

THE OPERATIONAL REGULATIONS OF THE DOCTORAL SCHOOL OF PSYCHOLOGY – 2019¹ (v. 5.0)

The Doctoral Regulations of ELTE (hereinafter: EDSZ), 2016 and annex no. 4/6 thereto on the Faculty Doctoral Regulations of the Faculty of Education and Psychology (hereinafter: PPK KDSZ), as well as the Organisational and Operational Rules of ELTE No. II. Academic Regulations for Students shall apply pertaining to questions related to the organisation and operation of the Doctoral School of Psychology not regulated herein.

1. Basic Information on the Doctoral School (per EDSZ Section 14)

1.1. Name: ELTE Doctoral School of Psychology

Seat: 46, Izabella u., Budapest VI

Administration shall be provided by the Faculty of Education and Psychology Dean's Office.

1.2. Educational programmes of the doctoral school:

- Programme of Developmental Psychology and Clinical Child Psychology
- Programme of Cognitive Psychology
- Programme of Behavioural Psychology
- Programme of Personality and Health Psychology
- Programme of Socialization and Social Processes
- Programme of Clinical Psychology and Addictology
- Programme of Sports and Health Psychophysiology

1/A. The Head of the Doctoral School (per EDSZ Section 15, PPK KDSZ Section 6)

1/A.1. The Head of the Doctoral School, in addition to the regulations in EDSZ Section 15, in particular, shall

1/A.1.1. oversee the duties related to the workings of the Council of the Doctoral School (hereinafter: DIT),

1/A.1.2 oversee the fulfilment of statistical and miscellaneous data requests, as well as the contents of the doctoral home page,

1/A.1.3. administer the quality assurance of the School via the DIT,

1/A.1.4. make proposals to the PPDT with the DIT's concurrence for

- the establishment of new doctoral programmes and modules and the heads thereof,
- the training plans for doctoral programmes and modules, and amendments thereto,
- the members of doctoral programmes and modules,
- the advertisement of approved the doctoral programmes and modules,
- the forms of education in the doctoral school,

1/A.1.5. propose to the PPDT, based on the recommendations of the DIT

- the rules of admission to doctoral programmes which differ from what is generally prescribed,
- the members of admissions committees,
- simultaneously with the topic approval, the topic supervisor

1/A.1.6. as a duty delegated by the DIT, provide opinion regarding to request for approval of employment at third parties, pursuant to PPK KDSZ Section 17/A.

2. The Doctoral Council (per the EDSZ Section 16, PPK KDSZ Section 7)

¹Approved by the Doctoral Council of ELTE on their meeting of 21st November, 2019; has been in force since 22nd November, 2019; is to be applied in relation with students and their doctoral studies beginning in the doctoral programme in the academic year 2020/2021.

2.1. The Head of the Doctoral School of Psychology shall be supported by the DIT in their work. Quorum in the Council of the Doctoral School shall be constituted by more than 50% of the members with voting rights present.

2.2. The members of the Leadership of the DIT shall be the present Head of the Doctoral School, its secretary, and a further member elected by the Council of the Doctoral School by secret ballot. When the DIT is not in session, the Leadership shall carry out the tasks of the DIT and inform the DIT about their activities.

2.3. The operation of the DIT shall be regulated by the Procedures, accepted by a two thirds majority of the DIT, which shall regulate, in particular, the rights and responsibilities of the Leadership of the DIT.

2.4. Duties of the DIT, in addition to those laid out by law and Section 16 of the EDSZ as well as Section 7 of the PPK KDSZ, shall include, in particular,

2.4.1. making recommendations to the PPDT regarding the admissions criteria of doctoral programmes,

2.4.2. specifying how to calculate the credits awarded for research activity,

2.4.3. making recommendations on the use and allocation, between the programmes of education, of the funds reserved in the faculty budget for the doctoral school,

2.4.4. designating elective courses (special collegia), based on the recommendations of the heads of programme, within the bounds of doctoral programmes,

2.4.5. approving the quality assurance and improvement plan of the NDI.

3. Modules in the Doctoral Programme (per EDSZ Section 10)

3.1. A new module, which is a study and a course administration unit or a common professional workshop, shall be proposed 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 shall be assessed by the DIT and presented by the Head of the Doctoral School to the PPDT for approval.

3.3. The teaching, research and publication activities of the modules shall regularly be assessed as part of the quality control by the DIT. The person in charge of the doctoral programme shall give an account of the results to the DIT, based on the report of the person in charge of the module every two years.

