University of Veterinary Medicine Budapest
Doctoral School of Veterinary Science
Rules of Operation

effective as of 27 May 2026

Budapest

CONTENTS

I. INTRODUCTION 5

Organizational framework of doctoral programmes and degree attainment 5

The mission UVMB Doctoral School 5

DS core members 6

DS core members emeritus 7

The DS Head 7

The DS Secretary 7

DS instructors 8

DS thesis supervisors 8

Doctoral School Council 9

II. ORGANIZED PROGRAMME 10

Doctoral students 11

Training programmes with state scholarship 11

Different provisions pertaining to fee-paying programmes 12

Individual preparation 12

Suspension of the study period 13

Termination of student status 14

Supplementary education abroad 14

The comprehensive exam 14

III. THE DEGREE ATTAINMENT PROCEDURE 16

The workshop debate 16

Independent scientific achievements 16

Foreign language skills 17

The dissertation 17

The review procedure and the public debate 18

Conclusion of the degree attainment procedure 19

Annexes

Annex 1: Doctoral School core members
Annex 2: Form to announce doctoral thesis topic
Annex 3: Doctoral dissertation workshop debate minutes
Annex 4: Co-author's declaration
Annex 5: Contextual and formal requirements for dissertations and theses
Annex 6: Theses
Annex 7: Bibliography and the format of referencing
Annex 8: Official Review of the Doctoral Dissertation
Annex 9: Scenario of the public debate of doctoral dissertations

I. INTRODUCTION

Organizational framework of doctoral programmes and degree attainment
Doctoral School

	ÁTE Doctoral School of Veterinary Science Abbreviated as: UVMB DS; HDC identifier: 242
Address:	1078 Budapest, István u. 2.
Phone:	06-1-478-4295
E-mail:	phd@univet.hu
Website:	https://univet.hu/hu/oktatas/doktori-iskola/
Branch of science:	Agrarian sciences
Discipline:	Veterinary sciences
Institutional background:	• UVMB and • "Partner institutions": o NFCSO o HUN-REN Institute for Veterinary Medical Research o Hungarian National Center for Public Health and Pharmacy o Domäne Karthaus Veterinary Clinic
Research areas:	AA-DSP: Core veterinary sciences, molecular biology, bioinformatics, clinical pathology, general pathology, therapy and prevention; microbiology, parasitology, oncology MJ-DSP: clinical studies, heard health, agricultural law and economics, food hygiene and food safety

Discipline of the doctoral (PhD) degree:	Veterinary sciences
Relevant accredited master's programme conducted at the institution and forming the basis of the doctoral programme:	Veterinarian

The **UVMB DS of Veterinary Sciences** is the legal successor of the doctoral programme launched at UVMB in 1994.

The mission of UVMB Doctoral School

Following UVMB Budapest's historical traditions, the DS' mission is to train the future generations of instructors and researchers who excel both domestically and internationally and are able to meet the challenges of sustainable agriculture, safe food production, the cultivation of veterinary and related sciences as well as the requirements of a knowledge-based society and modern environment protection.

DS core members

a.) DSVS core members can be:

- UNIVET's active-age full professors,
- Research professors or scientific advisors of partner institutions, and/or
- Persons with CSc/PhD degrees and with scientific achievements certified by publications required by the HAS CVMR for potentially attaining a DSc title,
- Persons who have already demonstrated their competence in guiding doctoral students by helping at least one doctoral student to attain a doctoral degree under their thesis supervision.

b.) Core membership can be revoked, or suspended temporarily if:

- the person fails to meet the HAC's accreditation criteria and the constant publication requirements stipulated in the SER in terms of UVMB's professors and research fellows or
- the person's assignment as a thesis supervisor is revoked due to the person' actionable fault.
- Restoration of a suspended or terminated membership is decided by a DHC resolution based on DSC recommendation.

c.) Core members must be at the disposal of the DS for at least one training cycle (4 years) and the subsequent degree attainment procedure (2 more years). Core members are obliged to report their long-term absence in advance to the DS Secretariat. The DSC may temporarily suspend core membership in case of ≤ a long-term unpaid holiday or foreign stay of 6 months and the DSC must temporarily suspend it if such absence exceeds 6 months. Provided that the other conditions remain fully met, the membership is restored without any – special procedure if the reason – for suspension no longer exists.

d.) Core members have the right and the obligation to participate

- in the programme,
- in conducting the degree attainment and habilitation procedures,
- in making strategic decisions and in the election of the school's head and council as well as that of the new instructors and core members.

The list of core members is contained **in Annex No. I.**

DS core members emeritus

The DS Council may give the title 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 DSC may grant the title of core member emeritus to individuals who:

- are founding members of the DS or were granted core member status at least 5 years prior,
- have a documented connection to UVMB,
- are no longer required to act as thesis supervisors.

Core members emeritus are no longer affected by the HAC evaluation procedures of the doctoral school, so the DS requirements for the 7 core members do not pertain to them, but their achievements are still considered as part of the DS' statistical data.

The DS Head

The DS Head is responsible for the regulated and controlled implementation of the school's professional and quality assurance goals, as well as for the continuous improvement of the training efficacy and efficiency. The DS Head's scope of authority covers all areas of the school's work. In terms of certain areas, the DS Head reports to UVMB's Rector and the DHC. The head of the school reports their independent decisions to the next meeting of the DSC.

The DS Secretary

The secretary of the DS and thus the DSC is an instructor elected by DSC members based on the DS Head's recommendation. The DS Secretary is responsible for constantly ensuring the operational conditions for the DS. The Secretary's work is assisted by the DS Secretariat's administrative associates (desk officers) and supervised by the DS Head (who is also the president of the DSC).

Doctoral Programme Directors:

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

DS instructors

a.) Persons eligible for DS instructor positions 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. The following professionals may achieve instructor status:
- UVMB's active-age full professors and research professors and/or associate professors and lead scientific associates,
- UVMB's teachers and researchers with a PhD degree,
- Research professors and scientific associates of partner organizations,
- NFCSO's and other scientific institutions' associates with positions equivalent to the above, provided that they attained their scientific degree over 3 years before.
- Furthermore, persons who attained their scientific degree more than three years prior and employed by an institution with which one of the University's research sites or a partner institution indicated in the DP concluded a research cooperation agreement for a definite period, are also eligible for doctoral school instructor positions. Such cooperation and thus the attainment of doctoral school instructor status is subject to DSC approval.

b.) New DS instructors are elected by the DSC.

c.) In lack of grounds for refusal, UVMB's non-core-member full professors are ex officio given instructor status.

d.) The instructor status may be revoked or temporarily suspended if:
- the person's assignment as a thesis supervisor is revoked due to the person' actionable fault.

e.) Restoration of a suspended or terminated membership is decided by a DSC resolution based on the DS Head's recommendation.

DS thesis supervisors

Core members and DS instructors are entitled to announce doctoral thesis topics within the DS. Topics are submitted twice each year, by the end of January and November to the DSC, as indicated in Annex 2. The DSC-approved topics are published on the DS' and the HDC's websites by late March and mid-December. Students may only apply for these topics. As key players of research, thesis supervisor tasks are assigned to such persons whose thesis topics have been successfully applied for (where the applicant was admitted). The topic and/or its title may not be modified during the training period without permission from the DSC.

