University of Veterinary Medicine Budapest
Doctoral School of Veterinary Science
DOCTORAL PROGRAMME POLICY

Budapest

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INTRODUCTION

Abbreviations

AA-DSP	Aujeszky Aladár DS of Theoretical Veterinary Sciences Programme
ÁTE	University of Veterinary Medicine Budapest
UVMB DS	Doctoral School of Veterinary Science
CSc	Candidate of Veterinary Science
DP	DOCTORAL PROGRAMME POLICY
DHC	Doctoral and Habilitation Council
DS	Doctoral School
DSR	Doctoral School's Rules of Operation and Procedure
DSC	Doctoral School Council
DÖK	Doctoral Student's Council
DOI	digital object identifier (identification code of electronic documents)
dr. habil	habilitated doctor
DSc	Hungarian Academy of Sciences DSc
University	University of Veterinary Medicine Budapest
SC	Student Council
HAC	Hungarian Higher Education Accreditation Committee
MJ-DSP	Marek József of Clinical and Food Chain Safety DS Programme of Veterinary Sciences
MSc	Master of Sciences
HAS	Hungarian Academy of Sciences
HAS CVMR	HAS Committee for Veterinary Medical Science
IVMR	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
Senate	University Senate
CCM	College of Core Members
STS	Students' Secretariat

(1) 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 UVMB Senate regulates the University's *doctoral and habilitation procedure* by issuing the *policy* below.

(2) The legal grounds for the UVMB DP 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) The UVMB DP 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;
- UVMB'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) The DP 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).

I. General provisions

1. Section

(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) 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) UVMB has a University Doctoral and Habilitation Council (hereinafter: DHC) that is elected by the Senate (DP Annex No. 1). Regarding doctoral programmes and degree attainment, the DP utilizes the following definitions:

Doctoral council: 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.

DI: 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: 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 Members: Instructors or scientific researchers employed full time by UVMB 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 UVMB 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)
b) 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 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, UVMB's Professors Emeritus, as defined in Article 32(1), may also become core members.

Core Member Emeritus: The DS Council may give the title of 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).

DS Head: Full UVMB professor, 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).

Doctoral Programme Director: is professionally responsible for the teaching and research content of the programme; coordinates the courses offered within it and the work of the thesis supervisors; oversees students' progress; and makes proposals for developing the programme.

DS Secretary: instructor who is responsible for constantly providing the necessary operational conditions for the DS.

DS Council: a body (hereinafter: DSC) that meets regularly in order to support 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.

DS instructors: instructors and researchers with a scientific 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 tasks 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: 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.

Cooperative doctoral programme: a doctoral programme in which the doctoral student, while holding doctoral student status, is employed for at least 20 hours per week in a field related to their doctoral thesis topic
a) by a higher education institution in a teaching or research position;
b) by a healthcare provider; or
c) by another organization meeting the conditions laid down in a Government Decree.

Excellence doctoral programme: a fee-paying doctoral programme in which the doctoral student is employed full time in a doctoral post created under a project-based research funding scheme, at a higher education institution or within the HUN-REN Hungarian Research Network, and pursues doctoral studies alongside this employment in accordance with the conditions laid down in a Government Decree.

Individual candidate: a person who has prepared for the doctoral degree independently may also join the doctoral programme, provided that they meet the additional requirements laid down in the doctoral programme policy concerning admission and research results or documented artistic creative work. Students of medicine, veterinary medicine, dentistry or pharmacy who have prepared independently for the doctoral degree alongside their studies may also obtain doctoral student status by passing the comprehensive exam; in that exam, credits earned in their master's programme may be recognized in accordance with the institution's doctoral programme policy.

Comprehensive exam: At the end of the fourth semester of the doctoral programme, students shall be required to conclude the study and research phase 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: 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 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.

Supplementary education abroad: 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: it is a summary made for the scientific public based on 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: it is a degree conferred 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 DS

Section 2

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

(2) The **DS** provides the educational and research framework for the organized doctoral programme. If the relevant conditions are met, institutions may establish multiple DSs. UVMB 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**.

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

(4) The person recommended as the head of the DS submits an application to the DHC for the approval of establishing the DS. 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;
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 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) After the Senate's resolution to establish the DS, the Rector requests the EA to register the DS.

