of visual aids and education technological tools; evaluation of their use depending on the type of the topic.</p>	<p>Total potential score: 0 - 3 points  <b>SCORE GIVEN:</b></p>
<p><b>C) Scientific presentation</b></p> <p>a) the extent to which the presentation demonstrated the applicant's competence in terms of giving a lecture in a foreign language and their adequate knowledge of the foreign language vocabulary in the given branch of science (discipline); b) the comprehensibility of the presentation, the presenter's communication and debating skills in a foreign language, comprehension of the questions, linguistic accuracy and clarity of the argumentation; c) the applicant's academic awareness of the given topic and the selected foreign language area; d) the extent to which the presentation demonstrated the applicant's thorough and up-to-date knowledge of the complex problems in the given branch of science (discipline); e) comprehensibility of the presentation's central line of thought, logical and didactic structure of the presented knowledge; f) demonstration of the applicant's own practical experience, research and scientific findings collected in terms of the presented research topic; g) style, quality of the presentation and the subsequent debate, comprehension of the questions raised, evaluation of the clear and concise answers to such questions; h) the presenter's ability to keep the audience's attention for an extended period and to arouse their interest in the topic;</p>	<p>Total potential score: 0 – 3 points  <b>SCORE GIVEN:</b></p>

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i) application of visual aids and education technological tools; evaluation of their use depending on the type of the topic.

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The minimum number of points required in each group for a “pass”: 8.

## MINUTES OF THE HABILITATION PRESENTATIONS AND PROCEDURE

**Registration number:**

<b>Name:</b>		/Né(e):	
Mother's name:		Nationality	Hungarian
Place of birth		Date:	

<b>Title of habilitation classroom presentation:</b>			
<b>Title of scientific presentation:</b>			
<b>Discipline:</b>	4.2. Veterinary science	Date:	

### Expert Committee:

	Name	Pos.	Sc. degr.	Workplace
<i>President</i>		professor		Univet
<i>Internal member</i>				Univet
<i>Internal member</i>				Univet
<i>Third-party member</i>				
<i>Third-party member</i>				
<i>Secretary</i>	Sándor Hornok	associate professor	PhD	Univet

### Key questions following the foreign language presentation:

	Name	Comment summary:
1.	Committee	
2.	Committee	
3.		
4.		

*Cont. as nec.*

	Summary of applicant's responses:
Ad 1	
Ad 2.	
Ad 3	
Ad 4	

*Cont. as nec.*

**The Committee's opinion (in a closed meeting) on the presentations**  
(Based on the criteria listed in Annex No. 22 of the habilitation policy)



**Result of the Expert Committee's secret vote:**

**A. Evaluation of the educational, professional and scientific activity and achievements:**

Total available score  Total score achieved:  i.e.:  Average

**B. Classroom presentation:**

Total available score  Total score achieved:  i.e.:  Average

**C. Scientific presentation:**

Total available score  Total score achieved:  i.e.:  Average

Based on the accumulated ..... % scores, the **PASS** **FAIL\***  
applicant's result is:

*\* Delete as appropriate!*

---

(name) (name) (name)  
Internal member president Internal member

---

(name) (name) (name)  
Third-party member secretary Third-party member



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

# HABILITATION DIPLOMA

*The Rector and the President of the Doctoral and Habilitation Council of the  
University of Veterinary Medicine Budapest,*

*in recognition of his/her compliance with  
the habilitation requirements of the University in the discipline of*

*..... Sciences,*

*have conferred upon*

.....

*(born: dd mm, yyyy)*

*the title of*

*Habilitated Doctor (dr. habil.)*

*with all the rights appertaining thereto.*

*Given under the Seal of the University, in Budapest, Hungary*

*on dd mm, yyyy.*

*President*

*Rector*

# DECRETUM HABILITATIONIS

*Nos, Rector Universitatis Scientiarum Veterinariarum  
Budapestiensis et Praeses eius Consilii Habilitationis  
confirmamus, quod*

*Doctor .....*

*qui in ..... die ..... mensis ..... anno  
millesimo nongentesimo quinquagesimo  
.....natus est,  
in scientia .....*

*postulatis rationis habilitationis Universitatis satisfecit,  
itaque ad usum tituli*

*Doctoris Habilitati  
potestatem habet.*

*Budapestini, .....*

*Praeses Consilii*

*Rector*

**Annex No.1 Core members of UNIVET Doctoral School of Veterinary Science****Aujeszky Aladár Doctoral School Programme of Theoretical Veterinary Sciences**

