

Kaposvár University

# **DOCTORAL REGULATIONS**

Kaposvár  
2013

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## DOCTORAL REGULATIONS OF KAPOSVÁR UNIVERSITY

Pursuant to Act CCIV of 2011 on Higher Education (hereinafter: the Higher Education Act) and Government Decree No. 387/2012 (19 December) the Doctoral and Habilitation Council and the Senate of Kaposvár University regulates the doctoral programmes and the doctoral (PhD) degree obtainment according to the followings:

(Other existing legislations relating to the obtainment of a doctoral degree and training are included in the No. 1. Appendix.)

### I.

#### General provisions

##### 1.§

#### The organized framework of the doctoral training

- 1) The Doctor of Philosophy (PhD) degree (hereinafter doctoral degree) can be obtained in two accredited doctoral schools (Animal Science and Management and Business Studies) at Kaposvár University  
Animal Science Doctoral School - DI 125th  
branch of science: agricultural sciences  
discipline: animal sciences  
Doctoral School of Economic and Management Sciences - DI 126th  
branch of science: social sciences  
discipline: science and management
- 2) Doctoral degree may be conferred to those who meet the requirements of the Higher Education Act (HEA), the Government Decree and the Doctoral Regulations (hereinafter DR).
- 3) Bodies, organisations and persons acting in doctoral (PhD) training and doctoral degree obtainment

#### **The Rector:**

- supervises the PhD programme and the degree procedure ensuring the lawful nature thereof
- submits the Doctoral Regulation to the Senate
- submits the chair of the UDHC
- delegates the chair, the secretary, the members and the heads of the University Doctoral and Habilitation Council for a period of up to five years.
- requests the registration of the doctoral school from the Education Office following the decision of the Senate on the establishment of the doctoral school,

#### **The Senate:**

- accepts the Doctoral Regulations
- accepts the chair and the personal composition of the UDHC
- evaluates the standing of PhD training every three years  
decides regarding the initiative of the Rector or the UDHC on the establishment and
- termination of the doctoral school and on launching doctoral training
- takes decisions regarding the award of doctoral, honorary doctoral and professorial titles
- Takes decisions regarding recommendations for honorary doctors

## 2.§

### The University Doctoral and Habilitation Council

1) The University Doctoral and Habilitation Council (UDHC) shall govern the doctoral training and the obtainment of the degree at Kaposvár University (KU).

2) The chair of the UDHC shall be a professor of KU and, if possible, shall hold the title of “Doctor of the National Academy of Sciences”. The chair of the UDHC makes proposal to the secretary of UDHC. The members of the UDHC are

- the rector of KU
- the prevailing leaders of accredited doctoral schools
- the chairs of the Doctoral School Council (DSC)
- the professors of KU being either full members or correspondent members of the institution
- the assigned internal and external (not working under a public service contract) experts
- The UDHC invited members, one habilitated representative of the Faculty of Education and one of the Faculty of Arts, possessing advisory rights, as well as the elected representatives of the PhD students. The representatives of the PhD students are 1 person from each doctoral school possessing advisory rights in personal affairs, also having the right to vote in any other instances.

The number of the external members of the UDHC may be at least two, but not more than one third of the total number. The UDHC members possessing the right to vote shall only be members who meet the requirements of general membership.

3) The UDHC members are elected by the Senate on the basis of the proposal of the heads of the doctoral schools.

4) The UDHC takes decision on the strategic issues affecting the degree obtainment and training, including the following:

- a) forms opinion in connection with the initiative of the establishment of doctoral schools and initiates their termination in justified cases
- b) takes decision on the person of the head of the doctoral schools
- c) in each branch of science, science and art doctoral councils may be established, (hereinafter referred to as Discipline Doctoral Council) as defined in Section 16 (5) of the Higher Education Act referring to the doctoral regulations of higher education institutions.
- d) may launch or terminate the doctoral degree procedure following the proposal of the Doctoral School Council
- e) appoints the admission committee as proposed by the doctoral schools and defines the venue and time of the entrance exam
- f) approves the PhD thesis topic supervisors as proposed by the heads of doctoral schools
- g) appoints the final examination committee, the review committee (chair, secretary, members) and the official reviewers as proposed by the Doctoral Schools Council
- h) determines the list of the languages that may be accepted as the first foreign language (first language certificate) with regard to the language proficiency requirements for obtaining a PhD degree; this authority may be delegated to the Discipline Doctoral Council
- i) takes decisions regarding the award, rejection and withdrawal of a PhD degree
- j) submits proposal to the Senate for awarding the titles of doctor et professor honoris causa
- k) takes decision regarding the nationalisation of the degrees obtained abroad

- l) submits proposal to the Senate about the funds of operating conditions to support primarily the management of the doctoral training and scientific research
- m) defines the procedural charges of doctoral training and obtainment of doctoral degree, also the extent of tuition fee
- n) takes decision regarding the cooperation with other higher education and research institutes participating in the doctoral training
- o) taking into account the opinion of the general members, takes decision regarding the commission and the recall of the members of the Doctoral School Council,
- p) in justified cases, electronic voting may be used, exempting the award of the Doctor of Philosophy (PhD) degree and the title of the doctoral habilitation
- r) evaluates the standing of the PhD training every three years.

The UDHC meets usually 4 times a year, on a quarterly basis. The written documents related to the UDHC meeting shall be forwarded to the University Doctoral and Habilitation Council secretariat at least 2 weeks before the meeting: report about the public defence of Doctor of Philosophy (PhD) dissertation, report about the workplace defence of Doctor of Philosophy (PhD) dissertation, proposal for the composition of the Review– Admission – and Comprehensive Exam Committee, proposal for the approval of the supervisor, the co-supervisor and the lecturer.

Minutes of the UDHC meeting and the related written documents shall be sent to the members of the UDHC at least 10 days before the meeting. The leader chair of the meeting is the chair of the UDHC. Recording shall be prepared about each meeting to be distributed to all members. The memorandum is compiled by the UDHC Secretary.

The UDHC meeting has quorum if at least the 50% +1 member possessing the right to vote attend the meeting.

Otherwise, a qualified majority is necessary, which means a 67% presence, if the committee comes to a decision in connection with the launch of doctoral school.

#### **The president of the UDHC:**

- organizes, supervises the work of the UDHC
- represents the UDHC at the Ministry of Human Capacities at the Hungarian Accreditation Committee (HAC) and at the National Doctoral Council
- delegates the chair, the secretary and the members of Doctoral School Council
- delegates the chair of the ad hoc committees, the chair and the members of the admission -, comprehensive exam -, and review committees,
- submits proposal to the programme of the UDHC, convenes and leads the UDHC meetings,
- prepares evaluation report on the situation of the university PhD training and degree obtainment to the Senate every three years,
- introduces the application of doctoral schools submitted for accreditation to the HAC in cooperation with the rector,
- undertakes all the tasks referred to his/her authority by the UDHC and delegated by the rector,  
decides on appeal requests.
- his/her direct assistants are the secretary of the UDHC and the officer of doctoral (PhD) affairs

**The secretary of the UDHC:**

- prepares the meetings of the UDHC according to the instructions of the chair of the UDHC,
- participates in the meetings of the DSC,
- supervises the documents prepared for accreditation of the doctoral schools to be submitted to the UDHC from formal point of view
- supervises the submitted doctoral dissertations as well as other documents (thesis, protocol of workplace dispute, co-authors declaration) according to the rules of the Doctoral Regulations
- has signatory power according to the entitlement of the president of the UDHC
- undertakes, on request of the chair of the UDHC, all the tasks referred to his/her authority

**The officer of the UDHC**

- ensures the university-level degree acquisition of the doctoral training, and degree obtainment

**3.§****The Doctoral Schools**

A DS is a HAC-accredited organisational unit of the University established to facilitate the ability to set up an organised framework in preparation for obtaining a PhD degree.

One Doctoral School per branch of science exists at the University with the majority of the general members being professors.

Other higher education institution or external research institution may co-operate in the Doctoral School.

**Establishment of a new Doctoral School**

The establishment of a new doctoral school shall be submitted to the Education Authority according to the proposal of the UDHC based on the relevant statutory provisions and regulations

**The general members of the DS prepare the documents initiating the founding of the DS, which contain the following:**

- the categorisation of the DS with regard to scientific disciplines and branches of science,
- relevant master's programmes by which the University fulfils the requirements set forth in Section 16. (2) of the Act on Higher Education
- the description of the DS research field
- the description of the PhD degree that may be awarded as a result of the doctoral degree procedure
- the names of the person to be nominated as head of the DS, the general members of the DS, the persons to act as supervisors at the DS over the first three years, additional lecturers and researchers of the DS, Hungarian and foreign invited lecturers, (artists in case of art doctoral school), their academic resumes and the documentation of their major academic achievements and works (scientific or artistic event of art doctoral school) of the past five years
- the proposed programmes to be offered at the DS
- the international relations of the DS expected to be taken into account in the operation of the DS

- the quality assurance plan of the DS
- the operating regulations of the DS.

Statements of the involved parties shall be attached to the documentation, proving their acceptance of the assignment and fulfilment of the requirements set forth. The cooperation agreements made by the higher education institution with regard to the activities of the doctoral school also form part of the founding documentation of the doctoral school, with special regard to the cooperation agreements listed in Section 2 (5) of the Decree.

Following the decision taken by the UDHC on founding the DS, the Senate approves and the Rector requests the registration of the DS with the Education Authority .

**The following shall be attached to registration:**

- the founding documentation of the DS
- the opinion of the UDHC  
the development concept of the research fields of the University in accordance with the founding of the DS
- the Doctoral Regulations of the University,  
the statement that the DS will provide regular and public information on the programme and will publish entry requirements on its website and at the University in the usual manner on an annual basis,  
a statement that the DS will regularly update its data to reflect an up-to-date state of the doctoral school.

On request of the UDC or the Rector, the Senate takes decision on the termination of a DS. If termination is requested by the Rector, the Senate requests the opinion of the UDC prior to taking decision. The Rector initiates the amendment of the data of the DS registered at the Education Authority in accordance with the Senate's decision. The Education Authority deletes the DS from its registry without conducting an evidence taking procedure.

**The Head of the Doctoral School**

- The head of the Doctoral School shall be elected from the general member university professors holding the “Doctor of the National Academy of Sciences” or equivalent scientific titles by the proposal of the majority of the general members.  
In case of operating doctoral school, a general member university professor who is under the age of 70 and has obtained “passed” qualification by the HAC shall be the head of the doctoral school. In case of newly established doctoral schools, a general member university professor under the age of 66 shall be the head. The appointment may be extended several times.
- bears responsibility for the scientific quality level of the DS and for the acceptance of the research topics in the relevant discipline according to the accreditation
- supervises the training and bears responsibility for its quality level  
appoints the supervisors of the PhD students,
- convenes the teachers and the supervisors participating in the doctoral school at least once a year to evaluate the scientific and educational activities in the framework of the programme,
- requests the teachers to hold lectures and organize other events
- bears responsibility for organizing the open debate and requests the chair, the secretary and the opponents (one of them shall be an external person) for the open debate on the basis of the proposal of the supervisor

- provides the payment of the fee according to the agency contract; the amount of the fees may be changed within the limits set by the University Doctoral and Habilitation Council
- checks and countersigns the working plan of the doctoral candidates
- supervises the work of the students and the teachers by taking into consideration the self-assessment sheets at the end of the semester

### **The general member**

- holds an academic degree
- performs continuous, high-level scientific activities in the branch of study and research field of the Doctoral School which shall be further examined on the basis of the database of the Hungarian Scientific Works Library (hereinafter: HSWL)
- shall undertake to conduct supervisory activity at the Doctoral School.
- has proven his ability to direct PhD candidates via at least one PhD candidate who has obtained a PhD degree under his supervision or as the co-supervisor (50%) of at least two PhD students who have obtained a PhD degree
- is a lecturer or a scientific researcher in full-time employment or holds the status of a public servant at the University and who designated Kaposvár University for the purpose of budget funding in his/her accreditation statement in accordance with Section 26 (3) of the Act on Higher Education
- is not permanently on leave or a foreign trip longer than a year at the time of the entry to the Doctoral School

on meeting the criteria set forth above, an academic consultant or research professor holding the title “Doctor of the National Academy of Sciences” working at the research institute on a full-time basis under an employment contract or a public service contract may become a general member if the University has entered into an agreement with the research institute to that effect.

- Upon meeting the criteria set forth above, a Professor Emeritus may become a general member, if (s)he is an active research attendee of the Doctoral School in which (s)he became a Professor Emeritus.

### **The general member emeritus**

- According to the Doctoral School Council
- is a founding member in the same doctoral school or a person having been accepted as a general member at least five years earlier,
- has documented relation with the institution and
- is not bound by an obligation to act as a supervisor in the following semesters.

**There are doctoral schools at Kaposvár University that operate in one discipline and have continuously at least 7 “passed” qualification general members. At least four of the general members are university professors, one member may be a professor emeritus and maximum 2 of them may be external researchers of a research institute (DSc/Doctor of the National Academy of Sciences).**

**Kaposvár University does not operate a multi-discipline doctoral school.**

**In case the university establishes a multi-discipline doctoral school, the HAC 2013/6 / III / 1. c. decision shall be followed in all aspects.**

The doctoral schools of Kaposvár University operate in the frame of Management and Organizational Science and Animal Science Doctoral Programmes. Launching of doctoral programmes takes place according to the proposal of Doctoral School Committee following the decision of UDHC. A DS general member may only be nominated to become the head of doctoral programme if (s)he is internationally acknowledged in the respective and restricted field of science covered by the doctoral programme.

### **PhD thesis topic**

The PhD thesis topic is a research subdivision that is suitable for the PhD student to acquire the application of scientific methods and obtain appreciable scientific results under the direction of the supervisor during the development process, as well as to prove them in the form of academic papers, academic presentations, and a doctoral dissertation.

The lecturers of the Doctoral School are lecturers and researchers holding academic degrees who, at the proposal of the head of doctoral school, are considered to be competent by the doctoral council to undertake education, research and supervisory tasks in the framework of the doctoral school.

The person involved in the doctoral process gives account of the results of the research of the PhD thesis topic in academic publications. The Annex 16 includes the kind of academic dissertations, either published or accepted for publication, that shall be obtained by the person involved in the doctoral process.

### **The PhD thesis topic supervisor (supervisor)**

- the PhD thesis topic supervisor is a lecturer or researcher holding an academic degree, whose topic offered has been approved by the UDC and who, on this basis, responsibly directs and assists the studies and research activities of PhD student(s) working on the thesis topic and the preparation of PhD candidate(s) for obtaining a degree. The supervisor shall be a person working in full-time employment holding the status of a public servant at the University and a Professor Emeritus.

In any other cases, a co-supervisor is required who is in full-time employment at the university. In this case, the co-supervisor is responsible for the financial management.