3.4. A module shall be abolished if

- its leader's employment terminates with the doctoral school for any reason (change of work, retirement, revoking the mandate of Professor Emeritus etc.)
- the requirements of the faculty regulations related to qualified lecturers / researchers are not met,
- based on the results of quality control or following the reorganisation of the modular system of the programme, the PPDT so decides, as proposed by the DIT.

3.5. In addition those outlined in the EDSZ and the PPK KDSZ, the authority and functions of the head of programme and the persons in charge of modules shall include in particular:

3.5.1. complying the available courses for the semester based on the valid list of study units, no later than the tenth week of the semester before, and, with the help of the NDI's administration, the uploading thereof into the Electronic Registration System,

3.5.2. ensuring the announcement of the courses required for the completion of the compulsory study units in the appropriate semester according to the schedule,

3.5.3. coordinating the material covered in the courses with the lecturers, requesting and forwarding to the administration of the doctoral school the syllabi of the announced courses,

3.5.4. fulfilling, on request from the Head of the Doctoral School, the compulsory data requests, ensuring the on schedule completion of reporting,

3.5.5. initiating the publishing of any information, announcement, working paper related to the programme on the faculty home page,

3.5.6. keeping record of the programme's lecturers, which shall include the name of the lecture, their date of birth, academic degree, year of their habilitation, academic degree, place of their full-time employment, their core membership,

3.5.7. pertaining to the students of the programme in question

- providing opinion on the study and research plan of students participating in individual preparatory doctoral programmes,
- determining the credit value of students' scientific and higher education credit values based on the recommendation of their topic supervisor,
- providing opinions on motions requesting the changing of the doctoral topic or supervisor,

3.5.8. proposing to the Head of the Doctoral School

- the composition of admissions committees,
- the issuableness of the pre-degree certificate (absolutorium)
- in coordination with the topic supervisor, the composition of the comprehensive examination committee, the topics of the examination,
- in coordination with the topic supervisor, the composition – and, if necessary, the modification thereof – of the assessment committee of the doctoral candidate,

3.5.9. pronouncing annually, upon request from the Head of the Doctoral School, the extraordinary application criteria and requirements, as well as providing the time and location of the entrance exam.

4. Application and Admissions (per EDSZ Sections 25-28, PPK KDSZ Sections 12-14)

4.1. Applications shall be made to the relevant programmes of the Doctoral School of Psychology and the application committees shall be set up according to the different doctoral programmes.

4.2. After a positive assessment of the application the application committee shall make a proposal for the supervisor. The supervisor and the PhD student shall select the mandatory module(s) for the student together. These modular engagements of the accepted students shall be commented on by the Leadership of the DIT and proposed to the PPDT by the Head of the Doctoral School, ranking the applicants for state funded scholarships according to the criteria issued in advance.

4.3. When defining the modular attachment of students, the person in charge of the module shall be consulted and his/her opinion shall be taken into consideration.

4.4. The procedure for changing the mandatory module(s) shall be regulated in the relevant faculty regulation.

5. The Topic Supervisor (per EDSZ Section 17)

5.1. Topic supervision may 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 regard, first-author publications shall have a similar value to last-author ones.

5.2. In such case that the student's peculiar thematic interest make it necessary, a lecturer who does not fulfil the requirements of Section 5.1 may act as a co-supervisor, together with a lecturer who fulfils the requirements in part 5.1.

6. The Features of Course Registration and Completion (per EDSZ Sections 19, 21–22, 25)

6.1. The PhD student shall fill in the *credit application form* (Annex no. 1) planned for the relevant semester with the details of the research and teaching activity at the beginning of each semester, having discussed it with their supervisor and also taking into consideration their training and research plan. After signature by the supervisor and the person in charge of the programme, the form shall submit to the Registrar's Office by the student 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 may be added afterwards to the credit application form if the attainment of the credits are approved pursuant to KDSZ Sections 21-22 by the person in charge of the programme and the Head of the Doctoral School.

6.3. The end of semester reportage shall be organised programme by programme by the administration of the Doctoral School of Psychology, pursuant KDSZ Section 19 Subsection (4). The reportage shall not be scheduled for the last week of the examination period.

6.4. The PhD student's topic supervisor and the person in charge of the module shall attend the reportage. The reportage shall be open to the public.

6.5. The result of the reportage shall be registered on the credit application form, handed over by the Registrar's Office for the duration of the examination period. Then, it shall be signed by the topic supervisor, the person in charge of the programme and the Head of the Doctoral School. Afterwards, it shall be forwarded to the Registrar's Office by the administration of the Doctoral School of Psychology, as a verification of fulfilment, until the end of the penultimate week of the examination period. The credit application form shall be attached to and kept with the personal files of the student.