<u>Dr. Tamás Bakonyi</u>	PhD, full professor, Department of Microbiology and Infectious Diseases	<a href="mailto:bakonyi.tamas@univet.hu">bakonyi.tamas@univet.hu</a>
<u>Dr. Tibor Bartha</u>	DSc, full professor, Department of Physiology and Biochemistry	<a href="mailto:bartha.tibor@univet.hu">bartha.tibor@univet.hu</a>
<u>Dr. Mária Benkő</u>	DSc, scientific advisor, CAR Institute for Veterinary Medical Research	<a href="mailto:benko.maria@agrar.mta.hu">benko.maria@agrar.mta.hu</a>
<u>Dr. Róbert Farkas</u>	DSc, full professor, Department of Parasitology and Zoology	<a href="mailto:farkas.robert@univet.hu">farkas.robert@univet.hu</a>
<u>Dr. László Fodor</u>	CSc, full professor, Department of Microbiology and Infectious Diseases	<a href="mailto:fodor.laszlo@univet.hu">fodor.laszlo@univet.hu</a>
<u>Dr. László V. Frenyó</u>	CSc, full professor, Department of Physiology and Biochemistry	<a href="mailto:frenyo.laszlo@univet.hu">frenyo.laszlo@univet.hu</a>
<u>Dr. Péter Gálfi</u>	DSc, full professor, Department of Pharmacology and Toxicology	<a href="mailto:galfi.peter@univet.hu">galfi.peter@univet.hu</a>
<u>Dr. Katalin Halasy</u>	DSc, full professor, Department of Anatomy and Histology	<a href="mailto:halasy.katalin@univet.hu">halasy.katalin@univet.hu</a>
<u>Dr. Balázs Harrach</u>	HAS Corr. M., research professor, CAR Institute for Veterinary Medical Research	<a href="mailto:harrach.balazs@agrar.mta.hu">harrach.balazs@agrar.mta.hu</a>
<u>Dr. Erzsébet Hornung</u>	CSc, full professor, Department of Ecology	<a href="mailto:hornung.erszebet@univet.hu">hornung.erszebet@univet.hu</a>
<u>Dr. Tamás Horváth</u>	Department of Anatomy and Histology	<a href="mailto:horvath.tamas@univet.hu">horvath.tamas@univet.hu</a>
<u>Dr. Tibor Magyar</u>	DSc, director, Institute for Veterinary Medical Research	<a href="mailto:magyar.tibor@agrar.mta.hu">magyar.tibor@agrar.mta.hu</a>
<u>Dr. Jenő Reiczigel</u>	PhD, full professor, Department of Biomathematics and Informatics	<a href="mailto:reiczigel.jeno@univet.hu">reiczigel.jeno@univet.hu</a>

**Core members of UNIVET Doctoral School of Veterinary Science****Marek József Doctoral School Programme of Clinical and Food Chain Safety  
Veterinary Sciences**

<u>Dr. Gábor Bodó</u>	PhD, full professor, Department and Clinic of Equine Medicine	<a href="mailto:bodo.gabor@univet.hu">bodo.gabor@univet.hu</a>
<u>Dr. Sándor Cseh</u>	DSc, full professor, Department of Obstetrics and Food Animal Medicine Clinic	<a href="mailto:cseh.sandor@univet.hu">cseh.sandor@univet.hu</a>
<u>Dr. Sándor György Fekete</u>	DSc, Animal Breeding, Nutrition and Laboratory Animal Science Department	<a href="mailto:fekete.sandor@univet.hu">fekete.sandor@univet.hu</a>
<u>Dr. Péter Laczay</u>	CSc, full professor, Department of Food Hygiene	<a href="mailto:laczay.peter@univet.hu">laczay.peter@univet.hu</a>
<u>Dr. Tibor Németh</u>	PhD, full professor, Department and Clinic of Surgery and Ophthalmology	<a href="mailto:nemeth.tibor@univet.hu">nemeth.tibor@univet.hu</a>
<u>Dr. László Ózsvári</u>	PhD, associate professor, Department of Veterinary Forensics, Law and Economics	<a href="mailto:ozsvari.laszlo@univet.hu">ozsvari.laszlo@univet.hu</a>
<u>Dr. Péter Sótónyi</u>	DSc, full professor, Department of Anatomy and Histology	<a href="mailto:sotonyi.peter@univet.hu">sotonyi.peter@univet.hu</a>
<u>Dr. Ottó Szenci</u>	DSc, full professor, Department of Obstetrics and Food Animal Medicine Clinic	<a href="mailto:szenci.otto@univet.hu">szenci.otto@univet.hu</a>
<u>Dr. István Tóth</u>	DSc, scientific advisor, Institute for Veterinary Medical Research	<a href="mailto:toth.istvan@agrar.mta.hu">toth.istvan@agrar.mta.hu</a>
<u>Dr. Károly Vörös</u>	CSc, full professor, Department and Clinic of Internal Medicine	<a href="mailto:voros.karoly@univet.hu">voros.karoly@univet.hu</a>