- the approval of the supervisor is based on the supervision of the candidate's professional performance on the basis of HSWL and on the filling out the professional form which should include: the supervisor's position, workplace, diploma, academic degree, language knowledge, the 10 most important academic publications (5 of these have to be published in the last five years) and their references, the cumulative impact factor; furthermore, the most important successful academic tender (title, duration, source, amount), the brief description of professional activities, professional recognition, more than one month study tours, international relations, as well as the declaration, in which (s)he, as an invited member, assumes to participate regularly in the teaching and research work of Doctoral School and has not stayed permanently abroad (no longer than one year)
- the supervisor is responsible for the professional and financial management of the PhD student's research work, (s)he may take commitment in the utilization of financial resources provided for the supervised theme to the amount limited by the head of doctoral school
- helps in preparing the working plan by marking the optional subjects, participating in conferences, applying for study tours, processing the literature and writing academic publications

- (s)he forms opinion about the academic activity of the PhD student on an evaluation sheet once a year and takes decision on the further research work of the student, as well as confirms the completion of the research work in the registration book at the end of the semester.
- prepares an annual self-evaluation, in which (s)he gives account of the time proportional fulfilment of the doctoral programme and of the work done in favour of the doctoral school (joint publications, conference participation, applications, etc) to the head of the Doctoral School. (Annex 24)
- (s)he declares about the publicational performance of the PhD student in written form before the open debate of the PhD thesis,
- the supervisor shall be informed on the decisions concerning the PhD student
- The supervisor of the doctoral dissertation shall be rewarded after the defence with the amount decided by the UDHC
- the supervisor shall meet the following requirements:
  - a) continuous publication activity in the branch of science based on his/her theme on the level desired by his/ her degree.
  - b) participation in supported research,
  - c) a supervisor may be simultaneously responsible for the activity of up to three PhD students and three doctoral candidates
  - d) a PhD student or a doctoral candidate may simultaneously have two supervisors, one of them shall be an external expert, with the approval of EDHT(eg .: in case of the dissertation prepared in foreign collaboration or involving two or more disciplines)
  - e) if there are two supervisors, the head of the doctoral school proposes the person solely in charge of the professional and financial activity.
- nomination of a new supervisor: the head of the Doctoral School shall make proposal for the relevant person if a new professional discipline is going to be launched at the already accredited doctoral school or if it is reasonable to involve other supervisors in order to relieve the workload of the already accredited supervisors of the doctoral schools. The proposal is reviewed by the DSC and approved by the UDHC. The new supervisor shall also meet the requirements concerning the supervisors who have already acted in the doctoral school.

### **The lecturer**

- a university professor or researcher, shall hold an academic degree or be employed by other institutions and is a recognized expert with academic degree at his/her professional discipline. (S)he controls the education of the required courses in the Doctoral School within the framework of the accepted subject programme. (S)he may involve - where appropriate - other people without any academic degree in the education.
- the person of the lecturer and the subject are approved by the head of the Doctoral School taking into account the opinion of DSC.
- The professional requirements of the lecturer are similar to the supervisors: s/he prepares the description of the taught subjects. (Annex 8)
- The lecturer, acting as supervisor, may test the PhD student's knowledge only if another competent and qualified teacher in the given discipline participates in the exam.
- the teachers not employed as a public servant at the university are remunerated for their teaching work as included in the labour contract.

#### 4.§ The Doctoral School Council

The Doctoral School Council may be established for the purpose of assisting the work of the head of the Doctoral School set forth in Government Decree No. 387/2012 (19 December).

The chair, the secretary and the members are appointed and recalled by the chair of the UDHC on the basis of the proposal of the head of the Doctoral School upon the proposal of the majority of the general members and based on the decision of the UDHC for a period of 5 years.

The DSC members shall hold an academic degree and be external or internal experts at the discipline of the doctoral school. 10-12 persons are involved, of whom at least 30% are external members, furthermore one person who is a PhD student possessing the right to vote and representing the students of the doctoral school at the UDHC.

Two DSCs operates at Kaposvár University:

- 1) Doctoral School of Animal Science
- 2) Doctoral School for Management and Organizational Science

Tasks of the DSC:

- a) submits proposal for the members, the venue and the time of the admission examination
- b) the admission committee appointed by the UDHC decides on the admission or refusal on the basis of ranking and the head of the Doctoral Schools informs the member of the UDHC about the results.
- c) makes proposal for the offered PhD topic,
- d) approves the PhD topic and the working plan of the PhD student
- e) evaluates the request for the exam exemptions and recognition of credits
- f) provides opinion on the training plan of the doctoral school, as well as the personal documentation of the supervisors, co-supervisors, and lecturers
- g) approves the persons for the PhD theme writers and lecturers
- h) makes proposal for the composition of the Comprehensive Exam Committee and for the Review Committee
- i) takes commitment on the nationalisation of the academic degree obtained abroad
- j) takes commitment on the allocation of funds not related to scholarship concerning the doctoral school.
- k) In addition to the above mentioned tasks, takes commitment and provides opinion on all other issues asked for resolution by the UDHC or by the head of the UDHC

Generally, the DSC meets 4 times a year complying with the programme of the UDHC. The meetings of the DSC have quorum if the 50% + 1 person possessing the right to vote are present. The meetings of the DSC are public. The decision may be accepted only if 50% + 1 person are present and vote affirmative.

The chairs of the DSC:

- draw up the programme of the DSC meetings in agreement with the head of doctoral school and conduct the meetings,
- provide the minutes of the meetings and send them to the members of the DSC

### **The secretaries of the DSC**

- help the work of the chair of the DSC,
- prepare the meetings of the DSC,
- draw up the memorandum of the UDHC meetings
- undertake all the tasks remitted to them by the DSC, respectively those requested by the chair of the DSC

The students of the doctoral school are enrolled PhD students who were admitted upon the decision of the UDHC to the scholarship doctoral courses and to the tuition fee doctoral courses or were admitted to trainings based on individual curriculum.

### **The PhD students**

- participate in the training in an organised form (according to scholarship, self-funded or individual curriculum),
- the provisions of the Doctoral Regulation contains their status, their tasks, the state and institutional subsidies, the payable fees and charges as set forth in the Act on Higher Education and the Government Decree
- the representation of the scholarship in accordance with the students' status is done by the Doctoral Students Government (DSG)

the PhD students delegated by the DSG participate in the meetings of the UDHC and the DSC

### **The doctoral candidate:**

After the doctoral training the doctoral degree may be obtained in a particular degree obtainment process. The participant of the degree obtainment process is the doctoral candidate. The doctoral candidate may also be a person, who does not participate in the doctoral training and prepares for the degree obtainment individually. If the doctoral candidate begins the degree obtainment process within the training period (s)he is a doctoral candidate in addition to the student status.

## **II.**

### **Detailed regulations concerning the doctoral trainings**

#### **5.§**

#### **The forms of the doctoral training and the doctoral degree obtainment**

- 1) The doctoral training is available in the form of:
  - a) scholarship (state or other e.g. provided by a company or institution)
  - b) self-funded
  - c) individual curriculum in the form of organised study programmes (only in justified cases)
- 2) Forms of the doctoral degree obtainment:
  - a) organized training
  - b) individual preparation.
- 3) The PhD students participating in organised self-funded trainings and students admitted to individual preparation pay tuition fee.  
The partial or full exemptions of the tuition fee may be required by the PhD student and a separate committee takes decision on it.
- 4) The head of the doctoral school makes decision on organised training with individual curriculum on the basis of a request in exceptionally justified cases.
- 5) In this training form, excepting participation in course studies, the doctoral training rules of the organisation are normative.

### **Individual preparation out of organised training**

- 1) Studies for the doctoral degree obtainment may be done individually out of the organised training.
- 2) The work of the students admitted to individual PhD preparation out of the organised training is controlled by a supervisor assigned by the head of the Doctoral School. The supervisor compiles the preparation plan and after getting acquainted with the skills of the candidate, (s)he submits it to the Doctoral School Council within three months after the admission.
- 3) The preparation plan extends to stating whether it is necessary to take further courses considering previous experience, whether it is necessary to complete the research work and what time schedule the doctoral comprehensive exam and the workplace debate should be accomplished.
- 4) There is no possibility of postponing a year in this form of preparation

### **6.§**

#### **The requirements of the admission to the doctoral trainings**

- a) at least a four rate university degree or Master degree according to the chosen branch of science (in case of a five-year or earlier dated degree)
- b) a comprehensive, state-accredited, at least B2 (intermediate) level certificate or equivalent from one of the world languages (English, or German, French, Spanish and Russian) is required.
- c) a researched theme plan agreed with the prospective supervisor
- d) literature awareness in the chosen theme
- e) experience in experimental and in methodological issues
- f) the signature of a renowned expert
- g) the declaration of the head of the workplace about the existence of the research (working) condition in case of the applicants admitted to self-funded programme in the form of individual preparation
- h) in case of the applicants of individual preparation several years of research, proven language proficiency and publication activity representing an effective academic career are required
- i) filling out the application form
- j) certification of the payment of the entrance procedure fee.

### **7.§**

#### **The entrance procedure**

The detailed list of the Doctoral School and the work programme of the Doctoral School are published in a uniform Doctoral School brochure on admission by the Ministry of Human Capacities.

The Doctoral Schools of Kaposvár University provide regular and public information on the programme and the entry requirements on its website in the usual manner, on an annual basis. The annually published information relating to the admission, the list of the HAC-accredited Doctoral Schools and the "Application form" shall be published for the applicants.

The applications for admission shall be filed to the secretariat of the UDHC twice a year, because the entrance procedure is adjusted to the cross semester.

- 1) The following shall be attached to the applications for admission
  - a) a professional curriculum vitae
  - b) the certificate that proves the university degree, the diploma obtained in a Master's programme, the report cards or their authenticated copies
  - c) certificate of no criminal records, not older than three months
  - d) verification of a comprehensive, state-accredited, at least B2 (intermediate) level certificate or equivalent from one of the world languages (English, or German, French, Spanish and Russian) is required
  - e) certification of the payment of the entrance procedure fee,
  - f) list of publications and other documentations proving scientific activity (e.g. SSA)
  - g) recommendation of a scientific expert of the discipline
  - h) all of the documents entitling to extra points.
- 2) the applications for admission are evaluated by EDHC approved scoring system (Annex 3)

The entrance procedure is organised in front of the admission committee. The admission committee consists of the chair, and at least two members, one of them shall be an external member. The member of the admission committee with the right of consultation is a representative of the doctoral students. The admission committee is appointed by the UDHC taking into consideration the proposal of the DSC.

The admission committee appointed by the UDHC forms opinion on the entrance procedure on the basis of the submitted documents and oral examination approved by the DSC by electric voting. The candidates are ranked according to the total score by the admission committee. The order is determined separately in case of scholarship, self-funded programme and in individual preparation. The candidates are informed about the results within 8 days from the entrance exam.

An appeal may be filed against the DSC negative decision, if it infringes university law regulations. The appeal shall be filed to the UDHC within eight working days from the receipt of the negative decision. The chair of the UDHC takes decision within fifteen days from the appeal. There is no opportunity for further appeal after the decision.

## **8.§ PhD programme**

The PhD training – after obtaining the Master degree - facilitates the preparation for obtaining the doctoral degree. Over the course of the PhD programme, at least 180 credits shall be obtained in total. The programme consists of six semesters. The PhD programme consists of a uniform 36-month term of study that may be divided into reporting periods.

### **Enrolment:**

The PhD students participating in scholarship or self-funded programme shall enrol at the relevant faculty at the beginning of the semester. The enrolment of the students in their first year is organised together. The PhD students are informed about the procedural rules and the study system. The enrolment intention different from the date of enrolment shall be required in advance (in case of staying abroad)

The PhD students admitted to individual preparation do not participate in organised programme, they have no registration obligation.

The student status of the PhD student is established by the registration. The master file on the PhD student is issued by the higher education institution.

The PhD student shall submit his/her personal details necessary for the enrolment and electronic information to the university. On the basis of his/her request the student card is issued for him/her.

The PhD student announces in the electronic study registration whether (s)he continues his/her studies in the following semesters.

### **Registration:**

Apart from receiving the student status, no other enrolment is necessary. On the basis of the organisational operating regulations, the PhD student shall state whether (s)he continues or suspends his/her studies before the commencement of the term of study. This declaration is considered to be the registration.

In justified case set forth in the regulation of the higher education institution, the PhD student may withdraw his/her announcement within one month after the commencement of the term of study. If the PhD student does not request the suspension of his/her study until that date, his/her semester will be an active semester even if the PhD student does not participate in lectures and does not meet the requisites of any subjects.

The PhD student is obliged to announce the changes in his/her personal details over the registration. If this change is proved by documents, (s)he shall personally announce the change simultaneously with the presentation of the original document to the PhD officer.

If the self-funded PhD student withdraws his/her registration until the given deadline, (s)he may require that the paid tuition fee be accounted for the next semester, or be transferred to the bank account of the PhD student with the deduction of the handling fee. Without a declaration, the tuition fee is transferred to the bank account of the student by the University.

The registration is only accepted if the PhD student

- a) fulfils his/her time proportionate paying obligation
- b) fulfils his/her obligation referring to choosing the subjects

### **8.1.§**

#### **Organised programme**

##### **The PhD student participating in the state-financed organised programme**

- 1) The full-time PhD student participating in the state-financed programme is eligible to state scholarship. The state scholarship is valid for 12 months per year.
- 2) The PhD student participating in the state-financed doctoral programme of Kaposvár University shall not work on a full-time basis or under an employment contract because of the specifics of the relevant branch of science. Therefore, (s)he shall declare the termination of their employment in the course of the entrance procedure
- 3) Language learning is not the part of the organised programme, so no credit may be obtained for it.
- 4) The training and the research of the PhD student receiving state-scholarship participating in organised programme is financed by scholarship. The amount is set forth in the existing legislation.
- 5) The course of a study programme abroad and the research work may be included in the study period if they meet the requisites of the objectives of the doctoral programme.
- 6) The supervisor of the PhD student and the head of the Doctoral School prepare a written statement about the work of the candidate at the end of the 1st and 2nd year. At the end of the 3rd year the supervisors, the head of the Doctoral School and the chair of the UDHC declare the issue of the pre-degree certificate.
- 7) The university may enter into a written agreement with social, ecclesiastical, and other business organization set forth in paragraph c) of Section 685 of the Civil Code, furthermore with foundations, public foundations, public bodies, and private persons about establishing doctoral scholarship. The agreement shall contain the monthly amount of the scholarships (rate of the annual growth), furthermore the payment schedule of the principal on the transfer of the scholarship to the university and the provision of availability of the financial resources of the scholarship for at least a period of three years. The university provides the payment of the scholarship.

### **8.1.2.§**

#### **The self-funded PhD students participating in organised programme**

- 1) The training of the self-funded PhD students participating in organised programme lasts for 3 years (36 months), so it is organised in a 6-semester programme. The first semester of the academic year begins on 1st September and the second semester begins on 1st March. (see previous section)
- 2) The self-funded PhD students are not eligible for state scholarship.
- 3) The supervisor and the head of the research institution shall declare the availability of the financial and research conditions required for the programme in written form.
- 4) The study and the research requisites of the self-funded PhD programme and the scholarship PhD programme are the same.

### **8.1.3.§**

#### **Individual study programme**

A student enrolled in an individual study programme is partially or fully exempted from visiting contact classes of the subjects set forth in the working plan. In exceptionally justified cases, this form of tuition may be approved by the head of the Doctoral School considering the opinion of the lecturer and the approval of the Doctoral School Council alike.

#### **8.1.4.§ The regulations of the doctoral procedures**

The training syllabus of the PhD students participating in scholarship, daytime, correspondence self-funded and individual preparation in the framework of the organised forms of PhD programmes is the same, though the activities may be chronologically different.

##### **Academic year postponement:**

The doctoral schools may permit the interruption of a study period on up to three occasions, for a total period of three years. The interruption or postponement may be required for up to 2 semesters at the beginning of the semester, in justified cases it may be for a shorter term. The postponement request, supported by the supervisor, shall be submitted to the head of the Doctoral School. The head of the Doctoral School, in accordance with the opinion of the DSC, notifies the applicant and the supervisor on the postponement request. The PhD student requiring the postponement shall complete the ongoing semester and shall pass the previously taken subjects in the semester following postponement the latest. The PhD students participating in scholarship programme are not eligible for the scholarship during the postponement.

##### **Participating in doctoral programme at other higher education institution:**

The PhD student may request on the basis of the proposal of the supervisor and the DSC and upon the decision of the UDHC to continue his/her studies at another higher education institution.

##### **Transfer of the PhD student from other higher education institution:**

The transfer of the PhD student may happen upon his/her request in accordance with meeting the legal requisites (if the conditions of the study and research activity are provided in the framework of the doctoral programme), on the approval of the prospective supervisor, on the proposal of the head of the DS and the DSC and the decision made by the UDHC.

##### **Termination**

The student status is terminated by deletion from the list of students after a period of 72 months from the commencement date of admission.

##### **Part-time programme:**

The head of the Doctoral School may permit the recognition of the not more than six- month study abroad and the disbursement of the scholarship for this period. Regarding the study abroad lasting for 6 months but not longer than 12 months, the PhD student participating in the state-financed programme shall request the disbursement of the scholarship and the recognition of the study abroad by the UDHC on his/her request submitted to the chair of the UDHC. The scholarship shall not be disbursed for a study abroad exceeding 12 months.

