

HUNGARIAN UNIVERSITY OF AGRICULTURE  
AND LIFE SCIENCES (MATE)

**DOCTORAL RULES**

GÖDÖLLŐ  
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## I Preamble

Act CCIV of 2011 on National Higher Education defines doctoral programme as the highest level of university education and the doctoral degree („Doctor of Philosophy”, hereinafter referred to as PhD) as the highest level of qualification at university level. Hungarian University of Agriculture and Life Sciences (hereinafter referred to as SZIE or University) is authorised to announce doctoral programmes, conduct dissertation procedures and confer doctoral degrees by the Hungarian Accreditation Committee (hereinafter referred to as HAC) in the following disciplines:

1. agricultural engineering,
2. animal husbandry science,
3. biology sciences,
4. food sciences,
5. economic and management sciences,
6. environmental sciences,
7. plant and horticultural sciences,
8. regional sciences.

The following sources of law are applicable to the Doctoral Regulations of Hungarian University of Agriculture and Life Sciences (hereinafter referred to as DR):

- Act CCIV of 2011 on National Higher Education
- Government Decree 387/2012 (19 December) on doctoral schools, doctoral procedure and Habilitation (hereinafter referred to as Government Decree)
- Act C of 2001 on the recognition of foreign degrees and certificates
- HAC Decree 2008/8/II/2 on the accreditation requirements of establishment and operation
- organisational and operational regulations of MATE.

Hence, the Senate of the University (hereinafter referred to as Senate) sets forth the doctoral regulations of the university as part of the regulations relating to students of the Organisational and Operational Regulations in the form outlined below.

## II General provisions

### 1. §

#### **Definitions and contents of the doctoral programme and the doctoral degree**

(1) The “Doctoral Programme” is an academic programme of advanced studies and research in an academic discipline for individual or organised programme by taking the special features and the requirements of PhD students into consideration with the inclusion of assessment elements.

(2) The doctoral degree serves as proof of high-level knowledge in a certain discipline, aptitude to independent research work and achievements of new or novel results by international indicators.

- (3) Doctoral study may solely be pursued under the operation of accredited doctoral schools.
- (4) Programmes shall take the following forms:
  - a) state funded,
  - b) self-funded.
- (5) Students participating in individual programme may exclusively have a self-funded status.

## 2. § Definitions

1. **university PhD student register:** records about the PhD students admitted and participating in the PhD programme kept by the Doctoral and Habilitation Centre;
2. **university PhD register:** records about the persons who have earned the PhD title at University and its details kept by the Doctoral and Habilitation Centre;
3. **Doctoral or PhD student:** state funded or self-funded students who take part in the PhD programme with all the rights and liabilities outlined in the regulations on higher education.
4. **PhD student contract:** a contract on student employment in compliance with subsection (5) of § 44 of the Act on National Higher Education.
5. **Doctoral or PhD dissertation:**
  - (a) A doctoral dissertation (a piece of work, work of art) prepared by the doctoral candidates or students that proves their aptitude to carry out scientific work to meet the requirements.
  - (b) The dissertation may also be a brief thesis-like summary of several scientific publications. If this is so, the original works are annexed and their quality and quantity are examined by the Committee. Works of art or patents may also be submitted as an annex of the dissertation.
6. **doctoral degree:** a degree of the doctoral council whose requirements are listed in the doctoral regulations of the university pursuant to the applicable laws.
7. **doctoral degree seeking procedure:**
  - (a) the procedure to obtain the doctoral degree in the three-year-long programme;
  - (b) the research and dissertation preparation phase in the eight-term-long programme.
8. **council of the doctoral school (DSC):** a body holding regular meetings to assist the head of the doctoral school that consists of the regular members of the doctoral school and the invited visiting members holding a scientific degree and making research in the given discipline and who are commissioned and acquitted by the head of the University Doctoral and Habilitation Council after hearing the opinion of the Doctoral and Habilitation Council;
9. **doctoral programme:** educational, research and examination activity tailored to the special features of the discipline as well as the PhD students in organised or individual programmes;
10. **doctoral stipend:** monetary incentive granted to students taking part in state funded doctoral programmes and international students entitled to the same rights and benefits as Hungarian nationals based on acts or international agreements;

11. **doctoral regulations:** part of the organisational and operational regulations of the higher education institution that sets forth the rules of the doctoral programme and obtaining the doctoral title as well as the operations of the disciplinary doctoral schools in details;
12. **doctoral topic:** such an area of research that is suitable for the doctoral students to get acquainted with the application of scientific methods, obtain assessable scientific results and prove their aptitude by publishing scientific publications, lectures and doctoral dissertation (works of art);
13. **doctoral theses:** a summary for the public presenting the scientific results of the doctoral candidate/student that testifies that the doctoral candidate/student has met the general and special requirements necessary for obtaining the doctoral title and ready for the procedure of earning doctorate.
14. **study (taught modules) and research phase:** the first period of the doctoral programme that is finished with a mid-term examination at the end.
15. **mid-term examination:** a form of assessment at the end of the fourth semester of the doctoral programme in front of a Committee at the end of the taught modules and research phase consisting of two parts where the theoretical part assesses the students' theoretical knowledge and in the dissertation part the students give an account of their scientific progress made.
16. **research and dissertation phase:** the second period of the doctoral programme following the mid-term examination which is part of the degree seeking procedure with the objective of earning the degree.
17. **partial study abroad:** part of the doctoral programme in which the doctoral student may take part on the basis of such a work programme similar to their research topic and approved by the supervisor that ensures recognising the studies abroad in the doctoral programme of the university. The council of the doctoral school shall make a decision on accepting the work programme of partial studies abroad.
18. **credit:** an academic point achieved by meeting the criteria while studying pursuant to the regulations of the doctoral school.
19. **home defence:** presenting, evaluating and disputing the draft (preliminary) doctoral dissertation in front of the colleagues and other researchers and prominent experts organised by the supervisor(s) of the PhD student.
20. **public defence:** presenting the scientific results and achievements of the doctoral dissertation prepared by the doctoral candidate in order to achieve the doctoral degree in a public defence in front of a committee and in the presence of official reviewers as well as replying to any questions, comments and opinions that may arise in the supervisory or defence period.
21. **reviewer:** the official assessor of the doctoral dissertation at least one of which shall not be employed by the higher education institution that runs the doctoral school,
22. **supervisor:** the doctoral topic supervisor of the PhD student/doctoral candidate; an active researcher or lecturer with a scientific degree whose topics were preliminary approved by the Council of Doctoral School who is responsible for instructing and assisting the doctoral students in studying, researching and publishing the research results, building international contacts, participating in conferences and preparing the doctoral candidates for obtaining the degree. The doctoral student/candidate may have two supervisors (co-supervisors) simultaneously who are responsible for their making progress. A supervisor shall not have more than six doctoral students at a time: maximum three in the studies and research phase and three in the doctoral degree phase.

