Pannon Egyetem
University of Pannonia

DOCTORAL AND HABILITATION REGULATION

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Preamble

The purpose of the doctoral programme is to train highly qualified professionals capable of independent scientific research and creation of new scientific results.

The Doctoral and Habilitation Regulation (hereinafter referred to as the "**Regulation**") issued by the University of Pannonia (hereinafter referred to as the "**University**") on the basis of **Act CCIV of 2011 on National Higher Education** (hereinafter referred to as the "**NHE Act**"), ***Government Decree No. 87/2015. (IV. 9.) on the Implementation of Certain Provisions*** of the NHE Act (hereinafter referred to as the "**ImpDec**"), **Act C of 2001 on the Recognition of Foreign Certificates and Diplomas,** ***Government Decree No. 387/2012. (XII.19.)*** **on Doctoral Schools, the Rules of Procedure for Awarding Doctoral Degrees and Habilitation** (hereinafter referred to as the "**DocDec**"), the Organisational and Operational Rules (hereinafter referred to as: "**OOR**"), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: "**OORP**") approved by the Senate of the University of Pannonia and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders' and ownership rights (hereinafter referred to as: "**Operator**") and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees is as follows:

I. General provisions

1. § The purpose and scope of the Regulation

(1) The purpose of this Regulation is to lay down the framework for doctoral (PhD and DBA) studies and the requirements for the award of a doctoral degree (hereinafter referred to as "**doctoral degree**"), to ensure the high professional standard and national and international recognition of doctoral degrees awarded by the University of Pannonia, and to define the procedure for obtaining the title of habilitated doctor.

(2) The materials scope of the Regulation extends to

a) doctoral programmes,
b) the procedure for obtaining a doctoral degree (PhD and DBA) and the awarding of the doctoral degree (PhD and DBA),
c) the revocation of a doctoral degree,
d) the habilitation procedure,
e) decisions adopted in the course of the habilitation procedure,
f) the award of the titles of "Honorary Doctor" and "Honorary Doctor and Professor",
g) the recognition (nostrification) of academic degrees obtained abroad,
h) the conferment of the doctoral degree *summa cum laude*.

(3) The personal scope of the Regulation extends to

a) students taking part in a doctoral programme,
b) lecturers and researchers participating in doctoral studies,
c) those contributing to doctoral studies and to doctoral and habilitation procedures,
d) persons who are not in an employment relationship with the University but who submit a habilitation application to the University, and to persons participating in the procedure.

2. § Entitlement to award doctoral degrees and the title of habilitated doctor

(1) [Paragraph (2) of Section 16 of the NHE Act] **An institution of higher education may obtain entitlement to provide doctoral studies if it offers master's programmes in the given field of science.**

(2) [Paragraph (2) of Section 16 of the NHE Act] **An institution of higher education may obtain entitlement to provide doctoral studies and to award doctoral degrees in the field of science and, within it, the discipline covered by the decision on its operating authorisation.**

(3) [Paragraph (1) of Section 21 of the DocDec] ***The title of habilitated doctor – abbreviated as "dr. habil." –*** (hereinafter collectively referred to as the "**title of habilitated doctor**") ***may be obtained as a result of a habilitation procedure conducted upon application.***

(4) [Paragraph (1) of Section 22 of the DocDec] The University ***is entitled to conduct habilitation procedures and to award the title of habilitated doctor in the field of science and, within it, the discipline in which it is entitled to award doctoral degrees.***

(5) [Paragraph (2) of Section 23 of the DocDec] ***In its Organisational and Operational Rules,*** the University ***may provide that the duties of the habilitation committee are also performed by the doctoral council, provided that its composition meets the requirements set out in*** Paragraph (2) of Section 22 of the DocDec.

(6) The Senate shall establish a doctoral council for the organisation of doctoral studies and the award of doctoral degrees. In accordance with the provisions of the Organisational and Operational Rules of Procedure, the duties of the doctoral council as defined by law and the duties of the habilitation council as defined in the habilitation procedure shall be jointly performed by the Doctoral and Habilitation Council of the University of Pannonia (hereinafter referred to as the "**UDHC**").

3. § Organisational framework of doctoral studies, the award of doctoral degrees and the habilitation procedure

3/A. § Doctoral School (DS)

(1) [Paragraph (1) of Section 1 of the DocDec] ***Doctoral programmes may only be conducted within the framework of a doctoral school.***

(2) A doctoral school may conduct doctoral studies in the field of science and, within it, in the discipline(s), in which it has a sufficient number of core members as required by law (Annex 1).

(3) [Paragraph (1) of Section 2 of the DocDec] ***The establishment of a doctoral school may be initiated by at least seven core members. The majority of the core members shall be university professors. No one shall be a core member of more than one doctoral school at the same time.***

(4) [Paragraph (2) of Section 2 of the DocDec] ***A doctoral school operating in more than one discipline must have at least nine core members, with at least three core members per discipline, the majority of whom must be university professors who carry out their research activities in the given discipline. In doctoral schools operating in the field of education sciences, core membership may also be drawn from disciplines related to teacher training.***

(5) [Paragraph (3) of Section 2 of the DocDec] ***Each core member shall***

a) hold an academic degree;

b) carry out continuous, high-level scientific activity in the discipline or field of research of the doctoral school, which shall be assessed on the basis of the national scientific bibliographic database defined in Point o) of Paragraph (1) of Section 3 of Act XL of 1994 on the Hungarian Academy of Sciences (hereinafter referred to as the "Database");

c) demonstrate suitability for supervising doctoral candidates by having supervised at least one doctoral candidate who has obtained a doctoral degree; and

d) be employed as a full-time lecturer or research fellow at the given higher education institution and, pursuant to Paragraph (3) of Section 26 of the

NHE Act, has designated that institution for the purposes of assessing the operating conditions of the higher education institution.

(6) [Paragraph (4) of Section 2 of the DocDec] ***A person meeting the requirements set out in Points*** a) to d) ***of Paragraph*** (5) ***may, with the approval of the*** EDHT***, also be a core member for the purpose of establishing a doctoral school if he is a Professor Emeritus or she is a Professor Emerita (hereinafter collectively referred to as "Emeritus Professor") within the meaning of Paragraph (1) of Section 32 of the NHE Act, in the doctoral school of the higher education institution from which he or she has been granted emeritus status. From among Emeritus Professors, one member may be taken into account with respect to the core members specified in Paragraph*** (3) ***of Section*** 3***, and one member per discipline may be taken into consideration with respect to those specified in Paragraph*** (4) ***of Section*** 3***.***

(7) [Paragraph (5) of Section 2 of the DocDec] ***In addition to meeting the requirements set out in Points a) to d) of Paragraph*** (5)***, a scientific advisor or research professor employed full-time under an employment contract or on a public service employment basis at a research institute may also be a core member, provided that the higher education institution has concluded a relevant agreement with the research institute. Of such persons, no more than two members may be taken into account with respect to the core members specified in Paragraph*** (3) ***of Section*** 3***, and one member per discipline may be taken into consideration with respect to those specified in Paragraph*** (4) ***of Section*** 3***.***

(8) [Section 3 of the DocDec] ***Each core member shall***

a) meet the requirements set out in Paragraphs (5) to (7) ***of Section*** 3 ***for at least one training cycle and for the duration of the related degree procedure; and***

b) undertake to act as a supervisor in the doctoral school.

(9) Proposals concerning core membership shall be submitted by the head of the doctoral school (hereinafter referred to as the "**DS**"). A person may become a core member if elected as such by the UDHC upon the proposal of the Disciplinary Doctoral and Habilitation Council (hereinafter referred to as the "**DDHC**"). Core membership shall terminate upon the person's death, resignation, termination of their full-time employment relationship with the University, or removal, if

approved by the UDHC upon the proposal of the DDHC submitted on the initiative of the head of the DS.

(10) Upon the proposal of the head of the DS and on the recommendation of the DDHC, the UDHC may confer the title of Emeritus Core Member in the given doctoral school on a founding member or a member who was admitted as a core member at least five years earlier and who maintains a documented relationship with the institution. An Emeritus Core Member shall not be subject to supervisory obligations. The provisions of Paragraph (9) shall apply to the termination of emeritus core membership.

(11) [Paragraph (1) of Section 4 of the DocDec] ***The head of the*** DS ***shall be elected by the*** UDHC ***from among the university professor core members of the doctoral school – upon the proposal of the majority of the core members – and shall be appointed by the Rector for a term of up to five years. The appointment may be renewed on multiple occasions.*** The head of the DS must hold the title of Doctor of the Hungarian Academy of Sciences. The responsibilities of the head of the DS shall be defined – on the basis of this Regulation – in the Operational Rules of the doctoral schools (hereinafter referred to as the "**OR**"). The mandate of the head of the DS shall terminate upon expiry of the appointment (unless extended upon the proposal of the majority of the core members), upon the person's death, resignation, termination of their full-time employment relationship with the University, or removal, if approved by the UDHC upon the proposal of the majority of the core members and the Rector terminates the appointment.

(12) [Paragraph (2) of Section 4 of the DocDec] ***The lecturers of the DS shall be those lecturers and researchers holding an academic degree who, upon the proposal of the head of the doctoral school and on the basis of their continuous, high-level scientific performance, are deemed suitable by the DDHC to perform teaching, research and supervisory duties at the doctoral school.***

(13) During its operation, the DS shall continuously comply with the relevant accreditation requirements. The head of the DS shall inform the UDHC in writing of any changes in the accreditation conditions.

(14) Students participating in doctoral studies (hereinafter referred to as "**student**" or "**doctoral candidate**") shall be assisted in the preparation of their

dissertation by a doctoral thesis supervisor. The supervisor shall hold an academic degree and shall continuously publish his or her research results in peer-reviewed journals and/or in book(s) issued by high-prestige publisher(s). A doctoral candidate may have two supervisors simultaneously, subject to the approval of the DDHC. The rights and obligations of the supervisor shall be exercised in accordance with the OR of the doctoral school. The fact of supervision shall be recorded in the database of the National Doctoral Council (hereinafter referred to as the "**NDC**"). The supervisor shall be obliged to register in the NDC database and to maintain his or her personal profile on a continuous basis, as well as to keep his or her list of publications up to date in the database of the Hungarian Scientific Bibliography (hereinafter referred to as the "**HSB**"), and to fully comply with any requests for the rectification of deficiencies.

(15) When appointing doctoral thesis supervisors, it shall be taken into account that a supervisor may have, across all doctoral schools of the University of Pannonia, a maximum of three active doctoral candidates in the training and research phase combined, and a maximum of six active doctoral candidates within the full duration of training. Upon the proposal of the head of the DS, the UDHC may, in justified cases, authorise a derogation from the limitation on the number of supervised doctoral candidates. Co-supervision shall count as half (50%) supervision; in this respect, two co-supervisions shall constitute the supervision of one doctoral candidate. The fact of supervision shall be established on the basis of the information contained in the NDC database.

(16) The DDHC shall approve the supervisor and any changes relating to supervision. The supervisory appointment may terminate due to release, resignation, prolonged incapacity, death or upon a duly justified request of the doctoral candidate. In such cases, the head of the DS shall propose the designation of a new supervisor who shall then be approved by the DDHC.

(17) The administrative tasks of doctoral studies and the award of doctoral degrees shall be performed by the Directorate of Academic Affairs (hereinafter referred to as the "**DAA**"), with the assistance of the secretaries of the DSs. The head of the DAA shall consult with the head of the DS, and where necessary with

the Chair of the UDHC, in matters of dispute arising in connection with doctoral studies and the award of doctoral degrees.

3/B. § The University's Doctoral and Habilitation Council (UDHC)

(1) [Paragraph (5) of Section 16 of the NHE Act] **The organisation of doctoral studies and the award of doctoral degrees (hereinafter referred to as the "doctoral procedure") fall within the competence of the** UDHC**. The** UDHC **may establish doctoral councils by field of science – and within these, by disciplines as defined in the doctoral regulations of the higher education institution. All members of the** UDHC **– with the exception of doctoral candidate representatives – must hold an academic degree.**

(2) [Paragraph (1) of Section 9 of the DocDec] ***In selecting the members of the*** UDHC***, it shall be ensured that one third of the members, or at least two members, are not in an employment or other work-related legal relationship with the higher education institution operating the DS. For the purposes of this paragraph, an Emeritus Professor of the institution shall be deemed to be a person in an employment relationship with the higher education institution. Voting members of the*** UDHC***, with the exception of doctoral candidate representatives, may only be persons who meet the requirements for core membership. In the selection of*** UDHC ***members, efforts shall be made to ensure proportionate representation of all disciplines in which the higher education institution is entitled to award doctoral degrees. The council shall have a quorum if the majority of its voting members are present.***

(3) [Paragraph (2) of Section 9 of the DocDec] ***The*** UDHC

a) gives an opinion on proposals for the establishment of doctoral schools;
b) regularly assesses, for the Senate, doctoral studies and the award of doctoral degrees at the University, with particular regard to Paragraph (4) of Section 84/A of the NHE Act;
c) initiates, where justified, the termination of doctoral schools;

d) pursuant to Paragraph (5) of Section 16 of the NHE Act, establishes doctoral councils by field of science – and within these, by disciplines as defined in the doctoral regulations of the higher education institution – in compliance with the composition and personal requirements set out in Paragraph (4) ***of Section*** 3 ***of this Regulation;***

e) decides on the initiation of doctoral degree procedures ***and, pursuant to Paragraph (4) of Section 16 of the NHE Act, on the award, recognition (nostrification) and revocation of doctoral degrees;***

f) (...)

g) (...)

h) (...)

i) gives an opinion, for the Senate, on the Rector's proposals for the award of the title of Honorary Doctor and of Honorary Doctor and Professor, as well as on his or her proposal for the termination of a doctoral school;

j) ***elects the heads of the doctoral schools of the higher education institution,*** and appoints and relieves the members of the doctoral school council (DDHC);

k) approves the quality assurance plans of the doctoral schools;

l) determines the principles for the allocation of state-funded scholarship quotas among doctoral schools and sets the quotas;

m) decides, on the basis of the opinion of the doctoral school council (DDHC), on the recognition (nostrification) of foreign academic degrees;

n) determines the fees for the degree procedure;

o) prepares and updates the Doctoral and Habilitation Regulation periodically or following changes in legislation;

p) approves the operational rules and training plans of the doctoral schools;

q) prepares and adopts the rules of procedure of the UDHC;

r) decides on the possible rejection of the application for habilitation, the appointment of the Habilitation Review Committee, the initiation or rejection of the habilitation procedure, and the conferral or refusal of the habilitation title;

s) takes a position, in the event of an appeal, on the decision adopted at first instance;

t) furthermore, considers any matter in respect of which the competent leader or body of the University seeks the opinion of the UDHC.

(4) The Chair of the UDHC shall be elected by the Senate upon the proposal of the Rector, following consultation with the UDHC, and shall be appointed by the Rector. The Secretary of the UDHC shall be appointed by the Rector upon the proposal of the Chair of the UDHC.

(5) [Paragraph (3) of Section 22 of the DocDec] ***The Chair of the UDHC shall be a university professor of the higher education institution. The mandate of the Chair, the*** Secretary ***and the members of the UDHC shall be for a term of up to five years and may be renewed on multiple occasions.***

(6) The voting members of the UDHC shall be the Chair of the UDHC, the heads of the DSs, the external members elected by the Senate upon the proposal of the Chair of the UDHC and on the recommendation of the UDHC, and a doctoral candidate representative delegated by the Doctoral Students' Union of the University of Pannonia (hereinafter referred to as the "**DSUUP**"). The doctoral candidate representative shall not have voting rights in matters concerning the award or revocation of doctoral degrees or the title of habilitated doctor. Where the Chair of the UDHC is also the head of a DS, he or she shall have only one vote in his or her capacity as Chair of the UDHC.

(7) The members of the UDHC with consultative rights shall be the Secretary of the UDHC, the UDHC Quality Development Officer and the Director of the DAA. Standing invitees shall include the Rector, the Vice-Rector responsible for scientific affairs, the Deans and a person delegated by the University Talent Council.

(8) The UDHC Quality Development Officer shall be appointed by the Rector upon the proposal of the Chair of the UDHC; his or her task shall be to promote the quality development of doctoral studies at the University.

(9) The mandate of a member of the UDHC shall terminate:

a) by resignation;
b) by recall;
c) upon expiry of the mandate;

d) upon the member's death;
e) in the case of an internal member, upon termination of his or her legal relationship with the University.

(10) In the cases set out in Section (9), a new external member shall be elected by the Senate at its next meeting.

(11) The UDHC shall meet at least twice per semester. Meetings shall be convened by the Chair of the UDHC, and the agenda items shall be compiled by the Secretary of the UDHC in consultation with the Chair. Only written submissions may be included on the agenda of the UDHC. The UDHC shall be deemed capable of taking decisions if at least 50% of its members entitled to vote participate in the vote.

(12) In order to ensure quorum, UDHC meetings may also be organised in an online or hybrid format. The Secretary of the UDHC shall notify members of the UDHC of the date, agenda and format of the meeting at least three days in advance.

(13) At UDHC meetings, the head of the given DS may be substituted, with voting rights, by any core member of the respective doctoral school council who is entitled to vote. The head of the DS shall inform the Chair of the UDHC in writing of the person substituting him or her prior to the meeting.

(14) The UDHC shall adopt its decisions by open vote and by a simple majority. In the event of a tie, the Chair shall have the casting vote. In matters concerning personal matters (including the award of doctoral degrees), and in other cases upon request by any member of the UDHC, decisions shall be taken by secret ballot. In the event of a tie, the secret vote shall be repeated once during the same meeting. If the repeated vote is inconclusive (tie or otherwise), consideration of the proposal submitted for voting shall be postponed.

(15) In justified cases, the Chair of the UDHC may order electronic voting. In the case of online voting, the content of the submission must ensure that the agenda item can be fully understood. If the Chair orders an open electronic vote, the identity of the voter shall be known; if a secret vote is held, the digital platform must ensure anonymity.

(16) Minutes shall be taken of UDHC meetings, including its decisions; the Secretary of the UDHC shall be responsible for their preparation.

(17) The Chair of the UDHC shall be responsible for the implementation of the decisions of the UDHC. Documents adopted as a result of UDHC meetings shall be signed by the Chair of the UDHC. In the event of a conflict of interest between the Chair of the UDHC and the head of the DS, the document concerned shall be signed by the Rector.

(18) Documents related to the admission procedure – with the exception of the decision on admission – shall be signed by the Director of the DAA.

3/C. § The Disciplinary Doctoral and Habilitation Council (DDHC)

(1) The UDHC shall establish Disciplinary Doctoral and Habilitation Councils in those disciplines in which the doctoral schools of the University of Pannonia are entitled to award degrees (Annex 1).

