UNIVERSITY OF PANNONIA

COOPERATIVE DOCTORAL RULES

Adopted by the Senate on: 24.06.2021

Resolution number: 100/2021. (VI. 24.)

Effective date: 01.07.2021

Person responsible for the maintenance of the regulation: institutional professional coordinator of the CDP

PREAMBLE

The funding application submitted by the University of Pannonia for the Cooperative Doctoral Programme (hereinafter referred to as: CDP) announced by the Ministry of Innovation and Technology (hereinafter referred to as: Funding Body) through the National Research, Development and Innovation Office (hereinafter referred to as: Managing Body) was deemed worthy of funding.
The general rules for the Cooperative Doctoral Programme are set out in the CDP call for proposals issued by the Ministry of Innovation and Technology, which is available on the website of the National Research, Development and Innovation Office.
The participating institutions must draw up internal rules defining the framework for the institutional management of CDP applications. The Senate of the University of Pannonia defines the procedures for the institutional professional and operational management of the CDP as follows.
The PhD studies of the successful applicants are governed by the Doctoral Rules in force and the Operational Rules of the relevant doctoral school.

I. GENERAL PROVISIONS

1. § The scope of the regulation

(1) The scope of this Regulation extends to doctoral students, lecturers, researchers and staff of the University of Pannonia (hereinafter referred to as: University) who submit a proposal within the framework of the CDP or participate in the professional and operational tasks related to the proposal. It also applies to all the people who are not yet connected with the institution but who have designated the University as their host institution in connection with a CDP application.

2. § Persons responsible for managing institutional CDP applications

(1) The implementation of the institutional Cooperative Doctoral Programme is supervised by the Vice-Rector for Academic Affairs.

(2) The Secretary of the University Doctoral and Habilitation Council is the institution's professional coordinator for the CDP (hereinafter referred to as the CDP Professional Coordinator), who is assisted in his or her tasks by the CDP project officer employed by the Directorate for Development and Projects (hereinafter referred to as the CDP Project Officer), who also acts as the CDP contact person for the Managing Body for coordination tasks.

(3) Within the University, the financial tasks related to the programme are carried out by the CDP financial officer (hereinafter referred to as the Financial Officer), who is employed in the Department of Financial Affairs.

(4) The staff who carry out additional tasks in the implementation of the CDP may receive additional payment from the institution's own funding of the CDP, with the prior agreement of the Chancellor.

3. § Submission of applications

(1) After the call for applications has been published by the Ministry, the call for applications, the application documents and the institutional information will be made available on the University's website at https://phd.uni-pannon.hu/doktori-kepzes/kooperativ-doktori-program. The publication and the updating of institutional information will be ensured by the CDP Professional Coordinator.

(2) During the submission period, the CDP Professional Coordinator will assist applicants as an institutional helpdesk.

(3) The certificates of student status required to submit applications are issued by the Directorate of Academic Affairs.

(4) The institutional letter of intent to be attached to the application must be signed by the Dean, with the authority delegated by the Rector. Letters of intent are signed in the Dean's Office.

4. § Administrative management of successful applications

(1) The University concludes a scholarship contract with the successful applicants, which creates a scholarship status for CDP doctoral students. For this purpose, the CDP Project Officer collects the required certificates of legal status, the declarations of admission signed by the deans, and the budget plans for the use of the institutional support allocated to each application for the material and administrative costs of the research, on the basis of which the CDP Professional Coordinator initiates the conclusion of the scholarship contracts. A draft scholarship contract is available at https://phd.uni-pannon.hu/doktori-kepzes/kooperativ-doktori-program.

(2) The University must conclude a contract with the thesis supervisor or the company expert to support the work of the doctoral student holding a CDP scholarship. The contract must stipulate in particular – in accordance with the call for applications for the Programme – the amount of the fees to be paid to the thesis supervisor or the company expert, the rules for payment, the obligation to provide consultations and the method of certification of the consultations. The contracts are prepared by the CDP Project Officer under the coordination of the CDP Professional Coordinator.

(3) The University must obtain the written consent of the thesis supervisors and the company experts that their personal data provided to the Managing Body in the course of the implementation of the Project may be processed by the Managing Body in accordance with the applicable laws (in particular Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation, hereinafter referred to as: "GDPR") and Act CXII of 2011 on the Right to Informational Self-Determination and the Freedom of Information) for a period of 10 years from the adoption of the final report of the Project for the purpose of

monitoring the implementation of the Project in accordance with the Grant Agreement and taking the relevant measures.

