

# THE OPERATIONAL REGULATIONS OF THE DOCTORAL SCHOOL OF PSYCHOLOGY – 2016<sup>1</sup>

(v. 4.0)

Rules other than the ones within this document related to the structure and operation of the Doctoral School of Psychology are applied according to the Doctoral Regulations of ELTE 2016 and its Amendment no. 4/6 and the Faculty Doctoral Regulations of the Faculty of Education and Psychology or the Organisational and Operational Rules of ELTE No. II. Rules and Regulations.

## 1. Name of the Doctoral School: ELTE Doctoral School of Psychology

Address: No. 46, Izabella Street, Budapest

Administration is provided by the Institute of Psychology of the Faculty of Education and Psychology.

## 2. The Doctoral Council (as in the Doctoral Regulations of ELTE § 16 and the Faculty Doctoral Regulations of the Faculty of Education and Psychology § 7)

**2.1.** The Head of the Doctoral School of Psychology is supported by the Council of the Doctoral School in their work. The Council of the Doctoral School is able to make a decision if more than 50% of the members with voting rights are present.

**2.2.** The members of the Council of the Doctoral School are the present and the former Head of the Doctoral School and its secretary. An alternate member is nominated by the Council of the Doctoral School via secretive voting. The management carries out the tasks of the Council of the Doctoral School and informs the body about their activities.

**2.3.** The operation of the Council of the Doctoral School is regulated by the Procedures accepted with a majority considered by the Council itself, which has to include the rights and responsibilities of the management of the Council of the Doctoral School.

## 3. Introducing and abolishing modules in the doctoral programme (as in the Faculty Doctoral Regulations of the Faculty of Education and Psychology §10)

**3.1.** A new module as a study and a course administration unit or a common professional workshop is initiated by the person in charge of the doctoral programme.

**3.2.** The leader of the module and its qualified lecturers participating in the research and teaching activity of the module are assessed by the Council of the Doctoral School and is presented to the Doctoral Council of Education and Psychology for approval by the head of the doctoral school.

**3.3.** The teaching, research and publicational activities of the modules has to be checked on regularly as part of the quality control of the Council of the Doctoral School. The person in charge of the doctoral programme gives an account of the results to the Council of the Doctoral School based on the report of the leader of the module every two year.

### 3.4. A module is abolished if

- its leader's work-related cooperation breaks up with the doctoral council for any reasons (change of work, retirement, recalling the mandate of Professor Emeritus etc.),
- the requirements of the faculty regulations related to qualified lecturers / researchers are not met,

<sup>1</sup>Approved by the Doctoral Council of ELTE on their meeting of 15th September, 2016; has been in force since 16th September, 2016; is to be applied in relation with students and their doctoral studies beginning in the doctoral programme in the academic year 2016/2017.

- based on the edifications of quality control and following the reorganisation of the modular system of the programme it is a decision of the Doctoral Council of Education and Psychology initiated by the Council of the Doctoral School.

#### **4. Application conditions** (as in the Doctoral Regulations of ELTE §25–28 and the Faculty Doctoral Regulations of the Faculty of Education and Psychology §12–14)

**4.1.** Applications are expected to the relevant programmes of the Doctoral School of Psychology and so the application committees are set up according to the different doctoral programmes.

**4.2.** After a positive assessment of the application the application committee makes a proposal for the supervisor. The supervisor and the PhD student select the mandatory module(s) for the student together. These modular engagements of the accepted students are commented by the Council of the Doctoral School and on behalf of the management of the Council of the Doctoral School the head of the doctoral school introduces it to the Doctoral Council of Education and Psychology ranking the applicants for state funded scholarships according to the criteria having issued in advance.

**4.3.** When defining the modular attachment of students the person in charge of the module must be consulted and his/her attitude taken into consideration.

**4.4.** As for changing the mandatory module(s) the procedure is regulated in the relevant faculty regulation.

#### **5. The supervisor** (as in the Doctoral Regulations of ELTE §17)

**5.1.** Supervision can be conducted in the relevant academic year only

**5.1.1.** by someone with a habilitation qualification or

**5.1.2.** by someone who, in the past six years, has fulfilled at least double of the publication requisites related to the degree requirements. In this case first-author publications have a similar value to last-author ones.