Within the DS, thesis supervisors, doctoral students or the DSC president may propose persons for co-thesis supervisors, whose assignment is then decided by the DSC. Co-thesis supervisors assist thesis supervisors in their professional work.

Tasks of thesis supervisors:
Thesis supervisors responsibly guide and assist the doctoral students' studies and research activity as well as their preparation for doctoral degree attainment; supervising and personally guaranteeing their adequacy and quality. This activity involves the following responsibilities:

- Supervise the preparation of the scientific research and study programmes,

- Assist doctoral students in processing the literature and writing releases,
- Support doctoral students in obtaining foreign scholarships,
- Constantly monitor doctoral students' progress according to their research and study programmes. Take notes of any deviances and their corrections and include them in the semester report and/or upload them into the Neptun System. If the thesis supervisor is unable to solve the corrections within their scope of competency, or if any lack of compliance potentially undermines the implementation of the programme, they immediately inform the DSC accordingly.
- Initiate students' removal from the programme,
- After consulting the doctoral student, thesis supervisors decide how to use the operational funds allocated to the thesis topic.
- They organize the in-house (workshop) debate of the dissertation.
- Initiate the degree attainment procedure: propose:
- the subjects of the comprehensive exam,
- the personal composition of the comprehensive exam committee and
- the composition of the committee reviewing the doctoral (PhD) dissertation.
- organize the comprehensive exam and the public debate of the dissertation, in cooperation with the DS Secretariat.

Consultants are primarily DS instructors but any expert with the specific academic qualifications may be invited to act as consultants.

DS thesis supervisors may resign from their position and/or the DSC may suspend them or revoke their assignment in case of their prolonged absence or other incapacity, respectively. Thesis supervisors must submit a written explanation for their decision to both sides. Upon such request from thesis supervisors and/or doctoral students, thesis topics and thesis supervisors may be changed, or co-supervisors may be involved, subject to the DSC's decision. DSC decisions may be appealed by a plea addressed to the DHC president but submitted to the head of the school.

Doctoral School Council

Members

Chair: DS Head,
secretary: instructor
Members: the heads of the DS programmes and at least 7 members (of whom two are third-party) elected by the core members
the desk officer of the DS Secretariat.

The DSC has additional duties to express its opinions and make proposals in the matters below:

- Admit applicants to organized training programmes,
- Accept applications for the comprehensive exam and approve the exam committee,
- Permit the initiation of doctoral degree attainment procedures,
- Submit doctoral dissertations for public debate and approve the examination committee,
- After the defence, confer or deny degrees,
- Initiate habilitation procedures, approve habilitation lectures and the expert committee,
- Award habilitation titles,
- Answer any other questions asked by internal or third-party organizations involved in the doctoral programme.

With a duty to inform the DHC, the DSC has additional decision-making rights in such matters as

- Conduct admission procedures within the DP framework;
- Select thesis supervisors and co-thesis supervisors;
- Approve/reject thesis topics,
- Suspend or revoke thesis supervisor assignments;
- Select doctoral programme subjects and their credit values;
- Give permission for delaying studies, going on foreign study tours or temporary suspension of the programme,
- Remove students from the programme;
- Cooperate with other Hungarian and foreign institutions, launch joint professional programmes.

DSC meetings

The DSC's pre-scheduled meetings are held in February, May, June, September and November. Unscheduled meetings must be convened if it is requested by at least one third of the members. The DSC has quorum if more than 50% of its members with voting rights are present. Its resolutions are generally adopted by open vote with a simple majority. Secret votes may be initiated by each member, and the decision is made by a majority. In terms of personal issues, the president may, in their own discretion, order a secret vote.
The memos of the DSC meetings are published on the DS' website. Within the framework of the relevant data privacy regulations, DSC meeting materials are public documents co-signed by the president and the secretary. In case of any violation of rights, DSC decisions may be appealed by a plea addressed to the DHC president but submitted to the DS Head.

In exceptionally urgent cases, if the time frame does not allow for convening the DSC meeting or if its extraordinary convention would incur disproportionate additional costs, the DSC president may, in writing, request a resolution from the body's voting members electronically via the storage space (http://www.univet.hu/intranet/dit) specifically assigned for such purpose. If 15% of the body's elected members object to such procedure, the meeting must be convened in person.

II. ORGANIZED TRAINING PROGRAMMES

Admission to doctoral programmes

The forms of training programmes within the DS are:

a) state scholarship
b) Fee-paying (third-party funded)
c) individual degree attainment.

The DS opens admissions to doctoral programmes twice a year. The language of instruction is Hungarian and/or English; the language of the given programme is specified in the current call for applications. Deadlines are determined by the DSC each semester.

To apply for the DS' doctoral programmes, applicants need to make a scientific research plan with contribution from the instructor announcing the thesis topic. The plan must especially contain the following information in a form suitable for evaluation:

- The organizational unit hosting the programme,

- The location of supplementary education in Hungary or abroad, if applicable,
- The planned objective and justification of the research work forming the basis of the scientific programme,
- The literary preliminaries of the selected topic, in the form of a literature overview in a few pages,
- A brief description of the investigative methods to be applied during the work,
- The financial conditions and/or coverage of the planned research work.

Conditions for enrolment within the DS are:

a.) professional competence,
b.) a master's degree, or a bachelor's degree and qualification while being simultaneously enrolled in or having applied for a master's programme (for these applicants, a successful entrance exam and certification of outstanding academic and scientific knowledge are required), or active student status in the final two academic years of a single-cycle master's programme,
c.) state-recognized intermediate level exam certificate equivalent to B2 and attained by the day before the oral entrance exam at the latest and
d.) adequate computer user skills,
e.) a character and disposition suitable for research and educational work.

For the purpose of this assessment, applicants take a written test evaluating their computer skills (an entrance exam assessing their usage skills of Microsoft Excel and Word), followed by an interview before the Admission Committee, which is composed of members of the DSC (the Head of the School, the Secretary, core members, and a representative of the doctoral students). Applicants must achieve at least 60% at the written test. Applicants achieving below such level are not allowed to an oral audition.

In the case of foreign applicants, their eligibility for the doctoral training is deliberated by the DSC on an individual case basis. The admission process of foreign applicants is equivalent with that of applicants with native Hungarian speakers with a Hungarian citizenship.

Doctoral students

Enrolment takes place at the DS Secretariat in the first week of September and February. During the enrolment process, students

a) may submit a request for a student ID card,
b) are informed about the operation of the DS, as well as their rights and responsibilities,
c) have their personal data entered into the NEPTUN System,
d) In case of students with scholarships, other data are also needed for the payment of scholarships, as defined in the University's payroll system,
e) 1st-year doctoral students must register for their required and their chosen subjects of the 1st semester in the NEPTUN System. The completion of the latter as well as the other research and teaching requirements is verified by the thesis supervisor at the end of each semester.

