

Information
on the Procedure of the Complex (Comprehensive) Examination in the Doctoral
Programme of the Faculty of Education and Psychology¹
2018

The complex (comprehensive) exam has its specialities regarding not only the professional content and the legal consequences of the result but also the administrative and organisational issues related to it. It is important to highlight that the complex (comprehensive) exam can only be retaken once in case of a fail with strict restrictions. In addition, the student status of the PhD student terminates if the complex exam is not passed after the end of their 4th active semester regardless the reasons of the fail.

The procedure described as follows summarizes the processes related to the organisation and the execution of the complex examination and its administrative tasks according to legislative and policy requirements (see annex no.1).

1. Course Registration and its Supervision

The complex examination is part of the doctoral curriculum (DNEV16-X, DEDU16-X, DPSZ16-X, DPSY16-X), which is announced by the doctoral school and students involved register for in the course registration period via the Neptun system. Course registration is a basic requirement in order to absolve each additional administrative task.

The Student Affairs and Registrar's Office (TH) checks the course registrations of all active, four-semester PhD students after the end of the course registration period:

- if students have taken the course related to the complex exam,
- if students can complete the 84 academic and 24 research credits (**altogether at least 108 credits**) required in the first, academic and research phase of the programme with the credits that had been obtained in the previous semesters and the ones have been taken in the relevant semester in Neptun and on the credit application form. All this is done as a quasi-absolutorium check.

After this supervision the Student Affairs and Registrar's Office notifies all students to resolve the possible discrepancies, informs students about the deadline and the way of registration for the complex exam and about the possible legal consequences of missing to register for it.

2. Registration for the Complex Exam

A double registration is necessary for the complex exam. In addition to the course registration period, a separate application is required by **31st March** in the Spring semester and by **31st October** in the Autumn semester via Neptun (University Operational Regulations §51) by filling in an online application form within *Administration / Requests*. It is necessary to attach the following documents to the application form by clicking on the 'Attachment' option:

- a research plan according to the Faculty Doctoral Regulations §19 (2) b), and
- a declaration and assessment of the topic supervisor according to the University Doctoral Regulations §49 (2).

The registration process cannot be interrupted. The application form cannot be submitted without the required attachments, or incomplete.

Based on the submitted application form it is checked by the Registrar's Office if students have all the required 108 credits together with the courses taken in the relevant semester in order to be able

¹Accepted by the Faculty Doctoral Council in the decision no. 1/2018. (II. 20.) PPDT

to sit for the complex exam. However, they do not check the content of the attached research plan or the declaration and evaluation of the supervisor. In case of an insufficient application, based on the notification according to paragraph no. 1 and the tight schedule of organising the exam there is no possibility for supplying any missing documents or data at a later time. In case of missing the registration deadline students can submit a substantiation (acc.to Rules and Regulations of the university §155) the acceptance of which will be decided by the Head of the Student Affairs and Registrar's Office.

3. Organisation of the Complex Exam

Based on the applications the doctoral school

- will set the courses and comprehensive questions of the complex exam related to each student,
- will invite the members of the examination committee, the alternate members and the reviewers of the research plan,
- will schedule the exams and retake exams with at least 15 days provided between the complex exam and the retake exam,
- will announce the exams in Neptun and arrange the rooms for the occasions.

The date of the complex exam can be set for the examination period but the exam period in the Spring semester can be extended till July 15 by the Doctoral Council of Education and Psychology regarding the number of examinees and exams, for the proposal of the doctoral school. Retake exams can be organised until February 15 in the Autumn semester and September 15 in the Spring semester. The dates of these exams and the makeup of the exam committees need to be selected together with all the other exams (University Doctoral Regulations §52 /2/).

The attributes of the complex exam such as the personal requirements, committee and date are decided by the Doctoral Council of Education and Psychology based on the proposal of the doctoral school.

All students are informed about the above attributes of the complex exam in a written message via Neptun 21 days prior to the exam by the Student Affairs and Registrar's Office. The same information is sent to the supervisors as well. At the same time, the Student Affairs and Registrar's Office registers students for the exams announced by the doctoral school in Neptun.