**Annex No. 2.1 Doctoral School programme of University of Veterinary Medicine  
Budapest, from academic year 2017-18**

As of September 2016, the Hungarian Higher Education Act modified the training period of doctoral schools from six semesters to eight semesters and divided the programme into two stages. The first four semesters form the “study and research” stage, while the second stage comprises “research and dissertation”. At the end of the fourth semester of the doctoral programme, students shall be required to conclude the study and research stage with a comprehensive examination aimed to measure and assess their progress made in study and research. Doctoral students shall submit their doctoral dissertations within three years after the comprehensive examination.

Throughout the 48-month doctoral programme, doctoral students shall conduct their studies and research based on the personalized research plan prepared under the guidance of the thesis supervisor and approved by the council of the Doctoral School of Veterinary Science.

The measurement unit of study requirements is the credit, as defined by the European Credit Transfer System.

Course units are defined as study activities or new knowledge acquisition activities which are characterized by

- a particular number of classes,
- a verification of the attainment of the knowledge and therefore
- correspond to a particular number of credits.

Credits are the measurement units of the study, teaching and research activities performed by doctoral students in order to meet their academic requirements.

1 credit = 30 contact classes.

To get their semester validated, students need to obtain at least: 30 credits.

Students may get a maximum of 40 credits (Type A and C) validated in one semester.

Students need to obtain a minimum of 90 credits in their first four semesters.

Students need to obtain a minimum of 240 credits during their 48-month programme.

Doctoral students failing to meet the above requirements are not allowed to continue their studies. If the student obtains more than 40 credits in one semester, the credits may be carried over to the next semester(s).

Credits must be obtained from the following three types of course units.

- 1. Type “A” = study course unit (study credit). It consists of 3 sub-units:
    2.
      - A1= mandatory subjects: fundamental scientific subjects
      - A2= general supplementary subjects,
      - A3= a wide range of optional study activities.
  - 2. Type “B” = research course unit (credit):  
“Study through research” under the guidance of the thesis supervisor, while carrying out the research programme detailed in the research plan.
    3. Type “C” = teaching course unit (credit):

Distribution and validation of credits needed to obtain the degree

As a precondition for attaining their degree, doctoral students are required to obtain the final pre-degree certificate (absolutorium), which can be issued if the student acquired a minimum of 240 credits. In the first four semesters of the programme i.e., in the “study and research stage”, students need to obtain a minimum of 90 credits, which must include 100% of the study credits indicated in their research plan. The first stage of the programme is concluded with a comprehensive exam. In lack of such an exam, doctoral students are not allowed to continue their studies. If the student obtains more than 40 credits in one semester, the credits may be carried over to the next semester(s).

**1. Table No. 1 (DSP Form No. 5)**

Comprehensive credit calculation table with subjects taught in the doctoral (PhD) programme and their respective credit values at the Doctoral School of Veterinary Science

<b>Minimum number of credits required – Maximum number of credits that can be validated</b>		<b>Form of reporting</b>
<b>A: study</b>	≥50	<b>In the thesis supervisor’s online report By 31 January in the autumn semester By 31 July in the spring semester</b>
A1: required mandatory subjects	30	
A2: from supplementary subjects	5	
A3: from the group of other study activities	12 -20	
<b>B: research</b>	minimum 114	
<b>C: teaching</b>	4 – 16	
<b>Required - collectible, in total</b>		per semester: 20 – 40 Minimum 90 credits in the first 4 semesters During the 48-month programme: <b>minimum 240</b>

<b>The types of credit and the minimum number of credits required – maximum number of credits that can be validated</b>		<b>Form of reporting</b>
<b>A: study</b>	≥50	<b>According to the thesis supervisor’s report In the thesis supervisor’s online report By 31 January in the autumn semester By 31 July in the spring semester</b>
A1: from required subjects	30	
A2: from supplementary subjects	5 – 8	
A3: from other <b>training</b> types	12 – 20	
<b>B: research</b>	199 – 246	
<b>C: teaching</b>	4 – 16	
<b>Required - collectible, in total (A and C) 30 - 40 / semester = 240 - 320 / 48 months.                      Minimum total credits required in Semesters 1-4: 90.                      Minimum total credits required in Semesters 5-8: 150, if the total (grand total) number                      of credits in Semesters 1-4 is 90.</b>		

