

**Checklist for Documents to be Submitted during the Doctoral Studies and
 the Doctoral (PhD) Degree Procedure
ONLY after 1st September 2016.**

| Submission format | | E = electronic: doc., pdf, scanned (picture) as e-mail attachment or on a USB drive P = printed form | | | |
|-------------------|--|---|--|----------------|----------|
| | Title of Document | Code | Comments | E | P |
| A | At the time of application for admission | | | | |
| 1. | application form | F1 | electronically and printed, signed | DOC+PDF | X |
| 2. | CV – professional | F2 | | X | |
| 3. | research plan | F3 | | X | |
| 4. | research plan clause | F4 | | X | X |
| 5. | declaration of cost coverage | F5 | only for self-financed students | X | X |
| 6. | copy of diploma | | scanned | X | |
| 7. | intermediate language exam certificate, in English: officially recognized, at least intermediate level (corresponding to B2 level of the Common European Framework of Reference), complex (certifying both oral and written skills, previously “C” type) or an equivalent accredited certificate | | scanned | X | |
| 8. | proof of payment of admission procedure fee (9,000 HUF) | | According to Annex 12 of the Doctoral Regulations. The DI Secretariat provides information on payment method | X | |
| 9. | list of publications (optional) | F12 | scanned | X | |
| B | After the Decision on Admission | | | | |
| 10. | data for scholarship payment | | only for state-funded students and scholarship holders | X | |
| 11. | data for invoicing | | only for self-financed students | X | |
| 12. | NEK identifier for student card application (submission in NEPTUN system is the student’s responsibility!) | | scanned | X | |
| C | For Closing the Training and Research Phase of the Doctoral Programme | | | | |
| 12. | registration form for the complex examination (by 15 January, II. year students) | | DS Regulations Annex 4 | X | X |
| 13. | minutes of complex exam + attendance sheet (end of II. year) | F23 | DS Regulations, Annex 5.1 | X | X |

ÁLLATORVOSTUDOMÁNYI EGYETEM
ÁLLATORVOSTUDOMÁNYI DOKTORI ISKOLA
F22

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|----------|---|-------------|--|----------------|----------|
| D | At the end of the Research and Dissertation Phase (Year 4) | | | | |
| 14. | obtaining the absolutory | | completion of 240 credits and its recording in NEPTUN system | X | |
| E | For Initiating the Doctoral (PhD) Degree Procedure | | | | |
| 14. | application form | F11 | Signed by the Doctoral Candidate and the Supervisor(s) | DOC+PDF | X |
| | <i>if not previously submitted:</i> | | | | |
| 15. | <ul style="list-style-type: none"> • second language exam certificate (see relevant point in Doctoral Regulations) | | scanned | X | |
| 16. | <ul style="list-style-type: none"> • two preliminary reviews of dissertation for the workshop debate | F14 | according to regulations: within 72 hours (signed) | PDF | X |
| 17. | <ul style="list-style-type: none"> • minutes of the workshop debate + attendance sheet | F15+ F23 | | PDF | X |
| 18. | dissertation: 2 copies in traditional “black” binding 2 copies spiral-bound | | submitted by email (or on USB drive), | PDF | X |
| 19. | thesis booklets: 8 copies in English 1 copy in Hungarian | | | PDF | X |
| 20. | summary: including ≥ 3 publications forming the basis of dissertation, 2 page each, in Hungarian and in English (for MÁL, i.e. <i>Hungarian Veterinary Journal</i>) | | original copies must include signatures of the supervisor(s) and the doctoral student on each copy + numbering | DOC | |
| 21. | list of publications | F12 | | DOC | |
| 22. | At least 2 peer-reviewed articles forming the basis of the dissertation – minimum 1 as first author – with impact factor ≥ 0.3 , published in MTMT Q1–Q4 journals in English | | reprint, copy of article or copy of official editorial acceptance letter | X | X |
| 23. | co-author declaration (if necessary) | F27 | see Doctoral Regulations §15. and Annex 7 | X | X |
| 24. | supervisor’s declaration for doctoral dissertation | F50 | after mandatory check for plagiarism, signed by the supervisor | X | X |
| E | For Scheduling the Public Defence | | | | |
| 25. | Announcement of public defence of doctoral dissertation | F19 | | DOC+PDF | X |
| 26. | 2 supportive reviews of opponents | F18 | signed | PDF | X |
| 27. | Candidate’s responses to reviews | | signed | PDF | |
| 28. | one-page long CV | | to be read at the defence | X | |
| 29. | proof of payment of procedure fee (80,000 HUF) | | According to Annex 10 of the Doctoral Regulations. The DS Secretariat provides | X | |

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 F22

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| | | | information on payment method. | | |
| F | For Awarding the Doctoral Degree | | | | |
| 30. | minutes of public defence + attendance sheet | F20 + F23 | | X | X |
| 31. | accessibility of thesis booklets and dissertation | | | PDF | X |