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Notice for new PhD students

The administration related to the training programme and obtaining doctoral degrees is conducted by the Doctoral School Secretariat.

Most of the administration, i.e., communication and document archiving, is done electronically via e-mail and **electronic forms**. Do not change the format of the electronic forms.

All information is available at and downloadable from the **DS website** (<https://univet.hu/en/education/doctoral-school/>). The website is updated regularly.

Courses marked **A1** must be completed in the 1st semester.

**We do not use the so-called index booklets for credit registry.** Credits are registered in the semester-end thesis supervisor reports (TSR). You are enrolled in the next semester if the TSR was submitted and accepted by the school management. So if it's missing, you will not be enrolled for the next semester!

**Thesis supervisor report:** the thesis supervisor report is prepared by the thesis supervisor in consultation with the student (and the thesis committee) at the end of each semester. The report is submitted to the DS online.

Student ID cards are not issued without an official residential address in Hungary. Student ID cards are validated by the DS Secretariat in each semester. We will notify you via e-mail as soon as the stamps arrive.

**Suspension of your programme:** You can suspend your studies in the 48-month programme on 2 occasions at most. You do not need to explain and justify the first suspension but the second suspension opportunity may only be used in specifically justified cases.

**Study at another institution:** you can complete a part of your programme at a Hungarian or foreign partner university and/or research institute. Professionally justified requests to such effect are deliberated by the head of the DS.

**Credit:** throughout the programme, you need to obtain 20-40 credits per semester and attain a minimum of 240 credits in the 48 months.

**Pre-degree certificate:** if you properly meet all the training conditions by the end of the programme, you will receive a pre-degree certificate. You may not register for the doctoral procedure without your pre-degree certificate.

Contacts of the Doctoral School Secretariat:

<b>Office hours</b>	<b>Monday: 9-12, 13-14; Thursday: 9-12.</b>
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We wish you good work, fruitful studies and successful research.

Head of School