4. The Conduct of the Complex Exam

The student is obliged to attend the allotted exam. In case of a certified absence from the exam the procedure is defined by the Rules and Regulations of the university (§71 (7) and §410 (4)). With regard to personal circumstances claiming special consideration students can hand in a request with the necessary documents attached 72 hours prior to the beginning of the exam in order to postpone the complex exam. In the case of this request there is no possibility for supplying any missing documents or data at a later time. The possible postponement of the complex exam is decided by the Chairman of the Doctoral Council of Education and Psychology. In case of an exam postponement the postponed exam date is the same as the retake date and students are registered for it in Neptun by the Student Affairs and Registrar's Office.

In case the postponed or retaken exam cannot be held in the relevant retake period students can sit for it in the examination period in the subsequent semester (Faculty Doctoral Regulations §29 /3/). This shall be ordered by the decision of the Chairman of the Faculty Doctoral Council accepting the absence from and the postponement of the complex exam. In this case the student

cannot have an active student status in the following semester, he/she will have a passive status and will have to apply for the complex exam in a request form instead of the online application via the Neptun system, this time without the necessity of any attachments. The credits of the completed complex exam will then be registered in Neptun in the next active semester.

The complex exam is composed of a theoretical and a dissertation part. The theoretical part includes two subjects (the list of the subjects is included in the study plan of the doctoral school) and in case of a fail it can be retaken once in the relevant semester. The dissertation part cannot be retaken in case of a fail (University Doctoral Regulations §54 /4/).

The combined result of the complex exam is marked on a two-grade scale (*pass / fail*). It is entered in Neptun by the doctoral school and a Minutes of Examination is prepared and sent to the Students Affairs and Registrar's Office after the conduct of the complex examinations.

The complex examination shall be taken in public, the topic supervisor of the doctoral student may also be present.

5. The Consequences of not Completing the Complex Exam

If the student

- misses to take the complex exam in Neptun during the course registration period of his/her 4th active semester despite having been informed about it according to paragraph no. 1 above, or misses applying for the complex exam via Neptun, or fails to pass the exam the Student Affairs and Registrar's Office terminates his/her student status on the last day of the (retake) exam period in Neptun;
- cannot take the complex exam because he/she hasn't obtained the required 108 credits for courses and research in the first, academic and research phase of the programme the Student Affairs and Registrar's Office prepares an official notice of dismissal for the Faculty Doctoral Council while they inform the head of the doctoral school about the situation. The Chairman of the Faculty Doctoral Council shall decide on the dismissal by their assigned competence.

Budapest, 20th February, 2018

Provisions Regarding the Complex (Comprehensive) Exams of the University Doctoral Regulations February 2018

Referred Acts:

- Act CCIV of 2011 on National Higher Education (hereinafter: **Nftv.**),
- Government Decree 387/2012 (XII.19.) on doctoral schools, doctoral procedure, and habilitation (hereinafter: **R.**)
- Government Decree 87/2015 (IV.9.) on the implementation of certain clauses of Act CCIV of 2011 on National Higher Education (hereinafter: **Nftv. vhr.**)

§11 (1) The authority and functions of the discipline doctoral council shall include in particular: [...]

b) making a decision based on the recommendation of the relevant doctoral school on

ba) granting students permission to take the comprehensive examination, the subjects of the comprehensive examination based on the contents of the study plan and the makeup of the exam committee,

§14 (2) If not covered by the faculty doctoral regulations, the operational regulations of the doctoral schools shall specifically rule on the following: [...]

r) the method and deadline for registering for the comprehensive examination as well as the method of and conditions for repeating the theoretical part of an unsuccessful comprehensive examination and the rules for setting the date of the retake exam,

§15 (4) The duties and authorities of the Head of the Doctoral School shall include in particular: [...]

b) approving the academic and research plans of Doctoral Students,

d) making a recommendation on granting the student permission to take the comprehensive examination as well as on the subjects of the exam and the makeup of the examination board,

§35 (1) The faculty office may declare the termination of the student status if the Student [...]

d) fails to pass the comprehensive examination.

§36 (1) The Student shall be dismissed [...]

b) if he/she fails to qualify for the comprehensive examination due to his/her failure to obtain by the end of his/her fourth active semester the required credits in the training and research phase of the programme specified in the programme curriculum.

(2) The discipline doctoral council shall decide on the dismissal of the Student based on the recommendation of the head of the doctoral school.