23. **candidate:** in the eight-semester programme, the doctoral student who completed absolutorium by the end of the research and dissertation phase at latest until the date of the defence procedure – taking into account the deadlines defined by legislation and university rules and regulations.

24. **doctoral candidate:** in the six-semester programme, the doctoral student who completed absolutorium and takes part in the doctoral degree seeking procedure at latest until the date of the defence procedure – taking into account the deadlines defined by legislation and university rules and regulations.

### 3. §

#### The structure of the programme and the degree seeking procedure at university

(1) The following stakeholders shall fulfil the regulatory, decision making, organisational, administrative and registration tasks of the doctoral programme and degree seeking procedure as outlined by paragraphs (2)-(6):

- a) Senate,
- b) Rector,
- c) Doctoral and Habilitation Council,
- d) Doctoral School and its Council (hereinafter: DS and DSC),
- e) Doctoral and Habilitation Centre

(2) In terms of the programme and degree seeking procedure, the Senate shall

- a) accept the Doctoral Regulations of the University,
- b) Operational Rules of the DS
- c) approve the chair and the members of the Doctoral and Habilitation Council,
- d) decide on the closure of a doctoral school based on the initiations of the Doctoral and Habilitation Council or the Rector,
- e) decide on conferring the title of doctor honoris causa.
- f) decide on conferring summa cum laude title,
- g) confer the titles to persons who have earned the doctoral degree at its traditional annual, ceremonial public meeting.

(3) The rector shall

- a) appoint the heads of the doctoral schools for a maximum period of five years based on the approval of the Doctoral and Habilitation Council which period may be extended several times,
- b) confer the summa cum laude title,
- c) request the Education Authority to register the school following the Senate's decision made on the establishment of the doctoral school,
- d) confer the titles to persons who have earned the doctoral degree at its traditional annual, ceremonial public meeting,
- e) make a proposal to the Senate to confer the title of doctor honoris causa based on the approval of the Doctoral and Habilitation Council.

(4) The Doctoral and Habilitation Council is the supreme decision making and managing body of the doctoral programme and the doctoral degree seeking procedure that formulates and supervises the university system of the doctoral programme, the doctoral degree seeking procedure and habilitation, assures the quality of the scientific degree and the international equivalence and recognition of degrees obtained in various disciplines and research fields.

- (5) The DS serves as the workshop of the doctoral programme and research and the doctoral programme may exclusively be run by the DS. The scope of its tasks shall include
- a) outlining its own operational regulations including
    - aa) the procedure and requirements of the admission procedure,
    - ab) the educational and research topics of the doctoral candidates,
    - ac) the compulsory and optional subjects and their credit system,
    - ad) the quality assurance and publication requirements of the DS.
  - b) approving the order of business,
  - c) establishing the council of the doctoral school (hereinafter DSC) that assists the work of the head of the doctoral school.
- (6) The tasks of the Doctoral and Habilitation Council are set forth by § 51 of the Operational Regulations, § 6 of the present regulations and its own regulations.

#### **4. §**

#### **Doctoral and Habilitation Council**

- (1) The Doctoral and Habilitation Council shall perform its tasks and duties in line with the regulations of subsection (4) of § 3 and § 15 of the Operational Regulations and its own regulations. Its operative and coordinatory activities shall be carried out by the Doctoral and Habilitation Centre.
- (2) The Doctoral and Habilitation Council shall decide on
- a) all the strategic issues of the doctoral programme and the doctoral degree seeking procedure,
  - b) the university structure of the doctoral programme and the doctoral degree seeking procedure,
  - c) the allocation of state stipends and grants per discipline (scholarships, as well as programme and research subsidies) and controlling the use of financial means,
  - d) the heads of the doctoral schools,
  - e) the approval or acquittal of the council members of the doctoral schools,
  - f) the members of the admission committee based on the approval of the doctoral schools,
  - g) the admission of applicants based on the approval and ranking order of the doctoral schools,
  - h) commencing the procedure for the doctoral degree seeking procedure following the approval of the doctoral schools and the members of the mid-term examination committee as well as the ones of the public defence committee,
  - i) awarding, refusing, revoking the doctoral degree and recognising the scientific titles earned abroad,
  - j) the members of the committee of the mid-term examination of the doctoral students in the eight-term programme,
  - k) the order of business of the Doctoral and Habilitation Centre.
- (3) The Doctoral and Habilitation Council shall
- a) formulate its opinion on the initiation of establishment and closure of doctoral schools,
  - b) evaluate the doctoral programme and the doctoral degree seeking procedure at university for the Senate on a regular basis,

- c) formulate opinion on all university level issues on the doctoral programme and the doctoral degree seeking procedure.
  - d) formulate opinion on awarding Doctor Honoris Causa, Honoris Causa Professor titles,
  - e) formulate opinion on professorships, the title of university private professor, honorary professorships,
  - f) formulate opinion on all other cases requested by the Rector or the Senate of the University.
- (4) The Doctoral and Habilitation Council shall perform the tasks of the Scientific Council, based on which the Doctoral and Habilitation Council shall be responsible for the establishment, implementation and monitoring of the RD&I strategy of the University.

## 5. §

### Doctoral school and council of the doctoral school

- (1) The head of the doctoral school, a university professor who meets the requirements of the core membership and a regular or corresponding member or DSC of the Hungarian Academy of Sciences, shall be responsible for the scientific standard and educational work of the school. The head of the doctoral school is recommended by the DSC, and commissioned or acquitted by the rector following the decision of the Doctoral and Habilitation Council.
- (2) The core member of the DS shall meet the requirements outlined in subsections (3)-(5) of § 2 of the Government Decree.
- (3) The core members shall meet the requirements listed in (2) above for at least a period of the programme and the doctoral degree seeking procedure and have a research topic announced by the doctoral school.
- (4) The Council of the Doctoral School shall
- a) decide on
    - aa) accepting the research scheme of the doctoral students, their subjects and credits;
    - ab) issuing an absolutorium ('completion of studies' certificate);
    - ac) further allocating the funds of the doctoral school (state grants and subsidies),
    - ad) the advisors, supervisors and instructors of the doctoral school,
    - ae) the doctoral research topic of the doctoral candidates,
    - af) on awarding core member emeritus titles.
  - b) make proposals on
    - ba) the members of the admission committees,
    - bb) assigning a new supervisor due to lack of scientific progress or any other grounds;
    - bc) admission to the doctoral programme,
    - bd) accepting state funded students;
    - be) accepting applications for the doctoral degree seeking procedure;
    - bf) the members of the rigorosum (mid-term examination) and public defence committees following the recommendation of the supervisor(s) in term of the 6-semester programme,
    - bg) the members of the mid-term examination committee of the eight-semester programme,
  - c) formulate an opinion on
    - ca) the due accounts of the PhD students and supervisors;

cb) matters assigned to the Doctoral and Habilitation Council;

## **6. §**

### **Doctoral and Habilitation Centre**

(1) The Doctoral and Habilitation Centre is a unit directly controlled by the Rector. It shall perform the coordination and administrative tasks of the Doctoral and Habilitation Council and the doctoral programme. The Doctoral and Habilitation Centre shall be managed by Centre Manager in accordance with the order of business of the Doctoral and Habilitation Centre.