**In terms of research credits, special emphasis is laid on meeting the publication requirements for submitting the dissertation, with special regard to Semester 5-8.**

	<b>PhD</b>	<b>Type “A” course units</b>	<b>Subject coordinator</b>	<b>No. of cl.</b>	<b>cr.</b>
1	<b>A1</b>	Fundamentals of biostatistics and computer-assisted solution of the related tasks	<b>Dr. Jenő Reiczigel</b>	<b>32</b>	<b>4</b>
2	<b>A1</b>	Application-oriented biostatistics in Excel	<b>Zsolt Abonyi-Tóth</b>	<b>16</b>	<b>1.5</b>
3	<b>A1</b>	Graphic design and presentation	<b>Ibolya Bajcsayné Fábrián</b>	<b>24</b>	<b>2.5</b>
4	<b>A1</b>	Statistical methods of experimental design and evaluation	<b>Dr. Jenő Reiczigel</b>	<b>24</b>	<b>4</b>
5	<b>A1</b>	Library informatics with distance learning	<b>Katalin Bikádi</b>	<b>20</b>	<b>3</b>
6	<b>A1</b>	Laboratory animal science and animal welfare	<b>Dr. Sándor György Fekete</b>	<b>80</b>	<b>8</b>
7	<b>A1</b>	Experimental design in natural sciences	<b>Dr. János Kiss</b>	<b>24</b>	<b>4</b>
8	<b>A1</b>	Writing a scientific publication	<b>Dr. Erzsébet Hornung</b>	<b>28</b>	<b>3</b>
1	<b>A2</b>	Introduction to pedagogy: fundamentals of communicative didactics	<b>Dr. Marietta Molnár</b>	<b>12</b>	<b>3</b>
2	<b>A2</b>	Design and evaluation of epidemiological studies	<b>Dr. Jenő Reiczigel</b>	<b>24</b>	<b>3</b>
3	<b>A2</b>	Research ethics	<b>Dr. Mária Benkő</b>	<b>10</b>	<b>2</b>
4	<b>A2</b>	Regression models, regression calculation in research	<b>Dr. Jenő Reiczigel</b>	<b>24</b>	<b>3</b>
1	<b>A31</b>	Advanced Excel studies	<b>Dr. Jenő Reiczigel</b>	<b>24</b>	<b>2</b>
2	<b>A31</b>	Bayesian statistical methods	<b>Dr. Andrea Harnos</b>	<b>42</b>	<b>3</b>
3	<b>A31</b>	Bioinformatics	<b>Dr. Tibor Bartha</b>	<b>20</b>	<b>2</b>
4	<b>A31</b>	Culture of eukaryotic cells	<b>Dr. Péter Gálfi</b>	<b>40</b>	<b>4</b>
5	<b>A31</b>	Introduction into human virology	<b>Dr. Mária Takács</b>	<b>30</b>	<b>3</b>
6	<b>A31</b>	Immunohistochemical methods in veterinary histology	<b>Dr. Katalin Halasy and Dr. Bence Rácz</b>	<b>20</b>	<b>2</b>
7	<b>A31</b>	Microbiological biotechnology	<b>Dr. Tamás Bakonyi</b>	<b>16</b>	<b>2</b>
8	<b>A31</b>	Models in population biology	<b>Dr. Szilvia Kövér</b>	<b>30</b>	<b>2</b>
9	<b>A31</b>	Comparative virology	<b>Dr. Balázs Harrach</b>	<b>10</b>	<b>2</b>
10	<b>A31</b>	Redox state and oxidative stress in cellular life	<b>Dr. Péter Gálfi</b>	<b>6</b>	<b>2</b>
11	<b>A31</b>	Computer-assisted modelling	<b>Dr. Szilvia Kövér</b>	<b>45</b>	<b>3</b>
12	<b>A31</b>	The molecular physiology of the cells	<b>Dr. Tibor Bartha</b>	<b>15</b>	<b>1.5</b>
13	<b>A31</b>	Multivariate statistical methods	<b>Dr. Andrea Harnos</b>	<b>42</b>	<b>3</b>



In order to get your activities under codes “A32-A38” validated, you need to submit the following data:

- name /title,
- location,
- time and
- duration of the activity.

If the above data are not provided, the system allocates a 0.0 credit value to the activity!