(7) 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. The DS Head
Based on the majority recommendation of core members, the DS Head is elected by the DSC 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.

(8) 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 tasks within the DS.

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.

(9) 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.

(10) The doctoral school's professional activities are controlled by the head of the school and the DSC that consists of at least 7 members. UVMB 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 chair 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 also have one or more doctoral student(s) as member(s), including one doctoral student with voting rights. The DS Secretary has voting rights in the council meetings.

(11) Tasks of Doctoral Programme Directors:

a) bear professional responsibility for the educational and research content of the programme under their supervision;
b) coordinate the range of courses and training content related to the programme;
c) coordinate the work of supervisors and monitor the progress of students;
d) may propose the introduction of new, programme-specific courses;
e) participate in the admission procedure and provide professional recommendations for the evaluation of applicants;
f) represent the programme at the meetings of the Doctoral School Council, where they have voting rights.

(12) 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) Make decisions on the use of doctoral research grants allocated to the school and other funds;
m) Carry out the tasks defined in Section 3 (2)-(4) of the Habilitation Policy;
n) Initiate the establishment of the DS Programme with the DHC.

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

(13) The DS' administrative tasks are performed by the DHC secretariat's desk officer. 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.

(14) 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.

The Doctoral and Habilitation Council

Section 3

(1) 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.

(2) The DHC

a) Develop the University's DP 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 (5) 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) Elect the heads of each doctoral programme;
h) Evaluate submissions for issuing diplomas with honours;
i) Evaluate submissions for honorary doctorate degrees;
j) Monitor the use of doctoral research grants;
k) Establish and keep records as regulated by Schedule 3 of the Higher Education Act and Govt. Decree No. 87/2015. (IV.9.);
l) Based on the recommendations of the DS Council, accept applications for degree attainment procedures and make decisions on submitting doctoral dissertations for defence;
m) Based on the recommendations of the DS Council, assign the chairs and members of examination committees for entrance and comprehensive exams as well as the subjects of the comprehensive exam;
n) Based on the recommendations of the DS Council and the opinion of the examination committee, make decisions on dissertation submitters' requests for a closed defence;
o) Based on the recommendations of the DS Council, make decisions on conferring, revoking doctoral degrees and the nostrification of scientific degrees attained abroad.

(3) 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 authority 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) 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 chair 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 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., examination 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 a 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

Section 4

(1) The DHC desk officer 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) 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.

Doctoral research grants
Section 5

(1) The normative funds allocated to the training of doctoral students with state scholarship are regulated by annually issued government decrees.

(2) A certain share of the doctoral research grants, as determined by the DSC and approved by the DHC chair, 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) 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
Section 6

(1) Organized doctoral programmes have three types: state scholarship, fee-paying and individual degree attainment 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. 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;
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.

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

(3) The application form (DP Annex No. 1) is available in an electronic format at the University's website. Application deadlines are determined by the DS in the invitation for application. Entrance exams are organized, conducted and supervised by the Doctoral School.

(4) The Entrance Exam Committee is formed by the Doctoral School Council (DS Head, Secretary, Core Members and Doctoral Student Representative).

(5) Organized doctoral programmes are open for Hungarian and foreign citizens who

a) 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 latest. The grade of the veterinarian degree must not be set as a precondition for admission. Except for veterinary degrees, the DSC determines what grade of degree it requires from applicants and within what period.
b) Applicants who hold a bachelor's degree and qualification and are simultaneously enrolled in or have applied for a master's programme, may also apply. For these applicants, a successful entrance examination and proof of outstanding academic and scientific achievement are required.
c) Applicants who are in the final two academic years of a single-cycle undivided master's programme must also have active student status.
d) Applicants must have a state-recognized, at least intermediate level (equivalent to Level B2 of the Common European Framework of Reference for Languages), comprehensive (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 is contained in Annex 2 of the DP. The additional conditions and details of application and enrolment are determined by the DSC.

(6) Admissions are decided by the DS Council by mid-July and/or late January. The resolution on the admission also identifies the thesis supervisor. Admission decisions are approved by the DHC.