THE COMPLEX (COMPREHENSIVE) EXAMINATION

Nftv. §53 (1) Doctoral programmes shall involve study, research and reporting activities performed in the framework of preparing candidates, either individually or in groups, for obtaining a doctoral degree, in a manner adapted to the specifics of the disciplines concerned and the individual needs of the students, and shall comprise a study and research stage and a research and dissertation stage. At the end of the fourth semester of the doctoral programme, students shall be required to close the study and research stage with a comprehensive examination aimed to measure and assess progress made in study and research, the completion of which shall be a condition for the commencement of the research and dissertation stage.

(3) Subject to the fulfilment of the admission requirements and the requirements of the doctoral programme, participation in doctoral programmes shall be open to candidates who prepare for obtaining a doctoral degree individually. In such case student status shall be acquired at the time of and upon acceptance of the application for the comprehensive examination.

R. §12/A (1) The complex (comprehensive) examination is to be organised along with the principles of the Hungarian Doctoral Council according to Nftv. §72 (5) The requirements of the comprehensive examination have to be communicated together with the announcement of the doctoral programme defined in the operational regulations of the doctoral school.

(3) The complex (comprehensive) examination is composed of two parts:

a) the theoretical part assesses the examinee's up-to-date theoretical and methodological knowledge together with his/her expertise in the literature of the relevant discipline and art, and

b) in the dissertation part the examinee demonstrates his/her academic or artistic progress.

(4) An unsuccessful complex exam can be retaken only once in the relevant semester.

(5) A minutes are to be taken of the complex exam. The results of the exam are to be announced on the day of the second part of the examination. The complex exam is marked on a two-grade scale: pass or fail.

§48 (1) The comprehensive examination is a comprehensive evaluation of the Student's knowledge acquired in the training and research phase of the doctoral programme and the Student's preparedness for the programme's research and dissertation phase.

(2) The comprehensive examination is comprised of two main parts. The theoretical part assesses the examinee's theoretical knowledge while in the dissertation part the examinee shall demonstrate his/her level of academic progress.

(3) In the theoretical part of the comprehensive examination, the examinee shall be tested in at least two subjects. The material and list of subjects that can be tested is contained in the curriculum of the doctoral school. The theoretical part of the comprehensive examination may also contain a written part.

(4) In the dissertation part of the comprehensive examination the examinee shall give account of his/her lexical knowledge in the form of a lecture, give account of his/her research results, presents his/her research plan pertaining to the research and dissertation phase of the doctoral programme and the planned schedule of the preparation and publication of the doctoral dissertation. The faculty doctoral regulations and the curriculum may prescribe that the Student give account of his/her research activities (component study, research report, research plan, hereinafter jointly referred to as: research documentation). The assessment criteria of the oral and – if compulsory – written research documentation and the deadline for its submission are regulated by the faculty doctoral regulations and the curriculum.

Conditions of Applying for the Comprehensive Examination

§49 (1) Doctoral Students taking part in doctoral programmes who have obtained the required academic and research credits in the academic and research phase of the programme laid out in the curriculum of the doctoral programme, not including the credits awarded for the comprehensive examination under the curriculum, shall be eligible to apply for the comprehensive examination.

(2) The topic supervisor of the Student applying for the comprehensive examination shall assess the Student's performance in the academic and research phase of the doctoral programme and give his/her opinion on whether the Student can be granted permission to take the comprehensive examination.

R. §12 In case of individual preparation

a) the process of the obtainment of the doctoral degree is based on a request and begins with completing the complex examination;

b) the conditions of the admission and the acceptance of the application for the complex exam are defined in the operational regulations of the doctoral school;

c) in case of a successful complex exam the higher educational institute accepts the required no. of credits set for the condition to be able to apply for the complex exam by approving to accept further credits based on formerly obtained knowledge and competencies, for special request.

§50 (1) Application for the comprehensive examination and the obtainment of the doctoral degree without preliminary doctoral training shall also be open to individuals who received their degrees no less than five years prior to their application, meet the admission criteria of the doctoral school and for whom it can be determined based on their professional and academic achievements that their academic works meet at least the assessment criteria of the academic and research phase of the doctoral programme.

(2) For the purpose of assessing whether the candidate meets the admission criteria, the faculty doctoral regulations may prescribe that the applicant take an entrance exam.