### A32 - Subjects of other accredited HUNGARIAN programme:

E.g.: courses of other Doctoral Schools, unannounced courses. Indicate those where you have a certificate of successful completion, issued by the organizer. If you have no such certificate, the credit is: 0.0

The Thesis Supervisor (TS) can propose to validate the original (as defined by the course organizer) or a different credit value.

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### A33 – Activities completed at other (Hungarian or foreign) research facilities:

with certified participation in contact classes/courses OR detailed description of activity (see also: DSP Section on “Study at another institution”!)

The credit value is suggested by the TS. **Attention: you need to provide the details** to such an extent that enables the DS Head to determine if the suggested credit can be validated, especially if it involves a study at another institution!

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### A34 - Veterinary training programme “blocks” that are also accredited as PhD subjects, if concluded with a successful exam:

If the programme curriculum includes a “block/subject also accredited as part of a PhD programme” (with allocated credit), and you completed it successfully: 10 classes = 1 credit

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### A35 - PASSIVE participation in Hungarian/international conferences:

Title of the conference? When? Where? For how long?

### A35 - ACTIVE participation in Hungarian/international conferences:

Presentation or/and poster presentation earn you bonus credits:

Title of the conference? When? Where? For how long? + presentation title, authors

Conference day $\geq$ 6 hours	A35 = passive: student participates	A36 = active: student earns additional points
Hungarian language event	0.3 credit / day	+ 0.5 credit / presentation - poster /ACTIVE day
HAS/DSVS annual January meeting		
PhD thesis defence/habilitation presentations*		
Foreign language event	0.6 credit / day	+ 1 credit / presentation /ACTIVE day

\*: As of 01.09.2011, only 1 / semester can be validated

### Examples:

A35	2-day conference in Hungarian language	2x0.3=0.6
A35	<i>Further Training Conference of the Hungarian Veterinary Chamber's (HVC) Budapest Section, Budapest, 5-7 November 2010</i>	0.6
A36	3-day conference in Hungarian language + presentation on one of the days	3x0.3 + 0.5
A36	<i>HAS presentation (27-28, January 2011) + The adipose tissue..... Linda Müller, Eszter Kollár, Julianna Thuróczy</i>	1.1

DS Rules of Operation and Procedure		Annex No. II
A35	Defence, habilitation, HAS inauguration (indicate name and date!) <i>HAS inauguration: László Solti, January 20, 2011, Opportunities and</i>	0.3
A35	<i>limitations of reproductive biotechnology - arguments and counter-arguments</i>	0.3
A35	2-day conference in language other than Hungarian <i>3<sup>rd</sup> Central European Forum for Microbiology, Vienna, Austria, 6-8</i>	2x0.6=1.2
A35	<i>November 2010.</i>	3 x 0.6=1.8
A36	2-day conference in language other than Hungarian + 1 presentation: <i>2<sup>nd</sup> Central European Forum for Microbiology, Keszthely, Hungary, 7-</i>	2x0.6 + 1 =2.2
A36	<i>9 October 2009 + Virulence and antimicrobial resistance ..... Annamária Szmolka, B. Libisch, Judit Pászti, M. Füzi, L. Emődy</i>	3 x 0.6 + 1 =2.8

**A37 - External/Farm/Field practicals aimed to acquire laboratory, clinical or other methods that are related to the thesis research:**

30 classes = 1 credit

**A38 - Other activities for which the TS recommends credits:**

30 classes = 1 credit. EXPLAIN!

**B = Research course unit**

Required **minimum** during the 48-month programme: **199**

**Brief summary (in a few sentences) of the research activity conducted in the given semester:**

On average in Semesters 1-4: 570 ± 180 classes, i.e., 19 ± 6 credits can be validated per semester, due to proportional workload distribution. **An average of 1125 (+-180) hours in Semesters 5-8, i.e., 37.5 (+-6) credits/semester.** If the research activity requires a different work schedule, then the **TS must justify** it to the head of the school who may allow it based on the DSC's decision, especially when the dissertation is submitted after the comprehensive exam but before the end of the eighth semester. In such cases, credits may primarily be granted for meeting the relevant publication requirements.

