

**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

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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.	• second language exam certificate (see relevant point in Doctoral Regulations)		scanned	X	
16.	• two preliminary reviews of dissertation for the workshop debate	F14	according to regulations: within 72 hours (signed)	PDF	X
17.	• 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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			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