(2) The Doctoral and Habilitation Centre shall keep a record on the students admitted to the doctoral schools and/or participated in the programme, and/or applied for doctoral degree seeking procedure and/or earned the degree. Data shall be disclosed to the Higher Education Information System by the Doctoral and Habilitation Centre.

(3) The Doctoral and Habilitation Centre keep a record on

- a) students admitted to the doctoral programme,
- b) students participating in the doctoral programme,
- c) subjects and courses announced by the doctoral schools in the semester concerned,
- d) academic requirements and completing research work,
- e) passive student status,
- f) PhD students passing/failing the mid-term examination,
- g) doctoral students obtaining an absolutorium ('completion of studies' certificate),
- h) doctoral candidates,
- i) procedures of the doctoral degree seeking procedure,
- j) persons with a doctoral degree.

(4) The doctoral dissertations and the theses in Hungarian and English shall be made public at least 2 weeks prior to the public defence by the Doctoral and Habilitation Centre. If requested by the author a maximum of two years' postponement can be granted before the publication following the approval of the Doctoral and Habilitation Centre.

(5) In compliance with the effective regulations the Doctoral and Habilitation Centre shall be made legally responsible for disclosing data on the records and announcements to the bodies concerned in the doctoral programme and the doctoral degree seeking procedure (Ministry of Human Capacities, Hungarian Doctoral Council, Hungarian Accreditation Committee, Hungarian Higher Education Information System, the University or other bodies when instructed).

(6) the funds coming in from the programme contributions, tuition fees and special procedure fees shall be managed by the Doctoral and Habilitation Centre about which the Doctoral and Habilitation Council shall constantly be informed.

(7) The head of the Doctoral and Habilitation Centre shall be the Chief Director in accordance with Section 20 of the organisational and operational rules, while the Head of the Centre shall be in charge of the administration and coordination activities

## **III Financial conditions of the programme and the doctoral degree seeking procedure**

### **7. §**

#### **State funded programme (students with stipend)**



- (1) Services provided free of charge for the state funded students include
  - a) lectures, seminars, consultations, practices, field practices, reports, exams necessary to meet the educational and programme requirements of the programme and obtain the absolutorium ('completion of studies' certificate),
  - b) launching the doctoral degree seeking procedure during the three-year long programme in accordance with § 53 and 53/A of the Act on the National Higher Education.
  - c) use of the facilities of the higher education institution, including library and basic library services, laboratories, computer, sport and recreational facilities, and the equipment thereof pertaining to services free of charge,
  - d) the first issue of all documents relating to the programme or the conferral of the doctoral degree.
- (2) If the doctoral student takes part in the educational and research activity of the higher education institution, it can be considered a form of employment. This employment may solely be carried out within the framework of PhD student contracts pursuant to § 44 of the Act on National Higher Education.
- (3) The costs of completing scientific research tasks (programmes) at the internal and external departments (research institute) of the university may exceptionally be covered at other research institutes from the central budget after the recommendation of the supervisor following the approval of the head of the doctoral school.
- (4) The tuition fee and the costs of the doctoral programme of the international PhD student studying within the framework of an international agreement or a bilateral cultural-scientific agreement and exchange programmes may be covered by the competent Ministry from a special budget. Accordingly, an international student with such a legal standing bears the same rights and responsibilities as their Hungarian equivalents and upon acceptance a similar student status shall be ensured.
- (5) The amount of the doctoral state stipend transferred monthly by the University is set out by the effective budgetary act. The terms and conditions of entitlement to stipend are included in the regulations on fees and grants in the Students' Regulations.
- (6) The fees to be paid by students during the doctoral procedure are set out in Appendix 11 hereof.

## **8. §**

### **Self-funded programme**

- (1) Only applicants with a declaration on covering all the costs of the services listed in (1) of § 7 shall be admitted to the self-funded programme. The fees payable per semester are set out in Appendix 11 hereof.
- (2) Contrary to subsection (1) any further fees borne by the research programme of the doctoral student may be specified by the operational regulations of the doctoral school.

## **IV Admission procedure**

### **9. §**

#### **Call for programmes; maximum number of admitted students**

(1) The Rector shall call for application for the programmes of the accredited doctoral schools of the University and the terms of application published by the Ministry of Human Capacities every academic year on [www.felvi.hu](http://www.felvi.hu) and [www.doktori.hu](http://www.doktori.hu).

(2) The number of students funded by Hungarian state scholarship shall be decided by the Hungarian Doctoral Council on the basis of the higher education institution quota. The number of admissible Hungarian and non-Hungarian doctoral students of the self-funded programme shall be approved by the Doctoral and Habilitation Council based on the proposal of the head of the doctoral school on the basis of the capacity of the schools.

## **10. § Application and eligibility**

(1) Applications to the doctoral programmes addressed to the Doctoral School concerned shall be submitted to the Doctoral and Habilitation Council till 31 May every year or 10 December in the case of programmes starting in the second semester, respectively.

(2) Pursuant to (4) of § 1 the criteria of eligibility include

- a) a Master's degree of at least „good' qualification earned in Hungary or abroad and a professional qualification or its equivalent in higher education or a certificate to meet the criteria laid down in the operational regulations of the doctoral school. Exemption from the „good" qualification may be granted in the case of degrees earned three years prior to admission on grounds of proven scientific achievements.
- b) at least a type 'C' intermediate-level or B2 state accredited general language examination in one of the international languages accepted by the doctoral schools or a language certificate equivalent thereto and
- c) preliminary scientific activities conducted in accordance with the requirements of the doctoral school,
- d) a declaration that the PhD student undertakes to meet the study and research requirements as specified in the curriculum and in the case of state-funded status, the PhD student is aware of the fact that labour status can be maintained only with the approval of the supervisor and the superior at work.
- e) Final year students may also apply for the programme but may only be admitted after obtaining the degree on completion of all other requirements.