##### **Tuition fee**

The UDHC takes decision (at least before the last meeting in the calendar year) on the amount of the tuition fee paid by the PhD students participating in self-funded programme.

The tuition fee shall be paid every month (by 15<sup>th</sup> of the month concerned) or every six months (by 1 September or 28 February)

The payment of tuition fee shall be registered separately at the Directorate of Economic Management.

The head of the doctoral school disposes of the use of the funds as set forth in the principles of the Doctoral Regulation.

The tuition fee of the participants in individual preparatory programme is set forth after the entrance exam by the heads of the Doctoral Schools (by 1 September or 28 February) and shall be paid in a lump sum or monthly upon request.

The payment of the tuition fee is registered by the respective Doctoral Schools and the amounts (supervisor fee, expenditures of the research, consultation fee and other material expenditures) are disposed by the head of the Doctoral School.

The PhD students participating in self-funded organised programme may request partial or full exemptions of the amount of the tuition fee at the beginning of each semester (by 15 September and 15 March).

The decision is taken by the committee consisting of the head of the Doctoral School, the representatives of the students and the Faculty coordinator on the basis of the proposal of the supervisor

The adjudication of the requests shall take into account the social conditions of the PhD student.

Payment exemption shall not be given for PhD students participating in individual preparation  
The payment of the tuition fee may be overtaken by the workplace or another legal entity.

### **Credit:**

The measurement unit of study, research work and other professional achievements performed towards the fulfilment of student obligations are called credits. The PhD student shall obtain an average of 30 credits per semester and 180 credits over the 3 academic years in total. The minimum number of the credits that shall be obtained is 15 per semester. If this requisite is not met, the PhD student shall not continue his/her studies. If more than 30 credits are obtained in a semester, they may be transferred to the next semester(s). (Each obtainable credit value is included in Annex 4,5,6,7.)

### **Working plan**

The PhD student participating in organised programme shall prepare a detailed working plan on the basis of the guidelines including the study, research and financial plan. (Annex 9.)

The working plan is prepared with the assistance of the supervisor. The working plan shall contain the scheduling of the required language exam obtainment.

The PhD student, the supervisor, furthermore the head of the workplace validate the working plan by 15 October of the given academic year and submits it to the officer of the UDHC.

Two (one of them external) reviewers are requested by the head of the DS to evaluate the working plan in written form.

The DSC takes commitment on the acceptance of the working plan, the acceptance of the working plan with supplementation or on the rejection of the working plan taking into consideration the opinion of the reviewer. In case the reviewers propose the amendment of the title, the DSC takes the final decision. The head of the DS validates the accepted working plans.

The chair of the DSC (or the secretary) notifies the supervisors regarding the resolution of the DSC by distributing the review.

The working plans not accepted or proposed for rework in accordance with the previous procedure shall be submitted within 1 month from the receipt of the review.

6. The secretary of the DSC shall have the working plan reviewed again and remits it to the DSC at their next meeting

7. In case of a repeated rejection of the working plan, the UDSC shall make a decision on the appointment of a new supervisor or on the change of the topic. If a serious default of the PhD student may be proved, (s)he may be excluded from the programme.
8. The PhD thesis topic may only be changed, on the basis of a written request, within the time period of the study.

### **Evaluating sheet:**

The PhD students participating in organised programme shall prepare an annual evaluation about their study and research work. This obligation is to be fulfilled by filling out the Evaluation sheet (Annex 10)

1. At the relevant point of the evaluation sheet, the supervisors evaluate the activity of the PhD student in written form and make proposals for the continuation of the training or the exclusion of the PhD student.
2. The head of the Doctoral School checks and signs the evaluation sheets.
3. The evaluation sheet filled by the PhD candidate and signed by the supervisor and the head of the Doctoral School is submitted in 2 copies to the PhD officer who submits one copy to the records
4. The officer submits one copy of the evaluation sheet to the assigned secretary of the DSC.
5. The chair of the DSC (secretary) shall make a comprehensive report on the activity of the PhD students and draw attention to possible deficiencies.
6. The DSC, the head of the Doctoral School, the supervisor and the representative PhD student of the given faculty carry out an examination of the cases in which the information sheet contains the declaration of the supervisor and the head of the Doctoral School concerning the exclusion of the PhD student or his/her incompetence to do research work. The proposal of the DSC is submitted to the UDSC by the head of the Doctoral School. The UDSC takes decision on the continuation or the termination of the doctoral work.

### **The offered subjects**

The lecturer responsible for the subjects takes decision on the offered subjects in accordance with the approval of the head of the Doctoral School.

### **Choosing the subjects, visiting the contact lessons:**

The PhD students participating in organised programme shall apply for the subjects offered by the Doctoral School in NEPTUN set forth in the study plan at the beginning of the semester.

The full time doctoral programme consists of 300 study-hours per semester and requires the personal assistance of the teacher (lecture, seminar, practice, consultation). The duration of these occasions is at least 45 maximum 60 minutes.

The lectures may be held every week or in blocks. The attendance at the lectures is obligatory for the PhD students who applied for the course and their absence shall be proved.

The courses of the PhD programme are public.

### **Participation in the preliminary defence and the open debate:**

The scholarship students all the time, the self-funded students at least once a semester shall participate in the preliminary defence and the open debate. The absence of the scholarship PhD students may only be proved by the permission of the head of the doctoral school on the basis of the consultation with the supervisor.

**Examination fulfilled at other higher education institution:**

Upon the request of the PhD student and on the basis of the proposal of the supervisor and the head of the Doctoral School, the DIT may allow the accounting of the credits earned at other accredited higher education institution if accredited Doctoral School exists at the relevant branch of science. The syllabus of the course, the certificate of the involved teacher and the result of the exam shall be enclosed to the request.

In case of foreign studies the same principle shall be applied.

**New subjects:**

The head of the Doctoral School is eligible for approving the subjects not included in the Doctoral School. The syllabus prepared by the lecturer and lecturer personal material (if (s)he is not listed as a contributor at the doctoral school) shall be submitted to the head of the Doctoral School at the secretariat of the UDHC, addressed to the head of the Doctoral School. The content of the syllabus: the name of the course, the name of the lecturer and the teachers, the type of the subject (compulsory, optional), the number of the available credits, educational objectives, the brief description of the topics, the order of the examination, the requirements of the subject and the recommended bibliography.

The head of the Doctoral School takes decision on the acceptance or rejection of the request on the basis of a proposal of the DSC.

The lecturer is informed about the decision by head of the Doctoral School.

The not institutional lecturers of the subjects are remunerated from the training framework.

The head of the Doctoral School takes decision on the way of accounting.

**Examination:**

Examining of the knowledge may be organised in several ways set forth in the syllabus of the subject : taking oral, written tests or preparing essays etc.

The departments shall preserve the authenticated signed transcript printed from the Neptun for 5 years, containing all the results relating to the given exam. The lecturer or the head of the department responsible for the subject shall register the evaluation of the subject in the Neptun at least the following day form the announcement of the result or the receipt of the document containing the evaluation.

**The rules of organising exams:**

On the basis of the University Organizational and Operational Rules (volume III.– The Rules of Organizing Exams and The Requirement System).

**Pre-degree certificate:**

In case of the PhD students participating in organized training programme meet the training requirements (minimum 180 credits), they obtain the pre-degree certificate.

The conditions of the issuance of the pre-degree certificate: the fulfilment of the study and research obligations, the payment of the tuition fee, the payment of other arrears, the declaration of the supervisor, the head of the Doctoral School, the chair of the UDHC on the issuance of the pre-degree certificate.

If the PhD student participating in organized training programme does not fulfil the study and research obligations required to the obtainment of the pre-degree certificate within the 3-year training, (s)he may complement it within maximum one year. Otherwise, (s)he will be terminated.

**Research place:**

The PhD student carries out his/her research work at the department, research place (usually at the work place of the supervisor) appointed by the head of the Doctoral School.

For PhD students participating in scholarship training, the primarily research place is at Kaposvár University or one of its Departments.

In exceptional cases, the research place may be appointed at other national and foreign universities or research institutes.

In this case, the statement of the head of the research institution is necessary to provide the research conditions.

The UDHC takes decision on the acceptance of the research place on the basis of the proposal of the supervisor in case of the approval of the DSC.

A PhD student participates in the work of the department (research place), events of the department, and adapts the working schedule of department.

**The teaching activities of the PhD students:**

The PhD student may be involved in the teaching activity or other departmental tasks by the supervisor or the head of the department. This activity shall not impede the PhD student in carrying out his/her tasks. The schedule of the PhD student shall provide him/her to fulfil the research obligations and the preparation for the exams. The details of the teaching activity of the PhD student (name of the subject, hours, student fee) is set forth in the PhD student contract (Annex 26). The working hours of this activity shall not exceed the 50% of the weekly full-time working hours in a semester. On the basis of the PhD student contract the PhD student is eligible for student fee. Its amount shall not be less than the minimum wage in case of the PhD student is employed in the 50% of the full-time working hours. In case of different employment, the time proportionate amount shall be paid.

**Educational grants:**

The cost of the research activity of the PhD student participating in scholarship training programme are covered by the normative training grant transferred from the Ministry of Human Capacities to the PhD student which may be supplemented by other tender amount and institutional sources. The head of the doctoral school divides the training grant framework and appoints the person initiating the commitment. The supervisor fulfils this position if it is possible. In the case of the research institution is not at the competent faculty of the doctoral school, the grant shall be transferred on the basis of a separate written contract.

## **9. § Individual Preparation**

- 1) The request for admission application shall be submitted to the rector of the university if the doctoral degree is to be obtained in the framework of the individual preparation. The mandate of the Admission Committee approved by the UDHC is 1 year. The DSC takes decision on the admission or the rejection at the following meeting or via electronic voting.
- 2) The conditions of the participation in individual preparation:
  - a) university degree or Master degree obtained in Master Programme
  - b) at least 10 years of teaching, research work
  - c) proper level of the publication activity on the basis of the unique character of the scientific discipline
  - d) a comprehensive, state-accredited, at least B2 (intermediate) level certificate or equivalent from one of the world languages (English, or German, French, Spanish and Russian) is required.
  - e) an official extract from the judicial records evidencing a clean criminal record, issued up to three months earlier
- 3) The opinion of an internationally recognised expert shall be enclosed to the request.
- 4) The doctoral training is organised on the basis of an individual programme.
- 5) No student status is established with the students participating in individual preparation so they are not bound to these obligations.
- 6) Before the degree obtainment the PhD students participating in individual preparation shall have the same level of knowledge as the PhD students participating in organised programme. In default of this level, on the proposal of the DSC, the UDHC may require a complementary exam that shall be taken before the comprehensive exam.

## **10. § Foreign language training**

Foreign citizens may also participate in the doctoral training if they meet the same requisites as the Hungarian students. Doctoral programme may be organised and offered in foreign languages by the university. The Doctoral School organising a foreign language PhD programme shall provide the relevant quality level and credit value in the foreign language course. All the information referring to the foreign language training is available on the homepage of the Doctoral School.

### **III. Doctoral Degree Obtainment**

#### **11.§ General conditions of the doctoral degree obtainment procedure**

The doctoral degree obtainment procedure begins with an application on the basis of the request submitted within a year from the obtaining the doctoral pre-degree certificate. In exceptional cases, at the commencement of the degree obtainment procedure, on the basis of the proposal of the head of the Doctoral School and taking into consideration the opinion of the DSC,) the UDHC may permit the postponement of an academic year for up to three occasions.

- 1) The student status of the doctoral candidate is established by the application for the doctoral degree procedure. The university shall fill out the doctoral candidate's master file simultaneously with establishing the doctoral student status.
- 2) The Doctoral degree procedure is a series of acts aimed at obtaining a doctoral degree, deemed to be within the framework of a PhD programme with regard to content but independent of the same in respect of legal and procedural aspects. If a PhD student commences the doctoral procedure prior to the end of the term of study, then, in addition to holding a student status, he/ she will also have the status of a PhD candidate.
- 3) The doctoral degree procedure involves the final doctoral exam and the open debate.
- 4) The doctoral candidate shall require the initiation of the doctoral degree procedure in written form by addressing the head of the doctoral school.
- 5) The conditions of the doctoral degree procedure:
  - a) The final examination shall be taken within up to two years as of the establishment of the student status of the doctoral candidate.
  - b) Verification of the two foreign language proficiency in order to cultivate the respective branch of science.
  - c) The submission of the doctoral dissertation and its defence in the open debate
- 6) The doctoral dissertation shall be submitted simultaneously with the request or within two years after the acceptance of the request. If the doctoral candidate does not meet the requisites, the doctoral degree procedure shall be terminated. At the time when the doctoral candidate submits his/her doctoral dissertation, (s)he shall issue a statement in written form that his/her doctoral dissertation was not submitted previously to the same branch of science at another institution and it was not rejected. The doctoral candidates states that (s)he is not under a procedure aimed at the withdrawal of a PhD degree and that a PhD degree awarded previously was not withdrawn from him or her. Furthermore, (s)he states that the dissertation is his/her own individual work and that references to literature are clear and complete.
- 7) A degree procedure shall be completed within one year as of submitting the dissertation.
- 8) A PhD candidate status terminates upon the closing of the degree procedure or in case a PhD candidate has failed to submit his or her completed doctoral dissertation within two years as of the date of establishing the PhD candidate status.

## 12.§ Final Examination

- 1) The final examination is part of the doctoral degree procedure and is a form of examining, in a summarised and comprehensive manner, the knowledge acquired by a PhD candidate participating in organised PhD programme or individual preparation in the branch of science of his or her research topic.
- 2) The certificate on the payment of the final examination procedure and the copy of the PhD degree pre-degree certificate shall be enclosed to the application form (Annex 11) at the application for the final exam by the PhD candidate participating in organised programme. The UDHC, on the basis of the proposals of the DSC in justified cases, may set an obligatory examination for PhD students participating in individual preparation, who shall fulfil it prior to the final examination.
- 3) A final examination shall be taken in public before a committee within up to two years as of the submission of the relevant application for the doctoral degree procedure.
- 4) The final examination consists of major and minor subjects (Annex 12). One major and one minor final examination subject shall be approved in each Doctoral School.  
The final examination categories (and the list of literature or bibliography) shall be drawn up to the subjects of the final exam with the coordination of the scientific leadership. The categories inform the final examination committee about the content of the training, therefore it is recommended to be comprehensive.
- 5) The subjects of the final examination are approved by the UDHC on the basis of the summarised opinion of the DSC. The qualification of a final examination may be „summa cum laude”, „cum laude”, „rite”(at least 91, 80 or 66% of the points that may be awarded) or „non sufficiente”.
- 6) The members of the final examination committee are appointed by the chair of the UDHC. The time and the venue of the final examination shall be decided by the head of the Doctoral School after the approval of the members of the committee.
- 7) The final examination committee consist of 5 persons (chair, secretary, 1 internal and 2 external members). The chair may be a professionally competent university professor or a professor emeritus of the higher education institution. In an exceptional case a habilitated associate professor or a habilitated professor may be in this position. The final examination shall only be held if the chair and 2 members (one of them is an external member) are present.
- 8) The results of a final examination shall be recorded in Minutes (Annex 13) and shall be announced immediately following the examination. The committee shall decide in a closed session and by secret voting using a scoring system from 0 to 5 concerning the major and the minor subjects. If the applicant does not reach the minimum 66% from one of the subjects, (s)he may attempt to take the final examination before the same committee on one occasion after a period of between six and twelve months.
- 9) Exemption from the final examination shall not be given.
- 10) The final examination and the public defence shall not be organised on the same day. The public defence shall be held only after the final examination.

### **13.§ Foreign language proficiency**

1) The certificates proving the language proficiency shall be submitted at the admission prior to the semester (first foreign language) and at submission of the doctoral dissertation (second foreign language).