**C = Teaching course units**

**Required minimum during the 48-month programme: 4 – maximum that can be validated: 16**

	<b>Maximum number of credits that can be validated during the 48 months</b>
<b>C1 - Holding presentations, seminars, practicals:</b>	0.1 credit/class; 4 classes/week = 60 classes = 6 credit /semester
<b>C2 - Supervising the work of a student writing a paper for the Student Research Societies (SRS) Indicate student's name and academic year!</b> The credit must or may be validated in the semester when the SRS paper was presented to an in-house conference, i.e., in the <b>autumn</b> semester of Univet Budapest	10 credits / paper (max= 1 person)

<b>C3 - Supervising the work of students writing their degree paper:</b> <b>Indicate the student's name, academic year and specialization!</b> The credit can be validated in the semester of the defence. (No additional credit for papers already submitted to SRS)	(max. 1 person) <del>From August 1 to August 31, 2008. 6 credits / paper</del> <b>As of 01.09.2011, 10 credits / paper</b>
<b>C4 - Methodological education for staff member:</b> Indicate name, method, number of classes!	1 credit = 30 classes. Max. 6 credits
<b>C5 Written evaluation of thesis paper or SRS paper</b>	1 credit / paper

**C2-C4 title:** Throughout the 48 months of the programme, credits can be validated **only** for 1 SRS paper or 1 thesis paper or the education of 1 staff member

**C5 title:** Credits can be validated for a maximum of 2 papers per semester.

**The comprehensive exam:**

The comprehensive exam is a summary overview type examination to assess doctoral students' knowledge attained in their branch of science as well as their progress in their studies and research during the study and research phase of the doctoral programme (first 4 semesters).

Passing the comprehensive exam is a requirement for starting the research and dissertation phase (the second 4 semesters of the doctoral programme). Applicants individually preparing for doctoral degree attainment may join in the second 4 semesters of the doctoral programme by passing the comprehensive exam.

- Requirements of applying for the comprehensive exam:
- Admission to the comprehensive exam is subject to the attainment of at least 90 credits in the "study and research phase" (first four semesters) of the doctoral programme as well as that of all "study credits" required by the DS' study programme (except for students preparing individually for attaining their doctoral degree, whose student status is established by the acceptance of their application for the comprehensive exam).

Applicants may register for the comprehensive exam by submitting their application form, to which they must attach the documents certifying their compliance with the above requirements (language exam certificate, certification of their attained credits).

The comprehensive exam must be taken publicly, before a committee. The exam committee consists of 4 persons (president, registrar, 1 internal and 1 third-party member). The committee's president is UNIVET's full professor, habilitated associate professor or Professor Emeritus or instructor/researcher with a DSc title. Each member of the exam committee must have a scientific degree. The examinee's thesis supervisor may not be a member of the exam committee. When the composition of the committee is determined, the substitute president and the substitute member are also assigned. The composition of the exam committee is evaluated by the DSC and approved by the DHC. The president and the members of the committee are invited by the DSC president. After consulting the committee members, the DS Head assigns the place and the time of the exam. The comprehensive exam consists of two main parts: the first part assesses the examinee's theoretical preparedness ("theoretical part"), while the second part allows students to give an account of their scientific progress ("dissertation part").

The theoretical part of the comprehensive exam consists of topic based exams in the main and the additional subject. The main subjects of the comprehensive exam are based on the required subjects of the graduate programme, and/or they can be further narrowed down to species/groups of species and/or topics. Consulting the academic director, the DS Head compiles a list of topics and a bibliography for each topic for the theoretical part of the exam. The topics provide information for the committee on the content of the student's education, therefore these topics should not be excessively narrowed down.

The dissertation part of the comprehensive exam consists of the examinees presenting, in the form of a 20-minute lecture, presenting their research findings and their research plans for the second phase of the doctoral programme as well as the schedule of writing their dissertation and publishing their findings. The thesis supervisor gives a written evaluation in advance and/or an oral evaluation of the examinee at the exam. In a closed meeting, the committee evaluates the exam of the main subject and the additional subject separately, then takes the average of these two to evaluate the theoretical part of the comprehensive exam, then the dissertation part. Evaluation is conducted by secret vote with grading on a scale of 1-5 (5 – exceptionally supported, 4 – supported, 3 – not adequate, 2 – rejected, 1 – explicitly rejected). If the doctoral student fails to reach 60% in any of the exam parts, the comprehensive exam is deemed unsuccessful.

Exam evaluation: fail (below 60%), pass (61% and above). The minutes of the comprehensive exam contains a textual evaluation as well. The result of the exam must be announced on the day of the oral exam.

In case of an unsuccessful exam, the examinee may repeat the exam one more time within the given exam period. The student status and the payment of the scholarship is suspended until the exam is passed. The result of the comprehensive exam is part of the grade of the doctoral degree. No exemptions can be granted from the comprehensive exam.