(3) Anyone is eligible for the self-funded programme in the case of meeting the criteria listed in (4) § 1 a) whose position and working conditions make it possible for them to meet the requirements of the doctoral degree seeking procedure. Only applicants with a written declaration of ensuring proper conditions by the workplace or any other places of meeting the criteria may be admitted to the self-funded programmes.

(4) The application form is set out by Appendix 2 of the regulations to which the following attachments shall be submitted

a) for state funded programmes:

- aa) the resume,
- ab) the credit transcript and the university degree,
- ac) language certificate(s),
- ad) the list of publications and the draft of the research and doctoral topic,

- ae) the funds designated to cover the research programme and the letter of acceptance of the research institute,
  - af) any further admission criteria specified by the DS,
  - ag) receipt of payment of the application fee.
  - b) In the case of applying for self-funded programmes in addition to the points listed in a) a declaration of the applicant and the superior at work shall also be attached on the funds designated to the research part of the doctoral programme.
  - c) When applying for the self-funded programme a declaration shall also be attached in which the applicant or an employer of the applicant undertakes paying the fee specified in the regulations upon admission.
  - d) International applicants with their studies completed not in the Hungarian or English language shall submit an international language certificate in any of the languages specified by the operational regulations of the DS.
- (5) Applicants shall prove the details of the scientific programme and research topic selected, the indicated scientific achievements and publication activities. The head of the doctoral school and the supervisor recommended may assist in compiling the application, drafting the research topic and the preliminary doctoral topic whose essential part is setting out the technical and financial criteria of the research programme.
- (6) The form of applications submitted shall be checked by the Doctoral and Habilitation Center and in the case of any missing documents, applicants shall submit them within a given deadline.

## **11. § Interview**

- (1) Applicants submitting a proper application regarding both content and form shall be invited to an interview. The interview is organised by the Doctoral and Habilitation Centre in agreement with the head of the doctoral school till 30 June or 20 January in the case of programmes starting in February.
- (2) Interviews shall be carried out by the Admission Committee of the DS.
- (3) The interview is organised with the objective of getting an overview of the human and professional attitudes of the applicant, ideas concerning the doctoral work, scientific achievements and language knowledge. The Committee evaluates the applicants individually by accepting or refusing their application. The Admission Committee shall also put the applicants in a ranking order.
- (4) Points are awarded by the Admission Committee at the interview on the basis of the following criteria in line with the operational regulations of the DS.

1	human and professional attitude	0 - 30 points based on the evaluation of the Admission Committee
2	scientific achievements	0 - 30 points (details are included in the operational regulations of the DS)
3	qualification of the degree	0 - 10 points (10= with honours, 5= excellent, 0= good)

- (5) Degrees obtained three years prior to the admission procedure may not be assessed and 'good' qualification is not a prerequisite, either.

- (6) For admission recommendation reaching at least 40 points in Points 1 and 2 of subsection (2) is a prerequisite.
- (7) Applicants with good points are ranked by the Admission Committee and put forward to the Council of the Doctoral School.
- (8) The Council of the Doctoral School regulates the evaluation system of points separately in the case of international applicants.

## **12. § Decision on admission**

- (1) The DSC prepares the list of ranking the applicants for state funded and self-funded programmes on the basis of the order of the admission committee which is forwarded by the head of the DS to the Doctoral and Habilitation Council. In case of too many applicants the DSC may offer the self-funded programme to those applying for the state funded programme.
- (2) The Doctoral and Habilitation Council shall decide on admission on the basis of the recommendations taking into account the quota and capacities till 10 July or 25 January in the case of courses starting in the second semester.
- (3) Applications may be rejected if they do not meet the admission criteria of the doctoral programme.
- (4) Applicants shall be informed of the decision till 31 July, or 31 January in the case of courses starting in the second semester.
- (5) In case of admission the letter of admission shall contain
- a) name and HEI registration number of the HEI,
  - b) name of the Doctoral School, the type (full-time, corresponding, individual) and financial form of the programme,
  - c) name, address and the Educational ID number of the applicant (if any),
  - d) information on the possibility of legal remedy,
  - e) information on enrolment and the consequence of failing enrolment,
  - f) legal references based on which the decision was made by the HEI,
  - g) the date and place of decision, the name and position of the issuer of the decision and
  - h) the date of enrolment and the list of the necessary documents.
- (6) In the case of students not admitted to the programme, the decision shall contain justification in addition to those specified in Section (5).
- (7) If the applicant meets the admission requirements but was rejected on the grounds of the tight quota for state funded programmes, the self-funded programme shall be offered as an option. Submission of a declaration specified by (3) c of § 12 shall result in admission to the self-funded programme.
- (8) Appeals against rejections of admittance may be lodged within 15 working days of receipt of such rejection to the Doctoral and Habilitation Council addressed to the Rector of the University if the law or institutional regulations have been infringed. Review of appeals shall be subject to rules governing the remedies of student affairs applied as appropriate within 30 days.

## **V. Programme**

### **13. § Common provisions**

- (1) The doctoral student pursues studies and conducts individual research work under the guidance of the supervisor on the basis of the work plan approved by the doctoral school (DS).
- (2) Duration of the programme
  - a) for students admitted till the 2015/2016 academic year is three years (hereinafter three-year programme) which can only be completed full time during six semesters.
  - b) The length of the doctoral programme for students admitted after 1 September 2016 is eight semesters (hereinafter eight-semester programme) that consists of two separate four-semester-long periods.
- (3) The programme consists of completing the compulsory and optional courses of the curriculum, submitting the assignments, passing the exams and obtaining the necessary number of credits. For the three-year programme 180 credits, for the eight-semester programme 240 credits shall be obtained.
- (4) The requirements of the compulsory and optional courses are included in the curriculum of the DS.
- (5) Other special requirements of the semesters are set out by the operational regulations of the doctoral schools.
- (6) The Doctoral and Habilitation Council shall be in charge of the distribution of the annual university state funded quotas among the doctoral schools.

#### **14. §**

##### **Language requirements**

- (1) The language criteria for a Hungarian doctoral student or doctoral candidate to the programme are
  - a) at least an intermediate level complex („C”) or B2 language exam at admission
  - b) certificate of second foreign language knowledge
    - ba) at least an elementary level examination
    - bb) a language examination organised by the higher education institution.
- (2) The language criteria for a non-Hungarian doctoral student or doctoral candidate are at least an intermediate-level language examination in English. The mother tongue of the doctoral student or doctoral candidate is accepted by the DS as a second foreign language. If the mother tongue of the doctoral student or doctoral candidate is English the second foreign language examination shall be presented pursuant to subsection (1) b).
- (3) The list of languages for (1) and (2) accepted by the doctoral school is included in the operational regulations.