(4) The University and the company named in the applicant's application will enter into a cooperation agreement, which must, inter alia, address the issue of intellectual property arising in the course of or resulting from the implementation of the CDP project. The cooperation agreement must be prepared by the CDP Project Officer under the coordination of the CDP Professional Coordinator. The company must comply with the following obligations:

a. To facilitate the practical application of the scientific results, it must cooperate with the University in the training of doctoral student(s) and support the doctoral student(s) in the implementation of their research plan(s) for the scholarship period;
b. It must make every effort to maintain the employment relationship or other agreements to work with the doctoral student(s) until the end of the scholarship period of the doctoral students;
c. It must provide the infrastructure necessary for the implementation of the research plan of the doctoral student(s) for the scholarship period;
d. It must collaborate with the University in order to carry out the doctoral students' teaching activities.

(5) Following the completion of the work phases as set out in Annex 2 to the Grant Agreement, the University must submit to the Managing Body a technical and financial report on each phase of the work, a technical and financial report on the last phase of the work following the completion date of the Project and a final report on the Project as a whole within 30 days of the completion date of each phase of the work, or, in the case of a final report, within 60 days of the date of completion of the work phase, with the proviso that the University must submit the final report within 60 days of the date of the award of the degree (the last degree award) to the doctoral student holding a scholarship. The CDP Professional Coordinator must ensure that the reports are prepared and submitted by the given deadline.

5. § Rules and obligations for scholarship students

(1) During the CDP scholarship period, CDP doctoral students:

a. pursue studies or research within the framework of doctoral studies or fulfil the additional requirements of the doctoral school AND
b. have a continuing employment/other legal relationship to work with the Employer, working on the practical applicability of scientific research AND
c. submit their doctoral thesis or equivalent work required by the doctoral school within 1 year after the last day of the doctoral students' CDP scholarship period.

(2) Twice a year, Scholarship Holders must report on their professional progress to the Cooperative Doctoral College via the Managing Body by 15th February for the first semester of each academic year of the scholarship period and by 15th September for the second semester of the scholarship period, which must be in line with the research plans for the academic year and the entire doctoral programme. For the academic year 2020/21, the deadline for the submission of the report for the first and second semester is 15th September 2021. They must send the report, together with the opinion of the Doctoral School, also to the CDP Professional Coordinator by the above deadline.

(3) If the Scholarship Holder fails to fulfil altogether, or fails to fulfil adequately the requirements of the scholarship contract on the basis of the professional report as stipulated in

Section 22.3 of the Call for Proposals, and therefore receives a failing grade in accordance with the decision of the Cooperative Doctoral College, the scholarship may no longer be awarded. In addition, the Co-operative Doctoral College may impose a repayment obligation on the Scholarship Holder for any scholarship paid during the period since the previous approved professional report (in the first year in the case of the first academic year), on the grounds of unauthorised use of the scholarship. The Directorate of Academic Affairs will send a letter of formal notice to the Scholarship Holder informing him or her of the repayment obligation and the amount to be repaid.

(4) If the Scholarship Holder fails to submit the final professional report or if the final professional report is not accepted by the Cooperative Doctoral College, the College may determine a scholarship amount unduly paid previously, which the Scholarship Holder must repay to the University.

(5) The Scholarship Holder is obliged to inform the Doctoral School and the CDP Professional Coordinator of any impediment to the implementation of the CDP application within 8 days of becoming aware of it.

(6) Employers may not be changed during the scholarship period. If the Scholarship Holder changes employers during the scholarship period, the current contract terminates on the date when the employment relationship or other legal relationship to work with the previous employer is terminated.

(7) It is not possible to change higher education institution or doctoral school within a higher education institution during the scholarship period. If the Scholarship Holder changes higher education institution or doctoral school during the scholarship period, the current contract terminates as of the date of the decision by the institution or doctoral school on the change of institution or doctoral school becoming final.

(8) If a change of thesis supervisor or company expert is needed during the scholarship period, the Scholarship Holder must submit a reasoned request for a change to the Cooperative Doctoral College via the Managing Body. The change request must be accompanied by the documents required under Section 5.5 of the Call for Proposals. The decision on the request for change is taken by the Cooperative Doctoral College and sent to the University by the Managing Body, the Scholarship Holder and the doctoral school of the Scholarship Holder. If the Co-operative Doctoral College does not approve the change of supervisor or company expert, the Scholarship Holder will be entitled to choose a new supervisor or company expert. If the Cooperative Doctoral College does not approve the new supervisor or company expert, the scholarship status will be terminated as of the first day of the month following the month in which the rejection is received.