2) The first language exam shall be a state-accredited comprehensive intermediate or a B2 level language certificate in one of the world languages (English, German, French, Spanish or Russian) and shall be proved by a complex state-accredited intermediate language exam or with an equivalent certificate.

**Foreign students, who are not native speakers of the English language, shall obtain a B2 level English language exam in accordance with the European frame of reference.**

3) The UDHC takes decision on the second language exam depending on the doctoral thesis topic approved by the DSC. If the first language exam is not in English, the second exam shall be in English. Any (basic) level comprehensive language certificate issued by an accredited examination centre and other language certificates (professional translation diploma, Certificate exam, TOEFL exam, further language exam certificates) shall be accepted as proof of foreign language proficiency as set forth in Section 2 (5) of Government Decree 137/2008. The UDHC takes decision on the acceptance of the latter ones individually.

### **14.§ Preliminary defence**

The PhD candidate shall prepare the draft dissertation and the thesis draft taking into consideration the requisites on contents and form on the basis of the Annexes of the Doctoral Regulation. The above mentioned documents shall be submitted in 4 copies to the head of the Doctoral School and organising the preliminary defence shall be requested.

In case of a foreign language dissertation, a thesis draft in Hungarian shall be prepared for the preliminary defence.

The preliminary defence shall be fulfilled at the department or at the organisational unit where the research activity of the PhD candidate was performed. After the approval of the supervisor, the head of the doctoral school invites one external and one internal (if required more) reviewer to evaluate the dissertation.

Having been approved by the head of the doctoral school, the preliminary defence is conducted by the head of department. In case of incompatibility or impeding, a university professors or a professor emeritus in full-time employment may fulfil his/her position. In exceptional cases a habilitated associate professor or a professor may also lead the defence.

Relating to the preliminary defence, the following shall be compulsory:

- the dissertation meets the requisites of form and content set forth in the Doctoral Regulation
- the results in the dissertation are the PhD candidate's own
- the dissertation contains new scientific results
- The publication activity of the PhD candidate meets the minimum requisites set by the UDHC and is verified by the database of the HSWL

Minimum 3 scientific publications from the topic of the dissertation shall be published. At least one of them shall be published in a nationally recognized paper included in the list

assembled by the competent department of the Hungarian Academy of Sciences (MTA). One of them shall have an impact factor.

On the basis of the opponents' review and the defence, the experts, (at least 6 people apart from the supervisor and the co-supervisor) holding academic title, form opinion to decide whether the dissertation may be submitted to the UDHC. The repetition of the preliminary defence and the rework of the dissertation and the thesis are proposed if further experiment, new data collection and substantial changes are required on the basis of decision taken over the defence.

Minutes of the preliminary defence shall be prepared. The signatories of the Minutes of the preliminary defence are: the chair and the secretary (keeper of the Minutes). The Minutes of the preliminary defence (its extent: 2-3 pages), the list of attendants and the opinion of the opponents shall be enclosed to the documentation at the application for the defence. One copy of the preliminary defence shall be sent to the opponents.

## **15.§**

### **The review procedure and the open debate**

#### **The doctoral dissertation:**

the document, creation or work completed by the PhD candidate, serving for the PhD candidate to prove, over the course of the doctoral degree procedure, that (s)he is able to solve a scientific task proportionate to the requirements of the academic degree, on his or her own

#### **Doctoral theses:**

It is a summary work prepared for the academic public on the basis of the doctoral dissertation, presenting the PhD candidate's scientific achievements that serve as a basis for the candidate to prove over the course of the doctoral degree procedure, that (s)he has prepared for obtaining the academic degree. The thesis is prepared in Hungarian and in English (and in any other language appropriate to the specifics of the relevant science).

The content and formal requirements of the doctoral dissertation are included in Annex 15.

For the application of the debate the following documents shall be enclosed to the application form

- 10 copies of the dissertation
- 10 Hungarian and 10 English copies of the thesis
- 2 CDs containing the Hungarian and the English language text of the dissertation
- a maximum one page long professional curriculum vitae narrated in third person singular
- the copies of the language certificates (identified with the original and verified, stamped and signed by the UDHC officer)
- the copies of the publication prints or validation of their acceptance and one copy of the last version of the manuscript ( final proof )
- the statement of co-authoring in case of publications with multiple authorship referring to the topic of the doctoral dissertation.
- the certificate on the payment fee of the defence of the doctoral dissertation
- registration of the publication list into the Hungarian Scientific Works Library.

The doctoral degree obtainment for PhD students admitted to foreign language courses is organised in the permitted language (final examination, dissertation, thesis, open debate)

PhD students participating in Hungarian language training shall require the foreign language defence and dissertation from the UDHC. On the basis of the opinion of the DSC, the UDHC takes decision on the permission.

An English language thesis shall be required in cases when it is written in a foreign language other than English along with the Hungarian language transcript.

**Review of the doctoral dissertation:**

The submitted doctoral dissertations and thesis are formally checked by the secretary of the DSC and the substandard dissertations are sent back to the PhD candidates for rework or completion.

The chair of the UDHC shall appoint two official external reviewers holding a scientific title (in exceptional cases one of them may be internal) for reviewing the doctoral dissertation.

The opponents shall not be the same as the opponents appointed to the preliminary defence. In exceptional cases maximum one of them may be appointed as a reviewer.

On the basis of the aspects (Annex 17) approved by the UDHC, the reviewers form their written opinion and make proposal for defence of dissertation. In order to clarify the contradictions and ambiguous statements, the reviewers may raise questions to the PhD candidate. The review shall be prepared within two months of the academic period and shall be submitted to the chair of the UDHC.

If one of the reviewers has a negative recommendation, the chair of the UDHC shall appoint a third reviewer

The reviews are sent to the candidates by the officer of the UDHC. The candidate shall send his/her written answers to the questions and opinions raised by the opponent to the secretariat of the UDHC and they shall be addressed to the chair of the UDHC within 2 weeks.

The time of the defence shall be set forth only if the answers given to the opponents' opinion are received at the secretariat of the UDHC. The open debate shall be organized at least 2 weeks later and within two months of the academic period of the graduate training.

The review committee and the candidate are informed by the UDHC prior to the defence. The dissertations, the thesis, the opinions of the opponents and the answers given to them are forwarded to the members of the review committee.

On the basis of the coordination with the supervisor and the head of the department, the officer of the UDHC shall inform the members of the UDHC and the experts of the relevant branch of science and send them the thesis and the invitation. The invitation of the defence shall be sent to the faculties by the officer of the UDHC and it shall be published by the faculties.

- 1) The doctoral dissertation shall be defended in an open debate in front of a defence committee.
- 2) The review committee consists of the chair, the secretary, 3 members and 2 official reviewers (opponents)
- 3) The chair of the committee shall be a professionally competent university professor or a Professor Emeritus of the University. In exceptionally justified cases a habilitated associate professor or a habilitated professor may fulfil this position.
- 4) At least 3 external experts holding an academic title shall be requested to the review committee.
- 5) Upon the request of the PhD candidate and on the basis of the supporting opinion of the review committee and the approval of the Doctoral Council of the University, a closed debate may be held if the doctoral dissertation has to do with a patent procedure or refers to qualified data for the purposes of national security.

6) The open debate shall be held if the chair, one of the opponents and at least 3 committee member (one of them shall be an external member) and including the secretary are present.

7) The PhD candidate shall elaborate on the thesis of his/her dissertation over the open debate and s verbally answer the questions raised by the opponents, review committee and the participants at the thesis discussion.

8) After closing the debate, the members of the review committee, present along the entire defence, shall decide on the acceptance or refusal of the dissertation in a closed session and by secret voting, using a scoring system from 0 to 5. The review committee shall subsequently announce the result of the voting in public

9) The acceptance requires at least 66% of the available scores.

10) The Minutes shall be made concerning the defence of the doctoral dissertation in the language of the defence (Annex 19). The Minutes is public. Upon the request of the PhD candidate, the higher education institution shall issue a certificate about the result of the final examination and the result of the defence, stating that the certificate does not mean the award of the doctoral degree.

11) In case of unsuccessful defence a new procedure may be implemented after at least two years and just once for the same doctoral topic.

12) After the approval of the UDHC, the doctoral degree is evaluated on the basis of the simple arithmetic average of the score of the final examination and the defence, and it may be *summa cum laude*, *cum laude*, or *rite* (the 91, 80 or 66% of the available points) or „*non sufficiente*” (below 66%)

### **The open debate**

- The open debate shall be organised taking into consideration the importance of the event at the relevant faculty of Kaposvár University
- A closed meeting is held by the review committee before the debate where the questions and the written opinions received in advance are discussed
- The open debate is conducted on the basis of the script (Annex 18)
- A list of attendants shall be prepared
- The open debate is conducted by the chair and the secretary presents the professional CV of the candidate
- The PhD student presents the more significant scientific results of his/her dissertation in a 20- minute presentation.
- The opponents summarise their opinion and raise their questions verbally (not by reading) and briefly.
- After the opponents opinion, the candidate shall answer the questions and reviews verbally (not by reading) in the form of a presentation.
- The members of the committee and all the participants may raise questions to the candidate, which shall be answered by him/her.
- Following the questions, there is opportunity to comment on the presentation of the candidate which shall be answered by him/her.
- After closing the debate, the opponents issue a statement on the acceptance of the dissertation and of the answers given to the opinion of the opponents. Next the review committee shall take decision concerning the dissertation and the performance of the PhD candidate in a closed session and by secret voting, using a scoring system from 0 to 5, furthermore forms opinion on the accepted scientific results. In case of reaching the minimum scores, the review committee makes proposal to the UDHC concerning the award of the doctoral degree.

- The result (score, classification, written evaluation) shall be announced to the participants of the debate

-

**An official reviewer or a member of the committee may not be those, who are:**

- a) a close relative of the candidate**
- b) or any other person from whom the objective adjudication of the case may not be expected**

## **16.§**

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

The award of the doctoral degree is decided by the UDHC. The members of the UDHC take decision on the award by secret voting on the basis of the Minutes of the final examination and the defence and on the information given by the member of the review committee. The meeting of the UDHC has quorum when the 2/3 of the attending reviewers vote supportive. The qualification of the doctoral degree is determined by the arithmetic average of the scores of the final examination and the defence.

## **17.§**

### **The publicity of the doctoral dissertation**

- 1) The doctoral dissertation is open for everyone. The higher education institution bears responsibility for the registration of the electronic and printed dissertation and thesis and the publication of these documents in full length in the database of the doctoral dissertation and thesis on its homepage.
- 2) One copy of the doctoral dissertation shall be deposited in a catalogued manner in the central library of the university where the degree was awarded.
- ) The doctoral dissertation and thesis shall be registered in electronic format in the Repertory of Hungarian Scientific Works marked with the DOI identifier in compliance with the generally accepted international practice, readily available for everyone.
- 4) Upon the request of the PhD candidate and subject to the positive opinion of the review committee and the approval of the UDHC, the publication of a doctoral dissertation or doctoral thesis affected by a patent or trademark procedure may be postponed up to the date of registration of the patent or trademark. A doctoral dissertation or doctoral thesis including data qualified for national security reasons shall be published after the period of qualification becomes over.

## **18.§**

### **Conferring doctoral degree with honours**

- 1) The conferment of the doctoral degree is held in a solemn graduation ceremony at least twice a year.
- 2) At the solemn conferment of the doctoral degree the PhD candidates take the doctoral oath, while the foreign candidates make a statement (Annex 22,)
- 3) If the PhD candidate is impeded and is not able to participate in the ceremony, the doctoral degree shall only be conferred at the next solemn ceremony.

4) The doctoral degree (Annex 20) is conferred by the rector, the chair of the UDHC and the dean of the relevant faculty. The secretariat of the UDHC bears responsibility for issuing the degrees and for the registration of the degree in the Ledger of Doctoral Degrees of the university.

### **19.§**

#### **Naturalization of scientific degrees obtained abroad**

The Doctoral Council of Kaposvár University is entitled to naturalization of scientific degrees obtained abroad (on the basis of the Act C of 2001 on the recognition of foreign certificates and degrees and Act LXXX of 1993 on Higher Education).

The recognition and the naturalization of the degree shall be initiated at Kaposvár University.

The university will take conclusive decision on the award of the scientific degree (Annex 20)

The scientific degree obtained abroad is naturalized by the UDHC if it meets the given requisites and may be obtained on the basis of the doctoral scientific training organised at the University. The courses of the training shall be adoptable to the syllabus of one of the accredited doctoral schools or may become adequate by the fulfilment of some additional conditions.

To the naturalization request the following shall be enclosed:

- professional CV
- one copy of the dissertation
- the list of the publications from the topic of the dissertation (if they are not included by the dissertation)
- the original certificate or its authenticated copy
- The authenticated copy of the document (e.g. report card), issued by the foreign higher education institution proving the term and the criteria of the studies (subjects, exams, theses, final examination) .
- the Hungarian authenticated translation of the above mentioned documents
- the certificate on the payment of the fee of the procedure

The following documents may be required from the applicant over the recognition and naturalization procedure:

- The copy of the diploma or the certificate proving his/her previous studies obtained before the actual degree procedure
- If the documents, submitted to the request do not give the sufficient information to the evaluation, the copies of those documents giving information about the institution, the study order and the study programme shall also be submitted.

The UDHC evaluates the submitted naturalization request from formal and content aspects. The UDHC makes the relevant DSC opponents form opinion on the submitted documents. This opinion will be forwarded to the UDHC. The opinion shall contain the statement of the head of the relevant doctoral school.

In case of the naturalization of the postgraduate course obtained abroad, the DSC examine whether the time, the subjects, the exams of the course, the final examination, the dissertation and other criteria meet the requisites set forth in the Doctoral Regulation.

In case of a lower level fulfilment, the naturalization shall be accepted only with meeting the given requisites (taking the final examination, defence of the doctoral dissertation)

Taking into consideration the opinion of the DSC, the members of the UDHC vote for the acceptance of the request by show of hands (yes/no). The rejection of the request shall be justified specifically. The UDHC of Kaposvár University takes decision on the naturalization.

## **20.§ Science Ethics determination**

- 1) In the doctoral procedure the University shall accept and apply the principles and procedures relevant to plagiarism of the Science Ethics Code of the Hungarian Academy of Sciences (MTA). The general rules of the administrative procedure shall not be applied and the decisions may be challenged neither in the courts of justice nor by administrative bodies.
- 2) A doctoral degree may be withdrawn if it was partially or fully obtained by the entitled person by presenting the intellectual creation of another person as his own, or used untrue or forged data in the dissertation, thus misleading or keeping deceived in this way the body or person acting in the doctoral procedure. The procedure for the withdrawal of a doctoral title may only be conducted if the holder of the title is still alive at the start of the procedure.
- 3) The acts referred to the paragraph (2) above shall not lapse and the impeachment shall affect only the person entitled to the title.
- 4) The procedure for the withdrawal of a doctoral degree may be requested from the chairman of the UDHC having issued the title by the person that proves or makes the statements probable on good grounds as included in paragraphs (2-3) above, or has a doctoral scientific degree or equivalent in the field of science related to the topic of the challenged dissertation.
- 5) The withdrawal of a doctoral degree shall be decided by the UDHC. The chair of the UDHC makes proposal for the withdrawal of a doctoral degree and shall request the decision from the Doctoral Council operating at the relevant branch of science whether the content of the 2 paragraph is relevant to the holder of the title. Experts may be appointed over the withdrawal procedure of the doctoral degree and the aspect of the concerned person shall also be taken into consideration. If the concerned person does not participate against the official notification or requests the dismissal of his/her hearing, the UDHC is eligible to take decision on the merits. If in a procedure, launched upon the request of the original author, it is found by a valid decision that the copyrights were infringed before the commencement of the procedure, the UDHC is not required to conduct a procedure in this matter since such valid decision shall be sufficient to withdraw the degree. The appeal against the decision shall be submitted to the HAC. The HAC takes decision after the opinion of the NDC.
- 6) The valid decision to withdraw a degree shall be published by the University.
- 7) If a doctoral degree is withdrawn, the affected individual shall not apply for a new degree procedure for five years

## **IV. The management of the doctoral schools**

### **21.§ The incomes and the expenses of the doctoral school**

The regulation refers to all the incomes and the expenses of the doctoral school except the scholarships.