#### **15. §**

##### **Regulations on the three-year programme**

- (1) After the doctoral student obtained the 180 credits stipulated by subsection (2) a) of § 13 and proved the research activity set out by the DS regulations an absolutorium (‘completion of studies’ certificate) shall be issued. Further special requirements may be set by the doctoral school.
- (2) The absolutorium shall be obtained within 6 years after commencing the doctoral studies; otherwise the student record shall be deleted from the register.

## **16. §**

### **Regulations on the eight-semester programme**

- (1) The programme outlined in subsection (2) b) of § 13 shall include the following parts
  - a) Semester 1-4: studies (taught modules) and research phase,
  - b) Semester 5-8: research and dissertation phase.
- (2) At the end of the studies and research part a mid-term examination shall be taken pursuant to subsection (1) a).
- (3) An absolutorium ('completion of studies' certificate) shall be issued by the higher education institution to the doctoral student who obtained all the credits set out in the doctoral programme.
- (4) Individual programme participants may join the phase specified in subsection (1) b) provided that the regulations of the admission and doctoral programme have been met and the mid-term examination has been taken (hereinafter individual programme participant).
- (5) The doctoral student shall submit the dissertation pursuant to the doctoral regulations within three years of the mid-term examination. This deadline may be extended by maximum one year in special cases regulated by subsection (2) of § 45 of the Act on National Higher Education. Suspension of the student status in the degree seeking procedure is limited to a maximum of two semesters.

## **17. §**

### **Regulations on individual programme**

- (1) Individual programme participants may join the programme set out by subsection (1) b) of §15 after fulfilling the requirements set in the operational regulations and passing the mid-term examination.
- (2) Students of the individual programme shall submit an application in accordance with Appendix 3 to the Doctoral and Habilitation Centre and in the case of any missing documents, the Doctoral and Habilitation Centre calls the applicant to submit them by a fixed deadline.
- (3) DSC shall make a proposal based on the compliance of the application with the criteria set out by subsection (1) of the operational regulations and the Doctoral and Habilitation Council shall make the decision.
- (4) The higher education institution shall recognise the minimum credits necessary for the mid-term examination and may recognise further credits in accordance with Section 7(a) of §49 of the Act on National Higher Education.
- (5) After the successful completion of the mid-term examination further credits can be acknowledged as set out by the operational regulations of the DS based on the request of the doctoral student, which can reduce the duration of the programme set out by subsection (1) b) of §15.

## **18. §**

### **Regulations on the doctoral students**

- (1) The doctoral students in the state funded programme shall receive a stipend from the central budget the period of which is 36 months in the case of the three-year programme and 48 months for the eight-semester programme. The amount of the stipend shall be defined by law.

- (2) The state funded doctoral student is entitled to social grant in accordance with the effective government decree if meeting conditions.
- (3) With the approval of the supervisor the doctoral student may take part in part-time programmes abroad. Working abroad during the part-time programme may be recognised in the doctoral programme. The state funds shall be transferred for a maximum 6 months in the case of part-time programme abroad but more than 12 months of stipend cannot be transferred in the case of studies abroad. In the period between six and twelve months the head of the doctoral school shall decide whether the doctoral student may receive the stipend.
- (4) The doctoral student is entitled to have a student card.
- (5) The doctoral student shall bear the following responsibilities.
- a) The doctoral student shall indicate whether he continues his studies via the Neptun system by the given deadline.
  - b) The doctoral student shall register for the compulsory/optional courses for the semester in the Neptun system.
- (6) The supervisor leads and assists the doctoral student in preparation and research.
- (7) The research programme of the doctoral student shall be evaluated and approved by the DSC as put forward by the head of the doctoral school.
- (8) Doctoral students may institutionally represent themselves and establish a doctoral students' union government pursuant to § 63 of the Act on National Higher Education.
- (9) Pursuant to subsection (5) a) if the student sets the status of the semester to passive in the NEPTUN system the student status is suspended. The regulations of suspension include the following.
- a) The contiguous suspension of student status cannot be longer than two semesters.
  - b) Students may suspend their studies several times.
  - c) The first suspension shall only be made after completing the first semester.
  - d) The doctoral student in the self-funded programme shall bear no costs while temporarily suspending the student status.
- (10) The doctoral student may bear other liabilities than the doctoral tasks pursuant to subsection (2) of § 7.
- (11) The student status shall be terminated in the case of failing the mid-term examination.
- (12) Students admitted shall sign a document to prove the acknowledgement of all doctoral programme documents as well as rights and liabilities. Hungarian state funded PhD students shall declare upon enrolment on the understanding and acceptance of the set of conditions of the state scholarship specified in The Act on National Higher Education. Self-funded PhD students shall sign a study agreement in accordance with the Academic Rules and Procedures upon enrolment.

## **VI Doctoral degree seeking procedure**

### **19. §**

#### **Common provisions**

- (1) The doctoral degree seeking procedure
- a) is the procedure following the obtaining of the absolutorium ('completion of studies' certificate) after which applications to the doctoral degree seeking procedure shall be submitted within three years in the case of programmes defined in subsection (2) a) of § 15

- b) in the case of programmes defined in subsection (2) b) of § 15 the doctoral degree seeking procedure is the research and dissertation phase.
- (2) The doctoral student who submits the dissertation within the programme period launches the doctoral degree seeking procedure and shall fall into the effect of subsection (1) a). In this case the student is simultaneously a doctoral candidate.
- (3) Conditions to obtaining a doctoral degree in the three-year programme:
  - a) passing the rigorosum,
  - b) documenting independent research achievements in line with the operational regulations of the DS,
  - c) meeting the language criteria,
  - d) solving scientific tasks individually, submitting a dissertation or other works,
  - e) defending the results in the public defence.
- (4) Conditions of obtaining the degree in the eight-semester programme:
  - a) passing the mid-term examination,
  - b) documenting independent research achievements in line with the operational regulations,
  - c) completing the absolutorium by completing the 240-credit criterion,
  - d) meeting the language criteria,
  - e) solving scientific tasks individually, presenting a dissertation or other works,
  - f) defending the results in the public defence.
- (5) PhD students of the three-year programme shall initiate the doctoral degree seeking procedure.