(7) The University may also enrol doctoral students without state scholarships, but such applications are evaluated under the same requirements as the others.

(8) 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 late July and/or late January; 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.

(9) 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.

(10) Admission to the English-language doctoral programme is subject to the same professional requirements as admission to the Hungarian-language programme. For applicants from abroad, the DSC decides on the basis of the documents submitted, the thesis supervisor's acceptance letter and, where necessary, an online interview.

(11) Applicants for the Stipendium Hungaricum scholarship must abide by the rules and deadlines of the Stipendium Hungaricum Scholarship Programme.

Organized training programmes
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) The duration of the training programme is a maximum of eight semesters (48 months), which are divided into a study and research, and a research and dissertation phase. The programme 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.

(3) State-scholarship doctoral students admitted after 1 September 2025 who obtain their doctoral degree certificate in less than four years from the start of their student status are entitled, on obtaining the certificate, to the remainder of the scholarship calculated for the full four-year programme that has not yet been paid out to them. Doctoral students may complete the requirements of the programme in less than the standard training period, within the applicable legal framework and in accordance with the procedure set out in the study programme and the DSP.

(4) 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 Chair). 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.

(5) Admitted students (doctoral students) must register in the manner and by the deadline determined by the DS and may request a student ID card. 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.

(6) 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 to meet their academic requirements. Doctoral students are required to attain a minimum of 240 credits throughout the entire programme.

(7) 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 12–20 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 is 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. Doctoral students are entitled to the teaching and clinical credits specified in the Study Programme for their teaching activities and clinical work.

(8) 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 the Doctoral School Study Programme.

(9) 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) 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) As a rule, at the end of the fourth semester of the doctoral programme, students shall be required to conclude the programme's study and research phase with a comprehensive examination aimed to measure and assess their progress made in study and research. On the thesis supervisor's proposal, the DSC may approve a request to take the examination before the end of the fourth semester.

(12) 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.

Legal status of students participating in organized training programmes
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.

(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 must fulfil the teaching/clinical obligation prescribed in the study programme, in a form agreed with their thesis supervisor; in addition, they may undertake further 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 by a contract (doctoral study contract) to be signed by the head of the organizational unit responsible for the particular educational activity and countersigned by 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) After informing their thesis supervisor and the DS Head and having the matter discussed with them, doctoral students participating in organized training programmes are allowed to take up work activities.

Grants available to and fees payable by doctoral students
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) Doctoral students may appeal to the DS Council's chair 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 chair.

(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 "UVMB Policy for student fees and remunerations"

Different provisions pertaining to fee-paying programmes
Section 10

(1) Participants of fee-paying programmes do not receive scholarships, and the doctoral school does not receive state subsidies for them, either.

(2) 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.

(3) Participants of 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.

Individual preparation
Section 11

(1) 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) (application form: DP Annex 1). 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.

(2) The DS Council may subject the acceptance of the application to passing the entrance exam.

(3) In the case of individual candidates, the doctoral degree attainment procedure and the fee-paying student status are established upon enrolment via registration, following the successful completion of the comprehensive examination. Application for the comprehensive examination may be initiated by submitting the application form (DP Annex 3); its acceptance is decided by the DSC. The DSC designates the examination committee and the subjects of the comprehensive examination upon approving the application. The post-admission comprehensive exam forms a part of the first semester of the research and dissertation phase.

(4) 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 fulfil all the requirements of doctoral (PhD) degree attainment.

(6) Students preparing individually shall 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) If a doctoral student has already attained the pre-degree certificate and passed the comprehensive exam at the UVMB Doctoral School but has not initiated the degree attainment procedure within the prescribed deadlines, they may, at their request, be re-admitted to a degree attainment procedure as an individual candidate. The detailed conditions and procedure of re-admission are contained in the DSP.

(8) The conditions of individual preparation and degree attainment are described in detail in the DSP.

Interruption of the study period
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.

(2) 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.

(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.

(4) The DS 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

training 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.

The comprehensive exam
Section 13

(1) The comprehensive exam is an exam to be taken during 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.

(2) Admission to the comprehensive exam is subject to the attainment of at least 130 credits in the "study and research phase" 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 (DP Annex 3).

(3) 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 chair 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 chair 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.