Training programmes with state scholarship

Doctoral programmes consist of at least 8 semesters. Doctoral students are enrolled at the beginning of the first semester, then they must enter their status (i.e. active or passive) into the NEPTUN System at the beginning of each semester. Doctoral students admitted to the DS' organized doctoral programme pre-plan the schedule of taking up their subjects.

Different provisions pertaining to fee-paying programmes

Detailed regulation of fee-paying programmes within the DS:

Applicants admitted to fee-paying programmes must be informed about the payable fees, administrative fees as well as the payment methods of research costs. The University concludes a tuition contract with doctoral students.

a) Tuition fees are determined by the DHC based on the proposal of the school's head. In such regard, doctoral students employed by the partner organizations named in the DS' cooperation agreements are under the same consideration as UNIVET employees, and they also pay 50% of the fee determined for the fee-paying students of other institutions.
b) The extent of the research fee is governed by the provisions laid out in the University's policies and their exact amount is determined by the thesis supervisor.

Fee-paying doctoral students are obliged to participate in all study classes of the organized training programme, and they must take the exams. Exemptions can be made if students provide evidence that they have already passed such exam(s). Students may conduct their research at their workplace as well.

Individual preparation

A person may apply for admission as an individual candidate, with a view to becoming a doctoral candidate, if they:

a.) hold a master's degree in a field related to the research areas of the Doctoral School,
b.) have significant documented research, teaching or clinical experience,
c.) are able, on the strength of their publications and research, to submit a doctoral dissertation,
d.) hold at least a state-recognized B2 level English language certificate and have any further language skills needed in their field.

Credit requirement: by the time of admission to the comprehensive exam, individual candidates must certify professional performance corresponding to at least 130 credits in accordance with Annex 10.

Categories of individual candidates

Applicants who have previously obtained an absolutorium

Persons who:

have obtained an absolutorium at the UVMB Doctoral School and passed the comprehensive exam but have not completed the degree attainment procedure within the prescribed deadlines may, at their request, be re-admitted as individual candidates. The following must be attached to the request:

a.) certificate of the absolutorium,
b.) certificate of completion of the comprehensive exam,
c.) supporting statement of the thesis supervisor (or the designated internal thesis supervisor),
d.) detailed timetable,
e.) a version of the dissertation suitable for the workshop debate.

Recognition of credits:

On the basis of the credits completed during the doctoral programme, a maximum of 130 credits may be recognized upon obtaining the absolutorium; the DSC lays down any further obligations and deadlines in a resolution.

2. Applicants who have not previously participated in a doctoral programme

A person who has not participated in an organized doctoral programme but has significant scientific, research or teaching achievements may be admitted to the comprehensive exam as an individual candidate if they meet the general conditions and

their professional performance calculated on the basis of Annex 10 reaches at least 130 credits. Credits are recognized in particular in the following areas: previous studies and training, research and publication activity, professional, innovation and teaching achievements (Annex 10).

On the basis of the documents submitted, the DSC decides in an individual resolution on the number of credits recognized, any supplementary requirements and the conditions of admission to the comprehensive exam.

Award of credits to individual candidates after admission

Once a doctoral student admitted as an individual candidate has enrolled and successfully completed the workshop debate of the doctoral dissertation, the Doctoral School may award them further credits for the professional work done as Guided research. These credits may total up to 110 and are determined by the Doctoral School Council (DSC) in a resolution, based on documentation of the successful workshop debate. With these credits, the individual candidate's total may reach the 240 credits required for completing the doctoral programme and initiating the degree attainment procedure.

Cooperative doctoral programme

Participation in the cooperative form of doctoral training may be permitted at the doctoral student's request. The request must be accompanied by a document certifying the employment, indicating the weekly working hours, and by a brief certification of the professional link between the employment and the doctoral topic. Where the employer is another organization, proof that it meets the statutory requirements must also be provided. The DSC decides on the request in a resolution and, if necessary, establishes an individual study schedule. The doctoral student must confirm each semester that the cooperative arrangement is still in place.

Research excellence doctoral programme

In the research excellence doctoral programme, the doctoral student participates on the basis of a student contract, within the applicable legal framework. The student contract specifies, in particular, the compulsory number of contact hours of the programme, the internal thesis supervisor, the topic of the dissertation and the amount of the tuition fee.

Suspension of the study period

Detailed regulations of programme suspension for doctoral students of the DS:

The suspension of student status is governed by the provisions of the DP. As a general rule, an uninterrupted period of suspension of student status may not exceed two semesters, and the total duration of suspension during the doctoral programme may not exceed six semesters. Derogation from this is only possible in the cases deserving special consideration specified in the DP. If students announce that they do not wish to meet their academic requirements in the

next training period, or if they do not register for the next training period, their student status is suspended.

Termination of student status

Doctoral students are dismissed from the DS in the following cases:

a) they fail to agree on a thesis topic;
b) registration for and/or the completion of doctoral subjects are delayed to such an extent where it becomes impossible to finish the programme in time;
c) insufficient work in terms of quantity or quality;
d) 2 consecutive semesters are invalidated due to any or more of the above reasons;
e) serious misconduct;
f) they fail to attain at least 240 credits during the training programme;
g) at the end of the eighth active semester;
h) upon the doctoral student's properly justified request that is accepted by the thesis supervisor. Doctoral students submit such request to their thesis supervisors who then forwards it to the DSC.

Dismissal is proposed by the thesis supervisor and is implemented by the DSC's resolution.

Supplementary education abroad

In total, the DS' doctoral students may participate in a maximum of 24 months of supplementary education abroad during their training period.

- Supplementary education included in the study programme must be reported to the DS Secretariat 15 days before the beginning of the education.
- To conduct supplementary education not included in the study programme, students must ask permission from the head of the school. The request and the thesis supervisor's attached opinion must be submitted to the DS Secretariat at least 30 days before beginning the supplementary education abroad.
- If the supplementary education is planned to be longer than three months, the study programme of the supplementary education must be attached, in order to inform the school.

The comprehensive exam

At the end of the fourth active semester at the latest 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.
Students of the DS' doctoral programme take oral exams of two subjects/topics in the theoretical part of the comprehensive exam. The recommended list of subjects/topics is contained in the DS' study programme. The comprehensive exam is organized by the thesis supervisor, in cooperation with the DS Secretariat.
The comprehensive exam is successful if the majority of the committee members considers both exam components successful. Doctoral students may retake the unsuccessful comprehensive exam once, within the same examination period.
Doctoral students are not allowed to start their research and dissertation phase (the second 4

semesters of the doctoral programme) before passing the Comprehensive Exam. Applicants individually preparing for doctoral degree attainment may join in the second 4 semesters of the doctoral programme.

Requirements of applying for the comprehensive exam:

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, whose student status is established by the acceptance of their application for the comprehensive exam). You can apply for a comprehensive exam by submitting your application form.