## **20.§**

### **Application for the doctoral degree seeking procedure**

- (1) In the three-year programme
  - a) applications shall be made by filling in the form of Appendix 4a and submitting the necessary attachments.
  - b) The formal requirements of the applications shall be checked by the Doctoral and Habilitation Centre and in the case of any missing documents, it shall call the applicant to submit them by a fixed deadline.
  - c) The DSC shall evaluate the content and professional nature of the applications. If the documents submitted meet the criteria of application for doctoral degree seeking procedure (absolutorium completed, second language exam) the DSC based on the proposal of the supervisor shall approve the subjects or topics for the rigorosum and make proposals on the members of the rigorosum committee and/or examination committee at the public defence. The decision shall be made by the Doctoral and Habilitation Council as put forward by the head of the doctoral school.
  - d) The Doctoral and Habilitation Centre shall inform the applicant on acceptance or refusal of the application for the doctoral degree seeking procedure.
- (2) In the eight-semester programme the doctoral student applies for the mid-term examination by submitting Annex 4b. The prerequisite to apply for the mid-term examination is 90-120 credits as required by the DS and the completion of the second language exam. The doctoral degree seeking procedure is the research and dissertation phase that starts with passing the mid-term examination.
- (3) Doctoral degree seeking procedure fees are included in Appendix 11 of this regulation.



## **21.§**

### **Doctoral candidate status**

- (1) In the three-year programme, upon the acceptance of the application, doctoral candidate status shall be established between the applicant initiating the doctoral degree seeking procedure and the University. All the necessary requirements of the doctoral degree shall be met in the doctoral candidate status.
- (2) Rights and liabilities of students shall be applicable to the doctoral candidates unless governed by other regulations.
- (3) The Doctoral and Habilitation Centre shall issue a doctoral candidate form when such a status is created.
- (4) The doctoral candidate status shall cease when the doctoral degree seeking procedure terminates or the candidate fails to submit his/her doctoral thesis within two years of establishing the doctoral candidate status.

## **22. §**

### **Doctoral rigorosum**

- (1) In the three-year programme, the doctoral rigorosum is the most comprehensive and thorough assessment of professional knowledge of the doctoral students in the subjects or topics approved by the DSC.
- (2) The rigorosum shall be taken within two years of the acceptance of the request for the doctoral degree seeking procedure in front of the Doctoral Rigorosum Committee. The supervisor may not be a member of the committee.
- (3) Members of the Doctoral Rigorosum Committee shall be:
  - (a) chair: may solely be a university professor employed by the university, habilitated associate professor, habilitated college professor or University Professor Emeritus.
  - (b) members: at least two; researchers or professors from the topic and subjects of the rigorosum one of which is not employed by the university,
  - (c) secretary: a professor, researcher or PhD student prominent in the research topic and employed by the university without a right to vote.
- (4) When evaluating the rigorosum the members of the committee shall individually assess the performance of the doctoral candidate on a scale ranging from 1 to 5. The qualification of the rigorosum is based on the average (percentage) of the scores. The results shall be announced following the rigorosum. The qualification shall be calculated on the basis of the average scores as follows:

a) summa cum laude	5.00 – 4.51
b) cum laude	4.50 – 3.71
c) ríte	3.70 – 3.17
d) irríte	3.16 – 1.00
- (5) Pursuant to subsection (4) d) the unsuccessful rigorosum can be retaken once after six months.
- (6) The supervisor shall negotiate the date of the rigorosum at least 10 days prior to the rigorosum and inform the Doctoral and Habilitation Centre. The Doctoral and Habilitation Centre shall perform the administration of the doctoral rigorosum.

- (7) The secretary shall take minutes in line with Appendix 5a and verified by the signature of the members. The minutes are open to the public.
- (8) Public defence shall be subject to a successful rigorosum.

### **23. §**

#### **Mid-term examination**

- (1) The doctoral mid-term examination is a thorough and comprehensive form of assessment for the evaluation of the doctoral candidate's knowledge acquired in the special field of study of the relevant discipline in the eight-semester programme. It is made up by the following two parts.
- a) theoretical part: the theoretical knowledge of the examinee is tested in at least two subjects and/or topics. The list of the subjects and/or topics is included in the curriculum of the doctoral school. The theoretical part may also contain a written part.
  - b) dissertation part: the examinee gives an account of their scientific advancement. The examinee shall deliver a presentation on their literature review; research results, research plan for the second part of the doctoral programme and also the timing of preparing the dissertation and publishing the results.
- (2) The mid-term examination shall be taken at the end of the fourth semester marking an end to the studies and research part.
- (2a) The Chair of the Doctoral and Habilitation Council may give permission to the PhD student based on the approval of the supervisor and the head of the DS to take the exam in the subsequent exam period in special cases.
- (3) The mid-term examination shall be taken in front of a committee that consists of at least three members. The supervisor shall not be a member of the committee but shall be invited.
- (4) The mid-term examination committee shall consist of a chair and at least two members. When compiling the committee, alternates for each member shall be appointed as well. The composition of the committee shall be:
- (a) chair: may solely be a university professor employed by the university, habilitated associate professor, habilitated college professor, professor or researcher with DSc of the Hungarian Academy of Sciences, or a University Professor Emeritus.
  - (b) members: two researchers or professors working on the field of the topic or subjects of the exam one of which is not employed by the university,
  - (c) secretary: a professor, researcher or PhD student prominent in the research topic and employed by the university without a right to vote.
- (5) The supervisor shall be provided with the opportunity of evaluating the examinee in writing and/or orally at the exam.
- (6) Minutes including also word evaluation shall be taken on the exam in accordance with Appendix 5b. The Committee shall assess the theoretical and the dissertation parts separately.
- (7) The mid-term examination shall be assessed on a two-degree scale: passed or failed.
- (8) The mid-term examination is successful if more than half of the members accept both parts.
- (9) A failed mid-term examination can be re-taken once in the given exam period.