(3) On the basis of the request – and if prescribed by the faculty doctoral regulations, the successful entrance exam – the council of the doctoral school shall carry out a habitus investigation on the applicant's admission or the granting of permission for the applicant to take the comprehensive examination based on the detailed opinion of the head of the relevant doctoral programme or the head of the department. Over the course of the habitus investigation, the council shall assess the applicant's curriculum vitae, academic performance prior to his/her submission of the request, academic publications, other academic works, lecture activities, etc.

(4) The result of the habitus investigation shall be expressed in form of credits allocated in the curriculum for research and lecture tasks. A minutes shall be prepared of the result of the investigation complete with a justification. If the applicant acquires the number of credits necessary to be granted permission to take the comprehensive examination, the council of the doctoral school, based on the result of the habitus investigation, shall recommend to the discipline doctoral council that the applicant be granted permission

to take the exam. When calculating the credits, the proportion of academic and research credits pertaining to students taking part in organised trainings shall not have to be taken into account.

(5) The applicant shall pay the sum stipulated in Annex 4 of the present Regulations for the habitus investigation and the comprehensive examination, unless the applicant is employed by the University.

(6) The decision the applicant's admission or granting the applicant permission to take the comprehensive examination shall be taken by the discipline doctoral council based on the recommendation of the council of the doctoral school.

(7) The provisions laid out in paragraphs (3)-(6) shall also apply to comprehensive examination applicants a) who after obtaining the pre-degree certificate submit their doctoral dissertation and request the initiation of the critique procedure following the expiry of the deadline specified in Section 54 (4) of Nftv. and the deadline prolonged by a grant of equity referred to in Section 59 of the present Regulations,

b) whose critique procedure was terminated by the discipline doctoral council for the reason specified in Section 71 (3) of the present Regulations or on whom the University Doctoral Council did not confer the title of PhD, c) who obtained their pre-degree certificates in the same academic discipline but in a different doctoral school.

Application for the Comprehensive Examination

§51 (1) Applications for the comprehensive examination held in the spring examination period shall be turned in by 31 March of the given year and applications for the comprehensive examination held in the winter examination period shall be turned in by 31 October of the given year. Applications shall be handed in to the faculty office in writing by filling out the application form contained in Annex 5 of the present Regulations. (2) Doctoral Students taking part in organised training programmes shall attach the report on their research activity to the application form, if prescribed by the faculty doctoral regulations. (3) Apart from the documents specified in paragraphs (1)-(2) applicants applying for the comprehensive examination without preliminary doctoral training shall also attach to their applications a) a curriculum vitae b) documents prescribed by law, the present Regulations and the faculty doctoral regulations which are necessary for admission c) a written summary as well as documents providing authentic verification of the applicant's professional and academic history and works as a lecturer. The applicant must provide verification of his/her academic history by providing copies of entries registered in the bibliographic database of the Hungarian Academy of Sciences⁴¹ (hereinafter: HAS bibliographic database) defined in Act XL of 1994 on the Hungarian Academy of Sciences. d) a research plan for the research and dissertation phase of the doctoral programme e) a proof of payment of the fees payable for the habitus investigation and the comprehensive examination.

Announcing Comprehensive Examination Dates

§52 (1) Comprehensive examinations shall be held in the examination periods specified in the Rector's Order on the academic year calendar. The comprehensive examinations shall be scheduled so that a retake exam can be held by no later than 15 February pertaining to the winter examination period and by no later than 15 September of the ensuing academic year pertaining to the spring examination period. In consideration of the number of students who are granted permission to take the comprehensive examination, the announced exam subjects and the organisation of the exam committees, the discipline doctoral council may choose to extend the spring examination period till 15 July if deemed necessary.

(2) Decisions on the scheduling of the comprehensive examinations, the theoretical subjects to be aligned with the research topics and tested in given exams and the makeup of the exam committees shall be taken by the discipline doctoral council based on the recommendation of the head of the doctoral school or – on the basis of authorisation given in the organisational and operational regulations of the doctoral school – the head of the doctoral programme. The comprehensive examinations shall be scheduled in a way ⁴¹ Act XL of 1994 on the Hungarian Academy of Sciences Section 3 (1) point o) ³² that examinees are guaranteed at least 21 days of preparation for the exams. Taking into account the provisions in paragraph (1), retake exams shall be scheduled for the same examination period simultaneously to the scheduling of the comprehensive examinations. The schedule shall provide at least 15 days between the comprehensive examination and the retake exam.