(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) 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. 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) The exam committee evaluates the theoretical and the dissertation parts of the exam separately. The minutes of the comprehensive exam contains a textual evaluation as well (Annex 5 DP). 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 by scoring on a scale of 1 to 5 (5 – strongly supported, 4 – supported, 3 – inadequate, 2 – rejected, 1 – strongly rejected). 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.

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

(10) Doctoral students shall submit their doctoral dissertations within three years after the comprehensive examination, as defined in the regulations of the Doctoral Programme Policy. In cases deserving special consideration, this deadline may be extended by no more than one academic year. In degree attainment procedures, student status may not be inactivated for more than two semesters or, with regard to childbirth by the doctoral student, for more than six semesters.

(11) In cases deserving special consideration, the repetition of an unsuccessful comprehensive exam and its completion outside the exam period may be permitted with the consent of the thesis supervisor and the head of the doctoral school. In the latter case, following successful completion, enrolment in the research and dissertation phase must take place by 10 October at the latest for the autumn semester and by 10 March at the latest for the spring semester.

IV. Degree attainment procedure

General conditions of the degree attainment procedure
Section 14

(1) Following the comprehensive exam, the degree attainment procedure is the second, research and dissertation phase of the doctoral programme.

(2) The comprehensive exam application must be submitted to the DS Council. The doctoral degree attainment procedure begins in the semester subsequent to the successful comprehensive exam.

(3) In degree attainment procedures, student status may not be inactivated for more than two semesters or, with regard to childbirth by the doctoral student, for more than six semesters.

(4) Doctoral students must submit their applications to initiate the doctoral procedure and the finalized version (after the preliminary debate) of their dissertation. The precondition for submitting the doctoral dissertations is to attain the pre-degree certificate. By the decision of the doctoral council, 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) 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) Upon submitting the doctoral dissertation, the applicant declares in writing that:
a) The submitter of the doctoral dissertation does not have an ongoing doctoral attainment procedure in the same discipline and/or did not have 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.
d) Before submitting the doctoral dissertation, the candidate must undergo a mandatory plagiarism check (using ***Turnitin*** or another plagiarism detection platform officially subscribed to and used by the UVMB). The candidate must successfully pass this check, and the supervisor must approve the result accordingly. Only dissertations accompanied by a supervisor's statement confirming approval of the plagiarism check result may be submitted.

(7) The examination 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 DP.

(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.

(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) If the candidates' scientific publication or dissertation raises reasonable suspicion of plagiarism, wilful data manipulation, wilful misrepresentation or any kind of fraud, the DHC Chair 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 DHC decides on the potential sanctions.

Independent scientific achievements
Section 15

(1) 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 Hutÿra Ferenc Library, Archives and Museum (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 7 of the DP. 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 each candidate's contribution to the results used in the dissertation (in percentage).

(3) The DHC's evaluation of acceptable scientific publications is governed by the principles laid out in Annex 7 of the DP.

Foreign language skills
Section 16

(1) 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 include 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) 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), comprehensive (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.

(3) Ethnic Hungarian applicants may submit the language of their country of origin as Foreign Language (*b*).

(4) If the applicant's native language is other than Hungarian, it is accepted as the applicant's fulfilment of the required linguistic competence.

The dissertation
Section 17

(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.

(2) 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. 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.)

(3) Dissertations must be submitted to the DHC in the print form, number of copies and electronically, as required by the University's DHC.

(4) 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 (DP Annex 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) 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. The minutes of the debate are taken.

(6) The additional formal requirements of the dissertation and the theses are defined by the DHC.

(7) After the submission of the dissertation, the theses and the releases related to the subject of the dissertation, the DHC decides, on the basis of the DSC's proposal, whether the dissertation may be submitted for public debate; the resolution must be indicated on the applicant's registry sheet. Taking the DSC's proposal into consideration, the DHC assigns the examination 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) 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 examination 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 review procedure and the public debate
Section 18

(1) Doctoral dissertations must be defended in a public debate before an examination 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 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 chair of the doctoral school council. The request is decided by the DHC on the basis of the supporting opinion of the DS Council and the examination committee.