(2) The DDHC

a) approves the announcement of doctoral topics proposed by the topic proposer;
b) approves the doctoral thesis topic of the doctoral candidate;
c) carries out performance assessment during the course of studies;
d) develops and continuously improves the training plan of the doctoral school, which shall be submitted to the UDHC for approval;
e) establishes and, where necessary, updates the operational rules (OR) and quality management plan of the DS, and submits them to the UDHC for approval;
f) considers applications for individual preparation and makes proposals to the UDHC on admission;
g) exercises equity powers, in accordance with the relevant legislation and University regulations, on the basis of student requests;
h) approves requests for change of supervisor and for co-supervision;

i) decides, on the basis of the thesis supervisors' proposals, on requests for suspension of studies, partial studies abroad and temporary interruption of studies;

j) decides, in the case of doctoral candidates who commenced their studies before 1st September 2016, on the subjects of the doctoral comprehensive examination and on the establishment of the examination board;

k) makes proposals to the UDHC for the award of the PhD or DBA degree (where the review committee designated by the DDHC recommends the award of the degree, the head of the DS shall forward the proposal without a separate vote);

l) takes positions and forms opinions on all matters in which the UDHC requests its opinion;

furthermore, pursuant to Paragraph (2) of Section 9 of the DocDec, under delegated powers:

m) designates, in accordance with the doctoral regulations, the members of the doctoral admission committee, the members of the review committee and the official reviewers, establishes the comprehensive examination committee, and approves the doctoral supervisors and lecturers of the doctoral school;

n) decides, on the basis of the opinion of the review committee, on requests for a closed defence;

o) decides on the recognition of credits and on the requirements of the comprehensive examination.

p) decides on the acceptance of the habilitation application; submits a proposal to the UDHC to reject the acceptance of the habilitation application; decides on the reviewers participating in the habilitation habitus review and on the topic of the classroom lecture; and submits a proposal to the UDHC regarding the composition of the Habilitation Review Committee and the approval or rejection of the habilitation procedure.

(3) The Chair of the DDHC shall be the head of the DS. One third of the voting members of the DDHC, but at least two persons, shall be external experts not in an employment or other work-related legal relationship with the University. The

voting members of the DDHC shall be elected by the UDHC upon the proposal of the head of the doctoral school. The doctoral candidate representative shall be a voting member of the DDHC but shall not vote on matters concerning the award or revocation of doctoral degrees or habilitation titles. All members of the DDHC – with the exception of doctoral candidate representatives – must meet the requirements applicable to core members of doctoral schools.

(4) The organisation of DDHC meetings and the conduct of voting shall be governed by the rules applicable to the UDHC. DDHC meetings shall be prepared by the Secretary of the DS in cooperation with the head of the DS, who shall ensure the keeping of minutes, the preparation of memoranda and decisions, and their transmission as necessary. The Secretary of the DS shall be appointed, upon the proposal of the head of the DS, by the Dean competent for the operation of the DS, in accordance with the provisions of the OR. Memoranda containing DDHC decisions and documents issued on the basis of DDHC decisions shall be signed by the head of the DS.

II. Doctoral studies

4. § Admission procedure for doctoral studies

(1) [Paragraph (6) of Section 40 of the NHE Act] **A person may be admitted to doctoral studies if he or she**

a) holds a master's degree and the relevant qualification, and possesses the foreign language proficiency required for the given field of science as specified in the regulations of the doctoral school.

Admission to Doctorate in Business Administration (hereinafter referred to as "DBA") programmes operated alongside doctoral schools offering PhD programmes in the field of business and management sciences in Hungarian and English or exclusively in English shall, in addition to holding a master's degree, require at least five years of high-level managerial experience in business.

b) [Paragraph (6.a) of Section 40 of the NHE Act] **holds a bachelor's degree and qualification, and furthermore:**

- demonstrates exceptional talent;

- has been admitted to, or will be admitted to, a master's programme no later than the enrolment in doctoral studies, or is already enrolled in a master's programme (with an active student status), and in addition

- provides documented evidence of exceptional talent as required by law through results achieved in scientific and/or professional competitions; intensive participation in research activities; authorship or co-authorship of scientific publications published or accepted for publication; or by other means recognised by the academic community;

- demonstrates outstanding academic performance by holding a bachelor's degree classified at least as "good" (or equivalent);

- possesses outstanding language proficiency, demonstrated by at least a B2 level, state-recognised, complex language examination certificate (or equivalent) in one of the languages specified in the regulations of the

doctoral school, or satisfactorily demonstrates the language competence required for the given field of science in a language assessment conducted as part of the admission procedure. If the applicant is a native speaker of English and proves this by citizenship, their foreign language proficiency shall be deemed to be fulfilled.

c) [Paragraph (6.b) of Section 40 of the NHE Act] **has commenced studies in the final two academic years of a one-tier (undivided) master's programme, possesses the foreign language proficiency required for the given field of science as specified in the regulations of the doctoral school, and furthermore:**

- provides documented evidence of exceptional talent as required by law through results achieved in scientific and/or professional competitions; intensive participation in research activities; authorship or co-authorship of scientific publications published or accepted for publication; or by other means recognised by the academic community;

- demonstrates outstanding academic performance by achieving at least a "good" (or equivalent) grade average in the completed semesters up to the time of application;

- possesses outstanding language proficiency, demonstrated by at least a B2 level, state-recognised, complex language examination certificate (or equivalent) in one of the languages specified in the Regulation, or satisfactorily demonstrates the language competence required for the given field of science in a language assessment conducted as part of the admission procedure. If the applicant is a native speaker of English and proves this by citizenship, their foreign language proficiency shall be deemed to be fulfilled.

d) has successfully passed the doctoral admission examination, in addition to meeting one of the requirements set out in Points a) to c).

(2) [Paragraph (7) of Section 40 of the NHE Act] **The** UDHC **may determine additional conditions for admission to doctoral studies, with the proviso that**

identical admission requirements shall be applied irrespective of the higher education institution at which the applicant obtained his or her degree.

(3) **An applicant may be admitted to DBA studies if, in addition to fulfilling the requirements set out in point a) of Paragraph (1) of Section 6, he or she has at least five years of high-level managerial experience in business, as follows:**

a) [Paragraph (3) of Section 8/B of the DocDec] ***High-level managerial experience shall mean managerial experience acquired prior to the admission procedure:***

aa) at an undertaking employing an average staff number of at least fifty persons and required to prepare annual financial statements under the applicable legislation;

ab) at a budgetary institution employing an average staff number of at least fifty persons;

ac) at a civil organisation employing an average staff number of at least fifty persons; or

ad) at a foreign undertaking, institution or organisation with staffing levels equivalent to those specified in Paragraphs aa) to ac).

b) [Paragraph (4) of Section 8/B of the DocDec] ***In addition to the cases specified in subpoints aa) to ad), high-level managerial experience shall also include activities carried out as the manager or partner of an undertaking providing accounting services or financial consultancy, where such services or consultancy relate annually to at least 50 domestic or foreign organisations preparing financial statements and whose combined number of employees reaches at least one thousand.***

(4) Applicants may apply for a research topic announced by the DS on the website of the NDC. The UDHC shall publish the criteria for application to doctoral studies twice a year in the form of a call for applications.

(5) Applications for admission shall be submitted to the DAA by the deadline published in the admission information notice. Where necessary, the DAA shall

request the applicant to remedy deficiencies and shall forward formally compliant applications to the DS.

(6) Foreign nationals may also participate in doctoral studies. The DS may announce and conduct doctoral programmes in a registered foreign language, with the specific conditions of the relevant admission procedure being set out in the call for applications.

(7) The DDHC shall establish one or more Admission Committees consisting of a Chair, at least two members and a representative of the doctoral candidates. The Chair shall be a core member or emeritus core member of the given doctoral school, while the members shall be lecturers/supervisors of the given doctoral school who are in an employment or other work-related legal relationship with the University.

(8) The Secretary of the DS shall notify applicants of the place and date of the admission examination at least one week before the examination date.

(9) The admission examination shall consist of an oral interview during which the candidate shall present his or her previous professional and scientific activities, provide information on his or her research plans to be carried out during doctoral studies, and demonstrate proficiency in the general knowledge of the chosen field of research, as well as, in accordance with the OORP, demonstrate possession of the foreign language skills required for pursuing research in the given field of science.

(10) In the course of its work, the Admission Committee shall assess the candidate’s previous achievements (degree classification, participation in the activities of scientific students’ associations, publications, conference participation, professional competitions), proficiency in the general knowledge of the chosen field, professional aptitude, motivation and language skills, and shall evaluate the candidate accordingly. The admission criteria and the scores assignable thereto are set out in Annexes 2 and 3 – except in the case of the Stipendium Hungaricum Programme, where the programme's own rules and criteria shall apply.

(11) The minimum score required for admission shall be 50% of the maximum obtainable score plus one point.

(12) During the admission procedure, the Admission Committee shall, on the basis of the submitted documents and the oral aptitude examination, submit a proposal to the UDHC for admission or rejection. The proposal shall be prepared by the head of the DS. Applicants proposed for admission shall be ranked by the Admission Committee on the basis of their aggregate scores, separately for state-funded scholarship holders (or holders of other scholarships) and self-financing students.

(13) On the basis of the proposal of the Admission Committee, the UDHC shall decide on the admission of doctoral candidates. Participation in the programme may take place in a state-funded scholarship, other scholarship or self-financed form.

(14) The DAA shall notify applicants in writing of the admission result within 10 working days following the decision of the UDHC. The admission decision shall contain the conditions of the programme, including the designation of the doctoral school, the discipline and the topic, the name of the supervisor, the form and funding of the programme, the duration of studies, the place of study, and the language of instruction (in DBA programmes, the discipline and the name of the supervisor shall not be included in the decision, and the topic area shall be indicated instead of the specific topic).

(15) A doctoral candidate admitted to the programme shall establish student status with the University by the deadline specified in the admission decision; failing this, the admission shall become invalid.

5. § Transfer from another doctoral school

(1) Transfer from another doctoral school may take place upon the application of the candidate. The UDHC shall decide on the transfer on the basis of the proposal of the DDHC.

(2) Upon transfer, the recognition of credits previously completed in another doctoral school shall be decided by the DDHC on the basis of the opinion of the competent lecturer or the specialised body entrusted with this task.

(3) In the case of transfer, the commencement date of the student status established in doctoral studies shall be taken into account, and the student shall be transferred into the doctoral programme pursuant to Section 8 accordingly.

6. § Individual preparation

(1) [Paragraph (3) of Section 53 of the NHE Act] **Persons who have prepared individually for obtaining a doctoral degree may also participate in doctoral studies, provided that they have fulfilled the admission requirements and the additional requirements concerning research achievements laid down in the doctoral regulations. (...)** [Paragraph (6) of Section 8/B of the DocDec] ***Individual preparation is not permitted in DBA programmes.***

(2) In the case of a doctoral degree to be obtained through individual preparation, an application for admission to self-financed studies shall be submitted. Formally, the application shall be addressed to the head of the competent doctoral school, while technically it shall be submitted through the DAA.

(3) Depending on the extent of preparedness, an applicant preparing individually may participate in the degree procedure in the following forms:

a) If, at the time of submitting the application for admission, the applicant fully satisfies the publication requirements for obtaining the degree as laid down in the OR, possesses at least four years of documented research experience (including previous doctoral student status certified by a pre-degree certificate or possession of a DBA degree), and preparation of the dissertation is expected, on the basis of the submitted prior research results, not to require more than two active semesters, the applicant may, by decision of the UDHC upon the proposal of the DDHC, enter directly into the research and dissertation phase without taking a comprehensive

examination. The proposal shall also include recommendations concerning credit recognition and the determination of the duration of studies in light of the applicant's prior scientific and publication achievements;

b) If, at the time of submitting the application for admission, the applicant already fulfils the part of the publication requirements of the given doctoral school specified in the OR and possesses at least three years of documented research experience (including previous doctoral student status certified by a pre-degree certificate or possession of a DBA degree), the applicant may, by decision of the UDHC upon the proposal of the DDHC, enter the research and dissertation phase after successfully completing the comprehensive examination. The proposal shall also include recommendations concerning credit recognition and the determination of the duration of studies in light of the applicant's prior scientific and publication achievements;

c) If the applicant possesses a recognised research institutional background and significant research experience, or holds a DBA degree, the UDHC may, upon the careful proposal of the DDHC including an individual study plan, support the establishment of student status without participation in organised training. In such a case, the progress of the doctoral candidate shall be linked to clearly defined milestones, a comprehensive examination shall be completed during the course of studies, and the credits required for the pre-degree certificate may be earned through research, publication and teaching activities.

(4) [Paragraph (1) of Section 12 of the DocDec] ***An applicant preparing individually shall demonstrate, by means of scientific publications in the manner specified in the doctoral regulations, that he or she is prepared for the degree-awarding procedure.***

(3) [Paragraph (2) of Section 12 of the DocDec] ***An applicant preparing individually shall submit a doctoral dissertation in accordance with the requirements laid down*** *in the OR* ***within a maximum of five academic years***

following the establishment of student status, *depending on the applicable form of individual preparation.* Upon admission, the expected duration of studies corresponding to the applicable form shall be specified in the admission decision for the doctoral candidate preparing individually. The period of suspension of studies – except in extraordinary cases – shall not exceed a proportionate part of the total programme duration corresponding to the expected duration of studies.

(5) Application criteria:

a) presentation and verification of research activity,
b) verification of publication activity (optional),
c) a master's degree or an equivalent university qualification,
d) fulfilment of the language requirements prescribed by the regulations of the relevant doctoral school as a condition for obtaining the degree.

(6) The application may be submitted to the DAA at any time. Following a formal review, the DAA shall forward the application to the DS.

(7) Formally compliant applications shall be examined by the DDHC, which shall make a proposal to the UDHC regarding acceptance or rejection of the application.

(8) Unless otherwise provided by this Regulation, the UDHC shall decide on admission following the successful completion of the comprehensive examination. The applicant shall be notified of the decision in writing. The student may enrol during the academic period following the decision of the UDHC, or later, and may commence the research and dissertation phase of the programme.

7. § Structure of doctoral studies

(1) [Paragraph (1) of Section 16 of the NHE Act] **Doctoral studies form part of the** University's **educational programme and, following the award of a master's degree, prepare students for obtaining a doctoral degree. (...)**

(2) In PhD programmes, unless otherwise provided by this Regulation, at least two hundred and forty credits shall be obtained. The duration of studies shall be

eight semesters, unless otherwise provided by this Regulation. In DBA programmes, unless otherwise provided by this Regulation, at least one hundred and eighty credits shall be obtained. The duration of studies shall be six semesters unless, unless otherwise provided by this Regulation.

(3) [Paragraph (1) of Section 53 of the NHE Act] **Doctoral studies consist of educational, research and reporting activities carried out within the framework of individual or group preparation adapted to the characteristics of the field of science and the needs of the doctoral candidate, and comprise a training and research phase, as well as a research and dissertation phase. During doctoral studies, in accordance with the regulations of the doctoral school, a comprehensive examination, which measures and evaluates academic and research progress, shall be completed as the closing requirement of the training and research phase and as a condition for commencing the research and dissertation phase.** [Paragraph (6) of Section 8/B of the DocDec] ***Individual preparation is not permitted in DBA programmes, and the research and dissertation phase may commence no earlier than the end of the third active semester upon successful completion of the comprehensive examination.***

7/A. § The training and research phase

(1) Doctoral studies may be organised as full-time or part-time programmes. During the first four active semesters of the PhD programme and the first three active semesters of the DBA programme, within the training and research phase, credits may be earned for the acquisition of knowledge and skills, fulfilment of course requirements, research activities, publications and teaching duties, in accordance with the provisions of the OR.

(2) The doctoral candidate shall pursue his or her studies and carry out research under the supervision and guidance of the supervisor. The supervisor shall assist the doctoral candidate to the best of his or her abilities; however, sole responsibility for the success and effectiveness of the research shall rest with the doctoral candidate.

(3) [Paragraph (6) of Section 13 of the DocDec] ***A doctoral candidate may have two supervisors simultaneously, subject to the approval of the*** DDHC***. The name of the supervisor or supervisors shall be clearly indicated on the title page of the doctoral dissertation.***

(4) The doctoral programme shall consist of semesters: the autumn semester shall last from the beginning of the semester until 31st January, and the spring semester from the beginning of the semester until 31st August. Semesters shall consist of a registration period and term time. In doctoral studies, assessments may be organised freely within the term time.

(5) The duration of studies may, for justified reasons, be suspended for up to two consecutive semesters at a time. Over the entire duration of studies, a maximum of four passive semesters may be authorised. The rules governing suspension during the second, i.e. research phase shall be set out in the OR. Each period of suspension may only comprise full academic semesters. Applications for suspension shall be submitted electronically through the Neptun academic system, with the support of the supervisor. The DDHC shall decide on the application.

(6) By the end of the first semester of studies, the admitted doctoral candidate shall, in agreement with the supervisor, prepare a research plan for the training and research phase. The completed plans shall be signed by both the doctoral candidate and the supervisor(s). Following review and countersignature by the head of the DS, the document shall be archived by the secretaries of the DSs and retained until the award of the pre-degree certificate.

(7) During the course of studies, the doctoral candidate shall carry out the research tasks required by the announced topic and necessary for the preparation of the dissertation, fulfil the academic requirements prescribed in the training plan, publish scientific work, and, with the approval of the supervisor, may also undertake teaching and other research duties.

(8) Credits may be obtained, in the manner prescribed by the regulations of the doctoral schools, through:

- completion of studies (courses);

- research activities;
- publications (optional);
- teaching activities (optional); and
- semester or annual research progress reports (optional).

(9) Each semester, the doctoral candidate shall register in Neptun for the courses included in the training plan. The doctoral candidate shall fulfil the requirements specified in the course description in order to complete the registered courses. Assessment shall be based on a three-grade scale: excellent (5), satisfactory (3), fail (1). In the case of unsuccessful course completion, the examination may be retaken once within the same examination period. In subsequent semesters, the same subject may be retaken upon payment of the course re-registration fee prescribed in the SRS; however, all course requirements must be completed no later than the 10th working day preceding the comprehensive examination or the end of the 8th active semester.

(10) At the end of each semester, a student holding active student status shall prepare an evaluation form and submit it to the secretary of the DS, together with the opinion and signature of the supervisor(s), no later than 20th January in the autumn semester and 20th August in the spring semester. The student shall submit confirmation of the completion of course, research and, where relevant, publication, teaching and research progress report requirements to the secretary of the DS, accompanied by the opinion and signature of at least one supervisor. The head of the doctoral school shall certify the evaluation form by his or her signature. Enrolment for the following semester shall only be possible after the previous semester has been closed. Scholarships may only be granted to active students registered for the given semester.