1. The incomes of the doctoral training

- a) training support given by the product of the number of the state-funded students and the norm. Source: budgetary support
- b) scientific support given by the product of the number of the state-funded students and the research norm. Source: budgetary support
- c) tuition fee paid by the self-funded students
- d) other incomes (the fee of the procedure, support of foundations and sponsors)

2. The expenses of the doctoral training:

- a) the salary of the doctoral administrator (proportionally)
- b) the staff expenditure of the doctoral degree obtainment
- c) the material expenditure of the doctoral degree obtainment
- d) expenditures in the framework of doctoral research work

3. The allocation and utilization of each income:

The educational and scientific framework is accepted together with the budget of the university at the commencement of the year. 80% of the product of the number of the students and the norm and its time proportionate part shall be taken into consideration before the budget is accepted,

The monthly framework for the ensuing period shall be set on the basis of the final framework after the acceptance of the budget.

a) Training course support:

- 15% of the training support covers the general expenditures of the faculties and may be utilised by the commitment of the dean.
- 85% of the training course support covers the expenditures relating to the educational costs of the doctoral school. The framework may be utilised on the basis of the countersignature of the head of the doctoral school and the dean. When studies are suspended, no scholarship may be received. During part time studies inland or abroad the time proportionate part of the training course support may be utilised at the place of the training.

b) Scientific support: (Doctoral School in Animal Science)

- on the basis of the proposal of the head of the doctoral school, maximum 25% of the scientific support covers the expenditures of the general costs relating to the research work. The framework, not used for this purpose, will be distributed to research topics by the end of the year.
- 75% of the scientific support may be utilised on the basis of the proposal of the supervisor with the commitment of the dean

- c) Scientific support: (Doctoral School in Management and Organizational Sciences)
- on the basis of the proposal of the head of the doctoral school maximum 50% of the scientific support shall cover the expenditures of the general costs relating to the research and education. The framework, not used for this purpose, will be distributed to research topics by the end of the year.
  - 50% of the scientific support may be utilised by the commitment of the dean on the basis of the proposal of the supervisor.
- d) Tuition fees and other incomes:
- 15% of the incomes cover the general costs of the faculty and the doctoral school is eligible to 85%, taking into consideration that the incidental VAT is not added to the framework. The framework may be utilised on the proposal of the head of the doctoral school with the commitment of the dean.

#### 4. Other rules:

Over the utilization of the framework, the regulations of the university shall be taken into consideration, especially the Covenant Regulation and the Management Regulation.

Commitment for the scientific support of the PhD students is no longer available after the successful preliminary defence.

Following the completion of the open commitments, the topic number is closed and any remainder is transferred to the general cost topic number of the doctoral school related to research.

## 22.§

### **Supports and grants provided for the PD candidate**

The Doctoral Council set forth the state and institutional funding for the PhD student paid by Kaposvár University and the amount, the conditions and the title of the charges (at the last council meeting before the current year). It is valid from September for a 12 month period (Annex 25). More information is published to provide further information to the PhD candidate in the university brochure on admission, on the basis of the Regulation of Fees and Receipts .

- 1) State-funded doctoral scholarship may be provided for:
  - Hungarian citizen PhD students of the university participating in organised full-time doctoral programme
  - in accordance with a statute or an international treaty, for foreign PhD students under equal treatment with Hungarian national PhD students
- 2) The amount of the monthly transferred scholarship is set forth by Government Decree
- 3) The deadline of the transfer of the scholarship is the 10<sup>th</sup> of the given month
- 4) If the student status is suspended, the PhD candidate is not eligible for the scholarship
- 5) Scholarship during studies abroad shall be paid for maximum six months and may be disbursed for a maximum 12 months.
- 6) The amount of the number proportionate normative of the PhD students shall only be utilised for the support of the PhD students.
- 7) A PhD student who is entitled to state-scholarship with regard to the PhD programme is also eligible for textbook grants.
- 8) The scholarship PhD students are eligible for accommodation in the dormitories

- 9) The scholarship PhD student may be eligible for regular social scholarship and for exceptional social scholarship. The exceptional social scholarship is a one-time receipt on the basis of the principles and the order of procedure set forth in the Regulation of Fees and Receipts
- 10) The Student Welfare Committee of each faculty and the representatives of the PhD students take decision on the amount of the social scholarship and the exceptional social scholarship
- 11) The PhD students participating in organised programme are eligible for other allowances (study leave, working time reduction, exemptions from certain costs)
- 12) Natural and legal persons may support the study of the PhD student with the countersignature of the university.

**Services available to students participating in state scholarship:**

- a) to support their studies in fulfilling the training and academic requirements of the doctoral programme , their first chosen lectures, seminars, consultations, research practice and on-site work, to acquire the doctoral comprehensive examination, reports, examinations, the retake on one occasion of failed reports and examinations during the procedure of obtaining a degree , as pertained in paragraph 53(2)
- b) The use of the equipment of the institution relating to the charge free service (library, the base service of the library, laboratory, information technology, sport and leisure activities)
- c) Student counselling
- d) The first issue of all the documents relating to the doctoral degree obtainment if the Government Decree does not state more favourable conditions for the PhD candidate.

**23.§**

**The fees, charges and other allowances paid by the PhD students**

- 1) The scholarship PhD student is exempted from paying the procedural fee if (s)he commences the degree obtainment procedure within the term of study.
- 2) The self-funded PhD students and the PhD students participating in individual preparation pay tuition fee. Its amount is determined in each academic year. The PhD students participating in individual preparation are exempted from the tuition fee after the fulfilment of the final examination.
- 3) The tuition fee shall be paid in a lump sum in each semester (till 1st September or 28th February) or in each month (till 15th of the given month). The administrator informs the PhD students about the order of the tuition fee.
- 4) If the tuition fee payment is delayed by the PhD student, special procedural fee shall be paid. If the payment of the tuition fee is missed, the PhD student shall not enrol to the next semester and shall not obtain the pre-degree certificate.
- 5) In justified cases, the PhD student may require the postponement of the tuition fee payment once in a semester till the commencement of the following semester.
- 6) The PhD student shall not pay tuition fee if (s)he is eligible for exemptions from

- payment of the costs on the basis of a procedural rule or an international treaty.
- 7) Upon the request of the PhD student (s)he may become eligible for exemptions from the payment of the costs or releases if (s)he fulfils the time proportionate studies and research tasks set forth in the working plan and his/her social circumstances makes it justified .
  - 8) The request for the exemption and the release shall be submitted to the relevant departmental coordinator with the proposal of the supervisor at the beginning of the semester (till 15th September, 15th March). The committee forms opinion about the requests. The members of the committee are the head of the DS, the departmental coordinator and the representatives.
  - 9) The amount of the paid tuition fee shall be managed separately
  - 10) The amount of the tuition fee of the self-funded PhD students and the PhD students participating in individual preparation shall be utilised for hourly rates, charges of the supervisors, the operating expenses of the doctoral training, the organizational costs of the doctoral programme, public educational purposes and other material expenditures.
  - 11) The PhD students participating in self-funded foreign language training shall pay tuition fee and research fee on the basis of a personal financial plan taking into consideration Annex 25.
  - 12) In case of the PhD student requiring accommodation in student hostels, charges shall be paid. (The amount of the charge is different in each dormitory)
  - 13) The UDHC takes decision on the fees of the PhD students and on the charges of the doctoral degree obtainment of the PhD candidate annually.

## **V. The appeal**

### **24.§**

- 1) The appeal may be filed against the admission procedure and in all the fields of the doctoral degree obtainment.
- 2) The appeal shall be filed against procedural error or law infringement to the chair of the UDHC in written form.
- 3) The appeal shall be filed within 8 working days from the notification of the objected procedure. The appeal shall be accounted for with the attached written documents serving as legal basis .
- 4) The UDHC takes decision on the appeal
- 5) The relevant person is notified about the decision by the rector within 15 days
- 6) The appellant bears the costs of the appeal.

## **VI. The disciplinary procedure**

### **25.§**

- 1) Disciplinary procedure may be launched against the PhD student by the head of the doctoral school on the basis of the proposal of the supervisor or the lecturer.
- 2) The least serious form of the disciplinary procedure is the written notification.
- 3) If the misconduct of the PhD student is proved, depending on its seriousness, the work of the PhD student may be suspended or (s)he may be excluded from the doctoral programme on the basis of the initiation of the head of the doctoral school. The relevant DSC may take proposals and the decision is taken by the UDHC.

## **VII. Other provisions**

### **26.§**

- 1) The title of the candidate of sciences is equal to the doctoral (PhD) degree.

### **27.§**

- 1) Foreign students participate in the doctoral programme on the basis of a certain regulations of the law. (Section 39 (1) of the Act CXXXIX of 2005 on Higher Education)

### **28.§**

- 1) With the preliminary approval of the President of the Republic, Kaposvár University awards the title of **Promotio sub auspiciis presidentis Rei Publicae** for those who meet the requisites of the Act CXC (11) of 2011 on National Public Education and the Act LXXIX (29) of 1993 on Public Education. The relevant person requires the award of the Honours doctorate title by submitting it to the UDHC. The chair of the UDHC submits the proposal of the request to the UDHC and forwards it to the Senate on the basis of the resolution of the UDHC. The Senate takes decision on the approval of the request. The request is submitted with the resolution of the Senate to the Minister for Education. (S)he submits it to the President of the Republic to approve the award of the Honours doctorate title. The certificate is issued by the Senate. The higher education institution, making proposal to the award of the Honours doctorate title, covers all the costs relating to the award.
- 2) Kaposvár University may initiate the award of the title of Doctor Honoris Causa and Doctor et Professor Honoris Causa for the relevant Hungarian and foreign people (annually for 1-5 persons). People with outstanding international-level public activities and close relationship with the University may be awarded the title of Doctor et Professor Honoris Causa if (s)he is not employed as a public servant. The award of the title of the Doctor Honoris Causa and the Doctor et Professor Honoris Causa is initiated

by the professors of the university, the deans of the faculties, or the rector of the university. The Senate takes decision on the submission on the basis of the opinion of the UDHC. The laudation is prepared by a committee consisting of three professors. The certificate of the Doctor Honoris Causa and the Doctor et Professor Honoris Causa shall be published in Hungarian, in English and in Latin. For the award of the title of the Doctor Honoris Causa and the Doctor et Professor Honoris Causa a ceremonial public Senate meeting is organised.

## **VIII. The quality assurance**

### **29.§**

Doctoral training and degree obtainment is a multi-level procedure with the participation of the PhD student, the UDHC, the members of the DSC, the supervisors, the reviewers and the lectures and researchers supervising the work of the PhD student. The principle of the quality assurance determines all the phases of this procedure. The quality is guaranteed by the personal criteria, the infrastructure of the university, the national and international relations.

The chair of the UDHC bears responsibility for the quality assurance of the doctoral training and the degree obtainment. The head of the DS bears responsibility for the quality assurance of the DS. The doctoral training and the degree obtainment involves the trainings offered by the university, thus its quality assurance system is part of the quality assurance system of the university and is continuously supervised by the University Quality Evaluation Committee.

The students are admitted on the basis of their admission application, the entrance exam taken in front of a committee, and their other documented scientific work carried out over the graduate training (Scientific Students' Conference publications, etc...) The DSC takes decision on their admission on the basis of the proposal of the Admission Committee appointed by the UDHC. Their performance is controlled by the working plan approved by the UDHC and evaluated by the DSC.

The final examination is the first part of the doctoral degree procedure and is a form of examining the knowledge acquired by a PhD candidate in a summarised and comprehensive manner. A final examination shall be taken in public before a committee whose members are among the most outstanding experts of the branch of science, nominated by the chair of the UDHC. The open debate is organised and its committee is appointed only after the preliminary defence, the positive reviews and proposals. The PhD student shall meet the minimum publication requisites of the topic of the dissertation set forth by the UDHC (Annex 16). The UDHC takes decision on the award of the doctoral degree.

The wide range of professional publicity is aimed to be reached in all parts of the doctoral training and the doctoral degree obtainment. The best known representatives of the relevant branch of science actively participate in the final examination, the preliminary defence and the open debate. The minimum number of the external members is set forth in the DR.

The monthly organised "PhD Round table talks" provides the publicity, where the PhD candidates provide information about their scientific work and results to the students and the lectures of the two doctoral schools. A professional debate is organised after the presentation.

The main points of the quality assurance of the doctoral training and the degree obtainment are summarised in a table (Annex 23).

The provisions of the Doctoral Regulations of Kaposvár University relating to the period from the admission to the award of the doctoral degree are included in the following parts.

## **IX. Closing provisions**

### **30.§**

The University Doctoral and Habilitation Council

- 1) the Doctoral Regulation is public and is published on the homepage of the university and the Hungarian Doctoral Council.
- 2) a register about the doctoral degree procedure shall be recorded
- 3) the doctoral certificate is issued after the successful doctoral training and degree obtainment making the PhD candidate eligible for owning the title of “PhD” or “Dr.”
- 4) the doctoral degree is issued in Hungarian and in English. (Annex 20)
- 5) a central registration on the awarded doctoral degrees shall be recorded, thus making them public on the internet and available for anyone.

The present Doctoral Regulations of the University is amended by the Senate in compliance with the 44/2013. (VI.26.) modified regulation at its meeting of 26 June 2013 in accordance with the submitted procedure. The amendments enter into force from the date of the decision.

Kaposvár, 26th June 2013.

On behalf of the Senate

Prof. Dr. Ferenc Szávai DSc  
rector

The present Doctoral Regulations of the University is amended by the Senate with the 112/2013. (X.15.) modified regulation at its meeting of 15 October 2013, in accordance with the submitted procedure. The amendments enter into force from the date of the decision.

Kaposvár, 15th October 2013.

On behalf of the Senate

Prof. Dr. Ferenc Szávai DSc  
rector

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**THE REGISTRY OF THE EXISTING LEGISLATION RELATING TO THE  
DOCTORAL TRAINING AND DEGREE OBTAINMENT**

- Act CCIV of 2011 on Higher Education
- Government Decree No. 387/2012 (19 December) on doctoral schools, the award procedure and the habilitation
- Act C of 2001 on the recognition of foreign certificates and degrees
- Government Decree No. 79/2006 (5 April) on measures required for the implementation of Act CXXXIV of 2005 on Higher Education
- Government Decree No. 137/2008 (16 May) on the certified state-accredited foreign language attainment and on the nationalisation in the Republic of Hungary of certificates of foreign language attainment issued abroad
- Government Decree No. 19/2012 (22 February) on higher education quality assessment and some aspects of its development
- Government Decree No. 51/2007 (26 March) on scholarship and charges to be paid by the students participating in higher education.
- Government Decree No. 50/2008 (14 March) on financing the higher education institutions on the basis of educational, scientific and sustaining normative.
- Government Decree No. 423/2012. (29 December) on the higher education entrance procedure

**Other regulations:**

- The HAC resolution No. 2012/7/III/9  
(Supplemented with the HAC resolution No. 2012/10/V/1-3)  
The review aspects of the establishment and operation of the Doctoral Schools  
In force from 1<sup>st</sup> September 2012. The document may change after the publication of the new Government Decree.
- Organizational Rules of the HAC

<b>APPLICATION FOR PHD TRAINING</b>
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Name of the applicant:	
Place and date of birth:	
Mother's name:	
Nationality:	
Permanent address:	
Mailing address:	
Phone number:	
E-mail address:	
Workplace:	
Position:	
University diploma (number, date, rating, trade, issuing institution):	
Language skills (degree, type, exam time):	
The applied doctoral school:	
Training form: scholarship, self-funded (with full-time employment) individual:	
Title of the proposed doctoral topic:	
Supervisor:	
The co-supervisor of the doctoral topic:	
Other remarks:	

**Attention!** The following shall be enclosed to the application:  
the university diploma (certificate of school attendance), the copy of the language certificate, the proof of payment of the admission procedure fee, a recommendation from a recognised expert, the statement of the head of the workplace to support and provide the conditions of research in case of the self-funded PhD students and the PhD student participating in individual preparation.