(2) The chair and the members (including the substitute members) of the examination committee are assigned by the DS Council and approved by the DHC. The examination committee consists of the chair, the official reviewers (hereinafter: opponents) and two-four additional members. The chair 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 examination committee within 8 days.

(3) At the request of the Doctoral Council, the two opponents shall prepare a written evaluation of the dissertation within two months from its submission, **during the**

academic term, shall state whether they recommend that it to be scheduled for public defence. 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.

(4) The opponent reviews must discuss in detail the contextual 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) 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 examination committee members to look into the dissertation, the reviews and the answers.

(6) The presiding chair of the public debate is the chair of the committee. The chair 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 examination 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.

(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 student's performance shown in the doctoral defence on a five-grade scale. After the vote, the chair announces and explains the result of the public debate.

(9) The minutes of the public debate must be taken (DP Annex 6). The minutes are public; the DS Council may issue a copy upon a written request to such effect. The examination committee's resolutions and their explanations must be entered into the registry sheet of the submitter of the doctoral dissertation. The chair 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.

(10) The DS desk officers submit a printed copy of the dissertation to the Library after the successful doctoral attainment. The Library registers and files the printed dissertations in a catalogued system.

(11) In case of a closed defence, the chair of the examination committee, after consulting the applicant, decides who may participate in the defence (besides the submitter of the doctoral dissertation and the members of the examination 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.

(12) 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 (DP Annex 12).

Closure of the degree attainment procedure, grades of the doctoral degree, content of the doctoral certificate, doctoral degree ceremony

Section 19

(1) The DS Council submits a proposal to the DHC with regard to the conferral and grade of the doctoral (PhD) degree based on the examination committee's report. The doctoral degree attainment procedure concludes with the DHC's decision; the DHC adopts a resolution to confer the doctoral degree.

(2) Based on the examination committee's average points, the grade of the doctoral (PhD) degree is as follows: summa cum laude (5.00- 4.51), cum laude (4.50 – 3.71), rite (3.70 – 3.17).

(3) 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.

(4) 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 UVMB'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 chair (DP Annex 9).

(5) The university issues certificates in Hungarian and English.

(6) 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 DP.

Graduation with honours
Section 20

(1) 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 graduation with honours is initiated by the affected applicants by submitting a written request to such effect to the DHC chair. 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) 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) 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) Doctoral graduates with honours receive an 8-gram, 14-carat gold ring adorned with the coat of arms of Hungary.

(6) The costs related to the ceremonial graduations with honours are borne by the University.

Recognition of scientific degrees attained abroad
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.

(3) 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 (DP Annex 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),
   b) an authenticated copy of an instrument issued by the foreign educational institution which authentically certifies the duration of the studies and the successful fulfilment 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.**

(8) By adopting the resolution to recognize the scientific degree, the University entitles the applicant to use the title of doctor. The resolution to such effect is signed by the Rector and the DHC chair.

V. Miscellaneous provisions

Revocation of doctoral degree
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 chair 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 chair 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 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 decide 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 chair. The DHC chair 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.

Administrative fees and remuneration for the actors involved in the procedures
Section 23

(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 DP Annex 12.

Legal remedy
Section 24

(1) 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 compliance with the procedure laid out in Section 6 of the University's Code of Studies and Examinations.

CLOSING PROVISIONS
Section 25

(1) This Policy enters into effect as of the day subsequent to the date of approval by the Senate.

(2) This Code was adopted by Senate Resolution No. ..... on ..... 2025, thus repealing the earlier amended version of the consolidated Doctoral Studies and Habilitation Policy that had been adopted on 29 June 2022.

Representing the University Senate

dr. Márton Battay
Secretary of the Senate

Dr. Péter Sótonyi
President of the Senate

Doctoral councils of disciplines, doctoral schools and doctoral programmes

Doctoral School of Veterinary Science (head: Prof. **Dr. Bence Rácz)**

Doctoral programmes:
Aladár Aujeszky Doctoral School Programme of Theoretical Veterinary Sciences

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

Discipline: veterinary sciences Branch of

science: agrarian sciences

ANNEX

Annex 1

APPLICATION FORM for PhD programme / individual degree attainment

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

_____

Applicant's signature

ANNEXES: (The formal requirements are detailed in the Doctoral School Rules of Operation!)