(11) Following the closure of the semester, the student shall register in Neptun for either active or passive student status for the following semester. Section 43 of the SRS shall apply to student registration. If the previous semester was the final semester of the passive period, the student must also register in Neptun for active or passive status for the following semester; otherwise, the provisions of this Regulation shall apply.

(12) During the training and research phase, the doctoral candidate shall complete at least 48 academic credits through course completion, it being noted that the OR may prescribe additional academic credit requirements for individual doctoral schools. In the spring semester, students may register for, add or drop subjects until 31st May, and in the autumn semester until 31st December. Following these deadlines, subjects may only be added or dropped upon payment of the special procedural fee prescribed in the SRS.

(13) The doctoral candidate shall continuously carry out his or her research tasks, under the guidance of the supervisor and in accordance with the research plan, and shall publish the results of such research. Credits awarded for publications may be recognised in accordance with the provisions set out in the training plan of the doctoral school and the OR.

(14) A maximum of 45 teaching credits may be obtained through teaching activities during the entire period of studies. The OR may impose stricter limitations.

(15) The student may undertake employment during the course of studies. The provisions governing the employment of students by the University are summarised below.

(16) [Paragraph (5) of Section 44 of the NHE Act] **The provisions of Point a) of Paragraph (3) of Section 44 of the NHE Act concerning the teaching and research activities of doctoral candidates shall apply subject to the following derogations:**

a) (...)

b) except in the case of cooperative doctoral programmes and excellence in research doctoral programmes, the working time of a doctoral candidate shall not exceed fifty per cent of full-time working hours on average over a semester,

c) the doctoral candidate's working schedule shall be determined in such a manner as to enable the fulfilment of examination obligations and adequate preparation for examinations,

d) in the case of employment corresponding to fifty per cent of full-time working hours, the monthly remuneration shall not be less than the

statutory minimum wage, and in the case of employment of a different duration, the proportionate part thereof.

(17) During the validity of his or her student status, the doctoral candidate may also participate in other domestic or foreign partial study programmes. The DDHC may authorise the recognition of a foreign study visit as a partial study programme upon the supporting recommendation of the supervisor. The DDHC shall decide on the recognition and credit evaluation of examinations passed and requirements fulfilled during the partial study programme, and shall forward the result of the decision to the DAA.

(18) Fulfilment of academic, teaching and research obligations shall be credited twice each year, upon the completion of the semester.

(19) [Paragraph (1) of Section 53 of the NHE Act] **(...) During PhD studies, at the end of the fourth semester, and during DBA studies, at the end of the third semester, a comprehensive examination, which measures and evaluates academic and research progress, shall be completed as the closing requirement of the training and research phase and as a condition for commencing the research and dissertation phase.**

(20) The condition for admission to the comprehensive examination is the acquisition of at least 90 credits in PhD programmes and at least 75 credits in DBA programmes (the OR of the doctoral school may prescribe stricter requirements), including the completion of all academic credits prescribed in the training plan of the doctoral school. Only students holding a master's degree may be admitted to the comprehensive examination.

(21) Applications for the comprehensive examination shall be submitted in the manner prescribed in the OR.

7/B. § Comprehensive examination

(1) [Paragraph (1) of Section 12/A of the DocDec] ***The comprehensive examination shall be organised, in accordance with Paragraph (5) of Section 72 of the NHE Act, on the basis of the principles determined by the*** *NDC.* ***The requirements***

of the comprehensive examination shall be published in the manner prescribed by the** Regulation **and at the time the doctoral programme is announced.

(2) [Paragraph (2) of Section 12/A of the DocDec] ***The comprehensive examination shall be conducted publicly before a committee. The committee shall consist of at least three members. At least one-third of the members of the committee shall not be in an employment relationship with the** University**. The chair of the committee may be a university professor, a habilitated associate professor, a habilitated college professor, a Professor Emeritus, or a lecturer or researcher holding the title of Doctor of the Hungarian Academy of Sciences. All members of the committee shall hold a scientific degree. The supervisor of the doctoral candidate taking the examination may not be a member of the committee.***

(3) [Paragraph (3) of Section 12/A of the DocDec] ***The comprehensive examination shall consist of two parts:***

a) a theoretical part, during which the doctoral candidate demonstrates familiarity with the relevant discipline, its literature, and current theoretical and methodological knowledge; and

b) a presentation on scientific progress achieved.

(4) In the theoretical part of the comprehensive examination, the candidate shall demonstrate proficiency in two subjects/fields of knowledge. The subjects/fields of knowledge shall be specified in the training plan of the doctoral school.

(5) In the second part of the comprehensive examination, the candidate shall, in the form of a presentation, demonstrate familiarity with the relevant literature, report on research results achieved, present the research plan for the second phase of doctoral studies, and outline the schedule for the preparation of the dissertation and the publication of results. The presentation shall address the scientific significance and innovative content of the results and, where relevant, the technological motivations of the research and the practical applicability of the results. At least ten working days prior to the examination, the candidate shall submit electronically to the secretary of the DS a summary of the results achieved to date for the committee and shall ensure that the bibliographical details of his

or her publications are recorded in the Hungarian Scientific Bibliography Database (MTMT).

(6) The committee shall assess separately the theoretical and dissertation-related parts of the examination. The comprehensive examination shall be deemed successful if a majority of the committee members (50% plus one member) consider both parts of the examination successful.

(7) [Paragraph (4) of Section 12/A of the DocDec] ***A doctoral candidate may repeat an unsuccessful comprehensive examination once within the same examination period,*** subject to the conditions laid down in the OR.

(8) [Paragraph (5) of Section 12/A of the DocDec] ***Minutes shall be taken of the comprehensive examination. The result of the examination shall be announced on the day of the final examination component. The comprehensive examination shall be assessed on a two-grade scale: pass or fail.***

(9) The result of the comprehensive examination shall not be included in the classification of the doctoral degree; however, unless otherwise provided by this Regulation, successful completion thereof shall be a condition for entry into the second phase of studies.

7/C. § The research and dissertation phase

(1) [Paragraph (2) of Section 53 of the NHE Act] **Following the comprehensive examination, the student shall participate in the degree-awarding procedure by completing the research and dissertation phase, the purpose of which is the attainment of the doctoral degree.**

(2) [Paragraph (4) of Section 53 of the NHE Act] **Within three academic years following the comprehensive examination, the doctoral candidate shall submit a doctoral dissertation in accordance with the provisions laid down in the doctoral regulations. In cases deserving special consideration, this deadline may be extended by a maximum of one academic year in accordance with the** Regulation**. During the degree-awarding procedure, the suspension of student status may not exceed two semesters; however, in connection with**

childbirth and in accordance with this Regulation, it may extend to a maximum of six semesters, where the deadline for submission of the doctoral dissertation may, in cases deserving special consideration and in accordance with the Regulation**, be extended by up to three academic years.**

(3) The period of suspension of student status referred to in Paragraph (4) of Section 53 of the NHE Act may amount to two semesters only where the student has suspended studies for no more than two semesters during the training and research phase. Suspension justified by childbirth constitutes an exception to this provision by virtue of the wording of the Act.

(4) Credits obtainable during the research and dissertation phase of studies may be earned, in accordance with the provisions of Section 7/A of the Regulation and the OR, through research activities (such as annual or semester reports, conference participation and publications) and teaching activities.

(5) [Paragraph (4a) of Section 53 of the NHE Act] **The *higher education* institution shall issue a pre-degree certificate (absolutorium) to a doctoral candidate who has fulfilled the requirements specified in the doctoral regulations in relation to the results of his or her research (...).**

(6) Where the student has fulfilled the conditions for the issue of the pre-degree certificate, the DAA shall issue the pre-degree certificate within twenty calendar days following the date of fulfilment, effective as of the date of fulfilment. The student shall be notified simultaneously with the issuance of the pre-degree certificate. The pre-degree certificate shall be issued as an authenticated document. Upon issuance, the pre-degree certificate shall be assigned a unique serial number and its details shall be recorded in the Neptun academic system.

(7) In accordance with [Paragraph (1) of Section 59 of the NHE Act]: **student status shall terminate:**

a) on the date on which the student is transferred to another higher education institution,
b) on the date on which the student declares the termination of his or her student status,

c) if the student may no longer continue studies financed with the help of a (partial) scholarship provided by the the Hungarian state and does not wish to continue in a self-financed programme,

d) on the last day of the semester in which the student obtained the pre-degree certificate (absolutorium),

e) (...)

f) where the Rector terminates the student's status due to outstanding payment obligations, following an unsuccessful demand for payment and examination of the student's social circumstances, on the date on which the decision becomes final,

g) on the date on which the disciplinary decision ordering expulsion becomes final,

h) where a statutory condition required for the establishment of student status ceases to exist, on the date on which the terminating decision becomes final,

i) where the doctoral candidate fails to complete the comprehensive examination, on the date of the omission or unsuccessful completion,

j) in PhD programmes, at the end of the eighth semester for which the student has registered, and in DBA programmes, at the end of the sixth semester **for which the student has registered.**

(8) In accordance with [Paragraph (3) of Section 59 of the NHE Act]: **The higher education institution may also terminate the student status of a student by unilateral declaration where the student:**

a) fails to fulfil obligations relating to academic progress laid down in the study and examination regulations or the curriculum,

b) fails to register for the following academic semester for the third consecutive occasion,

c) fails to resume studies following suspension of student status,

provided that the student has previously been warned in writing to fulfil the relevant obligation by the specified deadline and informed of the legal consequences of non-compliance.

8. § Degree-awarding procedure

8/A. § Establishment of doctoral candidate status (relating to the degree-awarding procedure for programmes commenced before September 2016)

(1) [Paragraph (1) of Section 114 of the NHE Act] **Where a doctoral candidate commenced doctoral studies under the provisions of the Higher Education Act of 2005, such studies may be completed in accordance with the requirements prescribed therein. Procedural matters relating to doctoral studies and the award of doctoral degrees shall be governed by the provisions of the** NHE Act**. Degrees awarded to participants in doctoral studies shall correspond to the degrees defined in the** NHE Act**. Doctoral degrees awarded under the Higher Education Acts of 1993 and 2005 shall be equivalent to doctoral degrees awarded under the** NHE Act**.**

(2) Following completion of doctoral studies, the doctoral degree may be obtained through a separate degree-awarding procedure. A person participating in the doctoral degree-awarding procedure shall be referred to as a doctoral candidate. A person who has not participated in doctoral studies but has prepared individually for obtaining the degree may also become a doctoral candidate. If a doctoral student commences the degree-awarding procedure during the period of studies, he or she shall simultaneously hold student status and doctoral candidate status.

(3) Doctoral candidate status shall be established upon the acceptance by the DDHC of the application for participation in the doctoral degree-awarding procedure. The application shall be submitted to the DAA and shall be accepted by the DDHC. If the initiation of the procedure is refused, the DDHC shall adopt a decision including the reasons therefor. The DDHC may not reject the application of a person who has successfully completed doctoral studies at the University. The conditions for obtaining the doctoral degree shall be fulfilled within the framework of doctoral candidate status.

(3a) Enrolment of the doctoral candidate shall take place through completion and signing of the doctoral candidate registration form. The DAA shall authenticate

the doctoral candidate registration form. Doctoral candidate status shall be established upon commencement of the doctoral degree-awarding procedure.

(4) The application for the degree-awarding procedure may be submitted within three years from the issuance of the absolutorium. If, within the period of the established doctoral candidate status, the doctoral candidate fails to submit the dissertation by the deadline specified (see Paragraph (5)), he or she may, following termination of such status, once again initiate the establishment of a new doctoral candidate status and the commencement of a degree-awarding procedure relating to the completed doctoral studies, subject to the approval of the UDHC.

(5) Doctoral candidate status shall terminate upon closure of the degree-awarding procedure, or where the doctoral candidate has failed to submit the doctoral dissertation within two years from the date on which such status was established. Unless otherwise provided by law, the provisions governing student rights and obligations shall apply to the rights and obligations of doctoral candidates.

(6) In addition to the case referred to in Paragraph (5), the DAA shall automatically terminate doctoral candidate status where:

a) there were two official reviewers who have not recommended the doctoral dissertation for public defence;
b) the repeated doctoral comprehensive examination has been assessed as unsuccessful in accordance with Paragraph (5) of Section 8/B, or the doctoral candidate declares in writing following the first unsuccessful comprehensive examination that he or she does not wish to repeat it;
c) the doctoral dissertation has not been assessed as acceptable in accordance with Paragraph (7) of Section 9/C;
d) the doctoral candidate withdraws the application for the degree-awarding procedure;
e) the doctoral candidate has failed to obtain the doctoral degree within three years from the date on which doctoral candidate status was established.

8/B. § Doctoral comprehensive examination (in connection with degree-awarding procedures for programmes commenced before September 2016)

(1) The doctoral comprehensive examination forms part of the procedure for obtaining the doctoral degree and serves as a comprehensive and integrative assessment of the candidate's knowledge acquired in their field of science.

(2) The doctoral comprehensive examination shall be conducted publicly before an examination board. The examination board shall consist of at least three members. In selecting the members of the examination board, the provisions set out in Paragraph (2) of Section 9/C shall apply, subject to the proviso that where the board consists of fewer than five members, at least one member shall not be in an employment relationship with the higher education institution operating the doctoral school. The chair of the examination board may only be a university professor, Professor Emeritus, habilitated associate professor or habilitated college professor. The result of the examination shall be announced immediately after the examination. Minutes shall be taken of the doctoral comprehensive examination.

(3) An application for the doctoral comprehensive examination may only be submitted by a doctoral candidate holding doctoral candidate status, through the secretary of the DS.

(4) The doctoral comprehensive examination shall consist of two subjects related to the topic of the dissertation: one major subject and one minor subject. The examination subjects of the doctoral candidate shall be approved by the DDHC on the proposal of the supervisor or consultant. The doctoral candidate shall be notified in writing of the subjects and the date of the examination.

(5) In a closed session and by secret ballot, the board shall decide separately in respect of the major subject and the minor subject (0–1–2–3–4 points may be awarded). The examination shall be deemed successful if the total number of points obtained in each subject separately reaches at least 60% of the maximum obtainable score. In the event of failure, the examination in both subjects may be repeated once after six months at the earliest. The classification of the examination shall be expressed as the average of the scores awarded for the two

subjects, stated as a percentage of the maximum obtainable score. In calculating the average, the major subject shall be weighted by a factor of two.

8/C. § Conditions for obtaining the degree

(1) [Paragraph (5) of Section 53 of the NHE Act] **The conditions for obtaining the doctoral degree are as follows:**

a) fulfilment of the requirements prescribed by the doctoral regulations;

b) proof, in accordance with the provisions of the OR**, of the knowledge of one or more foreign languages required for pursuing the relevant field of science, which, in the case of deaf persons, may also be demonstrated by proof of knowledge of a non-Hungarian sign language.**

Where the language specified in the OR is the applicant's native language and the applicant proves native-speaker status by means of citizenship, the applicant's foreign language proficiency shall be deemed accepted.

Where the language specified in the OR is not the applicant's native language, the applicant shall prove language proficiency by means of an international or state-recognised complex language examination certificate at a minimum B2 level, or another document recognised as equivalent under the applicable legislation, in the language specified in the operational regulations of the respective doctoral school.

c) presentation of independent scholarly activity through articles and studies;

d) independent completion of a scholarly task meeting the requirements for the degree; submission of a dissertation; and defence of the results in a public defence.

(2) The DDHC shall conduct an academic suitability assessment (habitus review) to verify whether the doctoral candidate satisfies the degree-awarding requirements prescribed in the OR of the doctoral school.

9. § Doctoral dissertation

9/A. § Submission of the doctoral dissertation

(1) [Paragraph (2) of Section 14 of the DocDec] ***A prerequisite for the submission of the doctoral dissertation is the obtaining of the absolutorium.*** Additional conditions for submission of the dissertation include fulfilment of the foreign language and publication requirements set out in Annex 4 and specified in the OR (Annex 5).

(2) [Paragraph (4) of Section 53 of the NHE Act] **The doctoral candidate shall submit the doctoral dissertation within three academic years following the complex examination, in accordance with the provisions of the doctoral regulations. In cases deserving special consideration, this period may be extended by up to one academic year in accordance with the doctoral regulations. During the degree-awarding procedure, the suspension of student status may not exceed two semesters; however, in connection with childbirth and in accordance with the doctoral regulations, the suspension may extend to up to six semesters, in which case the deadline for submission of the doctoral dissertation may, in cases deserving special consideration, be extended by up to three academic years in accordance with the doctoral regulations.**

(3) If the doctoral candidate fails to submit the doctoral dissertation within three academic years following the complex examination, or within four academic years pursuant to Paragraph (1) of Section 117/G of the NHE Act, and has not submitted a request for extension within the statutory deadline, or such request has been rejected by the DDHC exercising equitable discretion, the doctoral degree may thereafter only be obtained through a new degree-awarding procedure.

(4) [Paragraph (3) of Section 14 of the DocDec] ***A further condition for the submission of the doctoral dissertation is that the person submitting the dissertation must not have another doctoral degree-awarding procedure pending in the same field of science, nor have had an unsuccessful doctoral defence within***

the preceding two years. Compliance with these additional conditions shall be confirmed by a written declaration submitted together with the doctoral dissertation.

(5) [Paragraph (1) of Section 14 of the DocDec] ***The thesis booklet accompanying the doctoral dissertation shall provide a summary presentation of the results of the candidate's independent scholarly work (...). The results shall be presented in a coherent and self-contained manner, with the new findings set out item by item and based on the candidate's scholarly publications (...).***

(6) The title page of the dissertation shall indicate the name of the faculty and the doctoral school, the title of the doctoral dissertation, the field of science and, within that, the scientific discipline, as well as the name of the author and the supervisor(s), the year and the place of submission (Veszprém).

(7) In order to support the candidate and to ensure quality assurance objectives, the dissertation shall, prior to finalisation, be submitted for discussion within the professionally competent academic or organisational unit of the University (or, upon the student's request and subject to the approval of the DDHC, at another professional or scientific forum). The observations and comments raised during the workshop debate (internal defence/workplace debate) shall be considered by the candidate at their own discretion following consultation with the supervisor. Minutes and an attendance sheet shall be prepared for the workshop debate and archived by the secretary of the DS. The workshop debate shall be conducted in accordance with the provisions of the OR. In DBA programmes, the workshop debate is optional.