### **24. §**

#### **Submission of the doctoral dissertation**

- (1) Submission of the doctoral dissertation
  - a) in the three-year programme the doctoral student shall submit the doctoral dissertation following the home defence either simultaneously with the application for doctoral degree seeking procedure or within two years of acceptance. The doctoral candidate shall submit the minutes of the home defence, the opinion of the reviewers and the attendance sheet to the Doctoral and Habilitation Centre. The home defence shall be organised by the supervisor of the doctoral candidate.
  - b) In the eight-semester programme the doctoral candidate shall submit the dissertation within maximum three years of the mid-term examination after complying with the home defence and publications required by the doctoral school. The home defence shall be organised by the supervisor of the doctoral candidate. The minutes of the home defence, the opinion of the reviewers and the attendance sheet shall be submitted to the Doctoral and Habilitation Centre.
- (2) In the case of subsection (1) b) the doctoral candidate shall submit an application for the defence process on the form specified in Appendix 4c via Neptun.
  - (a) The Doctoral and Habilitation Centre shall check the format of the dissertations and shall call the candidate to submit the missing documents if any by a given deadline.
  - (b) The DSC shall examine the content and professional nature of the formally proper applications. If the documents submitted meet the criteria of application for public defence, the supervisor shall put it forward and the DSC shall approve the chair and members of the committee of the public defence. The Doctoral and Habilitation Council shall decide on the composition of the committee as put forward by the head of the doctoral school. The committee shall include also the chair, the chair alternate, the secretary and the reviewers.
- (3) Appendix 6 includes the style and content requirements of the dissertation, the rules of its publication and the review of the reviewers.
- (4) Upon submitting the doctoral dissertation the doctoral candidate or PhD student shall declare in writing that the dissertation has not previously been submitted and rejected by any other institution.
- (5) The properly submitted dissertation shall be sent to the reviewers by the Doctoral and Habilitation Centre who assess the dissertation and the thesis in writing within two academic months of the request.
- (6) The Doctoral and Habilitation Centre shall send the reviewers' assessment to the doctoral candidate or PhD student immediately who shall reply in writing within maximum 1 academic month.
- (7) The dissertation is made public only with the supportive opinion of both reviewers and the accepted reply on [www.doktori.hu](http://www.doktori.hu).
- (8) If one of the reviewers rejects the dissertation, a third reviewer may be called upon recommended by the Doctoral and Habilitation Council.
- (9) If both assessors or also the third review reject it a new dissertation may only be handed in after a year.
- (10) After completing the requirements of subsection (7) the dissertation may be recommended for public defence, i.e. the defence period may be started afterwards.

**25. §**  
**Public defence**

- (1) Within one year after submission the dissertation shall be defended by the doctoral candidate or PhD student in front of the designated committee (defence procedure).
- (2) The committee shall consist of experts from the research field of the dissertation with at least a PhD degree with the condition that one-third of the members may not be employed by the university.
- (3) Members of the committee:
  - (a) chair: a university professor employed the university or the Professor Emeritus of the University.
  - (b) members:
    - ba) chair alternate complying with the same requirements as the chair,
    - bb) reviewers,
    - bc) lecturers, researchers
    - bd) secretary: an assistant professor or associate professor employed by the university.
- (4) The committee shall not include
  - (a) the supervisor,
  - (b) those who have jointly published with the doctoral candidate or PhD student in the topic of the dissertation,
  - (c) any other person in a dependent status with the candidate,
  - (d) relatives of the doctoral candidate or PhD student in line with the Civil Code,
  - (e) or anyone from whom unbiased judgement may not be expected.
- (5) The date of the public defence shall be fixed by the supervisor of the candidate/ PhD student taking into account both the requirement that the date of defence shall follow the date of announcement of the defence by at least two weeks and the winter and summer university shutdowns and vacations (between 20 July and 20 August and between 15 December and 10 January). The public defence shall be held within two months in the study period of the receipt of two positive reviews. The public defence shall be scheduled so that the internal forum of the University and the professionals of the country are informed by the Doctoral and Habilitation Centre and the supervisor at least two weeks prior to the defence.
- (6) The doctoral dissertation shall be defended in the Hungarian language by the doctoral candidate whose mother tongue is Hungarian but following the proposal of the supervisor the public defence may also be carried out in a foreign language with the permission of the Doctoral and Habilitation Council. If the dissertation is written in a foreign language, the defence and the assessment shall also take place in a foreign language. The administration and costs of the defence in a foreign language shall be borne by the supervisor.
- (7) The aspects of assessment of the doctoral dissertation are included in Appendix 6.
- (8) The members of the Committee are requested by the Doctoral and Habilitation Centre.
- (9) The process of the defence procedure:
  - (a) prior to the public defence the committee shall have a conclave at which the questions of the committee shall be decided on,
  - (b) the chair of the committee shall open and chair the public defence,
  - (c) the secretary shall read aloud the resume of the doctoral candidate,
  - (d) the doctoral candidate shall have a presentation of a maximum 30 minutes on the theses of the dissertation,
  - (e) the reviewers shall make their review public, and the review of the reviewer unable to attend shall be read by the secretary,
  - (f) the doctoral candidate shall reply the reviews,

- (g) the doctoral candidate shall also reply to the questions and comments orally that may arise from the committee members, the official reviewers and the public,
  - (h) following the close of the defence, the Committee shall decide by anonym voting on the acceptance or rejection of the dissertation in a conclave,
  - (i) the chair shall make the result of the anonym voting public,
  - (j) the secretary shall read aloud the opinion of the committee and the accepted new and novel scientific results.
- (10) The procedure pursuant to subsection (9) shall be conducted if the chair or the chair alternate, at least one reviewer, at least two members and the secretary are present at the time and date announced. If the reviewer rejecting the dissertation is part of the defence, without his/her presence the defence cannot be held.
- (11) The Committee shall give scores on the presentation and dissertation of the doctoral candidate pursuant to subsection (10) h) on a scale from 1 to 5. The average shall be counted on the basis of the sum of the points. The qualification of the defence shall be set on the basis of the average scores as below.
- a) summa cum laude                      5.00 – 4.51
  - b) cum laude                                4.50 – 3.71
  - c) ríte                                         3.70 – 3.17
  - d) irrite                                        3.16 – 1.00
- (12) Minutes shall be taken of the public defence as of Appendix 5 c).

## **26. §**

### **Qualification of the doctoral degree**

- (1) The qualification of the doctoral degree shall be set on the basis of the rigorosum and the average score of the defence in the three-year programme as follows.
- (a) summa cum laude                      5.00 – 4.51
  - (b) cum laude                                4.50 – 3.71
  - (c) ríte                                         3.70 – 3.17.
- (2) The qualification of the doctoral degree in the eight-semester programme is the same as set out in subsection (11) of § 25.
- (3) Following the award of the doctoral degree the Doctoral and Habilitation Centre shall send one printed copy of the dissertation to the library of the campus and another copy to the library of the department/institute of the supervisor, while the electronic copy of the dissertation and the thesis shall be uploaded to the website of the National Doctoral Council before the public defence.

## **27. §**

### **Doctoral diploma and conferment**

- (1) The doctoral diploma shall contain the name and seal of Hungarian University of Agriculture and Life Sciences (and Szent István University as predecessor HEI), the name, place and date of birth of the owner of the diploma, the discipline and specialisation. The diploma and the certificate shall be in line with Annex 7 and shall be issued in Hungarian and English by the Doctoral and Habilitation Centre.

- (2) The University shall issue the diploma within maximum 30 days of the award of the doctoral degree and may hand it over upon the request of the owner of the diploma.
- (3) The persons with a doctoral degree shall be conferred once a year at the public ceremonial meeting of the Senate.
- (4) At the conferment of the doctoral degree the Hungarian citizens shall take an oath. The Hungarian citizen unable to attend the ceremonial meeting shall also sign the text of the oath to express agreement.
- (5) Citizens of other countries may be exempt from being present at the conferment.