- Copy of university diploma
- Copy of language exam certificate(s)
- Professional Curriculum Vitae
- Doctoral thesis research plan
- Research plan clause
- In case of third party-funded programme, declaration on cost coverage
- For presentation of articles and lectures

Annex 2

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: the **maximum score is 10 points, the minimum requirement for admission is 6 points**. The purpose of this test is to assess the applicant's Microsoft Word and Excel user skills. For preparation, the Department of Biostatistics of the UVMB offers a **fee-based course** upon prior arrangement and request. To support individual preparation, the Department also provides **freely** accessible online learning materials.[1]
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[1]			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
			Total:	***45***	***29***	**64**
3.	On audition	3.1	Applicant's proficiency in the area	30	22	73
		3.2	Academic examination and subjective impression	5	3	60
			Total:	***35***	***25***	**71**
Total:				**80**	**54**	**68**
4.	Extra points	4.1	SRS activity (faculty conference 3, NSRS 4)		3-4	
		4.2	diploma >4.51		3	
		4.3	(State-recognized) Advanced Level English Certificate		3	
		4.4.	publication performance – IF = 0.1-0.5 – First author		2 /article (max. 4)	
			publication performance – IF = 0.1-0.5 – Not first author		1 /article (max. 2)	
			publication performance – IF > 0.5 – First author		3 /article (max. 6)	
			publication performance – IF > 0.5 – Not first author		2 /article (max. 4)	
	Maximum number of bonus points that can be validated:				**10**	

[1] 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!)

Annex 3

REGISTRATION FORM
For Comprehensive Exam

Deadline for submission: before the end of the 4th active semester, at the time determined by the DSC for each semester

* * * * * * * * * * * * *

Neptune code	dr.	Surname	First name	Training type	Mother's name	Date of birth	Place of birth	Nationality

HSWR identifier:	**Planned date of the comprehensive exam:**	**Planned location of the comprehensive exam:**	

Thesis supervisor's proposal

Examination Committee: 3 - qualified - members + registrar (doctoral student)

ExamCom		**Name**	**Pos.**	**Sc. degr.**	**Workplace**	**Contacts**
Chair:	**Dr.**		professors		ÁTE	
examiner	Dr.					
examiner THIRD-PARTY	Dr.					
registrar	Dr.		Doctoral student			
Substitute chair	Dr.					
Substitute ex. THIRD-PARTY	Dr.					

Examination committee: *Chair: 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: ..... (Instructor's ID number ……)

The main subject of the comprehensive exam, ...

The additional subject of the comprehensive exam, ...

Annexes: exam questions per subject

_____

(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.

202 .

_____
Thesis supervisor's signature

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

202….

_____
Signature of doctoral school head

Annex 4

REGISTRATION FORM
for Doctoral (PhD) defence

Deadline for submission: within three years after the comprehensive exam, in both electronic and a signed printed form.

* * * * * * * * * * * *

Neptune code	dr.	Surname	First name	Training type	Mother's name	Date of birth	Place of birth	Nationality

HSWR identifier:	**Planned date of the comprehensive exam:**	**Planned location of the comprehensive exam:**	

Thesis supervisor's proposal

Examination committee:

ExamCom		**Name**	**Pos.**	**Sc. degr.**	**Workplace**	**Contacts**
Chair:	**Dr.**		professors		ÁTE	
Members:	Dr.					
Substitute chair	Dr.					
Member	Dr.					
Member	Dr.					
Member THIRD-PARTY	Dr.					
secretary:	Dr.					
opponent	Dr.					
opponent THIRD-PARTY	Dr.					
substitute member THIRD-PARTY	Dr.					
Substitute opponent. THIRD-PARTY	Dr.					

Examination committee: *Chair: internal* full professor, habilitated associate professor, or Professor Emeritus, or instructor or researcher with HAS DSc title. *1/3 members must be THIRD PARTY, at least one opponent must be THIRD PARTY*

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

2. 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: ..... (Instructor's ID number …….)

Annexes: 2nd language exam certificate

CV

Doctoral dissertation, thesis, foreign-language thesis

_____

(Applicant's signature)

Thesis supervisor's opinion:

I endorse / I do not endorse the doctoral student's application for a defence (underline as appropriate).
I have verified the indicated date of the examination committee members and, to my knowledge, they are adequate.