(8) The doctoral dissertation shall be submitted to the secretary of the doctoral school in one bound copy together with the following:

a) an electronic version identical to the bound copy of the dissertation,
b) one printed copy of the thesis booklet in Hungarian and English; in the case of students whose native language is not Hungarian, in English only (the formal requirements for the thesis booklet are set out in the OR),
c) an electronic version identical to the thesis booklet,

d) a professional and academic curriculum vitae written in the third person singular, not exceeding one page in length,
e) where applicable, a statement of acceptance issued by the publisher concerning manuscripts accepted for publication,
f) a declaration by the co-authors of the publications confirming that they consent to the results presented in the joint publication(s) forming part of the dissertation. Where two doctoral candidates are co-authors of the same publication, they shall declare the extent to which the results used in the dissertation reflect the contribution of the candidate concerned to the publication,
g) where required by the OR, a copy of the language examination certificate; the authenticity of the language examination certificate shall be verified by the DAA,
h) a declaration stating that the dissertation is the candidate's own independent work and that all bibliographical references are clear and complete,
i) a declaration on the use of Artificial Intelligence,
j) a declaration by the supervisor(s) consenting to the submission of the dissertation,
k) proof of payment of the procedural fee where the person submitting the doctoral dissertation no longer holds student status or has less than two months of such status remaining.

(9) Following formal verification, the secretary of the DS shall submit the application to the DDHC for academic review and decision-making no later than ten working days after receipt. Based on the submitted documents, the DDHC shall decide at its next meeting, but no later than within 45 days, whether the dissertation may be admitted for review. In the course of its decision, the DDHC shall also examine whether the candidate has fulfilled the publication requirements prescribed by the doctoral school. In cases where the dissertation is admitted for review, the DDHC shall decide on the appointment of the reviewers and the composition of the Review Committee. In the event of rejection or a request for supplementation, the decision shall include reasons. The secretary of the DI shall ensure that the dissertation is sent out for review no later than 60 days

after receipt of the application (for the purposes of this deadline, the months of July and August shall be disregarded).

(10) [Paragraph (1) of Section 53/A of the NHE Act] **The doctoral dissertation — together with its theses and** the reviews **— shall be publicly accessible to all. Publication may be postponed until the publication date of the relevant patent or other protection application. The higher education institution awarding the doctoral degree shall ensure the registration and full public disclosure of the doctoral dissertation and its theses in both electronic and printed form by depositing one printed copy and one copy recorded on an electronic data carrier in the central library of the higher education institution in catalogued form.**

(11) [Paragraph (2) of Section 53/A of the NHE Act] **The doctoral dissertation and its theses shall be made publicly accessible in electronic form in the Database (**National Scientific Bibliographic Database**), provided with a DOI identifier in accordance with generally accepted international practice.**

(12) [Paragraph (3) of Section 53/A of the NHE Act] **In the case of a doctoral dissertation affected by patent or protection proceedings, publication of the doctoral dissertation and doctoral theses may, upon the request of the doctoral candidate, on the basis of a supportive opinion of the Review Committee and with the approval of the** UDHC**, be postponed until the date of registration of the patent or protection, at the latest. A doctoral dissertation and doctoral theses containing classified information for national security reasons shall be made public only after the expiry of the classification period.**

9/B. § Review of the dissertation

(1) [Paragraph (1) of Section 15 of the DocDec] ***The*** DDHC ***shall appoint two official reviewers for the review of the doctoral dissertation. Only one of the reviewers may be in an employment relationship with the higher education institution operating the doctoral school.***

(2) [Paragraph (2) of Section 15 of the DocDec] ***Within two months from the submission of the dissertation – falling within the academic term defined in the doctoral regulations of the higher education institution –, the two official reviewers shall prepare written evaluations of the dissertation and declare whether they recommend that it be admitted to public defence. If one reviewer's recommendation is negative, the*** DDHC ***shall appoint an additional, third reviewer.***

(3) [Section 17 of the DocDec] ***The following persons may not participate in the doctoral procedure as official reviewers or members of a committee:***

a) a close relative of the person concerned, or
b) a person from whom an objective assessment of the matter cannot reasonably be expected.

Reviewers shall refuse the appointment without delay, but no later than within 14 days of receiving the invitation, where a conflict of interest exists. Reviewers may also decline the appointment for professional reasons. In the event of refusal, the reserve reviewer shall perform the task; if the reserve reviewer is also conflicted or declines the appointment, the DDHC shall appoint new reviewers.

(4) The reviewers shall have 60 days from the date of appointment to prepare and submit their reviews. If the review is not completed within this period, the secretary of the DS shall send a reminder. If no review has been received by the 90th day following the appointment, the secretary of the DS, in consultation with the head of the DS, shall forward the dissertation to the reserve reviewer. If the reserve reviewer also fails to submit the review within the prescribed deadline, the DDHC shall appoint new reviewers.

(5) The review shall detail the substantive and formal merits and deficiencies of the dissertation, specifically addressing whether the theses are acceptable, and shall conclude with a summary recommendation as to whether the dissertation is acceptable as a basis for awarding the doctoral degree. The reviewer may address questions to the candidate in the review.

(6) The reviews shall be submitted to the secretary of the doctoral school either in printed form bearing an original signature or electronically (PDF format) bearing at least an advanced electronic signature. Where two supportive reviews

have been received, the secretary shall forward them jointly to the candidate within five working days. The candidate shall, within 30 days of receipt, provide written replies and submit them electronically to the secretary. If one reviewer's evaluation is negative, the reviews may not be forwarded to the candidate. The public defence of the dissertation may only be announced once two supportive reviews and the candidate's replies thereto have been received. The dissertation shall be admitted to public defence within two months, falling within the academic term, from the receipt of the two supportive recommendations.

9/C. § Public defence of the dissertation

(1) [Paragraph (1) of Section 16 of the DocDec] ***The doctoral dissertation shall be defended before an Evaluation Committee*** (hereinafter referred to as the "**Committee**") ***in a public defence.***

(2) [Paragraph (2) of Section 16 of the DocDec] ***For the conduct of the public defence of the doctoral dissertation, as well as for making a decision on the acceptance of the dissertation and evaluating the public defence, the*** DDHC ***shall establish a Committee. The Committee shall*** consist of at least five members***, and the provisions laid down in Section 7/B (2) shall apply to the selection of its members.***

(3) The Committee shall be constituted in such a way that an alternate chair shall also be designated at least for the position of chair. A person who has co-authored a publication with the candidate may not be a member of the Committee; this circumstance shall be examined on the basis of the Hungarian Scientific Bibliography Database (HSBD). The doctoral defence may be conducted in person, online or in a hybrid format, provided that participation complies with the conditions laid down in Paragraph (2). In the case of online or hybrid proceedings, secret voting shall be ensured electronically for all members.

(4) In PhD programmes, the Committee shall consist of a chair, two reviewers and two additional members; at least one reviewer and at least one other member of the Committee must not be in an employment or other work-related legal relationship with the University. The secretary (recording secretary) shall also

participate in the work of the Committee but shall not have voting rights. Only persons approved by the DDHC may participate in the work of the Committee; co-optation shall not be permitted.

(5) In PhD programmes, the defence may proceed if the chair, at least one reviewer and one additional member, as well as the secretary, are present, and at least one of the voting members is not in an employment or other work-related legal relationship with the University. At the defence, the secretary shall present the review of any absent reviewer.

(6) In DBA programmes, the Evaluation Committee shall consist of 3 members; its chair shall be a university professor, habilitated associate professor, habilitated college professor or Professor Emeritus/Emerita, and its members shall be the experts who previously evaluated the portfolio (dissertation). The work of the Committee shall be assisted by a secretary who shall not have voting rights. The defence may be held if at least two members, the chair, one expert and the secretary are present.

(7) [Paragraph (3) of Section 16 of the DocDec] ***The dissertation shall be submitted for public defence within two months falling within the academic term following the receipt of the two supporting reviews. The submitter of the doctoral dissertation shall receive the reviews in advance and shall respond to them in writing before the defence and orally during the public defence.***

(8) The candidate, all members of the DDHC and the academic staff of the respective doctoral school shall be notified of the date of the public defence at least 5 working days prior to the date of the defence. Efforts shall be made to ensure that the widest possible professional and academic community is informed about the date of the defence and the dissertation itself. The DS shall publish the date of the defence on the website of the NDC. The notifications shall state that any person may speak at the public defence and may also submit comments in writing in advance.

(9) It shall be ensured that the members of the Committee are able to examine the reviews and the responses thereto prior to the public defence.

(10) In the case of a dissertation written in a foreign language, the defence may be conducted either in Hungarian or in the given foreign language, which the candidate shall declare upon submission of the dissertation.

(11) During the defence, the candidate shall present the principal findings and theses of the dissertation in a short oral presentation (not exceeding 20 minutes). Thereafter, the reviewers shall present their opinions, following which the candidate shall respond to the questions and comments raised by the reviewers and the participants in the public defence. Finally, the reviewers shall declare whether they accept the candidate's responses.

(12) [Paragraph (4) of Section 16 of the DocDec] ***As part of the public defence, the submitter of the doctoral dissertation shall present the theses of the dissertation and subsequently respond to the comments and questions of those present. Upon the request of the submitter of the doctoral dissertation, and subject to the supportive opinion of the Committee and the approval of the*** DDHC***, a closed defence may be held if the doctoral dissertation is subject to patent proceedings or contains classified information for reasons of national security.***

(13) [Paragraph (5) of Section 16 of the DocDec] ***Following the conclusion of the defence, the Committee shall decide on the acceptance of the dissertation in a closed session by secret ballot. Thereafter, the chair shall publicly announce the result.***

(14) The Committee shall decide on the result of the defence by scoring (0–1–2–3–4 points). The dissertation shall be deemed accepted if the total number of points received reaches 60% of the maximum obtainable score.

(15) [Paragraph (6) of Section 16 of the DocDec] ***Minutes shall be taken of the defence and of the decision of the Committee. Upon request, the higher education institution shall issue a certificate concerning the result of the defence, indicating therein that the certificate does not constitute the award of the doctoral degree.***

(16) [Paragraph (7) of Section 16 of the DocDec)] ***In the event of two rejecting reviews or an unsuccessful defence, the submission of a new doctoral dissertation in the same doctoral topic may be initiated no earlier than two years thereafter, and on only one occasion.***

9/D. § Classification of the doctoral degree

(1) Within 10 working days following the defence, the head of the DS shall prepare a proposal for the UDHC on the award of the degree on the basis of the minutes of the public defence.

(2) The UDHC shall decide on the award of the degree by secret ballot no later than 30 days following receipt of the proposal.

(3) In PhD programmes, the classification of the doctoral degree shall be determined on the basis of the percentage result of the defence. The classification of the degree shall be 'summa cum laude' (excellent) where the percentage achieved is 90% or higher; 'cum laude' (good) where the percentage achieved is below 90% but at least 80%; and 'rite' (satisfactory) where at least 60% is achieved.

(4) In the case of doctoral candidates participating in programmes commenced before September 2016, the public defence may be held only after the successful completion of the doctoral comprehensive examination. In such cases, the classification of the doctoral degree shall be determined on the basis of the simple arithmetic average of the percentage results of the doctoral comprehensive examination and the defence. The classification of the degree shall be 'summa cum laude' (excellent) where the percentage achieved is 90% or higher; 'cum laude' (good) where the percentage achieved is below 90% but at least 80%; and 'rite' (satisfactory) where at least 60% is achieved. On the basis of the minutes of the comprehensive examination and the defence, the head of the DS shall prepare a proposal for the UDHC.

(5) In DBA programmes, the evaluation of the defence shall be three-tiered: failed, passed or passed with distinction. The members of the Committee shall evaluate the defence by secret ballot awarding 1–3 points each. Where the total number of points awarded is:

1-4 points: failed – in such case, no diploma shall be issued

5-7 points: passed

8-9 points: passed with distinction.

Where two members each evaluate the defence with 1 point, the classification shall be failed irrespective of the total number of points awarded.

(6) [Paragraph (6) of Section 53 of the NHEAct] **A central register shall be maintained of the doctoral degrees awarded, which shall be accessible for inspection by any person. Internet access to the register shall also be ensured (...).**

(7) [Paragraph (8) of Section 16 of the DocDec] ***On the basis of the resolution recorded in the doctoral register concerning the doctoral degree awarded by the UDHC, the higher education institution shall issue a diploma indicating the field of science and, within that, the branch of science, and shall simultaneously notify the*** Educational ***Authority thereof.***

9/E. § The doctoral diploma and doctoral conferment ceremony

(1) [Paragraph (4) of Section 16 of the NHEAct] **The academic degree certified by the diploma awarded in doctoral training shall be "Doctor of Philosophy" (abbreviated as PhD), and in business doctoral training "Doctor of Business Administration" (abbreviated as DBA). The diploma shall be signed by the Rector and the Chair of the** UDHC**.**

(2) The University shall recognise the award of the doctoral degree by issuing diplomas in both Hungarian and English. A ceremonial diploma in Latin shall also accompany the diploma (Annex 6).

(3) The doctoral conferment ceremony (presentation of the ceremonial diplomas) shall take place in a formal setting at an official event of the University.

(4) At the formal doctoral conferment ceremony, the candidates shall take an oath (Annexes 7 and 8).

(5) In the event that a diploma is lost, stolen or destroyed after issuance, a duplicate may be requested from the DAA upon payment of the fee specified in Annex 11.

10. § Revocation of a doctoral degree

(1) [Paragraph (10) of Section 16 of the DocDec] ***A doctoral degree may be revoked on the basis of a resolution of the*** UDHC ***if it is established that the conditions for awarding the doctoral degree were not fulfilled.***

(2) In doctoral proceedings, the University accepts and applies the principles and recommendations of the Code of Scientific Ethics of the Hungarian Academy of Sciences.

(3) A doctoral degree may be revoked if its holder obtained it by presenting, in whole or in part, another person's intellectual creation as their own, or by using false or falsified data in the dissertation, thereby misleading or keeping in error the body or person acting in the doctoral procedure. Proceedings for the revocation of the doctoral title may only be conducted if the holder of the title is still alive at the time the proceedings are initiated.

(4) The acts specified in Paragraph (3) shall not be subject to limitation periods, and liability may only be established against the holder of the title.

(5) Proceedings for the revocation of a doctoral degree shall be initiated before the Chair of the UDHC. Proceedings may be initiated by any person who proves or substantiates with reasonable grounds the circumstances set out in Paragraph (3).

(6) The UDHC shall decide on the revocation of the doctoral degree. In proceedings concerning the revocation of the degree, the Chair of the UDHC shall act as rapporteur and shall be obliged to obtain the written opinion of the competent DDHC responsible for the relevant branch of science as to whether the circumstances specified in Paragraph (3) may in fact be established with regard to the holder of the degree. In the revocation procedure, expert(s) may be appointed, and the person concerned shall also be heard. If the person concerned fails to appear despite repeated proper notification, or requests that the hearing be dispensed with, the UDHC shall nevertheless be entitled to adopt a substantive decision without conducting the hearing. If, in proceedings initiated by the original author, the infringement of copyright has already been established by a

final and binding court judgment before the initiation of the revocation procedure, the UDHC shall not be required to conduct a further investigation in this respect, and the final judgment shall constitute sufficient grounds for revoking the degree.

(7) The University shall make the final and binding revocation decision public.

(8) In the event of the revocation of a doctoral degree, the person concerned may not perform any doctoral act in any doctoral school of the University of Pannonia.

11. § Procedure in the event of failure to fulfil academic obligations

(1) The procedure may be initiated by the doctoral student's thesis supervisor or by the head of the doctoral school.

(2) The mildest form of the procedure shall be a written warning. This shall take place where the doctoral student fails to fulfil their academic and research obligations despite repeated written requests from the supervisor, and the supervisor reports this in writing to the head of the doctoral school. The warning shall be issued by the head of the doctoral school following approval by the DDHC.

(3) Where the student's semester performance does not reach 50% of the average expected performance, the procedure described in Paragraph (2) may also be initiated upon the initiative of the head of the doctoral school.

(4) No more than one warning may be issued per semester. If the second written warning also proves to be ineffective, the DDHC, with the involvement of the supervisor(s), may propose the suspension of the doctoral student's legal status, the withdrawal of the scholarship or exclusion from the doctoral programme. The decision shall be adopted by the UDHC.

(5) [Paragraph (5) of Section 84/A of the NHE Act] **If a student of a higher education institution does not obtain a doctoral degree within five years following the comprehensive examination, the amount of support paid during the degree-awarding procedure pursuant to Point *b)* of Paragraph (2) of**

Section 84 of the NHE Act **in respect of the student participating in the doctoral programme may be reduced by half.**

(6) The UDHC shall annually examine the reasons for unsuccessful degree-awarding procedures and, where necessary, shall prepare an action plan.

12. § Quality development of doctoral education and degree award procedures

(1) Doctoral training and the awarding of doctoral degrees serve, on the one hand, to satisfy the needs of the economy, society, and university research and development and, on the other hand, the staffing needs of higher education institutions.

(2) Doctoral training forms part of university education and prepares students, following the completion of a Master's degree, for the attainment of a doctoral degree.

(3) Doctoral training and the awarding of doctoral degrees constitute a long, multi-stage process based primarily on the cooperative activities of the DDHC and the DS, supervisors, lecturers, students and reviewers. Its principal stages are the announcement of research topics, admission, training and degree award procedures.

(4) The organisational structure of doctoral training and degree award procedures consists of the UDHC, the DAA, the DS and the DDHCs. The DSs constitute the operational framework of these activities. Doctoral training and degree award procedures are managed by the Chair of the UDHC. The UDHC is supervised by the Senate. The organisation of doctoral training and degree award procedures operates in accordance, on the one hand, with legal requirements and the recommendations of the Hungarian Accreditation Committee (hereinafter referred to as the "**HAC**") and, on the other hand, with the internal regulations of the University.

(5) Responsibility for the quality of doctoral training and degree award procedures rests with the Rector. The quality assurance system of doctoral

training and degree award procedures forms part of the University's quality management system and is overseen by the Rector's Commissioner responsible for quality development.

(6) From a quality management perspective, the DSs constitute independent management units within doctoral training and degree award procedures. Responsibility for the quality assurance of doctoral training and degree award procedures rests with the Chair of the UDHC, while responsibility for the quality assurance of the doctoral school rests with the Head of the DS. The activities are coordinated by a person designated by them.

(7) The quality capability of a DS is determined by the values and intellectual culture of its organisation, in particular by the scientific competence and scholarly activities of the supervisors and lecturers, by the material culture (infrastructure) of the organisation, as well as by its organisational capabilities, including the system supporting student training and the organisation's international network of relations.

(8) The quality of a DS may be assessed through measuring the satisfaction of stakeholders involved in the processes of training and degree award procedures — in particular the economy, the scientific community, participants in the training, the University, thesis supervisors and lecturers — and through appropriately selected performance indicators corresponding thereto.