The comprehensive exam must be taken publicly before a committee. The exam committee consists of at least three voting members: a chair, at least one internal member and at least one third-party member. The work of the committee is assisted by a registrar, who is not a voting member of the committee. The committee is chaired by UVMB's full professor, habilitated associate professor or Professor Emeritus or instructor/researcher with a DSc title. Each member of the exam committee must have a scientific degree. The examinee's thesis supervisor may not be a member of the exam committee. When the composition of the committee is determined, the substitute chair and the substitute member are also assigned. The DSC designates the comprehensive exam committee and the exam subjects upon approving the application for the exam. The chair and the members of the committee are invited by the DSC president. After consulting the committee members, the DS Head assigns the place and the time of the exam. The comprehensive exam consists of two main 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").

The theoretical part of the comprehensive exam consists of topic-based exams in the main and the additional subject. The main subjects of the comprehensive exam are based on the required subjects of the graduate programme, and/or they can be further narrowed down to species/groups of species and/or topics. Consulting the academic director, the DS Head compiles a list of topics and a bibliography for each topic for the theoretical part of the exam. The topics provide information for the committee on the content of the student's education; therefore, these topics should not be excessively narrowed down.

The dissertation part of the comprehensive exam consists of the examinees presenting, in the form of a 20-minute lecture, 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. The thesis supervisor gives a written evaluation in advance and/or an oral evaluation of the examinee at the exam. In a closed meeting, the committee evaluates the exam of the main subject and the additional subject separately, then the takes the average of these two to evaluate the theoretical part of the comprehensive exam, then the dissertation part. Evaluation is conducted by secret vote with grading on a scale of 1-5(5 – exceptionally supported, 4 – supported, 3 – not adequate, 2 – rejected, 1 – explicitly rejected). If the doctoral student fails to reach 60% in any of the exam parts, the comprehensive exam is deemed unsuccessful. Exam evaluation: fail (below 60%), pass (61% and above). The minutes of the comprehensive exam contains a textual evaluation as well. The result of the exam must be announced on the day of the oral exam.

In case of an unsuccessful exam, the examinee may repeat the exam one more time within the given exam period. 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. No exemptions can be granted from the comprehensive exam.

III. THE DEGREE ATTAINMENT PROCEDURE

Workshop debate

Before finalization, the dissertation is subjected to a preliminary debate (workshop debate). The preliminary debate is organized by the thesis supervisor in cooperation with the DS Secretariat. The minutes of the debate are taken. Applicants may integrate the findings of the workshop debate into the final form of the dissertation. The workshop debate allows the members of the DS's professional community to express their opinion on the following questions:

- Is the dissertation based on the applicant's own work?
- Did the scientific activity forming the basis of the dissertation provide sufficient opportunity for the applicant to acquire the minimally required knowledge and skills for conducting scientific work on their own in their chosen professional area?
- Do the quality and findings of the completed scientific work reach the level required by the DS as the condition for attaining the scientific degree?

Workshop debates are organized and conducted by thesis supervisors.

Responsibilities:

- Invite two professionally competent and qualified experts to give a preliminary formal review of the dissertation.
- Preside the debate, the lecture must be 25-30 minutes
- Ensure the participation of two DS core members,
- Prepare the attendance sheet and the minutes as defined in **Annex 3.**

If one of the opponents fail to show up for the workshop debate, the rules of defence shall apply. The opponent of the final defence can act as an opponent. There is no official form for invitation in this regard. The invitations to the workshop debate are sent out by the thesis supervisor to the persons and/or institutions (e.g.: department, research institute). The dissertation may be sent in either format, i.e., printed and/or electronically, as required by the opponent. The thesis supervisor agrees on the deadlines for sending the opponent's preliminary opinions to the candidate and the thesis supervisor.

Independent scientific achievements

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.

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). As detailed in **Annex 4,** 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.

Foreign language skills

The DS' doctoral students are required to have the level of competence defined in the terms of the English language as Foreign Language (a), which is also a core condition for admission to the programme. Requirements in terms of competence in the Second Foreign Language to be met by the DS' doctoral students before the defence procedure for applicants of their doctoral degree:
a state-recognized, at least basic B1 level language exam certificate or an equivalent recognized language certificate, or language major degree or a professional translator degree in any of the following languages: French, German, Russian, Spanish, Italian, Japanese, Chinese, Latin. In addition to the languages listed above, the school may also accept other foreign languages in which there is a peer-reviewed, professional scientific journal in the science branch of the doctoral student's PhD topic at the time of the doctoral programme. Applicants must demonstrate the existence of such journal by presenting the front cover page of a particular issue or by providing a link to the journal's official website), upon submitting their language exam certificates. In terms of German, it is sufficient to take the oral part of a state-recognised language examination at least at level B1 (basic level); successful completion of this fully satisfies the requirement for knowledge of a second language. The requirement for a second language may also be fulfilled by holding a state-recognised complex English language examination at least at level C1 (advanced), or an equivalent, officially validated foreign language examination, or by holding a degree in languages or in specialised translation.

The dissertation

As part of the DS procedure, upon submitting their doctoral dissertation, applicants must also declare that they have not submitted their dissertation to any other institution. Having coordinated with the affected persons in terms of their potential contribution and the planned date of the defence, thesis supervisors submit a proposal for the composition of the Examination Committee and the opponents.

The DS-recommended dissertation format is detailed in **Annexes 5-7.**

Before finalization, dissertations workshop must be subjected to a preliminary workshop debate within the DS, as a quality assurance measure for dissertations submitted for public debate. Applicants may integrate the findings of the workshop debate into the final form of the dissertation (see the discussion of the Workshop Debate on Page 12).

For a public defence, the following documents must be submitted electronically as well:

- the dissertation and the Hungarian and English language thesis in pdf format,
- The applicant's professional resume with the English and Hungarian summaries (1-page each) of the scientific releases forming the basis of the dissertation, complemented by their bibliographical data, in doc format.

These materials are published in part by the DS and in part by journals.

The DS DSC's tasks in connection with the submitted doctoral dissertations

The formal compliance of the thesis supervisor's submission and its annexes is examined by the DS

Secretariat. In case of any deficiency or non-compliance, the Secretariat, within 3 working days, gives notice to the applicant to remedy the deficiency. In case of compliance, the documents are forwarded to the members of the DSC for evaluation. The DSC discusses the application in its next meeting and forwards the documents to the DHC with the DSC's position attached.

The DHC's resolution and the follow-up tasks:

a) In its next meeting, the DHC evaluates the application and decides whether to allow or reject it in its current or modified form. The decision involves the following matters:
   - The members of the review committee and
   - the official reviewers of the dissertation.

b) If the DHC returns the dissertation to the applicant due to non-compliance, the dissertation's latest version may be re-submitted in 6 months, after a repeated workshop debate. The amended dissertation is subjected to a preliminary debate again. If the preliminary debate has a negative outcome again, the doctoral procedure may only continue with the DHC's permission.

After the DHC's acceptance, the DS Secretariat notifies the thesis supervisor and the student of the decision.
If no comments are submitted within 7 working days, then the
- Secretariat invites the appointed opponents and the review committee.
- The dissertation and the theses are sent to the opponents.