**Annex No. 3 UNIVET Doctoral School of Veterinary Science quality assurance policy****1. Doctoral School (DS)****1.1. Mission Statement**

As a higher education institution integrated into the University of Veterinary Medicine, Univet DS uses all its available means to maintain and further improve the internationally acclaimed quality of Hungary's over 200-year-old veterinary science. Our institution aims to provide an opportunity for the best of the fully dedicated young graduates to launch their scientific career.

Following Univet Budapest's historical traditions, **the DS' mission is to train the future generations of instructors and researchers who excel both domestically and internationally and are able to meet the challenges of sustainable agriculture, safe food production, the cultivation of veterinary and related sciences as well as the requirements of a knowledge-based society and modern environment protection.**

**1.2. Quality policy**

The leadership of the DS is fully committed to the constant improvement of doctoral programmes.

In close cooperation with Univet Budapest, our institution creates, sustains and develops the conditions to

- ensure law abidance and professionalism,
- consider the professional norms of Hungarian and foreign doctoral schools involved in related sciences and disciplines, and
- allow for circumspect, accurate and timely work activities that satisfy all stakeholders (students, doctoral students, teachers, third-party partner organizations, state and scientific organizations as well as the accrediting institution).

**2. Objectives related to quality of operation**

- Operate and perform tasks in full compliance with the relevant regulations, including the University's by-laws, with special regard to the rules laid out in the DHP.
- Operate in compliance with the Doctoral School's Rules of Operation and Procedure (hereinafter: DSP).
- Monitor and constantly improve the implementation of accreditation requirements and quality evaluation aspects.
- Earn and retain the trust and satisfaction of PhD students and all partners involved in the operation of the DS.
- Assist doctoral students in their integration into the international and Hungarian scientific life. As part of the above, host foreign students for partial or full study periods.
- Operate an enrolment system that promotes the enrolment of applicants who are likely to become scientific researchers, university lecturers or leading figures in the professional and scientific community.

**3. The means to achieve the quality-related objectives**

In order to achieve the above objectives, the DS creates and operates an internal quality assurance system. The above system is always managed and controlled by the head of the DS. The DS' internal quality assurance system contains the following key activities:

- Regularly monitor the legal regulations regarding the functioning and the operational quality of the DS and the implementation of such regulations; conduct internal policies that follow the changes of the regulatory environment.
- Regularly monitor and control DSP-compliant operation, review and update the relevant forms and informative documents as needed.
- Develop and apply an enrolment procedure to enrol applicants <sup>[1]</sup> meeting the quality objectives
- Set clear and unambiguous expectations concerning the training programme and the doctoral degree procedure, with special regard to ensuring a continuous and time-proportionately progressing study and research activity; a timely detection of non-compliance; and publication of research results.
- Thesis Supervisors are required to evaluate their students' academic progress at the end of each semester. They must issue a statement about the potential non-compliance of the doctoral student's work<sup>[2]</sup>.
- Publication compliance is a precondition for launching the doctoral degree procedure.<sup>[3]</sup>
- The DS' website is designed to provide high-quality and efficient communication, general information as well as constant contact between students / thesis supervisors and the DS Secretariat. The above communication relies heavily on using efficiently-designed forms/application forms which also serve as documented evidence in order to minimize disputes as well as to detect and correct errors in time.
- Student satisfaction is assessed via regular questionnaires which the Doctoral School Council evaluates and takes measures accordingly.
- The DS Head regularly visits the training facilities. The purpose of these personal visits is to make sure that the training/research conditions are provided, thus promoting operational compliance.
- Quality assurance is also supported by the DS' work orders.

#### 4. Documentation

Document management and archiving form an integral part of the systematic application of the DS' quality assurance principles. Electronic or printed documents generated under the DS' operation are considered as quality-assurance documents. The list of the above documents includes the following key elements:

- This document with the mission statement and the quality policy; the self-evaluation,
- The DSP,
- Type **D** information forms available at and downloadable from the DS website,
- Type **F** forms available at and downloadable from the DS website,
- The civil register,
- The results of the accreditation procedures,
- The procedural work orders below,
  - The enrolment process
  - Issuance of the pre-degree certificate (absolutorium)
  - The preliminary debate (at the workplace),
  - The requirements for submitting a dissertation
  - The comprehensive exam and its rules

- The public debate and procedure of the dissertation
- Archiving order

□ „**Objective and fair evaluation** is ensured by the enrolment procedure as follows:

1. The desk officer and the committee members review in appropriate detail the received materials before the time of the audition.
  - After the application deadline is over, each DSC member receives each application.
  - The Head of the School assigns two **desk officers** to each application from among the DSC members..
  