(9) In order to ensure the quality of doctoral training and degree award procedures, particular care shall be taken in the design of programmes, the selection of thesis supervisors, the admission of students, and the evaluation of training and research outcomes.

(10) Thesis supervisors shall be approved by the DDHC. The supervisor's duty is to direct the doctoral candidate's preparation and the doctoral candidate's activities related to the acquisition of the doctoral degree. The supervisor shall report each semester to the head of the DS (or, where the head of the DS is the supervisor, to the DDHC) on the doctoral candidate's progress. Students may familiarise themselves with these reports, supplement them with comments, and the reports shall be retained together with the student's personal records at the DAA.

(11) The doctoral schools shall prepare annual quality development reports, which shall form part of the Annual Report. At its next meeting, the UDHC shall review the quality assurance documents and, where necessary, formulate quality development measures in relation thereto.

(12) The requirement applicable to an appointed supervisor is regular publication activity during the previous five years within the relevant field of science corresponding to the topic, in peer-reviewed journals and/or books published by reputable publishers.

(13) Applicants for doctoral training may obtain information on the website of the NDC regarding the number of doctoral candidates and doctoral degree candidates previously admitted under the chosen supervisor who have obtained an absolutorium or a doctoral degree.

(14) In addition to the supervisor, one or more co-supervisors may also be designated in order to facilitate the doctoral candidate's academic progress.

(15) For the purposes of quality management, the UDHC shall establish, in this Regulation, guidelines and a uniform system of requirements to be followed by the University's doctoral schools during the course of training. In connection with the quality management system, the following shall be prescribed as requirements:

a) preparation of annual quality development reports in accordance with the criteria set out in the template approved by the UDHC,
b) preparation of a quality assurance plan in accordance with the criteria set out in the template approved by the UDHC,
c) submission of internal audit reports to the UDHC as evidence of the completion of annual internal audits.

(16) The UDHC shall examine the operational rules and quality assurance regulations of the doctoral schools and decide on their approval. The operational rules shall contain the provisions prescribed by the individual schools for the purposes of quality management (including the selection of recommended research topics and supervisors, the frequency of assessments, and the appointment of examination and review committees).

(17) The DSs shall publish documents and events relating to their operation on their own websites and shall also publish information relating to doctoral degree award procedures on the website of the NDC. The websites shall be publicly accessible.

III. Habilitation

13. § University organisation conducting the habilitation procedure

(1) [Paragraph (2) of Section 22 of the DocDec] ***For the conduct of habilitation procedures and the award of the title of habilitated doctor, the University shall establish a Habilitation Committee. When selecting the members of the Committee, it shall be ensured that:***

a) among the lecturers or researchers employed by the higher education institution on a full-time basis under an employment contract or on a public service employment basis, the members hold the title of habilitated doctor,
b) at least two-thirds of the members are university professors, and
c) one-third of the members, but at least two members, are not in an employment or other work-related legal relationship with the higher education institution concerned.

(2) [Paragraph (3) of Section 22 of the DocDec] ***The Chair of the Habilitation Committee shall be a university professor of the higher education institution. The appointment of the Chair and members of the Habilitation Committee shall be for a period of up to five years and may be extended on multiple occasions.***

(3) [Paragraph (4) of Section 22 of the DocDec] The UDHC ***shall conduct habilitation procedures in accordance with the provisions of this Regulation and, as part of this:***

a) authorises or rejects the commencement of the habilitation procedure,
b) appoints the Habilitation Review Committee,
c) evaluates the report of the Review Committee,
d) decides on the award of the titles of habilitated doctor.

(4) Pursuant to the Paragraph (1) of Section 23 of the DocDec, the UDHC delegates the appointment of the official reviewers to the Disciplinary Doctoral and Habilitation Council (DDHC) concerned by the procedure.

(5) The competence of the DDHC within the habilitation procedure includes:

a) appointing the official reviewers (habilitation reviewers),
b) making a recommendation to the UDHC concerning the members of the Review Committee,
c) approving the topics of the public debate and the habilitation lecture,
d) making a recommendation to the UDHC, on the basis of the application, concerning the commencement or rejection of the habilitation procedure.

14. § Habilitation application

(1) [Paragraph (2) of Section 21 of the DocDec] ***Any person who satisfies the following conditions may apply for the commencement of a habilitation procedure:***

a) holds a doctoral degree and, since obtaining the scientific degree – but for at least five years – has pursued high-level, independent scientific activities;
b) has performed teaching duties at a domestic or foreign higher education institution for at least eight semesters;
c) in the case of habilitation based on a scientific work, regularly conducts high-level scholarly activity, as evidenced by articles published in prestigious international peer-reviewed journals recognised as authoritative within the field, together with citations published in similarly recognised journals and examined on the basis of the national scientific bibliographic database defined in Point o) of Paragraph (1) of Section 3 of Act XL of 1994 on the Hungarian Academy of Sciences***; furthermore, regularly participates in international and domestic scientific events through lectures and presentations of research results;***
d) in the case of habilitation based on a technical creation, regularly conducts high-level creative activities, as evidenced by filed, granted and exploited patents, peer-reviewed journal articles and citations thereto; regularly participates in international and domestic professional events through habilitation lectures and presentations of results; and the positive domestic and international professional reception of his or her internationally outstanding practical achievements has also appeared in printed form.
e) (...)

(2) [Paragraph (3) of Section 21 of the DocDec] ***The habilitation application shall include a thesis-style summary of the results of the applicant's scientific, technical, research and development, innovation or artistic creative activities carried out since obtaining the doctoral degree. The*** UDHC ***may also require the submission of a habilitation dissertation. The results of the selected works shall be presented in a coherent and independently comprehensible system. New findings shall be set out item by item in the customary format of scientific theses, assigning the selected scientific publications or works to the respective thesis points.***

(3) [Paragraph (4) of Section 21 of the DocDec] ***The title of habilitated doctor may be obtained within the scientific discipline corresponding to the applicant's doctoral degree. The commencement of a habilitation procedure in a scientific discipline different from that of the applicant's doctoral degree may be requested where this is justified by the applicant's activities pursued since obtaining the scientific degree.***

(4) A doctoral degree obtained abroad must be recognised in accordance with the applicable legislation and the provisions of this Regulation prior to the commencement of the habilitation procedure.

(5) The habilitation application shall specify the field of science and, within that, the scientific discipline in which the applicant seeks habilitation. At the University, habilitation procedures may be initiated only in the scientific disciplines listed in Annex 1 to this Regulation.

(6) The application for conducting the habilitation procedure (together with its annexes) shall be submitted to the DAA of the University in one hard-copy version and electronically.

(7) In the event that the application is formally deficient or incomplete, the DAA shall send an electronic notice to the applicant requesting rectification. Following rectification, the applicant may resubmit the application at any time.

(8) The annexes to the application shall include:

a) the doctoral (PhD) diploma,
b) a detailed academic and professional curriculum vitae,

c) documents evidencing the applicant's regular scholarly and professional creative activity and publication record,
d) theses presenting the applicant's scholarly work and offprints of the five publications considered most important by the applicant,
e) an application requesting permission for the procedure to be conducted in a foreign language (optional),
f) three proposed topics for the habilitation lecture to be delivered during the public phase of the habilitation procedure (within the scientific discipline specified in the application),
g) a declaration that the applicant does not currently have another habilitation procedure pending in the same scientific discipline and that their habilitation application has not been rejected within the previous two years in the same scientific discipline,
h) a declaration confirming possession of a higher education teaching practice of a duration prescribed by law,
i) specification of the topic of the public debate (scientific colloquium),
j) proof of payment of the procedural fee.

(9) On the basis of the submitted application, the DDHC shall either decide on the acceptance of the application or submit a proposal to the UDHC to reject the acceptance of the application; the decision to reject the acceptance of the application shall be made by the UDHC.

(10) Rejecting the acceptance of the application must be justified. The principal grounds for rejection are the following:

a) the University's doctoral schools do not hold accreditation in the scientific discipline specified by the applicant;
b) neither the scientific discipline of the applicant's PhD degree nor the applicant's scholarly work corresponds to the scientific discipline specified in the application;
c) the UDHC does not authorise the procedure to be conducted in a foreign language;

d) the application is premature, as the period prescribed by the applicable legislation has not yet elapsed since the acquisition of the academic degree;
e) on the basis of the requirements set out in Annex 9 and in the OR of the DS, the applicant has failed to meet the minimum performance requirements.

(11) If the acceptance of the application is rejected on the grounds set out in Paragraph (10) of Section 14, 50% of the procedural fee shall be refunded to the applicant.

15. § The habilitation procedure

(1) [Paragraph (5) of Section 22 of the DocDec] ***The habilitation procedure shall consist of the following parts:***

a) assessment of academic standing, examining compliance with the conditions set out in Paragraph (1) of Section 14 of this Regulation***,***
b) evaluation of the habilitation theses,
c) habilitation lectures delivered in Hungarian and in a foreign language, and their evaluation in accordance with Paragraph 7 of Section 108 of the NHE Act,
d) public debate and its evaluation.

(2) Assessment of academic standing and evaluation of the habilitation theses.

(2a) On the basis of the application formally verified by the DAA and forwarded to the competent DS in the relevant scientific discipline, the Head of the DS shall prepare a written submission for the DDHC proposing the conduct of the assessment of academic standing and the reviewers.

(2b) The DDHC shall appoint three independent reviewers to assess the applicant's professional standing, at least two of whom shall not be employed by the University. One reviewer shall be a university professor in the field of science chosen by the applicant, while the other two reviewers shall be university professors or holders of the title of habilitated doctor in the relevant scientific discipline. In addition to the three reviewers, one substitute reviewer shall also

be designated, who shall not be employed by the University and who shall be a university professor or holder of the title of habilitated doctor in the relevant scientific discipline.

(2c) The duties of the reviewers are as follows:

a) to prepare a written expert opinion on the application, in particular assessing compliance with the habilitation requirements and evaluating the habilitation theses, and to formulate a recommendation regarding the acceptance or rejection of the application and the admission of the procedure to its public phase;
b) to participate in the (classroom) habilitation lecture and its evaluation;
c) to participate in the public debate (scientific colloquium) and its evaluation.

(2d) The reviewers shall have 60 days from the date of appointment to prepare their written expert opinions. The invitation letter signed by the Chair of the DDHC, together with the application and its annexes and the relevant regulatory documents, shall be sent electronically to the reviewers by the Secretary of the DDHC. If any reviewer declines the appointment, or fails to submit the expert opinion within 60 days and does not respond within 30 days following the dispatch of a reminder, the Chair of the DDHC shall appoint the substitute reviewer. If the expert opinion of the substitute reviewer is likewise not received, the DDHC shall appoint a new reviewer and substitute reviewer.

(2e) The members of the DDHC shall receive the expert opinions of the three reviewers at least two days prior to the committee meeting at which the habilitation application is placed on the agenda, and shall discuss them.

(2f) The DDHC shall decide, by secret ballot (with scores of 0, 1, 2 or 3), whether to submit a proposal to the UDHC for admitting the habilitation procedure to its public phase. The public phase of the procedure shall be deemed supported if the applicant has obtained at least 66.6% of the maximum attainable score.

(2g) In its submission to the UDHC, the DDHC shall:

a) select and specify, from among the alternatives proposed in the application, the topics of the classroom habilitation lecture and the public debate (scientific colloquium),
b) adopt a position regarding any request for the classroom habilitation lecture to be delivered in a foreign language.

(2h) [Paragraph (3) of Section 23 of the DocDec] ***For the evaluation of the habilitation theses and, if submitted, the habilitation dissertation, as well as the public debate and the lecture, the Habilitation Committee shall establish a Review Committee. The rules laid down in Paragraph (2) of Section 22 of the*** DocDec ***shall apply mutatis mutandis to the selection of the members of the Review Committee. The Chair of the Review Committee may only be a university professor or Professor Emeritus.***

(2i) [Section 17 of the DocDec] ***No person may participate in the habilitation procedure as an official reviewer or committee member if that person is a close relative of the person concerned or if an objective assessment of the matter cannot reasonably be expected from them.***

(2j) In its submission to the UDHC, the DDHC shall make a proposal concerning the composition of the Habilitation Review Committee. The Habilitation Review Committee, consisting of at least five members, shall be chaired by a university professor (or professor emeritus/emerita) of the University; its members shall include the reviewers appointed by the DDHC who have prepared their expert opinions, as well as at least one internal or external member. The Review Committee shall be constituted in such a way that at least two-thirds of its members are university professors, one-third — but at least two members — are not employed by the University under any employment-related legal relationship, and all members hold the title of habilitated doctor. The work of the Review Committee shall be assisted by a minute-taker holding at least a PhD degree, who shall not have voting rights. No person may participate in the work of the Review Committee who has co-authored any publication recorded in the HSB with the applicant or with whom a conflict of interest exists pursuant to Paragraph (3b) of Section 15.

(2k) On the basis of the submission of the DDHC, the UDHC shall decide whether to authorise the habilitation procedure to proceed to its public phase or to reject the application. If authorisation is granted, the UDHC shall appoint the Review Committee in the composition proposed by the DDHC.

(3) The classroom habilitation lecture and the public debate, as well as their assessment.

(3a) The applicant shall be notified of the decision admitting the procedure to its public phase, or rejecting it, within 15 days following the UDHC meeting. The competent doctoral school shall organise the lectures within three months of the decision. The classroom habilitation lecture and the public debate (scientific colloquium) may take place during the term time and — in exceptional cases approved by the DDHC — during the examination period. The lecture and the debate shall be conducted on the same day, in any order, either at the University's central campus or at any of its teaching locations. Responsibility for implementation lies with the Head of the competent doctoral school, while organisational tasks are carried out by the Secretary of the doctoral school.

(3b) Both the classroom habilitation lecture and the public debate (scientific colloquium) shall be public events, and lecturers, researchers and students of the University shall be invited through the designated platforms. The place and date of the lecture shall be published on the NDC's website (doctoral.hu) at least 10 days prior to the event in order to inform the domestic scholarly and professional community.

(3c) The classroom habilitation lecture shall consist of a part of the teaching material of a course previously announced by the applicant or intended to be announced in the future, selected by the DDHC from the three topic proposals submitted by the applicant. The 45-minute lecture shall be delivered in Hungarian or in a foreign language authorised by the UDHC. The lecture must be delivered freely and may not be read aloud from a written text.

(3d) The classroom habilitation lecture and the public debate may be held if the Chair of the Review Committee and at least two additional members are present either in person or online. Members of the Review Committee participating in the

public procedure must remain continuously present during both the classroom habilitation lecture and the public debate (scientific colloquium). The personal attendance of the Chair of the Review Committee and at least one external member is mandatory; the remaining members of the Review Committee may join online in the event of previously notified impediment. Separate minutes shall be prepared and attendance sheets completed by the participants for both the lecture and the scientific colloquium.

(3e) Following the classroom habilitation lecture, any participant may ask questions related to the subject matter presented during the class. Through his or her responses, the applicant shall demonstrate professional competence and expertise.

(3f) Following the lecture, the Review Committee shall evaluate the performance in closed session by secret ballot (with scores of 0, 1, 2 or 3), and shall record in the minutes a summary opinion on the lecture, which shall be communicated to those attending the habilitation event.

(3g) Within the framework of the public debate (scientific colloquium), the applicant shall present the principal scholarly results contained in the theses in the form of a 20-minute free lecture delivered in a foreign language. The lecture shall be followed by a debate conducted in the foreign language, in which both the Review Committee and the attendees may participate. The scientific colloquium shall be chaired by the Chair of the Review Committee in the relevant foreign language.

(3h) Following the scientific colloquium, the Review Committee shall evaluate the performance in closed session by secret ballot (with scores of 0, 1, 2 or 3). It shall record in the minutes a summary opinion on the applicant’s scholarly preparedness and foreign-language presentation skills, which shall be communicated to the participants.

(3i) The public phase of the procedure shall be deemed successful if the applicant achieves at least 66.6% pass rate separately in both the classroom lecture and the scientific colloquium.

(4) The applicant may withdraw the application at any time during the procedure. In such a case, 50% of the procedural fee shall be refunded by the University. The applicant may submit a new habilitation application to the University no earlier than two years after the withdrawal of the application.

16. § Decision on the award of the title of habilitated doctor

(1) Attaching the documents generated during the public phase of the habilitation procedure (the minutes and attendance sheets of the classroom lecture and the scientific colloquium), the Chair of the DDHC shall, within 15 days following the decision of the Review Committee, prepare a submission for the UDHC summarising the results of the assessment of academic standing, including the evaluation of the habilitation theses, as well as the results of the classroom lecture and the scientific colloquium.

(2) On the basis of the submission of the Head of the DDHC, the UDHC shall decide on the award of the title of habilitated doctor. The UDHC shall adopt a resolution on the matter, on the basis of which the DAA prepares the habilitation diploma. The applicant may receive the habilitation diploma in person at a formal ceremony.

(3) A procedure deemed unsuccessful by the UDHC may be repeated no earlier than two years following the decision of the UDHC.

(4) [Paragraph (4) of Section 24 of the DocDec] ***The habilitation procedure must be completed within one year from submission of the application.***

(5) [Paragraph (1) of Section 24 of the DocDec] ***On the basis of the report of the Review Committee, the*** University ***shall issue, in respect of the title of habilitated doctor awarded by the*** UDHC***, and on the basis of the resolution recorded in the doctoral register, a habilitation diploma (decretum habilitationis) indicating the field of science and, within it, the discipline (...)*** (Annex 10)***, and shall simultaneously notify the Educational Authority thereof.***

(6) [Paragraph (2) of Section 24 of the DocDec] ***The title of habilitated doctor may be revoked by resolution of the*** UDHC ***if it is established that the conditions for awarding the title were not fulfilled.***

IV. Special doctoral procedures

17. § Doctoral title with distinction

(1) [Paragraph (8) of Section 52 of the NHE Act] **The Rector of the University, subject to the prior consent of the President of the Republic, shall confer the distinction "Promotio sub auspiciis praesidentis Rei Publicae" upon a doctoral candidate whose academic performance during secondary education, higher education studies and doctoral training has consistently been evaluated at the highest level, provided that the candidate has also demonstrated outstanding performance during the doctoral degree procedure. (...)**

18. § Honorary doctoral and professorial titles

(1) [Section 20 of the DocDec] ***Upon the recommendation of the Rector and after having consulted the UDHC on this matter, the Senate of the higher education institution may confer the honorary doctoral title (Doctor Honoris Causa) or the honorary doctoral and professorial title (Doctor et Professor Honoris Causa) on a person deemed worthy thereof pursuant to the provisions of the doctoral regulations, in a discipline in which the higher education institution is entitled to award doctoral degrees.***

(2) The University may confer the title of honorary doctor (doctor honoris causa) upon distinguished Hungarian or foreign persons. The honorary title may be earned through internationally recognised scholarly activity and activities carried out in the interest of the University. The conferral of the title may be initiated by the deans and submitted to the Senate by the Rector; prior to the Senate's decision on the proposal, the opinion of the UDHC must also be obtained. No more than 5 honorary doctoral titles may be conferred annually.