The review procedure and the public debate

Composition of review committees in DS procedures

- Chair: a core member of the DS, or UVMB's instructor or researcher with a DSc title;
- Members: 4(+) members and 2 opponents and a secretary. 1/3 of the members and one of the opponents must be qualified third-party experts. The others are UVMB's qualified lead instructors/researchers.
- The opponents are voting members of the review committee. **Opponents must, in print and electronically, submit their reviews to the DS Secretariat,** in the form and with the content compliant with Annex 8, and only electronically to the submitter of the doctoral dissertation.
  In DS procedures, applicants communicate their responses as follows: to their opponents electronically, and to the DS Secretariat electronically and via printed and signed documents. Dissertations cannot be submitted for public debate without two opponents' opinions to such effect. If the two reviewers' opinions are different, the DSC invites a third reviewer through the DHC. If the opinions are split at a 2:1 ratio, the dissertation may be
  - accepted,
  - returned for improvement for a maximum of 1 year,
  - rejected irrevocably.

Preparations for the public debate

The public debate must be held within two months after receiving the supporting opinions of the opponents. The thesis supervisor and the candidate agree on the date and time with the members of the review committee. The result is then reported to the DS Secretariat.

Based on the outcome of the agreement,

- The DS Secretariat
  - informs the review committee members of the place and time of the defence,
  - sends them the printed versions of the dissertation, the theses and the opponents' opinions and the online links to them on the DS' website.
- In order to ensure adequate publicity, the DS Secretariat prepares the invitations and sends them to
  - UVMB's entire professional community by e-mail at hirdetés@univet.hu" and via the DS Website;
  - the DHC president,
  - the partner institutions and
  - the heads of the other research and diagnostics institutions operating in the area of veterinary and animal husbandry sciences and doctoral schools.
- Applicants have the right to invite anyone to the defence.

The public debate is conducted according to the scenario detailed in **Annex 9.**

The secretary of the review committee sends the minutes of the defence held in the DS to the DS Secretariat within three working days.

Conclusion of the degree attainment procedure

Tasks of the DS and DSC after the defence:

a) In its next meeting, the DSC discusses the defence and adds its comments to the minutes to the effect of suggesting the DHC to confer or deny the scientific degree.
b) The DS Secretariat notifies the applicant and the thesis supervisor of the DHC's decision within 3 working days.
c) The DS Secretariat sends a copy of the dissertation to
   - the UVMB Library,
   - the organizational unit hosting the scientific work.
d) The DHC Secretariat issues the certificate in Hungarian and English. Degrees are officially conferred in a public ceremony,
e) And/or the certificates shall be handed over to the degree holder within 30 days after the DHC's decision.
f) The DS Secretariat sends the Hungarian and English abstracts of the dissertation to the Hungarian Veterinary Journal.

The DS Secretariat electronically archives the dissertation, the theses, the list of publications and the personal file of the submitter of the doctoral dissertation.

Prof. Dr. Bence Rácz, DSc,
full professor, Head of UVMB DS

ATTACHMENTS

Annex 1:

Doctoral School core members

Zoltán Bakos
Tibor Bartha
Gábor Bodó
Sándor Cseh
György Csikó
Róbert Farkas
Hedvig Fébel
László Fodor
László Frenyó
Péter Gálfi
Miklós Gyuranecz
Sándor Hornok
Tamás Horváth
Ákos Jerzsele
Tibor Magyar
Gábor Mátis
Tibor Németh
László Ózsvári
Csaba Pribenszky
József Rátky
Bence Rácz
Jenő Reiczigel
Péter Sótonyi
Ágnes Sterczer

Annex 2:

Form to announce doctoral thesis topic

I request the Doctoral School Council to accept and announce the topic below

Please **OVERWRITE, COMPLETE or ANSWER** as appropriate in the lines of the table

Submit by: the deadline set by the DSC, electronically only.

OVERWRITE	**Name:**	Department of ....., University of Veterinary Medicine Budapest
	Doctor of the Hungarian Academy of Sciences, associate professor	e-mail:
	Title	Title in English
	Brief summary of the topic:	In English:
COMP LETE	Requirements:	Requirements:
ANSWER	Available and **already attained** funds to finance the announced topic:	
	The thesis topic announcer's 3 publications released in the past 5 years in relation with the topic to be announced; Code number in the Hungarian Scientific Works Repository (MTMT):	1.)
		2.)
		3.)
	Additional comments:	

Annex 3:

Doctoral dissertation workshop debate minutes

The minutes must be prepared in three copies: one for the candidate, one for the thesis supervisor and one for the DS! Required annex:

1. Attendance sheet
2. Two opponents' opinion of the workshop debate (F14)

The minutes of the workshop debate and the two opponents' opinions must be submitted to the Secretariat of the Doctoral School
BOTH electronically and in one **double-sided printed** copy to the DS Secretariat within **3** days after the debate.

Neptune code	Surname		First name	training programme type
	dr.			

Title of the doctoral dissertation:	

Invited participants (at least two UVMB DS core members are required)

	Name	**Pos.**	**Sc. degr.**	**Name / E-mail of workplace****
*Debate chair**				
Opponent				
Opponent				
UVMB DS members				
UVMB DS member				

**: The thesis supervisor may act as debate chair.*
*** Leave it blank unless the opponent(s) is/are third-party*

Questions / comments / suggestions:

	Name	**Brief but substantial summary of questions / comments / suggestions**
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.

Debate chair's summary / opinion
Summarized opinion and declaration

Mark the appropriate box with an X	YES	NO
1. Is the dissertation based on the candidate's own work?	☐	☐
2. Did the scientific activity forming the basis of the dissertation provide sufficient opportunity for the candidate to acquire the minimally required knowledge and skills for conducting scientific work on their own in their chosen professional area?	☐	☐
3. Do the quality and findings of the completed scientific work reach the level required by the ÁTE DSVS as the condition for attaining the scientific degree?	☐	☐

Declaration **The dissertation is**		
		☐
UNSUITABLE for public debate		☐
SUITABLE for a public debate, the integration of the comments is	**optional**	☐
	required for suitability	☐

Thesis supervisor's comment:

Date: and location:

Dr. Opponent	Dr. Debate chair	Dr. Opponent
AA-DSP Head, if present	Dr. **UVMB DS Core member**	Dr. **UVMB DS Core member**
DS Head	Thesis supervisor (if not identical with debate chair)	Candidate

Annex 4:

Co-author's declaration

Submit: printed and scanned

Name of candidate:

I hereby certify that I am familiar with the thesis of the applicant Mr/Ms regarding our joint results referred to in his / her thesis was obtained

as the result of joint contribution by the applicant and myself;

the applicant's contribution was prominent in obtaining the results referred.

I have no objection to his / her using the release in his / her dissertation.

I hereby certify that I am familiar with the thesis of the applicant Mr/Ms
Regarding our joint results referred to in his / her thesis, were obtained

- as the result of joint contribution by the applicant and myself;
- the applicant's contribution was prominent in obtaining the results referred.