(3) The faculty office shall notify applicants for the comprehensive examination in writing on the decision on their application, the schedule of the exam, the exam subject(s) determined by the discipline doctoral

council and the makeup of the exam committee taking into account the deadline specified in paragraph (1).
(4) In consideration of cases in merit of special equity, the Student may request the postponement of the comprehensive examination within the given examination period. In this case, that Student's comprehensive examination date may be set for the retake exam period.

The Exam Committee

R. §12/A (2) The complex exam shall be taken in public, in front of an examination committee. The committee shall consist of at least three members. Except in case of doctoral schools dealing with exclusively religious studies, at least one third of the committee members does not have an employment status with the institute operating the doctoral school. The chair of the committee shall be a professor, an associate professor with habilitation, a college professor with habilitation, professor emeritus or a lecturer / researcher of the university having a doctoral degree of the Hungarian Academy of Sciences. Only persons with academic degrees may be on the examination committee. The examinee's supervisor is excluded from serving on the exam committee.

R. §17 The following persons are prohibited to serve on the exam committee or as official reviewers in the doctoral process:

- a) a close relative of the examinee or
- b) any person who cannot be expected to give an objective evaluation.

Act V of 2013 on the Civil Code of the Republic of Hungary, § 8:1 [interpretative provisions]

(1) For the purposes of this Act:

- 1. 'close relative' shall mean spouses, next of kin, adopted children, stepchildren, foster children, adoptive parents, stepparents, foster parents, and siblings;
- 2. 'relative' shall mean close relatives, domestic partners, spouses of the next of kin, spouse's next of kin and siblings, and spouses of siblings]

§53 (1) The comprehensive examination shall be taken in public, in front of an exam committee.

(2) The committee shall consist of at least three members, at least one of whom is not employed by the University, not including an employment status established specifically for membership on the exam committee. The committee chair shall be a professor, professor emeritus, research professor or associate professor at the University. Only persons with academic degrees may be on the exam committee. The committee shall also include substitute members.

(3) The examinee's

- a) topic supervisor,
- b) relative (Section 8:1 (1) of the Civil Code of Hungary),
- c) direct employer (or research centre leader) or subordinate,
- d) co-author in an academic publication
- e) any person who cannot be expected to give an objective evaluation

are prohibited from serving on the exam committee.

(4) Decision on the expulsion of a member from the committee shall be taken promptly by the chair of the discipline doctoral council based on a complaint by the examinee or an announcement by the member concerned or after gaining knowledge of any other grounds for the exclusion of the member, if the discipline doctoral council originally appointed a substitute member to the committee.

(5) In accordance with the provisions of the faculty doctoral regulations, the topic supervisor of the Doctoral Student may be present at the comprehensive examination but may not act as an examiner and may not take part in the Student's evaluation. The faculty office shall notify the Student's supervisor of the date of the exam simultaneously to the notification of the Student.

Evaluation of the Exam. Retaking an Unsuccessful Exam

Nftv. §59 (1) Student status shall be terminated [...]

j) if a doctoral student fails to pass the comprehensive examination, on the day of the missed or unsuccessful examination,

Nftv. vhr. §42 (4) The minutes of the complex exam shall include [...]

- a) the name and institutional registration number of the higher educational institute,
 - b) the name, student identification number, previous degrees and qualifications of the PhD examinee,
 - c) the name and lecturer identification number of the supervisor,
 - d) the discipline and field of science of the degree to be obtained,
 - e) the questions asked during the examination and the assessment of the replies,
 - f) the assessment of the complex exam,
 - g) the names, lecturer identification numbers and signatures of the chair and the members of the complex examination committee.
- §42 (6) The minutes of the final examination, the minutes of the doctoral comprehensive exam, the minutes of the complex exam and the minutes of the doctoral defence are all serve as annexes to the registry sheet.

§54 (1) A minutes shall be prepared on the comprehensive examination.

(2) The curriculum of the doctoral programme may award credits for certain subjects making up the comprehensive examination.

(3) In the event that the Student fails to pass one or all of the theoretical subjects of the comprehensive examination, he/she may take a retake exam in this (these) subject(s) within the same examination period on the day set aside for retake exams. The retake exam fee shall be determined in Annex 4 of the present Regulations.