(3) The highest distinction that may be awarded by the University to external persons (who have not served as professors of the University during their career) is the title of honorary professor (Professor Honoris Causa). The conferral of the

title may be initiated by the deans and submitted to the Senate by the Rector. Prior to the Senate's decision on the proposal, the opinion of the UDHC must also be obtained. The title may be awarded for globally recognised, outstanding scholarly achievement or for epoch-making contributions to higher education, scientific public life or scholarship. No more than 1 such distinction may be awarded annually.

19. § Recognition of foreign academic degrees

(1) [Paragraph (3) of Section 4 of Act C of 2001] **The recognition of an academic degree certified by a foreign diploma shall fall within the competence of the Hungarian higher education institution which, pursuant to the** NHE Act**, is authorised to award doctoral degrees in the field of science (...) corresponding to the foreign diploma.**

(2) [Point e) of Paragraph (2) of Section 9 of the DocDec] ***The*** UDHC ***shall decide on the recognition and withdrawal (...).***

(3) [Paragraph (1) of Section 15 of Act C of 2001] **The acting authority shall recognise a foreign academic degree as an academic degree obtainable in doctoral training ("Doctor of Philosophy", abbreviated as "PhD") (...) or as a degree obtainable in business doctoral training ("Doctor of Business Administration", abbreviated as "DBA") if**

a) it was issued by a foreign educational institution authorised under the law of the foreign state to award academic degrees, and
b) the requirements for obtaining the academic degree correspond, or may be made to correspond through the prescription of supplementary conditions, to the requirements laid down by legislation and by the doctoral regulations of the acting authority for obtaining the "Doctor of Philosophy" (...) or "Doctor of Business Administration" degree.

(4) [Paragraph (2) of Section 15 of Act C of 2001] **Where there is a substantial difference between the applicant's studies and the studies leading to the corresponding Hungarian qualification, the acting authority may make**

recognition of the foreign academic degree conditional upon fulfilment of additional requirements (doctoral comprehensive examination, defence of the doctoral dissertation, etc.).

(5) [Paragraph (2a) of Section 15 of Act C of 2001] **The acting authority may waive the requirements set out in Point a) of Paragraph (4) of Section 14/A of Act C of 2001 where recognition of the academic degree is sought for employment purposes.**

(6) [Paragraph (3) of Section 15 of Act C of 2001] **In the resolution granting recognition of the academic degree, the acting authority shall authorise the applicant to use the doctoral title.** The resolution on recognition shall be signed jointly by the Chair of the UDHC and the Rector of the University.

(7) [Paragraph (1) of Section 15/A of Act C of 2001] **Notwithstanding Section 15, a foreign academic degree shall be regarded as equivalent to a Hungarian doctoral degree if it complies with Paragraph (4) of Section 14/A and Point a) of Paragraph (1) of Section 15, and if the foreign educational institution awarding the academic degree has been accredited by an organisation listed in the European Quality Assurance Register for Higher Education.**

(8) [Paragraph (2) of Section 15/A of Act C of 2001] **The holder of a foreign academic degree referred to in Paragraph** (7) **shall be entitled to use the doctoral title.**

(9) A foreign academic degree obtained abroad may be recognised by the UDHC if it complies with the conditions laid down by law and if the degree falls within the field of science of a DS operating at the University.

(10) Applications for recognition and the supporting documents shall be submitted to the DAA, which, following formal verification, shall forward them to the competent DS. The application shall include:

a) a certified copy of the original certificate or diploma,
b) a certified copy of a document issued by the foreign educational institution (e.g. registration course book) credibly certifying the duration of the studies and the successful completion of the academic requirements

prescribed for obtaining the certificate or diploma (courses taken, examinations, thesis work, final examinations, etc.),

c) where the documents referred to in Points a) and b) herein are not available in English, a certified Hungarian translation thereof[1],
d) a document certifying payment of the procedural fee,
e) document(s) certifying compliance with the language requirements prescribed by the relevant doctoral school as a condition for obtaining the degree (language examination certificates or other documents certifying language proficiency),
f) the doctoral dissertation or its electronic version, and the work on the basis of which the foreign educational institution awarded the doctoral degree. Optionally, any documentation produced during the degree-awarding procedure (e.g. reviewers' reports) may also be attached.

The acting authority may request the applicant to present the originals of the documents. Where the authenticity or legal validity of the foreign certificate or diploma cannot be established, it may require the applicant to submit a certificate issued by the competent foreign authority confirming that the certificate or diploma entitles the applicant to practise a regulated profession abroad.

(11) For the purpose of establishing whether the requirements of the foreign institution correspond to the relevant requirements of the University of Pannonia (for example, scholarly work, publications, language proficiency), the competent DDHC shall examine the application and, where necessary, prescribe supplementary conditions.

[1] Pursuant to Paragraph (1) of Section 5/H of Government Decree No. 33/2008 (II.21.) on the designation of authorities acting in matters falling within the scope of Act C of 2001 on the Recognition of Foreign Certificates and Degrees, and on the list of services subject to declaration obligations, an authenticated translation shall mean a translation certified by the National Office for Translation and Attestation (OFFI), by a Hungarian diplomatic or consular mission, or by a Hungarian notary public bearing the certification clause specified in Section 138 of Act XLI of 1991 on Notaries Public, as well as a Hungarian-language translation regarded as authenticated under the law of any Member State.

(12) On the basis of the submission of the DDHC, the UDHC shall decide on recognition. Where the UDHC grants the application for recognition, the DAA shall arrange for the issuance of the resolution on recognition.

(13) The recognition procedure shall be concluded within 6 months from the acceptance of the application.

(14) Where recognition is carried out within the framework of an equivalency procedure, it shall be sufficient to attach:

a) certified copies of the original certificates or diplomas (Master's, PhD, DBA),
b) a document certifying payment of the procedural fee.

V. Financial conditions of doctoral training and the habilitation procedure

20. § State and institutional support and benefits, fees and charges to be paid

(1) [Paragraph (2) of Section 47 of the NHE Act] **The period of financial support for a student participating in doctoral training shall be a maximum of eight semesters.** DBA programmes may only be announced in a self-funded form.

(2) The level of financial support determined per student for students participating in state-funded doctoral training is set out in Point b) of Paragraph (1) of Section 114/D of the NHE Act.

(3) Doctoral schools may initiate cooperation agreements with research institutes subject to the approval of the Faculty Board. Within the framework of such cooperation, the training may be conducted partly or wholly at the research institute.

(4) State doctoral scholarships may be granted to:

a) students of Hungarian nationality participating in doctoral training,
b) foreign nationals who, pursuant to legislation or an international agreement, are entitled to equal treatment with Hungarian nationals.

(5) A student who, in two consecutive semesters, fails to fulfil the requirements prescribed in their work plan in proportion to the timetable set out therein may, upon the recommendation of the DDHC, be reclassified by the UDHC from state-funded training to self-funded training.

(6) [Paragraph (3a) of Section 47 of the NHE Act] **If the student status of a doctoral candidate admitted to a programme supported by the Hungarian state scholarship ceases before completion of his or her studies, or if the student continues his or her studies in a self-funded form for any reason, another student studying in the same doctoral school in a self-funded form at the higher education institution may, upon request, take his or her place. The higher education institution shall decide on the reclassification on the basis of the academic performance of the self-funded doctoral candidate**

requesting reclassification to a programme supported by the Hungarian state scholarship, as specified in the doctoral regulation.

(7) [Paragraph (4) of Section 47 of the NHE Act] **A student participating in a programme supported by a Hungarian state partial scholarship may also be reclassified to a programme supported by a full Hungarian state scholarship in accordance with** Paragraph (3) of Section 47 of the NHE Act**.**

(8) [Paragraph (1) of Section 48/T of the NHE Act] **If a doctoral candidate participating in cooperative doctoral training and receiving a Hungarian state scholarship does not obtain his or her diploma within six years following the establishment of his or her student status in the Hungarian state scholarship-supported doctoral programme, he or she shall be required to repay to the Hungarian State one tenth of the scholarship paid to him or her in respect of the programme, increased annually by the rate of the average annual consumer price increase determined by the Hungarian Central Statistical Office.**

(9) [Paragraph (2) of Section 48/T of the NHE Act] **The six-year time limit referred to in Paragraph** (8) **shall be extended by one calendar semester for each semester during which the doctoral candidate was unable to fulfil his or her student obligations pursuant to Point c) of Paragraph (2) of Section 45 of the** NHE Act **and the higher education institution authorised the suspension of his or her student status.**

(10) [Paragraph (3) of Section 48/T of the NHE Act] **The six-year time limit referred to in Paragraph** (8) **shall be extended by three calendar years per child if the doctoral candidate gives birth to or adopts a child during the period of their student status.**

(11) [Paragraph (4) of Section 48/T of the NHE Act] **The provisions of Sections 48/Q and 48/S of the** NHE Act **shall apply to the repayment obligation specified in Paragraph (8).**

(12) [Paragraph (5) of Section 48/T of the NHE Act] **If a doctoral candidate receiving a state scholarship in doctoral training obtains his or her diploma in less than four years from the establishment of his or her student status,**

upon obtaining the diploma he or she shall become entitled to the unpaid remainder of the scholarship calculated for the four-year training period.

(13) [Paragraph (6) of Section 48/T of the NHE Act] **The higher education institution of the doctoral candidate referred to in Paragraph** (12) **shall be entitled, upon the award of the diploma, to the unpaid remainder of the normative subsidy calculated for the four-year training period.**

(14) Monthly scholarship payments, with the exception of enrolment months, shall be made by the 10th day of each month.

(15) During the suspension of student status, no scholarship may be paid and no training support may be used. In the case referred to in Point c) of Paragraph (2) of Section 45 of the NHE Act, scholarships paid for the relevant training period must be repaid.

(16) Students participating in doctoral training as individual candidates or in a DBA programme shall not be eligible for a state doctoral scholarship.

21. § Students participating in research excellence doctoral training

(1) [Paragraph (1) of Section 8/C of the DocDec] ***Where the higher education institution conducts research excellence doctoral training, the contract concluded between the higher education institution and the doctoral candidate shall specify:***

a) the obligations of the higher education institution and the doctoral candidate, in particular:
aa) the compulsory number of teaching hours of the training,
ab) the person of the internal thesis supervisor, and
ac) the topic of the dissertation,
b) the tuition fee of the research excellence doctoral training, which may not exceed HUF 500,000 per year.

(2) [Paragraph (2) of Section 8/C of the DocDec] ***In organising research excellence doctoral training, the parties may derogate from the regulations of the doctoral school in the contract referred to in Paragraph (1).***

22. § Students participating in cooperative doctoral training

(1) [Paragraph (22a) of Section 108 of the NHE Act] ***Cooperative doctoral training*** **means a form of doctoral training in which the doctoral candidate, concurrently with his or her doctoral student status and in a field related to his or her doctoral topic, is employed for at least 20 working hours per week:**

a) at a higher education institution in a lecturer or research position;
b) at a healthcare service provider; or
c) at another organisation meeting the conditions specified in the relevant Government Decree.

(2) [Paragraph (3) of Section 8/C of the DocDec] ***A doctoral candidate participating in training specified in Point c) Paragraph 22a of Section 108 of the NHE Act must be employed by another organisation which:***

a) possesses an expert opinion on research and development qualification issued not more than three years prior to the commencement of the doctoral training in accordance with Act LXXVI of 2014 on Scientific Research, Development and Innovation, or
b) has participated or is participating as an employer in the Cooperative Doctoral Programme announced by the National Research, Development and Innovation Office or the Cooperative Doctoral Programme of the University Research Scholarship Programme, or
c) has been awarded research and development funding by the National Research, Development and Innovation Office not more than three years prior to the commencement of the doctoral training.

23. § Fees and charges to be paid by doctoral students

(1) The tuition fee shall be paid in one sum each semester (by 31st October and 31st March respectively).

(2) If a doctoral student fails to fulfil his or her payment obligation, the student may not enrol for the following semester, and a graduating doctoral student may not receive the final certificate.

(3) In the event of failure to pay or late payment of tuition fees, application fees or other payments subject to deadlines, or replacement of a student card or registration course book due to the student's own fault, doctoral students shall pay a special procedural fee. Furthermore, a student shall pay a special procedural fee for missing any administrative deadline or for completing a task by a newly assigned deadline.

(4) The special procedural fee shall not include the cost of replacing the document concerned.

(5) [Point a) of Paragraph (1) of Section 81 of the NHE Act] **Within the framework of training supported by a Hungarian state (partial) scholarship, the services available to the student shall include:**

a) first-time participation in lectures, seminars, consultations, practical classes and field practices necessary for fulfilling the educational and academic requirements specified in the training programme and for obtaining the degree or doctoral absolutorium; the completion of assessments and examinations and one retake of failed assessments or examinations; taking the final examination; and the degree-awarding procedure during the existence of the student legal relationship.

(...)

(6) The procedural fees relating to doctoral training and degree-awarding procedures are set out in Annex 11 to this Regulation.

(7) A student who has completed the doctoral training, as well as a student who has failed to complete it for any reason, may not receive documents relating to his or her studies until all University-owned equipment and any other liabilities have been settled by completing and submitting the clearance form. Any amount remaining in the student's collective account may only be refunded after all outstanding liabilities have been settled. The clearance form to be completed is available in Neptun under the title "Clearance form_doctoral training".

24. § Honoraria

(1) External members participating in degree-awarding procedures or in expert tasks commissioned by the DDHC may receive reimbursement of expenses, while external reviewers and experts may receive remuneration under a contract of engagement.

(2) The amount of the honoraria shall be determined by the competent Faculty with the agreement of the Chancellor.

25. § Fees related to the habilitation procedure

(1) For the habilitation procedure a procedural fee shall be paid, which also includes the amount of indirect costs specified in the current University budget. The amount of the fee is set out in Annex 11.

(2) Payment of the procedural fee must be certified upon submission of the application for the habilitation procedure.

VI. Miscellaneous provisions

26. § Legal remedies

(1) [Point c) of Paragraph (1) of Section 57 of the NHE Act] **In the event of an infringement of his or her rights, a student may submit a request for legal remedy, which the higher education institution shall adjudicate in accordance with the** NHE Act and the Student Requirement System (hereinafter referred to as the "**SRS**")**.**

(2) [Paragraph (3) of Section 57 of the NHE Act] **A student may seek legal remedy against a decision or measure of the higher education institution, or against a failure to take a measure (hereinafter jointly referred to as "decision"), within fifteen days of notification thereof, or, in the absence of such notification, from the date on which the student became aware of it,**

except in the case of decisions relating to the assessment of studies. Proceedings may also be initiated against decisions relating to the assessment of studies if the decision was not based on the requirements adopted by the higher education institution, if the decision was contrary to the organisational and operational rules of the higher education institution, or if the provisions governing the organisation of examinations were violated.

(3) The possibility of legal remedy extends to all areas of the admission procedure, doctoral training and degree-awarding procedures, as well as habilitation procedures.

(4) In doctoral and habilitation matters, legal remedy may only be sought in the event of a breach of the Doctoral and Habilitation Regulation or a procedural error. In such matters, the Student Appeals Committee (hereinafter referred to as the "**SAC**") shall decide.

(5) The appellant may lodge an appeal against any decision adopted during the procedure within 15 days of notification thereof, addressed to the UDHC and submitted to the body which adopted the first-instance decision, on the grounds of procedural error or illegality, by post to the following address: 8200 Veszprém, Egyetem utca 10. The appeal shall be adjudicated by the SAC within 15 days of submission.

(6) The University shall inform the appellant of the decision by post.

(7) In its second-instance decision, the SAC shall uphold, amend or annul the first-instance decision. Where necessary, in addition to annulling the first-instance decision, it may instruct the body making the first-instance decision to conduct a new procedure.

(8) The provisions of the Student Requirement System shall govern the legal remedy procedure.

(9) [Paragraph (5) of Section 57 of the NHE Act] **In relation to a request for legal remedy, the higher education institution may adopt the following decisions:**

a) reject the request;

b) instruct the person or entity who failed to adopt the decision to make the decision;

c) amend the decision;

d) annul the decision and instruct the decision-maker to conduct a new procedure.

(10) [Paragraph (6) of Section 57 of the NHE Act] **In the adjudication of requests for legal remedy, the provisions of the Act on General Administrative Procedure shall apply mutatis mutandis with regard to certification, the form and content of decisions, and the correction, supplementation, amendment or withdrawal of decisions upon request or ex officio. The second-instance decision shall become final upon notification.**

[Paragraph (1) of Section 58 of the NHE Act] **A student may challenge the final decision adopted in the legal remedy procedure in administrative court proceedings. The submission of the statement of claim shall have suspensive effect.**

27. § Minutes of the doctoral examination and final examination

(1) [Paragraph (4) of Section 42 of the ImpDec] ***The minutes of the doctoral examination and the minutes of the comprehensive examination shall contain:***

a) the name and institutional identification number of the higher education institution;

b) the name and educational identification number of the doctoral candidate or doctoral student, as well as their previous qualification level and professional qualification;

c) the name and educational identification number of the thesis supervisor;

d) the scientific field and discipline of the degree to be obtained;

e) the questions asked during the doctoral examination or comprehensive examination and the assessment of the answers;

f) the classification of the doctoral examination or comprehensive examination;

g) the names, educational identification numbers and signatures of the chair and members of the doctoral examination committee or comprehensive examination committee.

28. § Minutes of the doctoral defence

(1) [Paragraph (5) of Section 42 of the ImpDec] ***The minutes of the doctoral defence shall contain:***

a) the name and institutional identification number of the higher education institution;
b) the name and educational identification number of the doctoral candidate or the submitter of the doctoral dissertation, as well as their qualification and professional qualification;
c) the scientific field and discipline of the degree to be obtained;
d) the title of the dissertation or work;
e) the name and educational identification number of the thesis supervisor;
f) the date, place and language of the public defence;
g) the names, educational identification numbers and signatures of the chair and members of the review committee;
h) the opinions of the official reviewers;
i) the substance of the questions raised and statements made during the public defence;
j) the names of the participants in the defence;
k) the opinion and evaluation of the review committee.

(2) [Paragraph (6) of Section 42 of the ImpDec] ***The minutes of the final examination, the minutes of the doctoral examination, the minutes of the comprehensive examination and the minutes of the doctoral defence shall form annexes to the master record.***

(3) [Paragraph (7) of Section 42 of the ImpDec] ***The documents specified in Paragraphs (1) and (3) to (5) herein may take the form of:***

a) a paper-based document generated from data recorded in the higher education institution's study administration system;

b) a paper-based document; or

c) an electronic document generated from data recorded in the higher education institution's study administration system.