1.
Title:
Authors
Journal, year, volume, pages
.....

1.	20..	(Name and signature of co-author)	**2.**	20..	(Name and signature of co-author)
3.	20..	(Name and signature of co-author)	**4.**	20..	(Name and signature of co-author)

2.
Title:
Authors
Journal, year, volume, pages
.....

1.	20..	(Name and signature of co-author)	**2.**	20..	(Name and signature of co-author)
3.	20..	(Name and signature of co-author)	**4.**	20..	(Name and signature of co-author)

3.
Title:
Authors
Journal, year, volume, pages
.....

1.	20..	(Name and signature of co-author)	**2.**	20..	(Name and signature of co-author)
3.	20..	(Name and signature of co-author)	**4.**	20..	(Name and signature of co-author)

Continue in a similar format if necessary.

Annex 5:

Content-related and formal requirements for dissertations and theses

- Dissertation
- Theses
- Sample 1: for front cover of dissertation
- Sample 2: Page 1 of dissertation: Pages 1 and 2
- Bibliography and the format of referencing

The format of the dissertation must primarily be in line with the content. More specifically, dissertations and theses must be submitted in a **unified format** and must be written based on **unified criteria**. The **dissertation's data sheet** must also be submitted along with the dissertation! It is available under the downloadable documents. **Dissertation**

Required:

Binding: black artificial leather with gold foil lettering. Lettering 1 Sample 1

1. Page sides 1 and 2: as shown in Sample 2.

Recommended (variance is allowed inasmuch as it is justified by the professional content**):**

2. Page sides 1 and 2: Table of contents and abbreviations.

3. From Page 3:

1. Summary *(only in the language of the dissertation)*
2. Introduction
3. Literature review *(under the above section or as a new section)*
4. Material and methods
5. Results
6. Discussion (*Conclusions*)
7. New scientific findings
8. Literature *(list all literature mentioned / referenced in the dissertation)*
9. **Publications of the doctoral research findings**
   Releases published or officially accepted for publication,
   grouped as follows:
   a) Peer-reviewed publications *(professional articles)* released / accepted in scientific journals with impact factor
   b) Peer-reviewed publications *(professional articles)* released / accepted in scientific journals with no impact factor
   c) Books, book chapters (course book, textbook not accepted)
   d) Conference presentations (*conference summaries published in professional journals are to be listed here*)
   e) Other works that can / must be considered for the evaluation of the research *(e.g., patent description)*

   Scientific releases not connected to the theme of the doctoral research may optionally be listed separately.
10. *Educational materials and popular science publications (articles published in non-scientific journals)*
    must ***not be listed in the dissertation.***
11. Annexes (*may be provided in a separate volume if justified*)
12. Acknowledgements (*optional)*

Printing:

- Printed on A4-size pages, the total number of pages without annexes and attachments must not exceed 120

- With duplex-printing,
- 2.5-centimetre mirrored margins

- Text body font: Arial 11 (headlines, table, image, figure captions may vary)
- Line spacing: 1.5
- Page numbering: centred, continuous in footnote field from Page 2

Spelling and measurement units: The relevant academic rules are to be followed.
Figure captions: below, centred,
Table titles: above, aligned left. (The body of text must contain references to these items!)
Footnotes / end notes: According to the integrated system of the word processor software.
Layout: Must ensure readability; must be consistent.

Bibliography: Apply the so-called Springer Basic format.

1. The cited publications and other sources must be numbered in the order in which they appear in the text, both within the text and in the list of references.
2. In the text, reference numbers must be indicated in square brackets [ ]; when listing multiple references, they should be placed within the same square brackets, separated by commas and arranged in ascending numerical order (e.g. [4, 7, 18, 19]).
3. In the list of references, all authors must be listed in full (the use of et al. is permitted only if there are more than 30 authors).
4. For publications available exclusively online, the full DOI reference must be provided.

Examples of citation:

1. Papp M, Krikó E, Borbély F, Reibling T, Makrai L, Solymosi N (2020) Sertésbélsár bakteriomvizsgálata egy hazai nagy létszámú állományban. Magy Állatorvosok Lapja 142:469–480
2. Dénes L, Biksi I, Albert M, Szeredi L, Knapp DG, Szilasi A, Bálint Á, Balka G (2018) Detection and phylogenetic characterization of atypical porcine pestivirus strains in Hungary. Transbound Emerg Dis 65:2039–2042
3. Szilasi A, Dénes L, Krikó E, Heenemann K, Ertl R, Mándoki M, Vahlenkamp T W, Balka G (2019) Prevalence of feline immunodeficiency virus and feline leukaemia virus in domestic cats in Hungary. JFMS open reports 5(2), 2055116919892094. https://doi.org/10.1177/2055116919892094
4. Schurath U, Wipprecht V (1980) Reactions of peroxiacyl radicals. In: Versino B, Ott H (eds) Proceedings of the 1st European Symposium on the Physico-Chemical Behavior of Atmospheric Pollutants, Ispra, October 1979. Commission of the European Communities, pp 157–166
5. Smith J, Brown B (eds) (2001) The demise of modern genomics. Blackwell, London
6. Pichon A (2010) Debating cyclobutadiene. http:// blogs.nature.com/thescepticalchymist/2010/11/debating_cyclobutadiene.html. Accessed 22 Feb 2011

Annex 6:

Theses

Theses must be prepared in line with the general, layout and printing requirements indicated for dissertations.
Required variance compared to the dissertation:
Size: A5

Front page and mandatory chapters of doctoral theses

Front page of thesis:

Theses of the doctoral (PhD) dissertation

<<TITLE OF THE DISSERTATION>>

<<Name of applicant>>

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.

Sample 1: line and font size Ariel 16, line spacing 1.5, margin: 3 cm

University of Veterinary Medicine Budapest

Doctoral School of Veterinary Science

Changes of leptin level in 24-hour owl watch,

in the first and the twenty-second hour of the observation

PhD dissertation

Dr. Grey Owl

2009

Sample 2:

Front of Page 1: text is identical with the cover page
Page 1 Side 2 (inside):

Thesis supervisor and thesis committee members:

.....
Prof. Dr. Rudolf Greyhound
HAS Veterinary Medical
Research Institute Thesis
supervisor

Prof. Dr. German Shepherd
University of Veterinary
Medicine
Department of .....
Thesis Committee Member

Prof. Dr. English Shepherd
University of Veterinary
Medicine, Dept. A...
consultant

Made in 4 copies. This is Copy No. ...

……(signature!)……
dr. Grey Owl

Annex 7:

Bibliography and the format of referencing

A/ Data elements of books and periodicals must be referenced according to the following examples:

Book (textbook) with no more than three authors:

ECO U.: How to Write a Thesis Budapest: Gondolat, 1991.

Book (textbook) with more than three authors, where there is no editor:

Same as in the 1st example, but the name of the first author must be followed by the "et al." (et alii) abbreviation: KOVÁCS J. et al.: Computer-assisted editing...

Book (textbook) with more than three authors and an editor:

TIBOLD V. (ed.): Operation of Agricultural Machinery. s.l.: Agricultural Publishing, 1977.

Corporate author:

Hungarian Academy of Sciences: Hungarian Spelling Rules. Eleventh edition. Eleventh print (with revised examples). Budapest: Academy Publishing, [1994.]