202 .

_____

Thesis supervisor's signature

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

202….

_____

Signature of doctoral school head

Annex 5

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.*

NEPTUN code	Name			Programme	Mother's name	Date of birth	Place of birth	Nat.

Date of defence		**Location:**	
Thesis supervisor:			
Title of the doctoral dissertation:			
Main subject of the doctoral comprehensive exam:			
2nd subject:			

Members of the examination committee:

Chair:	*Dr.*			
examiner	Dr.			
examiner	Dr.			
registrar	Dr.			

I. Theoretical part

Main subject:
Additional subject:

Exam questions asked:

1.	
2.	
3.	
4.	
5.	

Cont. as nec.

Summary of candidate's responses:	
Ad 1	
Ad 2.	
Ad 3	
Ad 4	
Ad 5	

Cont. as nec.

Other comments:

Cont. as nec.

The result of the comprehensive exam 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 point 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 an **X**.*

II. <u>Dissertation part</u>

1) Evaluation of the knowledge of literature

2) Evaluation of research achievements thus far

3) Evaluation of research and publication plan

The result of the comprehensive exam committee's secret vote on the dissertation part:

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 point awarded by		Member	In total							
0 points awarded by		Member	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, chair

.....
Dr.
examiner

.....
Dr.
examiner

.....
Dr. registrar

Annex 6

MINUTES OF THE PUBLIC DEBATE OF DOCTORAL DISSERTATION

The minutes are prepared by the EC secretary / chair during the second meeting.
The final minutes are printed for signatures in 2 duplex-printed copies.
The results cannot be announced unless the defence minutes are signed by all parties.

Required annex: attendance sheet.

Neptune code	Name			Program me	Mother's name	Date of birth	Place of birth	Nat.

Defence date and time ..... Location: .....

Doctoral Dissertation title: .....

Thesis supervisor: .....

Opinion of the opponents: *Please delete as appropriate.*

		Name	**Deemed ready for defence by:**	
Opponent	1	.....	***Yes***	***No***
Opponent	2	.....	***Yes***	***No***

Please fill in the tables below with concise but complete responses including all important and significant questions, answers and aspects. The size and number of lines may be increased as appropriate.

Questions, comments:

	Question, comment submitted by:	**Essence of the question / comment:**
1.	Committee Question 1	
2.	Committee Question 2	
3.	Committee Question 3	

	Summary of candidate's responses:
Ad 1.	
Ad 2.	
Ad 3.	

The examination committee's opinion about the defence after a public debate (in closed meeting):
Summary of the scientific findings and evaluation of the candidate's work:

Result of the Examination Committee's secret vote:

5 points awarded by		Member	In total		points
4 points awarded by		Member	In total		points
3 points awarded by		Member	In total		points
2 points awarded by		Member	In total		points
1 points awarded by		Member	In total		points
0 points awarded by		Member	In total		points

Total available score: points

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

Result of the defence: **PASS** **FAIL**

*Please **delete as appropriate.***

Date: 20

Dr. Opponent	Prof. Dr. Professor chair	Dr. Opponent
Dr. Member	Dr. Member	Dr. Member
Dr. Member	Dr. Secretary	Member

Having evaluated the candidate's performance, the VSDSC has secretly voted

YES: ☐ *NO:* ☐ *ABSTAIN:* ☐

and consequently, submits its proposal to the DHC to

CONFER
DENY

the PhD degree.

Please delete the line as appropriate.

Explanation for rejection:

Date: .....

.....

DS Head

****
****

DHC Resolution

(Res. No.: /20)

Having discussed the VSDSC's proposal, the DHC has voted secretly as follows:

YES: ☐ *NO:* ☐ *ABSTAIN:* ☐

and decided to

CONFER	the PhD degree to
DENY	the PhD degree from

Please delete the line as appropriate.

Dr. …….

Explanation for rejection:

Date: .....

.....