(4) [Paragraph (8) of Section 42 of the ImpDec] *In the case of an oral examination, no examination sheet shall be issued if the assessment is recorded directly in the study administration system during the examination and the student is also notified thereof.*

29. § Diploma

(1) [Paragraph (2) of Section 46 of the ImpDec] *The diploma template shall be a paper-based security document issued by the Authority and bearing a unique serial number, produced by printing, consisting of:*

a) two A4-sized sheets – one for the Hungarian-language version and the other for the foreign-language version – bearing the coat of arms of Hungary printed thereon; or

b) one A3-sized sheet bearing the coat of arms of Hungary printed thereon.

(2) [Paragraph (3) of Section 46 of the ImpDec] *The diploma shall be issued on the basis of the master record.*

(3) [Paragraph (4) of Section 46 of the ImpDec] *The diploma shall be endorsed in accordance with Annex 9 to the ImpDec. If an endorsement that is not included in Annex 9 becomes necessary, the higher education institution may, with the prior consent of the Authority, also apply an individual endorsement. The endorsement shall form an integral part of the diploma.*

(4) [Paragraph (5) of Section 46 of the ImpDec] *Upon issuance, the diploma shall be assigned a unique institutional serial number and its data shall be recorded in the higher education institution's study administration system.*

(5) [Paragraph (6) of Section 46 of the ImpDec] ***The diploma shall be issued by the higher education institution in a hard-cover folder.***

(6) [Paragraph (7) of Section 46 of the ImpDec] ***Prior to presentation, the higher education institution shall prepare an authenticated copy of the paper-based diploma issued, which shall form an annex to the master record.***

(7) [Paragraph (8) of Section 46 of the ImpDec] ***The presentation of the diploma shall be recorded in the master record. Delivery of the document shall be certified by a delivery/acceptance record.***

(8) [Paragraph (9) of Section 46 of the ImpDec] ***The text of the doctoral diploma shall be determined in the regulations of the higher education institution. If the higher education institution does not use the diploma template issued by the Authority, it shall perform the issuer's tasks relating to the doctoral diploma security document.***

(9) [Paragraph (10) of Section 46 of the ImpDec] ***A joint diploma issued by Hungarian and foreign higher education institutions shall contain at least:***

a) the names of the issuing higher education institutions (in the case of a Hungarian institution, its Hungarian name);
b) the name of the holder of the diploma, and the country, place and date of birth;
c) the qualification level, the degree awarded and the designation of the study programme;
d) the place and date of issue;
e) the signatures of the representatives of the higher education institutions (and of any other officials designated in the agreement).

(10) [Paragraph (11) of Section 46 of the ImpDec] ***The diploma referred to in Paragraph*** (9) ***may, in addition to the language or languages specified in Paragraph (1) of Section 52 of the NHE Act, also be issued in other languages.***

30. § Final provisions

(1) In accordance with the provisions of Act CCIV of 2011 on National Higher Education, a habilitated doctor title awarded previously shall be considered equivalent to a habilitated doctor title awarded under this Regulation.

(2) This Regulation was adopted by the Senate of the University at its meeting held on 18th June 2026 by Resolution No. 140/2026 (VI.18.). The Regulation shall enter into force on 25th June 2026, shall remain in force until revoked, and their provisions shall apply to proceedings initiated and repeated after their entry into force.

(3) Simultaneously with the entry into force of this Regulation, the Doctoral and Habilitation Regulation adopted by Senate Resolution No. 46/2026 (II.26.) shall cease to have effect.

(4) Matters not specifically regulated in this Regulation shall be governed by the applicable legislation and the internal regulatory documents of the University; in disputed cases, the UDHC shall act as the highest decision-making forum.

(5) The study administration system relating to doctoral training, the records maintained and the rules governing records management shall be regulated by Sections 34 to 48 of the ImpDec, the SRS, and the Records Management Regulation of the University of Pannonia.

(6) The DSs shall regulate their activities in their own Operational Rules approved by the UDHC and shall publish them on their websites.

(7) Annexes to this Regulation:

Annex 1: Doctoral Schools of the University of Pannonia
Annex 2: PhD Admission Scoring System
Annex 3: DBA Admission Scoring System
Annex 4: Required Levels of Foreign Language Proficiency
Annex 5: Publication Requirements
Annex 6/A: Text of the Doctoral (PhD) Diploma in Hungarian
Annex 6/A2: Text of the Doctoral (DBA) Diploma in Hungarian
Annex 6/B: Text of the Doctoral (PhD) Diploma in English

Annex 6/B2: Text of the Doctoral (DBA) Diploma in English
Annex 6/C: Text of the Doctoral (PhD) Diploma in Latin
Annex 6/C2: Text of the Doctoral (DBA) Diploma in Latin
Annex 7: Text of the Doctoral Oath in Hungarian
Annex 8: Text of the Doctoral Oath in English
Annex 9: Requirements of the Disciplinary Habilitation Committees
Annex 10: Text of the Habilitation Diploma in Hungarian
Annex 11: Procedural Fees

Dated in Veszprém, on 18th June 2026

Dr. János Abonyi	Zsolt Csillag
Rector	Chancellor

Glossary

The terms used for the purposes of this Regulation shall have the following meanings:

doctoral student: a student participating in organised doctoral training, as well as a candidate preparing individually. In the terminology of this Regulation, “doctoral student” and “student” shall be construed as synonyms, although the term “doctoral candidate” may also occur.

doctoral student status: the legal relationship between the doctoral student and the higher education institution, the content of which consists of the rights and obligations of the doctoral student and the institution as defined in the legislation governing higher education.

doctoral dissertation: a written work, creation or work prepared by the doctoral student by which the student demonstrates the ability to solve independently a scientific task corresponding to the requirements of the degree.

doctoral degree: an academic degree awarded by the UDHC, which may be obtained through a doctoral degree-awarding procedure based on organised university training or individual preparation.

doctoral degree-awarding procedure: the series of acts aimed at obtaining the doctoral degree.

doctoral school: the organised framework of doctoral training, which provides preparation for obtaining the academic degree and conducts the degree-awarding procedure, as well as the habilitation procedure and the related recognition procedures.

lecturer of the doctoral school: a lecturer or researcher holding an academic degree who, upon the proposal of the head of the doctoral school, is considered suitable by the doctoral school council to perform teaching duties within the framework of the doctoral school. Core members and lecturers of a doctoral school may also undertake teaching assignments in another doctoral school.

doctoral school council (DDHC): a regularly convening body assisting the work of the head of the doctoral school. Its members are elected and dismissed in accordance with the institutional Doctoral and Habilitation Regulation.

core member of the doctoral school: a lecturer and thesis supervisor of the doctoral school who satisfies the requirements applicable to core members under Government Decree No. 387/2012 (XII. 19.).

head of the doctoral school: a core member holding the title Doctor of the Hungarian Academy of Sciences and the rank of university professor, responsible for the academic standards and educational activities of the school.

doctoral training: training conducted following, or in parallel with, the acquisition of a Master's degree, preparing students for obtaining a doctoral degree.

doctoral topic: a field of research suitable for enabling the doctoral candidate, under the supervision of the supervisor, to achieve mastery in the application of scientific methods, achieve assessable scientific results and demonstrate these through scientific publications, conference presentations and ultimately a doctoral dissertation (creation or work).

doctoral thesis supervisor: a lecturer or researcher who holds an academic degree and is engaged in active research activities, whose topic proposal has been approved by the DDHC and who is responsible for directing and supporting the studies and research activities of the doctoral candidate(s) working on the topic, as well as preparing doctoral candidates for obtaining the degree.

doctoral theses: a summary work prepared for the scientific community on the basis of the doctoral dissertation, presenting those scientific results of the candidate through which the candidate demonstrates, in the course of the degree-awarding procedure, preparedness for obtaining the academic degree. The theses shall be prepared in Hungarian and/or English and submitted separately from the dissertation in booklet form.

University Doctoral and Habilitation Council (UDHC): a body established by the Senate of the University of Pannonia for organising doctoral training and awarding doctoral degrees, vested with decision-making authority in doctoral and

habilitation matters, in particular regarding approval of training programmes, admission to training, awarding of degrees and habilitation procedures.

habilitation: the institutional assessment of teaching and lecturing ability and scientific achievement.

cooperative doctoral training: a doctoral programme in which the doctoral candidate, in parallel with his or her doctoral student status, is employed for at least 20 hours per week in a field related to his or her doctoral topic

a) at a higher education institution in a lecturer or research position;

b) at a healthcare service provider; or

c) at another organisation meeting the conditions specified in the relevant Government Decree.

consultation: an opportunity for personal discussion provided to the student by a lecturer of the higher education institution, including communication by electronic means.

credit: a unit of measurement in doctoral training indicating the acquisition of knowledge, fulfilment of course requirements, research work, related publication activity, and teaching duties, proportional to the amount of work performed. The criteria on credit acquisition are set out in the OR.

research field: a principal field of activity within a discipline, or spanning multiple disciplines, reflecting the operational framework of the doctoral school and serving to identify the core activity of the programme.

research excellence doctoral training: a fee-paying doctoral programme in which the doctoral candidate is employed full-time at a higher education institution or at the HUN–REN Hungarian Research Network in a doctoral position created within a project-based research funding programme, and concurrently pursues doctoral studies in accordance with conditions specified in the relevant Government Decree.

academic semester: in doctoral training, an educational organisational period running from 1st September to 31st January, and from 1st February to 31st August each year.

research topic announcement: a research topic offered by the supervisor, valid from the date of its announcement until no later than 31 August of the academic year concerned.

secretary: an administrative staff member who supports the operation of the doctoral school and assists the head of the doctoral school in performing his or her duties.

fields of science: the scientific fields covered by the doctoral schools operating at the University of Pannonia, namely humanities, technical sciences, social sciences and natural sciences, which are subdivided into disciplines (Paragraph 46 of Section 108 of the NHE Act).

disciplines: the various scientific disciplines in which doctoral training is conducted at the University of Pannonia, as listed by the NDC.

business doctoral training (DBA): a doctoral programme focusing on applied research and practice-oriented business education, organised for students with professional experience. In DBA training, at least 180 credits must be obtained, the training period is at least six semesters, and it may be launched exclusively on a fee-paying basis. The academic degree awarded is “Doctor of Business Administration” (abbreviated as DBA).

Annexes

Annex 1: Doctoral Schools of the University of Pannonia

Doctoral School of Business and Management

Field of science: Social Sciences

Discipline: Business and Management

Doctoral School of Information Science and Technology

Field of science: Engineering

Discipline: Computer Sciences

Doctoral School of Chemistry and Environmental Sciences

Field of science: Natural Sciences

Discipline: Chemistry, Environmental Sciences

Multilingualism Doctoral School

Field of science: Humanities

Discipline: Linguistics

Doctoral School of Chemical Engineering and Material Sciences

Field of science: Engineering

Discipline: Bio, Environmental and Chemical Engineering; Material Science and technology

Annex 2: PhD Admission Scoring System

1. PRIOR ACHIEVEMENTS	MAXIMUM 41 POINTS
1. Degree classification (based on grade average) (Deg.cl.)	**max.: 15 points**
Grade average (Deg.cl.) = 5.00 (excellent)	15
4.51≤ grade average ≤ 4.99	12
4.01≤ grade average ≤ 4.51	9
3.76 ≤ grade average ≤ 4.01	6

2. Language proficiency:		**max.: 6 points**
Level of lang. certificate	**Language 1**	**Language 2**
Advanced C with specialisation	6	-
Advanced C	6	-
Advanced A or B	5	1
Intermediate C with spec.	5	1
Intermediate C	4	1
Intermediate A or B with spec.	3	1
Intermediate A or B	2	1
Basic C	1	1

3. Scientific and professional activities	**Max. 20 points**
3.1. Participation in TDK conferences	**max.: 10 points**
Only the best result may be counted!	
National 1st place	10
National 2nd place	9
National 3rd place	8
National special award	6
Institutional competition 1st place	5
Institutional competition 2nd place	4
Institutional competition 3rd place	3
Institutional special award/honour	2
Participation in institutional competition	1
3.2. Publication activities	**max.: 10 points**

Only the best result may be counted!	
First-author article in a peer-reviewed international journal in a foreign language	10
Article as co-author in a peer-reviewed international journal in a foreign language	8
First-author article in a refereed foreign-language journal	8
Co-authored article in a refereed foreign-language journal	6
First-author article in a peer-reviewed Hungarian-language journal	6
Co-authored article in a peer-reviewed Hungarian-language journal	4
First-author article in a refereed Hungarian-language journal	3
Co-authored article in a refereed Hungarian-language journal	2
Foreign-language publication (min. 4 pages) in conference proceedings (single/co-author)	6/3
Hungarian-language publication (min. 4 pages) in conference proceedings (single/co-author)	4/2
Book or book chapter in a foreign language	7
Book or book chapter in Hungarian	4
Presentation in a foreign language at an international conference (presenter)	6
Presentation in a foreign language at an international conference (co-author)	2
Presentation in Hungarian at a conference (presenter)	3
Poster in a foreign language at an international conference (only if personally attended)	2
Poster in Hungarian at a conference (only if personally attended)	1

3.3 Professional activities	max. 10 points
Only the best result may be counted!	
Professional experience relevant to the field of science (5 years)	10
Professional experience relevant to the field of science (3 years)	8
Professional experience relevant to the field of science (1 year)	6
Knowledge of instrumentation or IT tools relevant to the proposed research topic	10
Patent protection	10

PERFORMANCE DURING THE ADMISSION INTERVIEW MAXIMUM 30 POINTS

Assessment of professional competence demonstrated during the admission interview (in Hungarian and in a foreign language, in accordance with the requirements of the DS).

Annex 3: DBA Admission Scoring System

Admission to the DBA programme is conditional upon successful performance in the oral entrance examination. During the motivational interview conducted by the admissions committee, the following shall be assessed:

a) prior professional achievements (15 points);

b) the novelty and relevance of the research topic (15 points); and

c) commitment to the DBA programme (20 points).

Admission to the DBA programme may be granted to applicants who achieve at least 30 out of the maximum 50 points available. Admission decisions shall be made by the UDHC on the basis of the recommendation of the DDHC.

Annex 4: Required Levels of Foreign Language Proficiency

1. For the admission examination

As a general rule, applicants must, **at the time of application**, provide documentary evidence that they possess the foreign language proficiency required for the relevant field of study, as specified in the Operational Rules of the doctoral school concerned, in accordance with [Paragraph (6) of Section 40 of the NHE Act].

During the admission interview, where the relevant foreign language is not the applicant's native language, it must be established whether the applicant possesses a level of language proficiency sufficient to enable the productive use of academic literature and successful communication with colleagues in that foreign language.

In the case of doctoral programmes conducted in Hungarian:

In addition to proof provided by a language examination certificate, any other form of certification specified in the Operational Rules of the relevant doctoral school shall also be accepted. The DS may restrict or expand the list of acceptable languages in its Regulations where required by the nature of the relevant field of science.

In the case of doctoral programmes conducted in a foreign language:

As an entry condition, the University requires documented proof of proficiency in the language of instruction of the doctoral programme. This requirement may be fulfilled by a state-recognised language examination certificate, an equivalent language qualification, or one of the following internationally recognised B2 (complex) language examinations in the language of instruction:

- Pittman
- Cambridge
- Toefl
- IELTS

2. For the complex examination:

The OR of the doctoral school may prescribe additional requirements, differing from those set above, as conditions for admission to the comprehensive examination. The detailed rules and the method of verification shall be set out in the OR.

3. Upon the award of the degree

One of the conditions for the award of the doctoral degree is that the candidate must provide proof of proficiency in one or more foreign languages; in the case of deaf candidates, this may also be satisfied by proof of proficiency in a non-Hungarian sign language.

The OR of the doctoral school may prescribe additional requirements for the award of the doctoral degree. The detailed rules and the method of verification shall be set out in the OR.

The following may be accepted as foreign languages:

In the case of doctoral programmes conducted in Hungarian:

- all official languages of the European Union (except the candidate's own language in the case of Hungarian nationals);
- all world languages as classified by the United Nations, namely English, Arabic, French, Chinese, Russian and Spanish;
- where the student completed their secondary or higher education studies in a language other than Hungarian, the certificate or diploma attesting completion of such studies shall be regarded as proof of foreign language proficiency in that language, irrespective of the student's nationality or citizenship, provided that the language is included in the above list. [2]

The document certifying the required foreign language proficiency must be presented no later than upon submission of the dissertation.

[2] Government Decree No. 137/2008 (V. 16.) on State-Recognised Language Examinations and the Recognition in Hungary of Foreign Language Certificates Issued Abroad

For deaf candidates, proof of the knowledge of a non-Hungarian sign language may also serve as evidence of the foreign language proficiency required for the cultivation of the relevant field of science.

[Section 49 of the NHE Act] **The provisions of** Paragraph (8) of Section 49 of the NHE Act **shall also apply to the foreign language requirements set out in** Paragraph (6) of Section 40 of the NHE Act **and Point b) of** Paragraph (5) of Section 53 of the NHE Act**, as well as to doctoral education.**

Annex 5: Publication Requirements

With the involvement of thesis supervisors, the DDHC expects doctoral candidates to publish their scientific results in the form of scholarly publications.

Doctoral School of Business and Management

A doctoral candidate may only be admitted to the public defence if, in addition to fulfilling the publication requirements prescribed in the OR for the comprehensive examination and the absolutorium, he or she possesses at least one English-language article published in a refereed journal ranked Q1 or Q2 according to the Scimago Journal Rank, as sole author or as first author or, at most, second author, or an official letter of acceptance for such manuscript (equivalent to this shall be an English-language book or book chapter published by a prestigious international publisher, authored solely by the candidate or with the candidate as first author or, at most, second author, or an official acceptance letter for such manuscript). A journal shall be considered refereed if it is indexed in the Web of Science, Scopus, or Scimago databases. A prestigious international publisher shall mean one of the publishers indexed by Web of Science (Clarivate) (http://wokinfo.com/mbl/publishers/

Fulfilment of the publication requirements shall be evaluated by the DDHC. The DDHC reserves the right to assess the quality of publications. If the DDHC determines that the Candidate's publication performance does not satisfy the required standards, the dissertation may not be admitted to public defence.

Doctoral School of Information Science and Technology

The minimum publication requirement for obtaining the doctoral degree is at least two articles published in internationally refereed foreign-language journals recognised in the field and possessing an impact factor.

The existence of the articles shall be evidenced either by offprints or by a letter confirming acceptance together with a copy of the submitted manuscript.