The book is part of a series:

TORDAI Z.: In Praise of Common Sense. [Budapest: Magvető Publishing, 1988.]

(Accelerating Time) (The name, and the number if any, is indicated at the end of the item in round brackets ( ).)

Release in the book:

KINDLER J.: Theoretical approach to risk in decision making. In: *Risk and Society*. Ed.: VÁRI A. Budapest: Academy Publishing, 1987. p.13-24.

(The so-called host document must be indicated *in italics*.

Articles in periodicals (e.g.: article published in a journal)

IZSÓ L.: Overview of methods applied in determining the reliability of human-machine systems. In: *Ergonomics*, 1982., Volume XV. Issue 4, p. 220-228.

Standards:

MSZ EN ISO 690:1990 References in bibliography

(MSZ, EN and ISO may occur on their own or in certain combinations. Use strict referencing, i.e., where the year of release is also indicated.)

B/ The scientific degree or title of the author(s) (e.g.: DSc, Member of the Academy), job title (e.g.: head of division) and the size (number of pages) of the book must be indicated.

C/ In case of a publication with multiple authors, the following versions may apply:

a) Co-authors: the joint work is not separable to individual parts without damage, in other words, it is the result of a joint work by collaborators. Unless the collaborators have agreed otherwise, the copyrights and the contribution of the collaborators are shared equally, any of the collaborators may act in defence of the work on their own. (This applies to most professional articles.)
b) Contributors: the joint work is separable to individual parts without damage, in other words, it is the result of individual works of individual authors combined together. The contribution of each author is defined in proportion with the size of their own work (and are remunerated accordingly). Each author has an individual copyright for the part they contributed. (In such cases, the authorship of each part is usually marked prominently, e.g., on the back of the title page after the names of the individual authors.)

D/ If the data elements below are missing, the following abbreviations must be applied:

1. Unknown location of publication: S.l. ("without place", s.l., i.e. sine loco)

2. **Unknown publisher:** U.p. (I.e. “Unknown publisher”)
3. **Unknown year of publication:** S.a. ("without year", s.l., i.e. sine anno)

E/ The terms "N.N." or "Anonymous" may not be used if the author is unknown. In such cases, the first data element will be the title, the first word of which (excluding the definite or indefinite article) will be considered for alphabetization (when arranging the items in alphabetical order).

F/ If a data element is not indicated on the title page but it can be found in another part of the publication, then such data must be provided in square brackets ([ ]).

G/ If a book has multiple editions, the serial number or other indication of the edition must also be provided.

H/ Data elements (corporate author, journal’s name, place of publication, name of publisher, etc.) can only be abbreviated if it does not hinder identification. (Phrases like Inc., Ltd., and “and Sons” are generally omitted, e.g.: Wiley - not John Wiley & Sons.)

I/ If the publication has an international identification number (books: ISBN, periodicals: ISSN), then this number may also be provided as the last data element.

J/ In case of rare, hard-to-find or hard-to-access documents that are only accessible in certain places, you can also provide the place, e.g.: "Accessible in the HAS Institute for Soil Sciences and Agricultural Chemistry".

K/ The literature sources in the bibliography must be arranged in alphabetical order - excluding the definite or indefinite articles, if applicable.

L/ Examples of in-text referencing:
<u>First data element and date ((the so-called Harvard system):</u>
"Based on the series of measurements I conducted, I was unable to confirm the study results published earlier (ABCD 1968) - similarly to other authors (FGHI 1993, KLMN et al. 1994)."
<u>Where the author’s name (as a data element) forms a part of the text:</u>
"Based on the series of measurements I conducted, I was unable to confirm the study results published earlier (ABCD 1968)
- similarly to other authors FGHI (1993) as well as KLMN et al. (1994 and 1995a)."

Annex 8:

The Official Review of the Doctoral Dissertation

is requested to be submitted, within 60 days to:

- The DS Secretariat:
  - electronically (**phd@univet.hu**) and
  - duplex-printed, signed
- for the candidate: only electronically.

It is filled out by the DS Secretariat.

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

Title of the doctoral	

Name of opponent		Scientific degree		Position	

1. General section

Delete as appropriate

1.1. ***Evaluation by formal aspects:***

1.1.1. Length?	Too long	too short	adequate
1.1.2. Is there a table of contents?	Yes	No	
1.1.3. If necessary, is there a list of abbreviations?	Yes	No	
1.1.4. Is there a bibliography?	Yes	No	
1.1.5. Are the sources correctly referenced in the text?	Yes	No	Partly
1.1.6. Is the layout of the text, the figures, the tables and other attachments didactic?	Yes	No	Partly

Based on the findings above, reviewers decide whether to continue the evaluation or suggest the candidate to rework the dissertation on account of the (serious) formal

1.2. ***Evaluation by structural aspects:***

1.2.1. Does the structure comply with the requirements of a scientific presentation, and does it facilitate communication?	Yes	No	Partly
1.2.2. Is the text sufficiently proportioned?	Yes	No	Partly

1.3. ***Evaluation by contentual aspects:***

1.3.1. Are the objectives clearly indicated?	Yes	No	Partly
1.3.2. To what extent have the objectives been achieved?	Well	Not well	Partly

1.3.3. Does the candidate know the literature related to sub-) task(s), and was it used correctly?	Yes	No	Partly
1.3.4. Did the candidate perform the necessary analysis (analyses), investigation(s) (measurements, data processing, etc.), calculations and/or prepare the necessary model(s), figure(s), drawing(s), table(s), etc.?	Yes	No	Partly
1.3.5. Did the candidate perform the necessary evaluation(s), is/are there new scientific finding(s), conclusion(s) and recommendation(s)?	Yes	No	Partly
1.3.6. Is/Are there any professionally objectionable solution(s), finding(s), conclusion(s), recommendation(s)?	Yes	No	Partly
1.3.7. Is/Are there any professionally objectionable solution(s), finding(s), result(s), conclusion(s), recommendation(s) and if so, how do they affect the product as a whole?	Yes	No	Partly
1.3.8. ?			

2. Detailed section (*each paragraph may be expanded to the necessary extent, even up to several pages. Please do not attach separate pages!*).

2.1. Itemized list of the detected **deficiencies**, with name and/or content:

2.2. List of **errors** with name and/or content, specific page number, paragraph and line:

2.3. Detailed scientific explanation (including the new (novel) conclusions of the dissertation)

3. Other comments

4. Declaration

	Please delete as appropriate.	
4.1. Can the attached publications be accepted as the basis for the dissertation?	**YES**	*NO*
4.2. The dissertation is	**SUITABLE**	*UNSUITABLE for public debate*

5. Questions: *2-5 questions the candidate must answer in a public defence.* The questions must primarily relate to (important) contextual objections.

1.
2.
3.
4.
5.

Date: 20

signature of opponent

Official reviewers are members of the Examination Committee involved in the public defence: their presence is required for holding a public debate!