(9) If the Scholarship Holder's doctoral student status, employment relationship or other legal relationship to work with the employer is terminated during the scholarship period, the Scholarship Holder will not be entitled to a scholarship from the first day of the month in which the doctoral student status/employment relationship or other legal relationship to work is terminated. Within 30 days from the date of termination of the student status/employment relationship or other legal relationship to work, the Scholarship Holder must submit a final report on the implementation of the research to the Managing Body, in accordance with Section 22.3 of the Call for Proposals, which will be evaluated by the Cooperative Doctoral College. If the doctoral student status is terminated upon the award of the pre-degree certificate, a professional report on the period following the last report submitted during the scholarship

period must be submitted on or before the date of termination of the student status, including the expected date of the defence of the doctoral thesis, in accordance with Section 22.3 of the Call for Proposals.

(10) If the Scholarship Holder withdraws from the scholarship, he or she must immediately notify the University and the Managing Body in writing. Within 30 days of the date of the notification of withdrawal (also the date of termination of the scholarship), the Scholarship Holder must submit a final academic report to the Managing Body, in accordance with the requirements of Section 22.3 of the Call for Proposals, which will be evaluated by the Cooperative Doctoral College.

6. § Responsibilities of the thesis supervisor and the company expert in relation to the CDP application

(1) As his or her basic tasks, a thesis supervisor:

a. provides the CDP scholarship student with professional support during the scholarship period, in cooperation with the company expert, in the implementation of the Research Plan for the scholarship period and in order to fulfil other requirements of the CDP;
b. must provide the CDP scholarship student with at least one face-to-face or online consultation per month to support the scientific activity of the CDP student according to his or her Research Plan, as evidenced by the completion and signature of a consultation form;
c. collaborates with the company expert to facilitate the doctoral research of the CDP student;
d. if there is a change in any of his or her circumstances or data, he or she must notify the Doctoral School or the CDP Professional Coordinator without delay, but no later than 8 days after becoming aware of it.

(2) As his or her basic tasks, the company expert:

a. provides professional support to the CDP student, in cooperation with the student's thesis supervisor, during the scholarship period in order to promote the practical application and usefulness of the research conducted by the student and to fulfil the requirements of the CDP;
b. must provide the CDP scholarship student with at least one face-to-face or online consultation per month to support his or her academic and corporate activities according to his or her Research Plan, as evidenced by the completion and signature of a consultation form;
c. collaborates with the CDP scholarship student’s thesis supervisor to promote the CDP scholarship student’s doctoral research;
d. if there is a change in any of his or her circumstances or data, he or she must notify the Doctoral School or the CDP's Professional Coordinator without delay, but no later than 8 days after becoming aware of it.

7. § Financial management of successful applications

The scholarship of a doctoral student with CDP scholarship and a one-off award for the PhD/DLA degree:

(1) The University is responsible for the payment of CDP scholarships. The scholarships are covered by the grant awarded. Based on the draft contracts published on the University's CDP informational page, the CDP Project Officer is responsible for the preparation of the grant contracts under the coordination of the CDP Professional Coordinator. Any payroll-related task in connection with scholarships, based on a list drawn up by the CDP Professional Coordinator, is the responsibility of the Directorate of Academic Affairs, while the transfer of the funds is carried out by the Directorate of Financial Affairs.

(2) To be eligible for the payment of a scholarship under the CDP programme, the Scholarship Holder must have an active doctoral student status with the University in any employment relationship during the scholarship period and must be in continuous employment or have other legal relationship to work with his or her employer during the scholarship period.

(3) The University must transfer the amount of the scholarship no later than 31st May 2021 to the Scholarship Holder for 12 months after the scholarship contract has entered into force and the funds provided by the Funding Body to cover the scholarship have been made available. If the scholarship period of the Scholarship Holder exceeds 12 months, the amount of the scholarship for the first five months of the academic year in question must be transferred by the Department of Financial Affairs to the Scholarship Holder in one lump sum no later than 30th November of the first semester of the academic year in question, and the amount of the scholarship for the next seven months must be transferred to the Scholarship Holder in one lump sum no later than 31st March of the following year, also after the enrolment period for the second semester, on the basis of the payroll data provided by the Directorate of Academic Affairs.