**5.2.** In case the peculiar thematic features of a student's interest makes it necessary a lecturer not fulfilling the requirements of the criteria of section 5.1 can work as a co-supervisor together with someone who fulfils the requirements in part 5.1.

#### **6. The features of course registration and completion** (as in the Faculty Doctoral Regulations of the Faculty of Education and Psychology § 19., 21–22, 25.)

**6.1.** The PhD student fills in the credit application form planned for the relevant semester with the details of the research and teaching activity at the beginning of each semester having it discussed with their supervisor considering the training and research plan. After having it signed by the supervisor and the person in charge of the programme students should submit it in the Registrar's Office until the last day of the registration period.

**6.2.** Activities and their credit values not included in the credit application form approved at the beginning of the semester can be added afterwards to the credit application form when the attainment of the credits are verified approved by the person in charge of the programme and the Head of the Doctoral School according to the Faculty Doctoral Regulations (§ 21–22).

**6.3.** The end of semester report is organised programme by programme by the administration of the Doctoral School of Psychology according to the Faculty Doctoral Rules and Regulations (paragraph 4, §19). The report cannot be timed for the last week of the examination period.

**6.4.** The participants of the report, besides the PhD student, are the supervisor and the person in charge of the programme. The report is a public event.

**6.5.** The result of the report is registered on the credit application form. Then, it is signed by the supervisor, the person in charge of the programme and the Head of the Doctoral School of Psychology. After that, it is forwarded to the Registrar's Office by the administration of the Doctoral School of Psychology as a fulfilment verification until the end of the penultimate week of the examination period. The credit application form is attached to and saved within the personal files of the student.

## **7. Publication requirements** (as in the Faculty Doctoral Regulations of the Faculty of Education and Psychology § 32)

**7.1.** The doctoral student must have at least three scientific publications at the time of submitting their dissertation on the conditions below:

**7.1.1.** Only *scientific articles* that have been peer reviewed and published or having received for publication can be accepted.

**7.1.2.** All three publications should be in the topic of the dissertation; they process its theoretical relevancies or present its empirical results. These publications must be referred to in the dissertation.

**7.1.3.** At least two of the three publications should be based on the results of the empirical work completed by the candidate.

**7.1.4.** The doctoral candidate must be *first-author* in all three publications and *at least two have to be published in international, impact-factor peer-reviewed journals*.

**7.1.5.** The doctoral candidate's impact factors must be at least 2.0 in such a way that 1.5 of the impact factors should come from the three publications described in 7.1.4.

**7.2.** Only publications in which the author's affiliation is the *ELTE PPK Doctoral School of Psychology* can be counted towards the three publications. In case of a candidate with a scholarship, the author's first affiliation must be the *ELTE PPK Doctoral School of Psychology*.

## **8. The formal requirements of the dissertation**

**8.1.** Two types of dissertation can be submitted. The (A) type is the traditional monographic form, while the (B) type is based on already published works and consists of those publications and an introduction and a discussion which frame the findings.

**8.2.** In the case of type (A) the language of the dissertation can be either English or Hungarian, while for type (B) the language of the dissertation can be only English. The language of procedure for obtaining a doctoral degree is independent of the language of the dissertation.

**8.3.** The dissertation should be written in Times New Roman, font size: 12 pt, with 2.5 cm margin on the top, bottom, and right side, and 3.5 cm margin on the left side. Line spacing should be 1.5. It can be printed one-sided or two-sided. The length of the dissertation should be 70–250 pages. The length does not include the reference list and the appendices. There are examples of the outer title page and the inner title page in Attachments no. 3 & 4.

**8.4.** The dissertation should have the following structure:

**8.4.1.** type (A): Introduction (a summary of the relevant literature), Goal Settings (stating the research questions), Methods, Results, Discussion, Conclusions. If there is more than one study, then the Methods, Results, and a (partial) Discussion chapters should be repeated for each study.

**8.4.2.** type (B): the author submits already published or in-press papers which are framed by a 10-20-page (3000 – 6000 words) Introduction and a 10-20-page Discussion.