Annex 9:

Scenario of the public debate of doctoral dissertations

I. Closed meeting before the public debate.

Duration	Cca. 30 minutes.
Location	The data of the venue are included in the invitation sent by the DS Secretariat.
President	determines whether • The opponents and the members of the examination committee (secretary, 2 opponents, at least 3 members) are present. • The debate can be conducted. *(As stated in the DHP Policy, debates cannot be conducted in the absence of an official opponent with a negative opinion)*
Members of the Examination Committee	Express their questions, opinions, and attach their written questions to the documents Agree on a few (usually 2-3) committee questions.
President	Presents any additional questions, comments, or statements received in writing, and then summarises the issues to be raised or clarified during the public defence.
Secretary	Notes the committee's questions for the record in the minutes

II. Public debate

Duration	Cca. 60-90 minutes.
Location and time	As indicated in the priorly issued invitation card.

President	• **Opens the defence debate** and announces that UVMB DHC, at the initiative of UVMB DSC, has approved the public defence of doctoral candidate NN's dissertation entitled "……"
	• Determines whether the debate can be conducted (or not, because...., in which case the debate is postponed to a concrete date, i.e., ..., or postponed indefinitely)
	• Introduces the members of the committee
	• **Asks**
	  ○ **the members of the Examination Committee** if they have any questions or comments with regard to starting the debate
	  ○ **the candidate** if they have any objection to the Examination Committee on account of bias or conflict of interest
	• If neither party raises a reason for postponement, the Chair asks the secretary to read out the candidate's **professional Curriculum Vitae**

Secretary	Reads out the **professional Curriculum Vitae** Circulates the attendance sheet, which is signed by the Examination Committee members, too.

President

- Asks the candidate's supervisor whether they wish to make any comments or remarks concerning the candidate's work or performance. If the answer is yes, the Chair gives the floor to the thesis supervisor for 2-3 minutes.
- Asks the candidate to present the key item of their dissertation in a free lecture in a maximum of 30 minutes.

CANDIDATE HOLDS THE PRESENTATION

President	Asks the official reviewers to present the essence of their opinion and make a proposal to confer or deny the doctoral (PhD) degree.
Opponent 1	Reads out the review
Opponent 2	Reads out the review
Chair	Asks the secretary to present the committee questions. Reads out
Secretary	and hands over the committee question(s) to the candidate
Chair	Asks the Examination Committee members to ask the candidate their questions that were not included among the committee's questions. (If applicable.)
EC members	Questions
President	Asks if any of the attendees wants to pose a **question** to the candidate.
Attendees	Questions - secretary notes them for the record in the minutes
President	Requests applicant to answer
Candidate	Answers - secretary notes them for the record in the minutes The candidate may decide to answer later, when they can provide a combined response to the questions, comments and official reviews. To support their statements, Candidates may use books or other aids.
President	Presents the comments submitted in writing (including the comments of the Examination Committee members), then gives the floor to each commenter until all attendees are able to voice their comments, in the order in which their requests are received.
Attendees	Comments

President

- Asks the candidate to respond to the official reviewers (if they have not done so yet). Warns the candidate that the official reviewers have the right to provide one counter-response after which, following the candidate's potential speech, the chair will adjourn the debate.
- Asks the official reviewers if they accept the answer.
- Asks the official reviewers if they maintain their opinion in terms of conferring/denying the doctoral degree.
- Asks the members of the Committee whether they accept the answers given to the Committee's questions or individual questions
- Asks the individual commenters if they accept the answers they were given.
- After all the answers, the chair adjourns the debate and announces that the committee retires to deliberate.

(Note: If justified, the chair may suspend the debate. The reason for the suspension as well as the time and place of the debate must be announced to the parties present.)

I. Closed meeting after the public debate

Location Same as the venue of the pre-debate meeting
Duration Cca. 30 minutes
President

- The meeting begins with a general evaluation of the public debate, with special regard to the opinions, suggestions of the official reviewers and the candidate's responses.
- Secret vote: 0 – 5 points
-

(When determining quorum, you must consider that anyone who was not present throughout the entire public debate is not allowed to vote. Minimally required number: chair, secretary, 3 members, 2 opponents

- The Examination Committee may recommend conferring the scientific degree if the candidate has received at least 67% of the total collectible points. Under this number, the committee must recommend rejection.

Secretary Takes down the decision and the explanation in the minutes.
The number of points expresses the evaluation of the work, so the detailed explanation must be in line with the number of points given. *If the numerical result concerning the awarding or rejection of the degree is not properly supported by the explanation, the reasons for this — including any dissenting opinions — must be recorded in the minutes.*

IV. Conclusion of the public debate (again in the lecture hall)

President

- **Announces** that the committee is about to conclude the public debate, then
- **Asks** the attendees to stand up, and
- **Reads** out the number of points awarded by the committee's secret vote and how this number relates to the total number of points achievable, then reads out the committee's recommendation.
- The attendees take their seat to listen to the **explanation** of the decision.
- Notes that the minutes with the Examination Committee's opinion will be submitted to the DSC, which then submits a proposal to the DHC that makes the final decision.
- **Adjourns** the public **debate**.

V. Miscellaneous

- **The Chair is responsible for the adequate work of the Committee.**
- **The secretary's duty is to prepare the defence minutes appropriately.**
- The location and time of the defence is determined by the thesis supervisor and the candidate after a preliminary agreement with the EC members.
- The DS Secretariat is responsible for preparing the defence venue and the seats for the committee.
- Any post-debate hospitality services are optional and are organized by the candidate in each case.

Annex 10

CALCULATION OF THE CREDITS AWARDABLE FOR PROFESSIONAL PERFORMANCE FOR THE ADMISSION OF INDIVIDUAL CANDIDATES TO THE COMPREHENSIVE EXAM

Creditable performance	Credits
Credits for previous studies and teaching/research	
PhD course previously completed successfully	Actual course credits, but at least 6 per course
Participation in profession-related training	4 per course
Second degree related to the field	6
Certification of other professionally acceptable training	4 per training
Maximum total credits that can be awarded	40

Absolutorium obtained at the UVMB DS, without degree attainment	**130**
With presentation of a dissertation suitable for the workshop debate	

Publications and their citations	
At least 5 (five) scientific releases with an IF in D1 and/or Q1, Q2 journals – of which 3 are related to the topic of the dissertation	20 per publication

Other professional achievements	
State-recognized variety or patent, domestic / foreign	6 / 10
Other technological development, domestic / foreign	6 / 10
Participation in a research project, depending on the extent of participation, domestic / international	between 6–10 / 10–15
Recognition by a domestic / international professional organization or scientific society	3 / 5

Regular teaching activity at university level	
Assessed on the basis of the title of the course/subject, the university, the programme, the level of training and the duration	max. 10
1st prize or grand prize at the National Scientific Students' Associations Conference (OTDK)	3
2nd or 3rd prize at the OTDK, 1st, 2nd or 3rd prize at the MÉTE TDK conference, or 1st prize at the university TDK conference	2
Consultant/supervisor work (diploma thesis, thesis, TDK paper)	2 per paper

Credits may only be awarded for performance that is authentically supported by appropriate documents. Individual candidates must obtain at least 130 credits in order to apply for and take the comprehensive exam.