(4) The programme allows for the possibility to suspend the payment of the scholarship in case of permanent illness, pregnancy, childbirth, extended stay abroad, other reasonable reasons preventing the implementation of the submitted Application in its original form, or in case of a suspension of the Scholarship Holder's student status in the doctoral programme (passive semester), but the Scholarship Holder intends to continue his or her doctoral studies, he or she has the possibility to interrupt his or her scholarship status for a period of at least 2 months up to a maximum of 12 months (no fraction of a month is possible) for a scholarship awarded for at least two academic years (24 months). The Scholarship Holder must submit the application for the suspension of his or her scholarship, together with the amended Research Plans and the documents supporting the reasons for suspension, to the Managing Body at least 30 days before the planned suspension. Decision on the suspension will be taken by the Managing Body on the basis of a recommendation of the Cooperative Doctoral College. If the Cooperative Doctoral College grants an extension, it may be granted only if the conditions of the scholarship continue to apply during the extension period. If the Cooperative Doctoral College does not approve the extension, the scholarship will be terminated within the period laid down in the scholarship contract.

(5) The Department of Financial Affairs will arrange for the transfer of the gross amount of the one-off recognition of HUF 400,000 for the CDP scholarship holder doctoral student for the award of a PhD/DLA degree.

Remuneration of the thesis supervisor and the company expert:

(6) Thesis supervisors and company experts will be remunerated as specified in the Call for Proposals. The preparation of the assignment of additional tasks for thesis supervisors and of the contracts for company experts, based on the draft contracts published on the University's CDP informational page, is the responsibility of the CDP Project Officer, under the guidance

of the CDP Professional Coordinator. The conclusion of the properly prepared contracts is carried out by the persons designated by the Faculties concerned, under the coordination of the Professional Coordinator and the Project Officer.

(7) In the case of a successful doctoral defence and the awarding of a degree, the thesis supervisor and the company expert are entitled to a gross additional one-off payment of HUF 1,000,000 each, which amount is paid by the Department of Financial Affairs from the awarded grant.

(8) In the event that the Cooperative Doctoral College determines that the Scholarship student is liable to repay the amount due on the basis of the submitted professional report, both the thesis supervisor and the company expert will be liable to repay the amount due. The Department of Human Resources will send a reminder letter about this.

Use of the institutional grant:

(9) The University, as the host higher education institution, will receive an RDI grant of the amount specified in the call for proposals. The RDI grant may be used to cover the material and non-operating costs of the research supported by the grant and the general costs of the host higher education institution, which include the operating costs (overheads) of the host higher education institution related to the research of the scholarship holder and other costs related to the implementation of the grant programme. The amount of the general costs may not exceed 20% of the grant.

(10) The amount of the institutional grant for general costs is accounted for separately in the designated financial centre. This amounts to 20% of the grant. This appropriation is intended to cover the costs of running the programme, in particular additional administrative, professional and financial fees linked to the additional tasks of staff and other administrative expenditure and the operating costs of the institution (overheads). No other expenditure may be charged to the appropriation apart from that relating to the receipt of the grant and the expenditure for the purpose stated above, except for any repayment due to default.

(11) 80% of the RDI grant may be used to cover the material and non-operating costs of research. One budget line per doctoral school will be opened to finance economic events. In the case of doctoral schools with more than one scholarship holder, the heads of the doctoral schools will be competent and responsible for keeping record of scholarship holders.

(12) All forms of funding may be used in accordance with the management and commitment rules established by the Funding Body and adopted by the University. In matters not covered herein, the general procedure shall apply.

(13) If the University becomes aware of any breach of contract, violation of law, withdrawal from or termination of the scholarship contract or any other circumstance giving rise to a repayment obligation on the part of the scholarship holders, it must immediately take the necessary measures and notify the Funding Body thereof. It is the responsibility of the CDP Professional Coordinator to take such action. In the event of an expected repayment obligation, the University must ensure that the grant amount is set aside (both for the scholarship and the institutional part) and then ensure that the repayment is made in the context of the final professional report and financial settlement.

(14) The University must report to the Funding Body on the use of the CDP grant on the basis of separate accounting records when preparing the partial and final financial settlements. The preparation of the financial accounts is the responsibility of the CDP Financial Officer in collaboration with the CDP Professional Coordinator and Project Officer.

II. Final provisions

This regulation was adopted by the Senate at its meeting of 24th June 2021 by Resolution 100/2021. (VI. 24.), and therefore it will apply from 1st July 2021.

Dated at Veszprém, on 24th June 2021

Dr. András Gelencsér, Rector Zsolt Csillag, Chancellor