Compliance with the minimum publication requirements shall be examined by the DDHC simultaneously with the submission of the dissertation. If the DDHC does not accept the publication requirements as fulfilled, the dissertation may not be admitted to public defence.

Doctoral School of Chemistry and Environmental Sciences

The minimum requirements for obtaining the doctoral degree in the Doctoral School of Chemistry and Environmental Sciences are as follows:

- three publications published or accepted for publication in refereed international journals, each having an impact factor greater than 1, irrespective of the order of authorship; or at least two articles published or accepted for publication in recognised and authoritative refereed English-language journals with an impact factor in the relevant field, at least one of which must list the Candidate as first author;

- presentation of at least one lecture and/or poster at an international scientific conference.

Multilingualism Doctoral School

For obtaining the doctoral degree, the presentation of independent scholarly activity by means of articles, studies, or other scholarly outputs, in accordance with the requirements of the relevant doctoral school, is necessary. The following constitute a minimum requirement:

- one peer-reviewed English-language book chapter or article published in an international journal (minimum 10 pages) with the candidate as first author, or proof of acceptance thereof;
- AND
- one journal article or book chapter (minimum 10 pages) published in a peer-reviewed journal or edited scholarly volume (or proof of acceptance thereof);
- AND
- three presentations at national or international conferences.

Doctoral School of Chemical Engineering and Materials Sciences

For obtaining the doctoral degree, at least three publications in refereed foreign-language journals must be submitted, of which two must be published or accepted for publication in foreign refereed journals. At least one of the journals must be ranked Q1, or the combined impact factor of the publications must exceed 2.00.

Annex 6/A: Text of the Doctoral (PhD) Diploma in Hungarian

Oklevélszám: .....
Intézményi azonosító szám: FI 80554

MI,
A PANNON EGYETEM REKTORA
ÉS DOKTORI TANÁCSA
KÖSZÖNTJÜK AZ OLVASÓT!

EZENNEL HITELT ÉRDEMLŐEN TUDATJUK, HOGY

(név)

aki év hó napján (hol) született, ... tudományterületen, ... tudományágban szigorú vizsgálaton bizonyította kiemelkedő tudását, önálló tudományos munkára való alkalmasságát, és az Egyetem Doktori és Habilitációs Szabályzatában foglalt előírásoknak

.....

minősítéssel eleget tett.

Mindezek alapján a Ránk ruházott hatalomnál fogva, a törvények értelmében a nevezettet doktornak nyilvánítjuk, és őt a

doktor (PhD)

fokozat (és a Dr. rövidítés) használatára feljogosítjuk.

ENNEK HITELÉÜL EZT AZ OKLEVELET KIADTUK,
ANNAK ÉRVÉNYÉT SAJÁT KEZŰ ALÁÍRÁSUNKKAL ÉS A PANNON EGYETEM
PECSÉTJÉVEL MEGERŐSÍTETTÜK.

Kelt Veszprémben, ... év ..... hó ..... napján.

PH

rektor a doktori tanács elnöke

Annex 6/A2: Text of the Doctoral (DBA) Diploma in Hungarian

Oklevélszám: .....
Intézményi azonosító szám: FI 80554

MI,
A PANNON EGYETEM REKTORA
ÉS DOKTORI TANÁCSA
KÖSZÖNTJÜK AZ OLVASÓT!

EZENNEL HITELT ÉRDEMLŐEN TUDATJUK, HOGY

(név)

aki év hó napján (hol) született, társadalomtudományok tudományterületen, gazdálkodás- és szervezéstudományok tudományágban bizonyította, hogy az üzleti doktori képzés követelményeihez mért tudományos feladat önálló megoldására képes, és az Egyetem Doktori és Habilitációs Szabályzatában foglalt előírásoknak

.....

minősítéssel eleget tett.

Mindezek alapján a Ránk ruházott hatalomnál fogva, a törvények értelmében a nevezettet doktornak nyilvánítjuk, és őt a

doktor (DBA)

fokozat (és a Dr. rövidítés) használatára feljogosítjuk.

ENNEK HITELÉÜL EZT AZ OKLEVELET KIADTUK,
ANNAK ÉRVÉNYÉT SAJÁT KEZŰ ALÁÍRÁSUNKKAL ÉS A PANNON EGYETEM
PECSÉTJÉVEL MEGERŐSÍTETTÜK.

Kelt Veszprémben, ... év ..... hó ..... napján.

PH

rektor a doktori tanács elnöke

Annex 6/B: Text of the Doctoral (PhD) Diploma in English

No.: .....
Registration No.: FI 80554

WE, THE RECTOR OF AND THE DOCTORAL COUNCIL OF
THE UNIVERSITY OF PANNONIA,
OFFER OUR COMPLIMENTS AND NOTIFY ALL CONCERNED THAT

.....

born in ..... on the ..... day of ....., demonstrated on rigorous examination an outstanding degree of knowledge within the field of ..... in the subject of ....., proved aptitude for independent scientific work and according to the University's Doctoral and Habilitation Regulations, achieved the classification of

.....

In consequence, by the statutory authority invested in us, in accordance with the law, the degree of

Doctor of Philosophy

is conferred upon the above named, together with the right to use the title of Doctor (PhD)
and its abbreviation, Dr.

IN WITNESS THEREOF THIS CERTIFICATE IS PRESENTED, BEING VALIDATED BY OUR OWN SIGNATURES AND THE SEAL OF THE UNIVERSITY OF PANNONIA.

Veszprém, on the .....

PH

rector

the Chairman of the
Doctoral Council

Annex 6/B2: Text of the Doctoral (DBA) Diploma in English

No.: .....
Registration No.: FI 80554

WE, THE RECTOR OF AND THE DOCTORAL COUNCIL OF
THE UNIVERSITY OF PANNONIA,
OFFER OUR COMPLIMENTS AND NOTIFY ALL CONCERNED THAT

.....

born in ..... on the ..... day of ....., demonstrated the ability to independently solve an academic problem that meets the requirements for a doctorate in business within the field of *social science* in the subject of *business* and management, and according to the University's Doctoral and Habilitation Regulations, achieved the classification of

.....

In consequence, by the statutory authority invested in us, in accordance with the law, the degree of

Doctor of Business Administration

is conferred upon the above named, together with the right to use the title of Doctor (DBA)
and its abbreviation, Dr.

IN WITNESS THEREOF THIS CERTIFICATE IS PRESENTED, BEING VALIDATED BY OUR OWN SIGNATURES AND THE SEAL OF THE UNIVERSITY OF PANNONIA.

Veszprém, on the .....

PH

rector

the Chairman of the
Doctoral Council

Annex 6/C: Text of the Doctoral (PhD) Diploma in Latin

Numerus diplomae:

NOS RECTOR
ET ARBITRI PROMOTIONUM UNIVERSITATIS PANNONICAE
LECTURIS SALUTEM ET IN NOTITIAM OMNIUM FIDELITER PERFERIMUS,
QUOUD

.....

qui/ae die mensis anno in natus/a est, in disciplina in scientia/is in rigoroso examine rerum scientiam excellentem habilitatemque suam ad studia per se agenda nobis probavit, et praescriptis Statutorum Doctorandorum Universitatis Pannonicae

.....

sine ulla dubitatione satisfecit.

Secundum exposita, usu potestatis nobis deditae, legis permissu,
Nominatum/am

DOCTOREM DECLARAMUS

et ius utendi titulo Doctoris (PhD) et abbreviatione Dr. ei damus.

IN QUORUM FIDEM HOC DIPLOMA EI DARI CURAVIMUS
ET SUBSCRIPTIONE MANUUM PROPRIARUM ET SIGILLO
UNIVERSITATIS PANNONICAE MUNIVIMUS.

Datum Vesprimii, die mensis anno

Rector

Praeses Commissionis
Universitatis Doctorum

Annex 6/C2: Text of the Doctoral (DBA) Diploma in Latin

Numerus diplomae:

NOS RECTOR
ET ARBITRI PROMOTIONUM UNIVERSITATIS PANNONICAE
LECTURIS SALUTEM ET IN NOTITIAM OMNIUM FIDELITER PERFERIMUS,
QUOD

.....

qui/ae die mensis anno in natus/a est, in disciplina in scientia/is in rigoroso examine rerum scientiam excellentem habilitatemque suam ad studia per se agenda nobis probavit, et praescriptionibus Statuti Doctorandorum Universitatis Pannonicae

.....

sine ulla dubitatione satisfecit.

Secundum exposita, usu potestatis nobis deditae, legis permissu,
Nominatum/am

DOCTOREM DECLARAMUS

et ius utendi titulo Doctoris (DBA) et abbreviatione Dr. ei damus.

IN QUORUM FIDEM HOC DIPLOMA EI DARI CURAVIMUS
ET SUBSCRIPTIONE MANUUM PROPRIARUM ET SIGILLO
UNIVERSITATIS PANNONICAE MUNIVIMUS.

Datum Vesprimii, die mensis anno

Rector

Praeses Commissionis
Universitatis Doctorum

Annex 7: Text of the Doctoral Oath in Hungarian

Én .....fogadom,
hogy az egyetem doktorához méltó magatartást tanúsítok,
betartom a tudományos etikát,
a jövőben is a tudomány fejlesztésén munkálkodom.

Igyekszem tudásomat az egyetemes emberi kultúra szolgálatába állítva közkinccsé tenni.
Arra törekszem, hogy tudományos munkámmal
mind a Hazámnak,
mind a Pannon Egyetemnek,
mind magamnak megbecsülést szerezzek.

Annex 8: Text of the Doctoral Oath in English

I, ……., do solemnly declare
to make the utmost effort and endeavour to hold decent conduct,
to abide by scientific ethics,
and work towards the development of science.

I will apply my knowledge and scientific results to the benefit of humanity.
With my scientific work, I do my best to contribute further to the good reputation of
my Country,
the University of Pannonia,
and myself.

Annex 9: Requirements of the Disciplinary Habilitation Committees

Requirements established by the Disciplinary Habilitation Committee for Business and Management Sciences

1) In order to initiate the habilitation procedure, the applicant must demonstrate scientific activity of a standard equivalent to at least 50% of the numerical disciplinary indicators applied in the assessment of academic standing of applications submitted for the title of Doctor of the Hungarian Academy of Sciences.

2) Applicants of Hungarian nationality shall summarise their principal scientific results, their significance, and the extent to which such results have contributed to the development of the relevant field of science in Hungarian-language theses and an English-language thesis booklet. Foreign or dual-nationality applicants shall provide such summaries in English-language theses and thesis booklets. The professional and scientific content requirements applicable to the theses are set out in the Operational Rules of the doctoral school.

3) Immediately preceding the submission of the habilitation application, the applicant must have carried out higher education teaching activity for at least four semesters, with a minimum teaching load of two hours per week.

4) In the course of the assessment of academic standing, higher education activity, scientific activity, and professional/scientific public engagement shall be regarded as satisfactory if the applicant fulfils at least 70% of the disciplinary/scientific field requirements established by the Hungarian Accreditation Committee (HAC) for university professors. Detailed rules in this respect are set out in the Operational Rules of the doctoral school.

Requirements established by the Disciplinary Habilitation Committee for Information Sciences

1) For applicants who do not hold the DSc degree or the title of Doctor of the Hungarian Academy of Sciences (HAS), initiation of the habilitation procedure requires at least 50% of the publication performance required for the award of the academic doctoral degree in the field of information sciences within the Engineering Sciences Section of the HAS. This shall be interpreted in accordance with the requirements of the Engineering Sciences Section of the HAS, which specifies the expected quantitative and qualitative standards for publications and citations (Q and I index values).

2) In order to initiate the habilitation procedure, applicants who do not hold the DSc degree or the title of HAS Doctor shall summarise their principal scientific results, their significance, and the extent to which such results contribute to the development of the relevant scientific field in theses prepared in both Hungarian and English.

3) With regard to the performance indicators relating to teaching and lecturing activity over the course of the applicant's career, the minimum requirements for initiating the habilitation procedure are as follows:

a) at least eight semesters of higher education teaching activity included in and delivered as part of the curriculum at a domestic or foreign higher education institution;

b) development of the teaching material and syllabus for at least one course;

c) thesis supervision, including co-supervision, of at least one PhD student who has successfully completed their studies, or ongoing supervision activity;

d) attainment of at least 120 points under the scoring system contained in Annex 1 to the Operational Rules of the DSIST (available for download as an Excel file from the doctoral school's website).

4) Documents evidencing scientific, professional, and creative activity, as well as scholarly achievements, shall be assessed in accordance with the criteria set out in the Operational Rules of the DS.

5) In the course of the assessment of academic standing, higher education activity, scientific activity, and professional/scientific public engagement shall be regarded as satisfactory if the applicant fulfils at least 70% of the disciplinary/scientific field requirements established by the HAC for university professors. Detailed rules in this respect are set out in the Operational Rules of the doctoral school.

Requirements established by the Disciplinary Habilitation Committee for Chemistry and Environmental Sciences

1) In order to initiate the habilitation procedure, the candidate should preferably hold a DSc degree or the title of HAS Doctor. Failing this, the candidate must demonstrate scientific activity of a standard equivalent to the scientific achievement required for the award of the academic doctoral title.

2) Applicants who do not hold a DSc degree or the title of HAS Doctor shall summarise their principal scientific results, their significance, and the extent to which such results have contributed to the development of the relevant scientific field in theses prepared in both Hungarian and English.

3) With regard to the performance indicators relating to teaching and lecturing activity over the course of the applicant's career, the minimum requirements for initiating the habilitation procedure are as follows:

a) at least eight semesters of higher education teaching activity included in and delivered as part of the curriculum at a domestic or foreign higher education institution;

b) development of the teaching material and syllabus for at least one course;

c) thesis supervision, including co-supervision, of at least one PhD student who has successfully completed their studies, or ongoing supervision activity.

4) In the course of the assessment of academic standing, higher education activity, scientific activity, and professional/scientific public engagement shall be regarded as satisfactory if the applicant fulfils at least 70% of the disciplinary/scientific field requirements established by the HAC for university professors. Detailed rules in this respect are set out in the Operational Rules of the doctoral school.

Requirements established by the Multilingualism Disciplinary Habilitation Committee

1) In order to initiate the habilitation procedure, the candidate must hold a DSc degree or the title of HAS Doctor. Applicants who do not hold a DSc degree or the title of HAS Doctor must demonstrate scientific activity of a standard equivalent to at least 50% of the numerical disciplinary indicators applied in the assessment of academic standing of applications submitted for the title of HAS Doctor.

2) Applicants who do not hold a DSc degree or the title of HAS Doctor shall submit a dissertation in either Hungarian or English presenting their principal scientific results, their significance, and the extent to which such results have contributed to the development of the relevant field of science.

3) Immediately preceding the submission of the habilitation application, the applicant must have delivered at least 14 hours of lectures per semester over a minimum period of four semesters, based on a syllabus prepared independently by the applicant.

4) In the course of the assessment of academic standing, higher education activity, scientific activity, and professional/scientific public engagement shall be regarded as satisfactory if the applicant fulfils at least 70% of the disciplinary/scientific field requirements established by the HAC for university professors. Detailed rules in this respect are set out in the Operational Rules of the doctoral school.

Requirements established by the Disciplinary Habilitation Committee for Chemical Engineering and Materials Sciences

1) In order to initiate the habilitation procedure, applicants who do not hold a DSc degree or the title of HAS Doctor must demonstrate scientific activity of a standard equivalent to the scientific achievement required for the award of the academic doctoral degree.

2) In order to initiate the habilitation procedure, applicants who do not hold a DSc degree or the title of HAS Doctor shall summarise their most important scientific results and their significance in theses prepared in Hungarian and English, and shall explain the extent to which their results have contributed to the development of the relevant field of science.

3) Right before submitting the habilitation application, the applicant must have delivered lectures of at least two hours per week over a minimum of four semesters, with the syllabus prepared independently by the applicant.

4) In the course of the assessment of academic standing, participation in higher education, scientific, professional and scholarly public activities shall be considered adequate if the applicant fulfils at least 70% of the disciplinary/field-specific requirements established by the HAC for university professors. The detailed rules relating thereto are set out in the Operational Rules of the doctoral school.

Annex 10: Text of the Habilitation Diploma in Hungarian

Okl. szám: …….

FI 80554

HABILITÁCIÓS OKLEVÉL

Mi, a Pannon Egyetem Rektora és habilitációs bizottsága

köszöntjük az olvasót, és ezennel hitelt érdemlően tudatjuk, hogy

……

úrhölgyet/urat,

aki (helység), az …… évben …. hónap ….. napján született, és aki a (intézmény) által (év) ……. hónap …. napján kiállított …… számú doktori oklevél birtokosa, miután az oktatói és az előadói képességét a törvényes jogszabályokban és az egyetem szabályzatában meghatározott módon kétséget kizáróan bizonyította, a törvény erejével ránk ruházott hatalomnál fogva, a mai napon

HABILITÁLT DOKTORRÁ

(DR. HABIL.)

nyilvánítjuk, és ezzel a …… tudományág területén önálló egyetemi előadások (kollégiumok) tartásának jogával
(*venia legendi*) felruházzuk.

Ennek hiteléül ezt a habilitációs oklevelet az Egyetem pecsétjével és sajátkezű aláírásunkkal megerősítettük, és részére kiszolgáltattuk.

Kelt (helység), a …. év …. hónap … napján.

az Egyetem habilitációs bizottságának elnöke

rektor

Annex 11: Procedural Fees

1.	Application procedure fee (for Hungarian citizens and persons treated equally therewith)	HUF 15k
2.	Application procedure fee for all other foreign nationals	EUR 150
3.	Fee for applying for the doctoral degree procedure (for studies commenced before 2016) within this doctoral comprehensive examination: public defence	HUF 100k HUF 40k HUF 60k
4.	Defence fee for candidates commencing their studies after September 2016	HUF 150k
5.	Special procedure fee	HUF 5k
6.	Recognition (nostrification) of a degree obtained abroad	HUF 100k
7.	Issuance of a duplicate doctoral diploma	HUF 30k
8.	Habilitation procedure fee	HUF 150k

The procedural fee shall be transferred to the University's central bank account (account number: 10300002-10802153-00014904). The reference field shall contain the following: "Habilitation/Recognition/Defence/Application[3] procedural fee /NAME/DS identifier".

a) Doctoral School of Business and Management: GSDI - A033300028

b) Doctoral School of Chemistry and Environmental Sciences: KKDI - C013300015

c) Doctoral School of Information Science and Technology: ITDI - E013300027

d) Doctoral School of Chemical Engineering and Material Sciences: VMADI - C013300016

e) Multilingualism Doctoral School: TNYDI - D033300020

[3] Please indicate the name of the appropriate procedural fee.