

**Checklist of documents to be submitted during doctoral training and procedure for those starting AFTER 1 SEPTEMBER 2016**

Form of submission		E = electronically: doc., pdf, scanned (image) as e-mail attachment P = printed			
	Name of document	n°.	Comments	E	P
<b>A At the time of application</b>					
1.	application form	F1	online 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 on funding	F5	if applicable; for self-funded	X	X
6.	copy of diploma		scanned	X	
7.	English “C” exam certificate: a state-recognized, at least intermediate-level (corresponding to level B2 of the CEFR), complex (attesting both oral and written skills — formerly known as type “C”) language exam certificate, or an equivalent officially recognized (nostrified) language exam.		scanned	X	
8.	proof of payment of the entrance exam fee (HUF 9, 000)		According to Annex No. 12 of the Doctoral Regulations. Information on the method of payment is provided by the Doctoral School Secretariat.	X	
9.	list of publications (not obligatory)	F12	scanned	X	
<b>B After the admission decision</b>					
10.	data for scholarship payment		only for those with scholarship	X	
11.	billing data		only for self-funded	X	
12.	NEK-identifier for student card application the submission of request in the NEPTUN system is the student’s responsibility!)		scanned	X	
<b>C For the completion of the study and research phase</b>					
12.	Registration form for complex examination (2 <sup>nd</sup> year, until 15 January)		Annex 4 of DS Regulations	X	X
13.	Minutes of complex exam + attendance sheet (at the end of 2nd year)	F23	Annex 5.1. of DS Regulations	X	X
<b>D At the end of the research and dissertation phase (4<sup>th</sup> year)</b>					
14.	Obtaining the pre-degree certificate		the attainment of at least 240 credits, being registered in the NEPTUN system	X	
<b>E To initiate the doctoral procedure</b>					

14.	registration form	F11	<b>signed by the Candidate and his/her supervisor(s)</b>	<b>DOC+PDF</b>	<b>X</b>
	<i>If it had not been submitted earlier:</i>				
15.	<ul style="list-style-type: none"> <li>second language certificate (see related section of DS Regulations)</li> </ul>		scanned	<b>X</b>	
16.	<ul style="list-style-type: none"> <li>2 preliminary formal reviews of the doctoral dissertation</li> </ul>	F14	according to the regulation: <72 hours (signed)	<b>PDF</b>	<b>X</b>
17.	<ul style="list-style-type: none"> <li>minutes of doctoral dissertation workshop debate + attendance sheet</li> </ul>	F15+ F23		<b>PDF</b>	<b>X</b>
18.	dissertation: 2, traditional „black” bound copies 2 spiral-bound copies		submitted via e-mail  the signatures of the supervisor(s) and the student must appear on every original copy + numbering	<b>PDF</b>	<b>X</b>
19.	theses: in Hungarian 8 copies in English 1 copy			<b>PDF</b>	<b>X</b>
20.	Summary: providing $\geq 3$ publications forming the basis of the dissertation, 1 page each, in Hungarian and English (for the Hungarian Veterinary Journal - MAL).			<b>DOC</b>	
21.	list of publications	F12		<b>DOC</b>	
22.	at least 2 scientific publications forming the basis of the dissertation — of which at least 1 must be first-authored — published in or accepted for publication in an MTMT Q1–Q4 refereed journal with an impact factor of $\geq 0.3$ , written in English		reprint, copy of the article, or a copy of the official editorial acceptance letter	<b>X</b>	<b>X</b>
23.	co-author’s declaration (if necessary)	F27	see Section 15 of the DS Regulations and Annex No. 7	<b>X</b>	<b>X</b>
24.	The list of the applicant’s publications in the topic of the dissertation authenticated by the Library, with all authors indicated		online and printed	<b>X</b>	<b>X</b>
25.	supervisor’s statement for the doctoral dissertation	F50	after the mandatory plagiarism check, signed by the supervisor	<b>X</b>	<b>X</b>
<b>E</b>	<b>For scheduling the public defence</b>				
26.	two supporting opponent reviews	F18	signed	<b>PDF</b>	<b>X</b>
27.	Candidate’s responses to the reviews		signed	<b>PDF</b>	
28.	1-page long curriculum vitae		to be read at the public defence	<b>X</b>	
29.	Notification of the Public Defence of the Doctoral Dissertation	F19		<b>DOC+PDF</b>	<b>X</b>
30.	proof of payment of the procedural fee (HUF 80,000)		According to Annex 10 of the DS Regulations. Information regarding the method of payment is provided by the DS Secretariat.	<b>X</b>	

<b>F</b>	<b>For the conferral of the doctoral degree</b>				
31.	Minutes of the public defence + attendance sheet	F20+ F23		<b>X</b>	<b>X</b>
32.	Availability of the theses and the dissertation			<b>PDF</b>	<b>X</b>