(4) The Student shall not be entitled to a second attempt in the form of a retake exam at a dissertation part of the comprehensive examination that is considered a fail.

(5) Any other rules pertaining to the successful passing, postponement of the comprehensive examination or the retake of an unsuccessful exam shall be laid out in the faculty doctoral regulations.

§55. (1) If the Student fails to pass the comprehensive examination by the last day of the examination period following the completion of his/her fourth semester – including the retake examination period – the Student's student status shall expire on day of the unsuccessful exam (retake exam) or on the last day of the examination period if he/she failed to fulfil his/her obligation to attempt the exam without having requested a postponement.

(2) The faculty office shall notify the Student in writing of the expiry of his/her student status.

(3) Former students who have had their student status expire due to the reasons specified in paragraph (1) may apply for the comprehensive examination along the rules pertaining to potential applicants who have not participated in preliminary doctoral training. If the Student applies to take the comprehensive examination within 5 years of the expiry of his/her student status,

a) the five-year rule specified in Section 50 (1) and the rules laid out in Section 50 (2) shall not apply to that Student,

b) that Student's earlier academic and research activities completed at the doctoral school shall be included in the evaluations made over the course of the habitus investigation.

§87 (6) The tiles and sums of the special administrative fees payable by the Doctoral Students – with the exception of the fee payable for the retake comprehensive examination – shall be defined by the Rules and Regulations of the University.

§88 (1) The fees payable for the comprehensive examination and the procedure for the national recognition of degrees obtained abroad shall be defined in Annex 4 of present Regulations.

(2) Honoraria shall be payable to members of the comprehensive examination committee and persons contributing to the critique procedure who are not employed by the University. The sums of the honoraria are specified in the faculty doctoral regulations.

University Doctoral Regulations

Annex 6/4

Doctoral Regulations of the Faculty of Education and Psychology

§19 (1) The Doctoral Student shall be expected to fulfil three types of requirements within the framework of the two phases, the training and research phase (phase I) and research and dissertation phase (phase II), of the doctoral programme, based on the Student's study and research plan.

(2) The Student, consulting with the topic supervisor, shall prepare

h) the study plan by the end of the study period of the first semester, which shall contain the volume, composition and scheduling of the work to be carried out in the training and research phase broken down for all three types of requirements,

i) the research plan by the time of application for the comprehensive examination, which shall contain the volume, composition and scheduling of the work to be carried out in the research and dissertation phase broken down for all three types of requirements.

(3) The study plan shall be approved by the head of the programme by the end of the first semester following its countersigning by the topic supervisor. The approval of the research plan shall be done within the framework of the comprehensive examination.

§25 (1) The Student shall register for the courses serving the fulfilment of the subject requirements in the Electronic Registration System in the course registration period.

(2) The completion of the research work and the teaching activities shall be recorded based on the verification documents by the Office in the educational registration system in the semester in which the verification documents are received. The issuance of the documents verifying the completion of the research work and the teaching activities shall be initiated by the Student at the doctoral school and with the topic supervisor. The verification documents may only be submitted in a semester, by no later than the end of the second-to-last week of the examination period, in which the Student has an active student status.

(3) The Student shall be obligated to submit to the head of the programme in the study period of his/her fourth semester the detailed research plan for the four semesters of the research and dissertation phase approved by the topic supervisor. The research plan shall include the Student's plan for the format and content of the dissertation. The presentation of the research plan shall be part of the comprehensive examination. The detailed criteria of the research plan are contained in the operational regulations of the doctoral school.

§29 (1) The Student must attach the research plan referred to in Section 24 (4) of the present Faculty Regulations to the comprehensive examination application form.

(2) The topic supervisor of the Doctoral Student may be present at the comprehensive examination.

(3) In the case specified in Section 52 (4) of the EDSZ, the decision on the postponement of the comprehensive examination shall be made by the Chair of the PPDT. In the event that the Student fails to pass the exam, and the retake exam cannot be held within the following 15 days, the Student may take the retake exam in the examination period of the subsequent semester.

(4) In the event that the Doctoral Student fails to pass the comprehensive examination, the Student may under no circumstances make more than one additional attempt to pass the exam.