## KAPOSVÁR UNIVERSITY

Professional CV

### *Scientific activity*

Scientific Student Association

	Branch of science, section	Year	Rank
University			
National			

***Publication activity (numbers of the publications)***

	in Hungarian:	in foreign language:
Published in peer-reviewed professional journals:		
Presentation published in congress publication:		
Poster:		
Published in informative journal:		
Other:		

***Attention!*** The verification of the result of the Scientific Student Association and the publication list shall be attached to the application.

**KAPOSVÁR UNIVERSITY**

*The schematic exposition of the planned doctoral topic  
(on a separate sheet if necessary)*

As the undersigned I declare that no admission application was submitted to a different university this year ....., ..... year ..... month ..... day

.....  
The signature of the applicant

The statement of the supervisor on the conditions:

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The opinion of the head of the workplace of the supervisor (head of the department, director of the Institute)

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The opinion of the head of the doctoral school:

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.....

***Attention!*** The draft of the topic shall be agreed by the supervisor and the head of the doctoral school and the application shall also be signed

KAPOSVÁR UNIVERSITY

Name: \_\_\_\_\_

Training form: \_\_\_\_\_

The written evaluation and proposal of the admission or the rejection by the entrance examination committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The proposed training form:           scholarship/ self-funded/individual preparation\*

The admission scores of the applicant:

University diploma:	
SSA activity:	
Publication activity:	
Entrance interview: - professional knowledge	
- other professional knowledge	
Extra points – further language knowledge	
ALL POINTS:	

Kaposvár, 201... ..

.....  
Chair of the entrance examination committee

.....  
Member of the entrance examination committee

The decision of the DOCTORAL SCHOOL COUNCIL:

**The applicant was admitted/was not admitted\* to a scholarship/self-funded/individual\* doctoral (PhD) training.**

**Remarks:**

Kaposvár, 201... ..

.....  
Head of the Doctoral School

.....  
Chair of the UDHC

*\*Suitable shall be underlined!*

## EVALUATION SCORES AT THE ENTRANCE EXAMINATIONS OF THE PHD STUDENTS

**1. The value of a university diploma obtained within 5 years:** **0-30 point**  
(Calculation: after each tenth 2 points is given over the 3,5 average)

**2. Scientific Student's Association activity:**

	<u>departmental SSA</u>	<u>university SSA</u>	<u>national SSA</u>
1st place	4 points	5 points	10 points
2nd place:	3 points	4 points	9 points
3rd place:	2 points	3 points	8 points
participation:	1 point	2 points	7 points

At the dissertation written in one topic only the highest SSA activity shall be counted. The points shall not be merged

**3. Publications:** - according to the credit table– 1 credit = 1 point

**4. Professional knowledge, aptitude ( oral examination)**

**4.1. In case of the applicants graduated within 5 years:**

- habitus (professional knowledge), general intelligence, presentation skills) 0-25 point
- on the basis of other additional performances (teaching, research, second degree etc.) 0- 5 point

**4.2.\* In case of the applicants graduated later than 5 years ago:**

- Knowledge, habitus 0-50 point
- on the basis of other additional performances (teaching, research, second degree etc.) 0-10 point

**5. Language knowledge**

- First foreign language - advanced level 5 point
- Second foreign language - basic level 2 point
- intermediate level 4 point
- advanced level 6 point

The maximum points for language knowledge: 10 point

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**Total scores available:** **80 + points for the publication**

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\*The available 30 additional points for the applicants graduated later than 5 years ago is equal to the available points given for the academic achievements of the applicants graduated within 5 years.

**TABLE OF CREDIT VALUES**  
**FOR THE PHD STUDENTS OF THE DOCTORAL (PHD) SCHOOL OF ANIMAL**  
**SCIENCE**

1. **Accepted working plan** 8 credits  
 The credits are approved by the head of the doctoral school after the decision of the doctoral school.
  
2. **Educational credits** (subject list)  
 The approval of the credits on the basis of the successful exam
  
3. **Research credits**  
 The approval of the credit is on the basis of the certification of the supervisor .
  - research work 14 credits/semester
  - 3 months study tour 14 credits
  - 6 months study tour 28 credits
  - For shorter study tours proportionately fewer credits are available
  
4. **Teaching credits:**
  - teaching less than 2 lessons per week 1 credit/semester
  - teaching over 2 lessons per week 2 credits/semester
  
5. **Other credits**  
 The credits are approved by the head of the DS on the basis of the decision of the DSC
  - Presentation at a professional event in Hungarian 1 credit
  - Presentation at a professional event in a world language 2 credits
  - Abstract or poster published in a proceeding of a national conference 2 credits
  - A full work published in a proceeding of a national conference 3 credits
  - Abstract or poster published in a proceeding of a foreign conference 3 credits
  - Refereed abstract published in a foreign scientific journal 4 credits
  - A full work published in a proceeding of a foreign conference 4 credits
  - Article in a foreign scientific journal 8 credits
  - Hungarian article in a scientific journal 4 credits
  - Foreign language article in a Hungarian journal 6 credits
  - Professional article in other journals or proceedings 2 credits
  - Thesis consultation as a graduated student 2 credits
  - Preparation of a student for the Academic Student Conference 2 credits
  - Final report, part of a book, or note 4credits/sheet, max. 8 credits

## **Credit approval of the publications published in multiple authorship or impact factor journals**

- In case of the publication was written only by a student, (s)he is eligible for the credit value on the basis of the credit table.
- In case of multiple authorship, if the PhD student is the first author, (s)he is eligible for the 100% of the available credits as an appreciation for the leadership role in the publication, regardless of the number of the co-authors.
- If the PhD student is not the first author, the co-authors (second and further ones) share the 100% of the available credits. From this aspect, in case of two authors, both of them are eligible for the 100% of the credit value in recognition of the relatively high performance in the publication. In case of three authors, the 2<sup>nd</sup> and the 3<sup>rd</sup> author receives the 50-50% of the credits. In case of four or more authors, they are eligible for the 40-40% of the credit values.
- Publication in impact factor journals is rewarded with additional points as the preference of the quality. This is a compensation for the participation in multi authorship but valuable publications. The above mentioned credit value of the PhD student is multiplied by a multiplier. The calculation of the multiplier: 1+the impact factor of the relevant journal. Its value shall not be less than 0.3.

The PhD student shall obtain 30 credits in each semester and 180 credits in total over the three- year training. The minimal credit value is 15 in a semester. If (s)he does not meet this requisite, his/her study shall not be continued. In case when more than 30 credits were obtained, the additional ones may be calculated for the following semester(s).

## KAPOSVÁR UNIVERSITY FI72153

**THE SUBJECTS AND THE CREDITS OF THE DOCTORAL TRAINING IN THE  
DOCTORAL SCHOOL OF ANIMAL SCIENCE**

Name of the subjects	Credit	Hours	Semester						
			I.	II.	III.	IV.	V.	VI.	
Statistical procedures and experimental design I.	3	30	30						
Statistical procedures and experimental design II.	6	60		60					
Informatics in scientific research I.	6	60	60						
Informatics in scientific research II.	4	40		40					
Production Physiology and Biochemistry	10	100		100					
Scientific Publications and Completion of dissertation	6	60			60				
<p><b>The optional subjects are available on the basis of the working plan. There are no optional subjects in the I. semester. They are proposed in the II., III., IV. semester.</b></p>									

**Subjects, lecturers, credits**

<b>Subjects</b>	<b>Lecturer</b>	<b>Credit</b>	<b>Hours</b>
<b>Compulsory courses</b>			
Statistical procedures and experimental design I.	Dr. Csaba Hancz CSc, professor	3	30
Statistical procedures and experimental design I.	Dr. György Kövér PhD, associate professor	6	60
Informatics in scientific research I.	Dr. János Farkas PhD, associate professor	6	60
Informatics in scientific research I.	Dr. János Farkas PhD, associate professor	4	40
Production physiology	Melinda Kovács DSc, professor	10	100
Scientific publications and completion of dissertation	Dr. József Stefler CSc, professor emeritus	6	60
<b>Optional courses</b>			
Agricultural research and consulting in the European Union	Dr. Dávid Mezőszentgyörgyi PhD, professor	4	40
Animal biotechnology	Dr. István Magyary PhD, associate professor	4	40
Poultry Genetics	Dr. Péter Horn MHAS, professor emeritus	4	40
Poultry nutrition	Dr. János Tossenberger PhD, professor	4	40
Digital imaging (CT, MR) possibilities in vivo applications in animal breeding	Dr. Róbert Romvári DSc, professor	4	40
Ethology	Dr. Vilmos Altbäcker DSc, professor	4	40
Pigeon breeding	Dr. Péter Horn MHAS, professor emeritus	4	40
Grass growing and utilisation	Dr. Ferenc Dér CSc, associate professor	4	40
Freshwater fish culture	Dr. Csaba Hancz CSc, professor	4	40
Genetics of fish	Dr. Péter Horn MHAS, professor emeritus	4	40
Biology of the Rabbit	Dr. Zsolt Szendrő DSc, professor emeritus	4	40
Genetics of the Rabbit	Dr. Zsolt Szendrő DSc, professor emeritus	4	40
Rabbit feeding	Dr. Zsolt Szendrő DSc, professor emeritus	4	40
Hydrobiology	Dr. Csaba Hancz CSc, professor	4	40

Hatching biology and technology	Dr. Ferenc Bogenfürst CSc, professor emeritus	4	40
Ruminant nutrition	Dr. Tóthi Róbert PhD, assistant professor	4	40
Horse breeding	Dr. Árpád Bokor PhD, associate professor	4	40
Population genetics	Dr. István Nagy PhD, senior researcher	4	40
The genetics of the pig	Dr. Péter Horn MHAS, professor emeritus	4	40
Swine nutrition	Dr. János Tossenberger PhD, professor	4	40
Swine production technology	Dr. Péter Horn MHAS, professor emeritus	4	40
Cattle breeding	Dr. József Stefler CSc, professor emeritus	4	40
Deer breeding and farming	Dr. Péter Horn MHAS, professor emeritus	4	40
Feed analytics	Dr. Éva Vargáné Visi PhD, associate professor	4	40
Management technologies in chicken production	Dr. Péter Horn MHAS, professor emeritus	4	40
Waterfowl breeding	Dr. Ferenc Bogenfürst CSc, professor emeritus	4	40
Qualification of Animal Products	Dr. Róbert Romvári DSc, professor	4	40
Lipids of the animal organisms	Dr. András Szabó PhD, associate professor	4	40
Ethical guidelines for research in animal science	Dr. József Lanszki PhD, professor	4	40
Wild mammals research methodology	Dr. József Lanszki PhD, professor	4	40
Swine as an animal model in experiments in medical and veterinary research	Dr. Zsolt Petrási PhD, associate professor	4	40



- Foreign language article in a Hungarian journal 6 credits
- Professional article in other journal or proceedings 2 credits
- Final report, part of a book, ore note 4credits/sheet, max. 8 credits

### **Credit approval of the publications published in multiple authorship or A and A+ impact factor journals**

- In case of the publication was written only by a student, (s)he is eligible for the credit value on the basis of the credit table.
- In case of multiple authorship, if the PhD student is the first author, (s)he is eligible for the 100% of the available credits as an appreciation for the leadership role in the publication, regardless of the number of the co-authors.
- If the PhD student is not the first author, the co-authors (second and further ones) share the 100% of the available credits. From this aspect, in case of two authors, both of them are eligible for the 100% of the credit value as a recognition of the relative high performance in the publication. In case of three authors, the 2<sup>nd</sup> and the 3<sup>rd</sup> author receives the 50-50% of the credits. In case of four or more authors, they are eligible for the 40-40% of the credit values.
- Publication in impact factor journals is rewarded with additional points as the preference of the quality. This is a compensation for the participation in multi authorship but valuable publications. The above mentioned credit value of the PhD student is multiplied by a multiplier. The calculation of the multiplier: 1+the impact factor of the relevant journal. Its value shall not be less than 0,3.

The PhD student shall obtain 30 credits in each semester and 180 credits in total over the 3 years training. The minimal credit value is 15 in a semester. If (s)he does not meet this requisite, his/her study shall not be continued. In case of more than 30 credits were obtained, the additional ones may be calculated in the following semester(s).

**THE SUBJECTS AND THE CREDITS OF THE DOCTORAL TRAINING IN THE DOCTORAL SCHOOL FOR MANAGEMENT AND ORGANIZATIONAL SCIENCE**

Name of the subjects	Credit	Hours	Semester					
			I.	II.	III.	IV.	V.	VI.
<b>Compulsory courses</b>								
Quantitative Research Methods and Econometrics	60	6		60				
Informatics in Scientific Research	60	6	60					
Management Research Methods	60	6			60			
Economic Theory and Economic Policy	60	6	60					
A Paradigm Shift in Economics	60	6			60			
Theory of Money	60	6		60				
Corporate Management	60	6	60					
Corporate Sustainability and CSR	60	6		60				
Summa	480	48	180	180	120			
<b>Optional courses (minimum 2 courses: 12 credits, compulsory)</b>								
1st branch of science	120	12			60	60	60	
2nd branch of science	120	12			60	60	60	
3rd branch of science	120	12			60	60	60	
Summa Optionals		24						
Summa All		72	180	180	180	180	180	

**Subjects, lecturers, hours and credits**

**Compulsory courses**

Subject	Lecturer	Hour	Credit
Quantitative Research Methods and Econometrics	Dr. György Kövér PhD	60	6
Informatics in Scientific Research	Dr. János Farkas PhD	60	6
Management Research Methods	Dr. Gyula Varga DSc	60	6
Economic Theory and Economic Policy	Dr. Sándor Oroszi CSc	60	6
A Paradigm Shift in Economics	Dr. Ferenc Szávai DSc	60	6
Theory of Money	Dr. József Varga PhD Dr. Gábor Kürthy PhD	60	6
Enterprise Management	Dr. Csaba Borbély PhD	60	6
Corporate Sustainability and CSR	Dr. Sándor Kerekes DSc	60	6

**Subjects of the optional courses in each branch of science**  
(fulfilment of minimum 2 subjects is compulsory)

Subjects	Lecturer	Hour	Credit
<b>Organization Science, Management, Marketing</b>			
Agricultural and Food Marketing	Dr. Zoltán Szakály CSc Dr. Viktória Szente PhD Dr. Orsolya Szigeti PhD	60	6
Tertiary sector management	Dr. Csaba Borbély PhD Dr. Imre Repa PhD Dr. Anett Parádi-Dolgos PhD	60	6
Managerial Accounting and Controlling	Dr. Irén Wickert PhD	60	6
Human Resource Management	Dr. Péter Bertalan PhD Dr. Judit Podráczky PhD	60	6
<b>Finance and Economic Policy</b>			
Monetary Economics	Dr. József Varga PhD Dr. Gábor Kürthy PhD	60	6
Corporate finance and risk management	Dr. Anett Parádi-Dolgos PhD Dr. Irén Wickert PhD	60	6
Financial Crises	Dr. Gábor Kürthy PhD	60	6
Special Issues in Dealing with Financial Data	Dr. György Kövér PhD	60	6
<b>Key chapters of economics</b>			
The global economy of the 21st century. The theory of international relations	Dr. Ferenc Szávai DSc	60	6
Regional economics, regional planning and regional policy	Dr. Zoltán Gál PhD	60	6
Agricultural and Rural Policy	Dr. Gábor Udovecz DSc Dr. Csaba Sarudi CSc	60	6
Sustainable development, environmental economics and management	Dr. Sándor Kerekes DSc	60	6

## SUBJECT DESCRIPTION

<b>The name of the subject</b>				
<b>The name of the subject in English</b>			<b>The language of the teaching:</b>	
<b>Compulsory pre studies:</b>				
<b>Name of the lecturer:</b>	<b>All compulsory hours:</b>		<b>Kind of the subject:</b> (compulsory or optional)	
	<b>lecture:</b>	<b>practice</b>	<b>credit value</b>	
<b>Part subjects</b>			<b>Conditions of choosing the part subjects</b>	
<b>name</b>	<b>teacher</b>	<b>Hours</b>		<b>Credit value</b>
		<b>lecture</b>	<b>practice</b>	
<b>Participating teachers:</b>				
<b>The description of the subject and part subjects</b> (maximum of 10 lines form each one)				
<b>Compulsory bibliography:</b>				
<b>Recommended bibliography:</b>				
<b>Course announcement</b>	<b>Even year</b>		<b>Autumn semester</b>	
	<b>Odd year</b>		<b>Spring semester</b>	
The type of the exam: (written, oral, essay writing)				
<b>Rating Scale:</b> (classified by a pentavalent scale or may be differently from this)				

**Remark:** non-bold text may be deleted having the only purpose for providing information. If necessary, the description of the subjects and the list of the bibliography may be continued on a separate sheet

**GUIDE FOR PREPARING THE WORKING PLAN  
FOR THE PHD STUDENTS PARTICIPATING IN ORGANISED DOCTORAL  
PROGRAMME**

<b>Cover</b>	
Name of the PhD student	
Name and head of the doctoral school	
Supervisor	
Co-supervisor	
Title of the doctoral thesis topic	
Training form (scholarship, self-funded):	

**Study plan:**

- Subjects (compulsory, optional), lecturers, credits, subjects in each semester

<b>Research plan</b>	
Title of the research topic	
Antecedents of the research topic with bibliographic reference:	
Objective, method, the description of experiments:	
Schedule of the preparation of the thesis:	
Publication plan	
Schedule of the study tour (national and foreign)	
Schedule of the obtainment of the necessary language exam	

**Cost Plan (describing the sources):**

- Experimental costs, study tours, events and the other major material costs.