**8.5.** The papers included in the dissertation type (B) must meet the following requirements:

- the dissertation must include at least four articles published in international peer-reviewed impact-factor journals;
- the overall impact factor of the papers should be at least 4.0 in such a way that the first-author papers should have an overall factor of at least 3.0;
- there should be at least two first-author papers;
- no more than one of the four papers can be a book chapter published in a peer-reviewed, English-language book, but the impact factor and first-author requirements remain the same;
- the papers should be included with the same text as they were published. The only exception can be in the reference list as it should be homogeneous with the whole of the dissertation; (see below).
- In case of type (B) the language of the dissertation can be only English, it should include only English-language papers.
- one paper can be used only once in a dissertation independent of who the authors and their sequence are.
- for all of the papers the co-authors must state that they agree that the papers become a part of the dissertation.

**8.6.** The style, the format of the statistics, and the in-text citations must meet the requirements of the APA which can be found in the APA Publication Manual, 6<sup>th</sup> edition (<http://www.apastyle.org/>).

## **9. Coming into force**

The present regulation has been in force since the beginning of the 2016/17 academic year and is valid for those starting their studies in this academic year including those applying for a complex exam according to § 50 of ELTE Doctoral Regulations.

**CREDIT APPLICATION FORM (PHD PROGRAMME FROM 2016/2017)**

Semester: 2016/2017/I.

Name of PhD Student: ..... Neptun-code: ..... Name of Supervisor(s): .....

**I. Planned details and verification of guided research.**

To be filled in at the beginning of the semester <sup>1</sup>					To be filled in at the end of the semester <sup>2</sup>	
Research activity	Planned period (date: from/to)	Planned total period (hours)	Planned no. of credits <sup>3</sup>	Supervisor's signature	achieved no. of credits <sup>3</sup>	Signature of supervisor
<i>[rows can be added optionally]</i>						
<b>I, .....</b> as the person in charge of the programme, approve of the above plan.  <b>Signature:</b> .....					<b>I verify that the research credits have been acquired.</b>  <b>Signature of the Person in Charge of the Programme</b> ..... ...	
<b>Signature of the Head of the Doctoral School:</b> .....						

<sup>1</sup>To be handed in the Registrar's Office until the last day of the registration period by the student.<sup>2</sup>To be handed in the Registrar's Office before the last week of the examination period by the Doctoral School. (Faculty Doctoral Rules and Regulations No.2, §21).<sup>3</sup>Credits are calculated as follows: 1 credit corresponds to 30 hours student workload (National Higher Education Act No.24, §108).**II. Details and verification of the teaching activity** (only in case of teaching at the Faculty of Education and Psychology – in case of teaching at other institutions acceptance can be initiated in a request to the Doctoral School (Faculty Doctoral Rules and Regulations No.3, §22))

To be filled in at the beginning of the semester <sup>1</sup>		To be filled in at the end of the semester <sup>2</sup>	
Subject	code	achieved no. of credits <sup>3</sup>	Signature of supervisor
<i>[rows can be added optionally]</i>			
		<b>I verify that the research credits have been acquired.</b> <b>Signature of the Head of the Doctoral School:</b> .....	

<sup>1</sup>To be handed in the Registrar's Office until the last day of the registration period by the student.<sup>2</sup>To be handed in the Registrar's Office before the last week of the examination period by the Doctoral School (Faculty Doctoral Rules and Regulations No.2, §22).<sup>3</sup>One course with minimum 5 participants corresponds to 4 credits (Faculty Doctoral Rules and Regulations No.2, §22).

*Attachment No.2*

**Possible journals for publicational purposes in Hungarian language:**

- Addictologia Hungarica
- Alkalmazott Pszichológia
- Ideggyógyászati Szemle
- Magyar Pszichológiai Szemle
- Mentálhigiéné és Pszichoszomatika
- Neuropsychopharmacologia Hungarica
- Orvosi Hetilap
- Psychiatria Hungarica
- Pszichológia
- Pszichoterápia

Accepting a publication issued in a journal not included in the above list is decided by the management of the Council of the Doctoral School based on the reasoned recommendation of the supervisor.