2. On the day of the audition, the DS hears all applicants who reached at least 60% of the maximum score in the written computer skills assessment.
  - **Immediately before hearing a given applicant**, the competent desk officers present their opinion on the research plan in a **closed meeting** regarding the following aspects: professional grounds, methodology, feasibility, quality and the thesis supervisor’s performance thus far. The presentation is followed by a debate, after which the committee members **take a secret vote** as follows:
    - **After hearing the applicant (10 -15 minutes)**, the committee members take another secret vote to express their opinions, in which they may give a maximum of 30 points as follows:

	criteria		subcriteria	points available	required minimum	%
1.	MS Word, MS Excel skills			10	6	60
2.	Research plan (average score of two reviewers)	1. 1	Professional validity	25	18	72
		1. 2	Methodological compliance	4	2	50
		1. 3	Professional / material / financial conditions of feasibility	4	2	50
		1. 4	Thesis Supervisor’s evaluation based on earlier work as TS	2	1	50
			<i>Total:</i>	<b>45</b>	<b>29</b>	<b>64</b>
3.	On audition	2. 1	Applicant’s proficiency in the area	30	22	73
		2. 2	Academic examination and subjective impression	5	3	60
			<i>Total:</i>	<b>35</b>	<b>25</b>	<b>71</b>
			<b>Total:</b>	<b>80</b>	<b>54</b>	<b>68</b>
4.	<b>“Bonus” points:<sup>2</sup></b>			After graduation,		
				Within 3 years	Beyond 3 years	
		4. 1	SRS activity (faculty conference 3, NSRS 4)	3 – 4	0	



	4.2	diploma >4.51		3	0		
	4.3	(State-recognized) Advanced Level English Certificate		3	3		
	4.4.	publication performance <sup>3</sup>	IF = r	First author	0	2 (max. 4)	
			0.1-0.5	Not first author	0	1 (max. 2)	
				IF > 0.5	First author	0	3 (max. 6)
					Not first author	0	2 (max. 4)
		Maximum number of bonus points that can be validated:		10			

<sup>1</sup>: effective as of 26.11.2015

<sup>2</sup>: bonus points can be awarded to those who achieved at least 68% (54 out of 80 points) in Criteria 1-3.

A maximum of 20 bonus points can be awarded

<sup>3</sup>: bonus points can be awarded if the applicant can present the journal's peer-reviewed, impact factored copy and the release's printed or electronic version and/or if the certificate of approval for publication is available.

\* \* \*

At the end of each semester by 31 January and July (by 12 June in the semester of the comprehensive exam) Thesis Supervisors **evaluate** the performance of **doctoral students**, as laid out in the online Thesis Supervisor's Report (TSR) programme. The report shall contain the TS' statements on

- The student's studies conducted under the doctoral programme,
- The completion of research tasks and/or the reasons for the lack thereof, the recommended and/or implemented corrective measures, along with the results thereof;
- The student's performance as an instructor.
- The TS shall also give a summarized evaluation of the candidate's activity, including the total number of credits earned during the particular semester and throughout the programme.

"In addition, the TS, the co-TS and the members of the thesis committee analyze and evaluate the doctoral student's academic progress and research activity at least twice: **at the end of the 4th and the 6th semester**. The above reports are publicly accessible at least at the level of the given organizational unit / research facility. The purpose of these reports is to verify whether doctoral students completed their academic tasks and the time-proportionate share of their research requirements, as well as to provide further recommendations for students to continue their work." The dissertation part of the comprehensive exam is constructed with the above aspects in mind.

\* \* \*

Applicants for degree procedures must also meet the discipline-specific professional/scientific requirements, which involves the following mandatory publications serving as the basis for the dissertation:

At least **two** English scientific releases (one with first author credits) published or approved for publication by a referenced journal with an impact factor of <sup>3</sup>0.3;

To promote the creative use of the Hungarian professional language and to inform the local professional community, publication of at least **one** peer-reviewed scientific Hungarian-language article in Hungarian journal(s), which may be a brief republication of the content of the above English releases or a summary article written on the subject matter of the dissertation. The outlet recommended for Hungarian-language releases is the Hungarian Veterinary Journal. For the student's continued employment as assistant lecturer, the accumulated impact factor of the Hungarian and English articles forming the basis of the dissertation must reach the level indicated by the System of Employment Requirements (IF 1.0 at clinical and social science departments; IF 2.0 /4 years at other organizational units) and only articles published in the Hungarian Scientific Works Repository Q1-Q4 journals are accepted.