<b>Clause</b>	
The opinion of the supervisor:	
The opinion of the head of the workplace of the supervisor (head of the department, director of the institute)	
The opinion of the head of the doctoral school.	
Opinion of the head of the workplace (only necessary in case of the PhD students participating in self-funded programme)	

Date, signature

**Remark:**

1. The acquisition of the opinions expressed in the first clause is the responsibility of the PhD student.

KAPOSVÁR UNIVERSITY FI72153

**THE EVALUATION SHEET OF THE STUDY AND RESEARCH WORK OF THE  
PHD STUDENTS PARTICIPATING IN SCHOLARSHIP AND SELF-FUNDED PHD  
PROGRAMME**

Name of the PhD student:

year:

academic year:

Training form:	
Doctoral School:	
Supervisor:	
Co-supervisor:	
Title of the doctoral thesis topic:	
Research place:	

		I.	II.	III.
The value of the credits earned so far	<b>Year:</b>			
	<b>Accepted working plan</b>			
	<b>Academic credit:</b>			
	<b>Research credit:</b> Research work: Study tour abroad:			
	<b>Other credits:</b> Presentation: Publication: Doctoral thesis consultation: Preparation of a student for SSA:			
Summa:				
Language proficiency: The level, the type, the date and number of the language exam:				
Number of the published publications (the list of the publication and the copy of the publications shall be enclosed)	Hungarian:		Foreign language	
Presentations held (venue, date, titles of the presentations)				
National study tour (venue, date, source)				
Foreign study tour (venue, date, source)				
Teaching activity: (subject, hour):				
The framework of the so far utilised training cost (PhD)				
The summarised evaluation of the experimental work already carried out				
Other remarks:				

.....  
PhD student

*For PhD students participating in organised programme I-II. year*

**The written evaluation of the supervisor:**

**Statement:**

..... PhD student has fulfilled his/her time proportionate duties, (s)he is suitable for continuing the doctoral training and research work on the basis of the scientific activities carried out so far.

**Remarks:**

.....,

.....

supervisor

.....,

.....

head of the doctoral school

*Remarks:*

*The first page of the evaluation sheet shall be filled in by the PhD student participating in organised programme at the end of the academic year and shall be submitted to the supervisor and the head of the doctoral school. The 2 copies of the evaluated and signed sheets shall be submitted to the officer at the end of every September.*

*For PhD students participating in organised programme 3rd year*

**The written evaluation of the supervisor:**

**Statement:**

..... PhD student has fulfilled his/her training duties, so on the basis of the earned..... credit value and the scientific research work, the issuance of the pre-degree certificate is proposed.

**Remarks:**

....., .....  
supervisor

....., .....  
head of the doctoral school

....., .....  
the chair of the University Doctoral  
and Habilitation Council

**Remarks:**

*The first page of the evaluation sheet shall be filled in by the PhD student participating in organised programme at the end of the academic year and shall be submitted to the supervisor and the head of the UDHC. The 2 copies of the evaluated and signed sheets shall be submitted to the officer at the end of every September.*

**APPLICATION FORM  
FOR THE FINAL EXAMINATION**

Undersigned ..... PhD candidate apply for the final examination

Personal details:	
Name:	
Maiden name:	
Mother's name:	
Permanent address:	
Mailing address:	
Workplace:	

The institution issuing the university diploma:	
The number and the date of the diploma	
The faculty providing the doctoral programme:	
Training form:	scholarship, self-funded, individual*
Registry number	
Date of the pre-degree certificate:	
Name of the Doctoral School	
Name of the supervisor:	
Name of the co-supervisor:	
Title of the doctoral thesis topic:	
The major subject of the final examination:	
The minor subject of the final examination:	
Remark (the required period of the final examination)	

<p><b>The opinion of the head of the Doctoral School</b></p> <p style="text-align: right;">.....</p>
--

....., .....day ..... month ..... year.

.....  
PhD candidate

*\*Suitable shall be underlined!*

*Remark: During the application for the final exam, the provisions of the Doctoral Regulation shall be followed.  
Annexes: The copy of the pre-degree certificate, the certificate on the payment of the procedural fee.*

KAPOSVÁR UNIVERSITY FI72153

**THE SUBJECTS OF THE FINAL EXAMINATION OF THE DOCTORAL SCHOOLS  
OF KAPOSVÁR UNIVERSITY**

**DOCTORAL SCHOOL OF ANIMAL SCIENCE**

<b>Major subject:</b>	The biology and environmental contexts of livestock breeding
<b>Minor subject:</b>	Research and evaluation methodology

**DOCTORAL (PHD) SCHOOL FOR MANAGEMENT AND ORGANIZATIONAL SCIENCE**

<b>Major subject:</b>	The economic and financial aspects of regional competitiveness
<b>Minor subject:</b>	1. Regional and Rural Development
	2. Corporate Management
	3. Agricultural Economics and Agricultural Policy
	4. Finances
	5. Marketing
	6. Economic and social analysis and design methods

**MINUTES**  
**OF THE FINAL EXAMINATION**

The name of the PhD candidate/ Student ID	
Maiden name	
Graduation:	
Discipline of the degree obtainment:	
The branch of science of the degree obtainment:	
Name of the Doctoral School	
Name of the supervisor/ Teaching ID	
Name of the co-supervisor:	
Major subject of the final examination:	
Minor subject of the final examination:	
Members of the final examination committee:	
Chair/ Teaching ID	
Secretary/Teaching ID	
Members/Teaching ID 1st	
Teaching ID 2nd	
Teaching ID 3rd	

The questions of the final examination committee:

Major subject:

\_\_\_\_\_

Minor subject:

\_\_\_\_\_

The evaluation of the answers of the PhD candidate:

\_\_\_\_\_

<b>The result of the secret voting of the final examination committee:</b>		
	Major subject:	Minor subject:
5 points were given	member	member
4 points were given	member	member
3 points were given	member	member
2 points were given	member	member
1 point was given	member	member
SUMMA points:	%	%

The average of the total points available from the major and minor subjects is....., the .....% of the available points.

The qualification of the final examination:

....., .....day ..... month 20.....

P.S.

.....  
 chair of the final examination committee

.....  
 secretary of the final examination committee

.....  
 member of the final examination  
 committee

.....  
 member of the final examination  
 committee

.....  
 member of the final examination  
 committee



KAPOSVÁR UNIVERSITY FI72153

## **THE FORMAL AND CONTENT REQUISITES OF THE DOCTORAL DISSERTATION AND THESES**

### **1. The size of the dissertation and thesis:**

The size of the doctoral (PhD) dissertation and the Hungarian and English theses are in the same B5 size.

### **2. The cover, the title page and the font size**

**The following information shall be written in black capital bold letters on the cover (cardboard, any pastel colour shades):**

- **DOCTORAL (PhD) DISSERTATION – 20**
- **NAME OF THE AUTHOR – 20**
- **THE PLACE OF THE SUBMISSION BY FACULTIES - 14**
- **THE YEAR OF THE SUBMISSION - 14**

The subtitles of the inner cover:

- UNIVERSITY – 14, below the FACULTY - 12, below or next to the Institute – 12 or Department - 12
- The head of the Doctoral School - 11, below the NAME - 12, below or next to his/her academic degrees (normal member of the Hungarian Academy of Sciences, correspondent member of the Hungarian Academy of Sciences, D.Sc., the scientific candidate of ..... or PhD) - 11
- Supervisor - 11 below the NAME - 12 and below or next to his/her academic degree - 11
- TITLE OF THE DISSERTATION - 14
- Created - 12, below the NAME OF THE AUTHOR - 14
- VANUE OF THE SUBMISSION - 11
- Year of the submission - 12

The subtitle of the cover of the thesis is homologized with the subtitles of the inner cover

### **3. Layout of the dissertation**

#### **A) type dissertation**

- 3.1. Contents (decimal number)
- 3.2. Introduction (antecedents)
- 3.3. Literature review (the evaluation and the literary processing of the research topic). The literary references are in accordance with the usual manner
- 3.4. Objectives of the dissertation
- 3.5. Materials and methods (the place of the experiments, circumstances, conditions, materials, tools, the used databases and methods)
- 3.6. Results and their evaluation (the results summarised in tables, illustrated by figures, mathematical-biometric calculations; written evaluation of the results)
- 3.7. Conclusions and recommendations (reference to other studies, both theoretical and practical utilization)
- 3.8. New scientific results
- 3.9. Summary (concise summary of the results and conclusions). Summary in foreign language (English) (2-3 pages)
- 3.10. Acknowledgements
- 3.11. Bibliography (in alphabetical order, taking into consideration the references in the text)
- 3.12. The published dissertation relating to the topic of the publications
- 3.13. The published dissertation not relating to the topic of the publications
- 3.14. Short (maximum half a page) professional CV

## **B) type dissertation**

1. General prologue with bibliography (literary review)
2. Conclusions of the literary figures
3. The objectives of the dissertation
4. The methodology summary of the dissertation
5. Chapter 1 (article sent for publication or published in a scientific journal)  
Chapter 2 (article sent for publication or published in a scientific journal)  
Chapter n (article sent for publication or published in a scientific journal)
6. General discussion with bibliography (the summarised discussion of the previous chapters depending on the topic of the dissertation)
7. Conclusions
8. New scientific results
9. Summary in English and in Hungarian
10. Acknowledgements
11. Publications related to the topic of the dissertation \*
12. Publications not related to the topic of the dissertation
- 13 Short professional CV

\* The minimum requisites are the same as at the A) type dissertation

## **4. Typing, word-processing proposals**

- Microsoft Excel
- Font: Times New Roman, line spacing 1.5, justified, two-sided printing
- Font size: 12, 14 (title), 10 (footnote)
- Margins: top 2 cm, bottom: 2.5 cm, inner: 3.0 cm, outer: 2 cm
- The chapters shall be written on a separate page
- The number and title of tables are placed over, and the number and title the figures are placed below
- Tables: single line spacing, font size: 10, font: Times New Roman
- The full content of the thesis should not exceed 120 pages

## **5. Theses**

Above the outer cover: THESES OF THE DOCTORAL DISSERTATIONS - 18; and subtitles of the inner cover of the thesis: see previous page

Layout of the thesis:

- Research backgrounds and objective
- Materials and methods
- Results
- Conclusions
- New research results
- Proposals (theoretical and practical use)
- Publications written in the topic of the dissertation; educational publications; presentations (conferences, symposia, discussions, meetings)

KAPOSVÁR UNIVERSITY FI72153

**PUBLICATION REQUISITES SET FORTH  
FOR THE SUBMISSION OF THE DOCTORAL DISSERTATION**

The PhD student shall meet the minimum publication requisites from the topic of the dissertation set by the UDHC

*The following qualify as publication:* scientific publication, university textbook, technical book or their separate chapters and complete materials (proceedings) of a presentation held at a scientific conference.

Scientific publications e.g. the summary of conference proceedings (abstracts) or publications published in educational journals may be the part of the publication list.

***Scientific publication:***

A publication is deemed to be a scientific publication if it meets the following requisites:

it is published in the year when the journal possesses impact factor or journals that have an editorial committee, the submitted manuscripts are vet, the entire bibliography is found at the end of the thesis and in case of a thesis in Hungarian a foreign language summary is available.

The journals accepted by the relevant branch of science of the Hungarian Academy of Sciences shall be deemed to be scientific journals.

The UDHC and the DSC (from the topic of the dissertation) set forth the following publication minimum:<sup>(1)</sup>

- at least 3 scientific publication shall be published from the topic of the dissertation <sup>(2)</sup>
- one of them shall be in foreign language, published in a recognized scientific journal
- at the Doctoral School of Animal Science a dissertation with IF is compulsory
- in a justified case, the proceedings of two international conferences is equal to a vet article published in a journal.

(1). The publications may be accepted if the editorial committee issues a certificate that they have been accepted for publishing

(2). At least in one scientific publication the writer of the dissertation is the first author

**KAPOSVÁR UNIVERSITY FI72153**

**PROPOSAL  
TO THE EVALUATION OF THE DOCTORAL DISSERTATION**

Please, mention the following questions in the written evaluation of the dissertation:

- The novelty, the actuality and the scientific and economic importance of the topic of the doctoral dissertation.
- The standard of the literature processing.
  - Does the processing contain the important scientific antecedent relating to the topic?
  - Did the PhD candidate process the literature of the topic in an analytical and critical way?
  - Did the PhD candidate rely on already known scientific results in the composing the experimental objective?
- Is the experimental methodology sufficient? Is the chosen methodology suitable for the examination of the objectives?
- The modernity and reliability of the research method applied in the experiments.
- The level of the processing of the experimental results and the mathematical-statistical evaluation of the results.
- Does the PhD candidate compare his/her results with the literature (debate)?
- The relevance of the conclusions on the basis of the experimental results.
- Does the dissertation contain new scientific results? Which results of the PhD candidate are accepted as new results by the opponent?
- Does the publication activity of the PhD candidate relating to the dissertation meet the requisites?
- Does the dissertation meet the formal requisites?
- The structure and the division of the dissertation
- Are the tables and figures of the dissertation clear?
- The style of the dissertation and the correct use of the terminology.
- Are the references made according to the rules?
- The appearance of the dissertation.

**KAPOSVÁR UNIVERSITY FI72153**  
DOCTORAL AND HABILITATION COUNCIL

**THE SCENARIO OF THE DOCTORAL DEFENCE  
PRIOR TO THE CLOSED MEETING OF THE REVIEW COMMITTEE**

The members of the Review Committee share their opinion and questions relating to the dissertation and theses. The chair summarise the raised questions and issues to be clarified. If necessary, the chair request information from the supervisor or from the PhD candidate.

*The open debate*

The Chair welcomes the participants in the debate, and announces:

The Doctoral and Habilitation Council of Kaposvár University releases the procedure of the dissertation of .....(Name of the PhD candidate) with the.....title.

The PhD candidate succeeded in the departmental defence and took a successful final examination in front of the final examination committee

*on the ..... of....., 20.....  
qualification (.....points - .....%)*

The PhD candidate was admitted to scholarship – full time/correspondence, self-funded (PhD) programme/individual preparation at the Doctoral School of Animal Science/ Doctoral School for Management and Organizational Science of Kaposvár University in .....  
(S)he completed his/her doctoral work at the Doctoral School of Animal Science/Doctoral School for Management and Organizational Science of Kaposvár University.