DHC chair

Annex 7

Publication requirements for DS doctoral students

Applicants for degree procedures must meet the discipline-specific professional/scientific requirements, which involves 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 ≥0.3;
b) 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.

c) Of the publications taken into account for degree attainment, no more than one may be a literature review; at least two releases must present the results of the candidate's own research work.

d) In the case of doctoral students who are foreign nationals or whose native language is not Hungarian, the DSC may, upon individual request, permit the Hungarian-language peer-reviewed release to be replaced by an additional English-language peer-reviewed professional or scientific release.

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.

Annex 8

Front page and mandatory chapters of doctoral theses

Front page of thesis:

Theses of the doctoral (PhD) dissertation

<<TITLE OF THE DISSERTATION>>

<<Name of candidate>>

Thesis supervisor: Dr.

……

UNIVERSITY OF VETERINARY
MEDICINE BUDAPEST
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.

Annex 9

DOKTORI OKLEVÉL

Mi, az Állatorvostudományi Egyetem Budapest

Rektora és Doktori és Habilitációs

Tanácsa

megállapítottuk, hogy

. . . . . .

aki . . . . . .-ban, 20. . . . év . . . . . havának . . . . napján született, doktori bizottságaink előtt az agrártudományok tudományterületen, az állatorvosi tudományágban, summa cum laude / cum laude / rite minősítéssel megfelelt a törvényben, valamint az Egyetemünk szabályzatában meghatározott doktori követelményeknek.

Ennek alapján részére a ***doktori (PhD) tudományos fokozatot*** *odaítéltük és ezzel feljogosítottuk a "****doktor (PhD)"*** *cím viselésére.*

Ennek hiteléül az Egyetemünk pecsétjével és sajátkezű aláírásunkkal megerősített ezen okiratot részére kiadtuk.

Budapest, 20... . . év . . . . . hó . . . nap.

. . . . *. . . . .*

Doktori és Habilitációs Tanács elnöke ***Rektor***

Registration number: .../20… . PhD

PhD Diploma

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

. . . . . .
(born: mm dd, yy)

the degree of ***Doctor of Philosophy (PhD)***
with summa cum laude / cum laude / rite qualification
in recognition of his/her proficiency in agricultural
sciences in the field of Veterinary Science
with all the rights appertaining thereto.
Given under the Seal of the University, in Budapest,
Hungary on mm dd, yy.

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

Registered: . . . /20… .

Annex 10

Doctoral oath

Én, ... fogadom,
hogy az Állatorvostudományi Egyetem doktoraihoz méltó magatartást tanúsítok.
Legjobb tudásom szerint munkálkodom
az egyetem hírnevének öregbítésén.
A tudományos etika tiszteletben tartásával
szolgálom a tudományos haladást,
az egyetemes emberi kultúrát
és a nemzeti értékek megőrzését.

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.

Annex 11

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
- . . . . . presentation - 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 hereby 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 .... …….

(chair)

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

Budapest, ..., 20 .... …….
(chair)

Annex 12

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. **UVMB fees for doctoral programmes and degree attainment**

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: -

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

2. Foreign language doctoral programme

a) a) Fee for full-time fee-paying training programme: 4-6000 EURO/semester

II. Degree attainment and other administrative fees:

Application for organized training programme HUF 9,000

The doctoral degree attainment procedure is free of charge for students participating in programmes supported by full or partial Hungarian state scholarships, for the duration of their student status (pursuant to Section XXII/49;81 of the Higher Education Act).

In all other cases:

- Application for degree attainment HUF 10,000
- Administrative fee for degree attainment (upon submission of dissertation) HUF 100,000

Fee for new procedure HUF 40,000

The issuance of all documents related to the doctoral degree is also **free of charge** for students participating in programmes supported by full or partial Hungarian state scholarships, for the duration of their student status (pursuant to Section XXII/49;81 of the Higher Education Act).

In all other cases:

- Price of diploma in Hungarian and English (including certificate and gown rental fee): 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

Administrative fee for degree attainment for foreign (third-party funded) citizens: EUR 1000

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

IV. Professional fees:

Official reviewers and external members of the evaluation committee receive remuneration as determined by the Rector.

V. The use of revenue generated from admission procedure fees and degree attainment procedure fees is decided by the DSC.

VI. All other fees and remunerations are determined by the DSC, in accordance with the relevant legislation and university regulations.