#### **28. §**

##### **Conferment of doctor with honours**

(1) The Rector of the higher education institution – subject to the prior consent of the President of the Republic – shall confer the doctoral degree with ‘Promotio sub auspiciis praesidentis Rei Publicae’ honours upon the student whose educational performance was always highly acknowledged during his/her studies at secondary school, higher education and at the doctoral level, provided that he/she also demonstrated outstanding performance in the doctoral degree seeking procedure. The detailed conditions of conferring a doctoral degree with honours shall be defined by the Government.

### **VII Other procedures**

#### **29. §**

##### **Nostrification of academic degrees obtained abroad**

- (1) The Doctoral and Habilitation Council may recognise the academic degrees earned abroad if the requirements of earning the degree correspond, or by making additional conditions, equal with the requirements of earning a degree in Hungary. The fees of nostrification are included in Appendix 11.
- (2) The application for nostrification shall be submitted to the Doctoral and Habilitation Centre by attaching the equivalent MSc degree as a prerequisite and the foreign diploma on the academic degree together with the authenticated Hungarian translation.
- (3) The Doctoral and Habilitation Council shall request the doctoral school concerned to professionally review the application, then the head of the doctoral school shall put it forward to Doctoral and Habilitation Council.
- (4) The resolution of the Doctoral and Habilitation Council may set additional criteria for nostrification (especially, but not exclusively proof of language skills, passing the mid-term examination) the fulfilment of which shall be declared by the applicant.
- (5) If the scientific title can be nostrified pursuant to the resolution of the Doctoral and Habilitation Council, the certificate as specified in Appendix 8 may be issued.

#### **30. §**

##### **Doctor honoris causa title**

(1) Doctor Honoris Causa titles may be conferred by the Senate to internationally renowned persons with academic achievements and deeds for the University.

- (2) Conferring Doctor Honoris Causa titles shall be governed by the provisions of regulations on conferment and proposal of university titles and state awards.
- (3) The conferment of Doctor Honoris Causa shall take place at the public ceremonial university doctor conferment meeting.

### **31. §**

#### **Conferment of core member emeritus title**

- (1) Based on the decision of the DSC core member emeritus titles may be conferred to founding members or those who has been core members for at least 5 years and who
- a) has been working for the same doctoral school,
  - b) has a documented contact with the institution,
  - c) has been a supervisor meeting the requirements of a supervisor.
- (2) Although the core member emeritus is not counted as a core member in the evaluation processes of the HAC, the previous achievements are included in the statistics of the DS.
- (3) Core member emeritus shall not be expected to meet the HAC criteria on the 5 new publications as well as continuously updating the data on publications and citations to the Database of Hungarian Scientific Works.

### **32. §**

#### **Procedure on candidate of sciences (CSc) degree**

- (1) The Candidates of Sciences may request conferring the doctoral title by submitting a written application as specified in Appendix 9.
- (2) The Doctoral and Habilitation Centre shall check the format of the applications, call the application to submit missing documents if any by a fixed deadline and forward the application to the Chair of the Doctoral and Habilitation Council.
- (3) If the discipline and specialisation of the candidate's diploma is accredited at university, the Doctoral and Habilitation Council shall decide on conferring the doctoral title (doctoral diploma as of Appendix 10) at its subsequent meeting without any special procedure and shall confer the degree to the candidate at the ceremonial meeting set out by subsection (3) of 26.§.
- (4) Appendix 11 includes the fees of the procedure.

### **33.§**

#### **Revocation of the doctoral degree**

- (1) If the person obtained the doctoral degree in a fraudulent way by wholly or partially presenting somebody else's intellectual property as their own or disclosing false or forged data and deceived the body or the person in charge, the doctoral degree may be revoked.
- (2) The process of revoking the doctoral degree may be launched by anyone with the head of the Doctoral and Habilitation Council if subsection (1) is justified.
- (3) The Doctoral and Habilitation Council shall decide on revoking the doctoral degree. The president of Doctoral and Habilitation Council shall ask for the opinion of the council of the disciplinary doctoral school concerned whether the statements of subsection (1) hold true of the owner of the degree. The procedure on revoking the doctoral degree may be lodged if the owner of the title is alive at the commencement of the procedure.

(4) In the procedure of revoking the doctoral title expert(s) may be included and the degree holder in question shall be consulted. If the degree holder in question does not appear after several regular notices or request exemption from hearing, the Doctoral and Habilitation Council may make a decision without the degree holder concerned.

(5) If infringement of property is proved by judgement at law in the process initiated by the original author, the Doctoral and Habilitation Council shall revoke the degree.

(6) The head of the Doctoral and Habilitation Council shall put forward the case on revoking the doctoral degree. The head of the Doctoral and Habilitation Council shall notify the degree holder concerned in writing on the revocation of the degree and call him/her to return his/her doctoral diploma.

(7) The degree revoked by the Doctoral and Habilitation Council shall not be regained in a new procedure.

(8) The decision on revocation shall be disclosed by the University.

### **34.§**

#### **Remedies in the doctoral procedure**

(1) The doctoral student or applicant may lodge an appeal against the decision, action, or failure of any action of the Doctoral and Habilitation Council pertaining to doctoral issues. The appeal shall be justified. The deadline of remedy shall be 30 days of receiving the appeal or acknowledging it.

(2) Appeals shall be lodged to the University Students' Committee of Complaints.

### **35.§**

#### **Miscellaneous and closing provisions**

(1) The credit-based academic and examination regulations of the doctoral schools, the university students' disciplinary regulations, the work safety regulations of students, the regulations of the doctoral school and parts of other regulations on students shall apply to doctoral students so they shall jointly be applied in a given matter.

(2) The following appendices are integral parts of this regulation

1. The doctoral schools of Hungarian University of Agriculture and Life Sciences and their heads
2. Application form for doctoral programme
3. Application form for doctoral programme for individual programme participants
4. Application form for
  - a) doctoral degree seeking procedure
  - b) mid-term examination
  - c) defence procedure
5. Minutes on
  - a) rigorosum,
  - b) mid-term examination,
  - c) public defence.
6. Guideline on the style and content requirements of the doctoral dissertation and theses
7. Diploma and certificate inset on the doctoral degree
8. Resolution on the nostrification of PhD titles obtained abroad



9. Application for the doctoral degree on the basis of the candidate of sciences degree

10. Doctoral diploma on the basis of the candidate of sciences degree

11. Fees of procedures

(3) The regulations herein shall come into force on the day subsequent the acceptance by the Senate. The doctoral regulations of the university shall be published on the website of the university.

Gödöllő, February 2021