**The head of the Doctoral School:.....**

The scientific work of the PhD candidate was carried out with.....(PhD, Csc, DSc) the supervisor, co-supervisor (at the.....Department).

The following Review Committee was appointed for evaluating the dissertation by the UDHC

Chair:  
Secretary:  
Opponents:  
Members:

I announce that I have not received any information related to incompatibility or partiality either from the candidate or from the Review Committee in advance, so I declare that the debate may be held.

- The secretary of the Review Committee is asked to present the professional CV of the PhD candidate
- The PhD candidate is asked to expose briefly the main thesis of his/her dissertation in a free presentation.
- Taking turns, the opponents are asked to share their opinion and questions about the PhD dissertation.
- The PhD candidate is asked to answer the review questions.
- The opportunity for rejoinder is given to the reviewer.

- The secretary of the Review Committee is asked to present the questions of the committee (the secretary gives the questions over to the PhD student in written form.)
- The committee is asked whether the answers of the PhD candidate are accepted
- The members of the committee are asked to put their questions. (The chair also asks questions in accordance with his/her intention)
- The opportunity is given to the participants to ask questions from the PhD candidate.
- The PhD candidate answers the questions raised as agreed, separately or all of them at the same time.
- The chair asks the audience if anyone wishes to comment
- The secretary of the committee is asked to present the written opinions and reflections after the comments. (in case they exist)  
The opponents are asked separately to declare their supportive opinion or rejection.
- It is announced that the committee withdraws for decision making..... and the result will be announced at .....

### **Closed meeting, evaluation**

The qualification of the defence and the filling of the minutes are set forth in the Doctoral Regulation and the procedural rules of the UDHC. The minutes (and the annexes) shall emphasise the results accepted by the committee

### **The announcement of the results, the closure of debate**

- The numerical evaluation and resolution of the committee is presented by the chair.
- The chair asks the secretary to read the written evaluation relating to the defence.
- The chair draws attention to the fact that the UDHC bears responsibility for the award of the doctoral degree, and the PhD candidate will be informed about the decision of the council at a later time.
- The chair closes the meeting (congratulates the PhD candidate).

Kaposvár, .....day.....month, 20.....

**MINUTES  
ABOUT THE OPEN DEBATE OF THE DOCTORAL DISSERTATION**

The name of the PhD candidate/Student ID:	
Maiden name:	
University degree	
Name of the Doctoral School:	
Supervisor /Teaching ID:	
Co-supervisor /Teaching ID:	
Time of the open debate:	
Venue of the open debate:	
Language of the open debate:	
The title of the dissertation:	
The members of the review committee and their academic title:	
Chair/Teaching ID:	
Secretary/Teaching ID:	
Members/Teaching ID: 1.	
/Teaching ID: 2.	
/Teaching ID: 3.	
The official reviewers and their academic title:	
1. Teaching ID:	
2. Teaching ID:	

The questions discussed in the open debate:
---

The evaluation of the answers of the PhD candidate:

Questions raised after the debate at the closed meeting of the review committee

The proposal of the official reviewers:

Proposal to the award of the doctoral degree:

Proposal to the rejection of the dissertation:

The opinion of the review committee on the dissertation and the new accepted scientific results by the committee:

The result of the secret voting of the review committee		
5 points were given:		member
4 points were given:		member
3 points were given:		member
2 points were given:		member
1 point was given:		member
The available maximum points are....., the total number of the given points is....., the .....% of the available points.		

The qualification of the debate

The proposal of the review committee

....., ..... day.....month 201....

P.S

.....  
the chair of the review committee

.....  
the secretary of the  
review committee

.....  
the opponent of the  
dissertation

.....  
the opponent of the  
dissertation

.....  
the member of the  
review committee

.....  
the member of the  
review committee

.....  
the member of the  
review committee

FI 72153

**PHD DIPLOMA**

We, the Rector and the Doctoral and Habilitation Board of Kaposvár University hereby announce that

\_\_\_\_\_

born in \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, mother's maiden name \_\_\_\_\_, has conducted special studies, acquired a high standard knowledge, completed his doctoral training, defended his thesis with success and proved his ability to carry out independent research.

The afore-named person is awarded the scientific degree of

***Doctor of Philosophy (PhD)***

in \_\_\_\_\_ science.

The classification of his diploma is: \_\_\_\_\_

The afore-named person is authorized to use the abbreviation PhD or Dr in accordance with the legal regulations.

In witness whereof we have affixed to this Doctoral (PhD) Diploma the seal of the University and our own signature, and have delivered the same to his hand.

Kaposvár, on the \_\_\_\_\_ day of \_\_\_\_\_,

Chairman of the Doctoral and Habilitation Board  
of the University

Rector of the University

FI 72153

**RESOLUTION**

Doctoral and Habilitation Council of Kaposvár University  
for.....  
nationalisation the doctoral (PhD) degree issued by the  
.....University on the ..... discipline  
on the .....of ....., .....  
making the named person entitle to using the abbreviation of  
"Doctor of Philosophy (PhD)," or "Dr.".

**JUSTIFICATION**

The decision of the Doctoral and Habilitation Council of Kaposvár University is  
taken on the basis of the Act C (3) of 2001 on the recognition of foreign  
certificates and degrees and on the Doctoral Regulation (19).

Kaposvár, .....

The chair of the University Doctoral  
and Habilitation Council

The Rector of the University

**STATEMENT**  
**(for foreign citizens)**

I, ..... declare, that I shall behave in a manner worthy of the doctors of the University, I shall comply with the ethics of sciences, I shall also in the future continue to work on developing my discipline, I shall serve with my knowledge my country and the universal human culture. I endeavour through all this to further the reputation of Kaposvár University, which conferred the degree of doctor on me. I shall bear with due respect towards the University at all times.

I shall endeavour to gain reputation with my professional attainments to my country, to Kaposvár University and to myself.

(signature)

Kaposvár, ..... of ....., .....

**QUALITY CONTROL POINTS IN THE PROCEDURE OF THE DOCTORAL (PhD)  
DEGREE OBTAINMENT**

<b>Control point</b>	<b>Responsibilities</b>
Admission	DSC (on basis of the proposal of the Admission Committee approved by the UDHC)
The acceptance of the working plan	Head of the DS (on the basis of the proposal of the DSC taking into consideration the opinion of the two opponents)
The annual evaluation sheet	UDHC (on the basis of the proposal of the DSC)
The issuance of the pre-degree certificate	The chair of the UDHC (on the basis of the statement of the supervisor and the head of the DS)
Final examination	UDHC
Preliminary defence	Head of the DS
Open debate	UDHC
The award of the degree	UDHC

## SELF-EVALUATION SHEET FOR SUPERVISORS

Name of the supervisor:

position:

Name of the co-supervisor:

position:

The supervised PhD candidate's	name:	
	training form:	
	year:	
	academic year	
Title of the doctoral topic:		
Research place:		
Place of the experimental work:		
The already obtained credits of the PhD student		
The credits obtained by the PhD candidate in the given year		

Dissertations published in the given year (together with the student and the student's own dissertations) The publication list and the copy of the publications shall be enclosed / appended	in Hungarian	in Foreign Language:
Conference participation:		
- together		
- the student alone		
Study tour contributing to the doctoral programme:		
National study tour (time, venue, source)		
Külföldi tanulmányút (ideje, helye, forrása): Foreign study tour (time, venue, source)		
Tender contributing to the doctoral programme:	submission:	obtainment

Involving the student into the departmental work: (teaching, practice control, final examination consultation)

.....  
 .....  
 .....

Cost management

planned cost for the relevant year:

utilised costs of the relevant year

What time proportional stage is the doctoral procedure in?

.....  
 .....

What other sort of challenges (material-personal) have occurred?

.....  
 .....

How do you rate the chances of the successful completion of the program?

**THE PROCEDURAL AND OTHER FEES RELATING TO THE DOCTORAL  
ADMISSION AND THE DEGREE OBTAINMENT**

**1. Procedural fees:**

Procedural fee of the admission: the all-time maximum set by the law

Procedural fee of the degree obtainment:	100 000 Ft
a. fee of the final examination	30 000 Ft
b. fee of the defence of the doctoral dissertation	70 000 Ft

Procedural fee of the foreign language degree obtainment	200 000 Ft
Procedural fee of the foreign language degree obtainment for Hungarian citizens	200 000 Ft
Nationalisation fee of the degrees obtained abroad	10 000 Ft

**2. Honorariums:**

(the honorarium is charged with social security contributions set forth in the all-time prevailing laws)

The chair of the Review Committee:	8 000 Ft
The reviewers of the Review Committee:	10 000 Ft
Further members of the Review Committee:	5 000 Ft

The chair of the Final Examination Committee:	5 000 Ft
The members of the Final Examination Committee:	3 000 Ft

The chair of the Admission Committee:	3 000 Ft
The members of the Admission Committee:	3 000 Ft

The councils of the Doctoral School take decision on the utilisation of the incomes from the admission procedure and doctoral degree procedure.

The councils of the Doctoral School take decision on further fees taking into consideration the relevant laws and the University Regulations.

### PHD STUDENT CONTRACT

concluded between Kaposvár University (7400 Kaposvár, Guba Sándor u 40, Ministry of Education Identifier. FI 72153, represented by ..... rector, hereinafter referred to as the University)

and ..... (name) .....  
(maiden first and surname) ..... (address)  
..... tax identification number ..... (student registration number code) hereinafter referred to as PhD student at the present date with the following conditions:

#### 1. Content of the Contract

1.1. The parties state that the PhD student holds student status with the University at the ..... doctoral programme. The parties agree that the PhD student - as a liability arising from the student status - participates in the University's teaching and research-related activities.

In applying this contract, the research-related activities of the parties shall be considered separately from the research topic of the PhD student.

1.2 The PhD student participates in the teaching and/or research activity of the University set forth by this contract.

1.3. The PhD student is entitled to the allowances referring to his/her student working fee on the basis of his/her work carried out in his/her first doctoral training during the specified training period.

The PhD student states, by signing this contract, that (s)he establishes student status with the University and

- participates in his/her first doctoral programme
- participates in his/her second or further doctoral programmes
- as well as

the activity specified in this contract which will be fulfilled within the training period set forth by the qualification requirements.

the activity specified in this contract which will be fulfilled over the training period set forth by the qualification requirements.

#### 2. The duration of the contract

2.1. This contract entered into force for a fixed period from ..... to ..... in the 20..... / 20..... academic year within the I/II semester.

#### 3. The time and venue of the work

3.1 The venue of the PhD student is (Name and address of the department and faculty)

.....  
.....  
.....

The PhD student acknowledges that (s)he is obliged to carry out his/her research activity in other places and addresses indicated by his/her work manager if the activity requires it.

- 3.2. The PhD student is obliged to fulfil..... working hours in each month as his/her working hours may be a maximum of 87 hours a month on the basis of the present contract.
- 3.3 Set forth in the Section 48 (4) of the Act CXXXIV of 2005 on Higher Education in the view of the limit of his/her employment within the framework of this contract and on the basis of all the PhD contracts between the parties for the given semester and also considering the work determined and involved in the present contract, the PhD student work shall not exceed the present ..... working hours.

#### **4. Student fee**

- 4.1. The PhD student is entitled to remuneration in case of the fulfilment of his/her tasks on the basis of the present contract. This is gross..... Ft/ hour, a total of .....  
...Ft/month which is the personal base salary according to the Labour Code.
- 4.2 The amount of the net student fee is transferred to PhD student's bank account at the .....Bank or by postal order to the address given in the present contract until the 10<sup>th</sup> day of the month following the current month.
- 4.3 The PhD student fee in the view of the section 46 (6) Act on Higher Education and determined in a separate law is exempted from the charges to the extent of the lowest prevailing compulsory wages and salaries.
- 4.4. The PhD student states that apart from the income of the present contract (s)he is not on the pay list of any other organisations set forth in the Act CXVII. of 1995 on Personal Income Tax and the extent of his/her present remuneration does not exceed the amount to be taxed. The PhD student takes liability to report forthwith if the sum of his/her student fee earned from any other organisations exceeds the value limit to be tax free. According to his/her decision (s)he either terminates the other legal relationship or forthwith reimburses the University for any payment obligations arising from exceeding the tax free value limit. The responsible dean may exempt the PhD student in writing from this obligation if the faculty undertakes the additional costs charged from the University. The failure of this obligation means the serious breach of the contract and in addition to the existence of the reimbursement of the obligation, the contract may be forthwith terminated.
- 4.5 By signing this contract, the PhD student acknowledges that the information has been received relating to him/her set forth in the section 76 (7) on the Act of Labour Law. The PhD student acknowledges on the basis of the present contract that (s)he does not claim any other allowances or preferment from the University in addition to the student fee.

#### **5. The work tasks that shall be carried out**

- 5.1 The PhD student is liable to carry out the work tasks set forth in the present contract:
- a) participates in.....course education tasks, holds particular seminar, practical sessions and consultations, supervises written examination, assists in the evaluation of the examinations and the administration of his/her educational activities.
  - b.)participates in the research of the ..... subject

## **6. Working time schedule, management**

- 6.1. The PhD student working time schedule and the educational, research task .....  
.....(name, title, department) – is determined by the direct superior manager (manager of work) in the present contract.
- 6.2 The Rector of Kaposvár University is eligible to enter into a contract with the PhD student or to terminate it.
- A./ In case of uneven working schedule, not determined in the contract in advance:**
- 6.3 In case of the working schedule of the PhD student is not determined in details in the present contract, the PhD student shall be informed about the schedule at least 7 days (one week) before. In case of failing that, the last working schedule shall prevail.
- 6.4 The working hours of a working day may be assigned unevenly. The parties agree that the working hours may be less than four hours a day. On the basis of the agreement of the parties the minimum working hour may be 1 hour a day in case of uneven working schedule.
- 6.5. The schedule of the PhD student shall be determined in such manner to provide him/her the opportunity to fulfil the exam-taking and exam preparatory obligations. PhD student is liable to inform forthwith his/her direct superior about the date of the exam and initiates a consultation about the necessary duration of the exam preparation in order to these may be taken into consideration relating to the assembling of the working schedule. The PhD student shall not work during the above mentioned periods. The parties agree that in case of the PhD student participates only in educational activities, it does not considered to be the work, impeding the preparation if this does not exceed the .....hours a week.

## **B./ In case of pre-defined working schedule:**

- 6.3. The PhD student is liable to work from.....to.....on  
.....day(s) on the basis of the instructions of his/her superior set forth in the present contract.

## **7. Other provisions**

- 7.1** The Parties agree that the PhD student is liable to keep the business secrets of Kaposvár University without time limitation.  
All intellectual property including any other facts, information, solutions or data set forth in the prevailing Intellectual Property Management Regulations of the University are regarded as business secrets, making them public, their acquisition or use by unauthorized persons would harm and risk the legitimate financial, economic or market interests of the University.  
In addition to keeping the business secrets, the PhD is obliged to adopt a behaviour that does not harm the legitimate economic interests or endangers the reputation of the University.
- 7.2 The PhD student is obliged to carry out his/her activity on the basis of the prevailing laws, the prevailing internal rules of the University, the regulations of the organisational and Operating Regulations and the instructions of the person exercising the Employer's rights.

- 7.3 The PhD student acknowledges and contributes to submit all the necessary documents for accounting (the present contract, the certificates of the accounts and the documents) to the responsible department of the University if his/her student fee is financed with the resources of a project.
- 7.4 In case of the issues not determined by the present contract, the regulations of the Act IV of 1959 on the Civil Code and the Act XXII of 1992 on the Labour Code shall be applied.
- 7.5. In case of disputes arising from the present contract, if the parties are unable to agree with each other, the legislation on labour disputes shall be applied.
- 7.6. The PhD student is informed by the University if the content of the present contract is deemed to be prejudicial for him/her, (s)he may turn for legal redress to the Labour Court of Kaposvár within 30 days from the announcement.

Kaposvár, .....day.....month, 201.....

.....  
PhD student

.....  
University

.....  
Countersign