6.6. Annexes nos. 3 and 4 shall contain the detailed regulations on the research and work plan to be submitted for the complex examination, as well as the evaluation thereof.

6/A. Activities Supporting Education and Research (per PPK KDSZ Section 22)

6/A.1. The Head of the Doctoral school may accept the following activities as activities supporting education and research, with the credit values regulated herein:

- proof-reading: 1 credit
- holding examinations: 1 credit
- thesis topic supervision: 2 credits
- holding workshops for more than two students: 4 credits, otherwise: 2 credits.

6/A.2. In justified cases, the Head of the Doctoral School may approve an activity supporting education and research with a credit value different from the one laid out above. In exceptionally justified cases, the Head of the Doctoral School may approve an activity not listed herein with an individually assigned credit value. In these cases, the Head of the Doctoral School shall be mindful that one credit shall be equal to on average thirty working hours.

7. Publication requirements (per PPK KDSZ Section 32)

7.1. The doctoral student must have at least three scientific publications, pursuant to the following requirements, at the time of submitting their dissertation.

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

7.1.2. *All three publications shall be in the topic of the dissertation;* outlining the latter's theoretical relevance or presenting its empirical results. These publications must be referred to in the dissertation. A publication shall only count towards one dissertation.

7.1.3. At least two of the three publications shall 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 of these have to be published in international, peer-reviewed journals with an impact factor.* One such publication may be substituted by a publication in a Q1 journal without an impact factor.

7.1.5. The doctoral candidate's sum impact factor 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 Doctoral School of Psychology* And ELTE Institute 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 Doctoral School of Psychology*. The present subsection shall not apply to publications written before the start of the student's doctoral studies.

8. The Formal Requirements of the Dissertation

8.1. Two types of dissertation may be submitted. The (A) type shall be the traditional monographic form, while the (B) type shall be based on already published works and consist of these publications and an introduction as well as a discussion which frame the findings.

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

8.3. The dissertation shall be written in Times New Roman, font size: 12 pt, with 2.5 cm margin, and 3.5 cm gutter margin. Line spacing shall be 1.5. It may be printed one-sided or two-sided. The length of the dissertation should be 70–250 pages. The length shall not include the bibliography and the appendices. Specimens for the outer title page and the inner title page shall be found in Annexes nos. 3 & 4.

8.4. The dissertation shall have the following structure:

8.4.1. type (A): Introduction (a summary of the relevant literature), Goals (stating the research questions), Methods, Results, Discussion, Conclusions. If there is more than one study, then the Methods, Results, and (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 journals with and impact factor;

- 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 may 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 shall be included with the same text as they were published. In accordance, the chapters of the dissertation shall all have separate bibliographies.
- In case of type (B), the language of the dissertation can only be English (should publications published originally in Hungarian be included, they must be translated).
- one paper may be used only in one dissertation, independent of who the authors are and what their sequence is.
- 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 American Psychological Association (APA), found in the APA Publication Manual, 7th edition (<http://www.apastyle.org/>).

9. Coming into Force

The present regulations shall apply to students starting their doctoral studies in the 2020/2021 academic year, including those applying for a complex exam pursuant to EDSZ Section 50.



CREDIT REGISTRATION FORM (DOCTORAL STUDENTS ENROLLED FROM 2020/2021)

Semester: 20.../20.../...

Has completed the comprehensive examination (underline applicable): yes/no

Name of the PhD student: Neptune code: Topic supervisor(s):

I. Planned Details and Proof of Directed Research Work

To be filled out at the beginning of semester ¹					To be filled out at the end of semester ²	
Precise name of directed research work	Planned timeframe (from/to date)	Planned number of total work hours	Planned credit value ³	Signature of topic supervisor	Completed credit value ³	Signature of topic supervisor
<i>[the number of rows may be amended as needed]</i>						
I, as the head of the doctoral programme, hereby approve this plan.					I hereby certify the completion of these research credits. Signature of the head of programme:	
Signature of the head of programme:		Signature of the head of doctoral school (at the end of the semester):				

¹ To be submitted signed to the Office by the student no later than the last day of course registration period.² Submitted by the Doctoral School to the Office before the last week of the examination period [PPK KDSZ Section 21 (2)].³ Basis of credit value calculation: 1 credit = on average 30 work hours (Nftv. Section 108 Point 24).

II. Details and Proof of Teaching Activity [please list courses held not at PPK, but note that acceptance of these courses are subject to individual approval of the Doctoral School: PPK KDSZ Section 22 (3)]

To be filled out at the beginning of semester ¹		To be filled out at the end of semester ²	
Course title	Course code	Completed credit value ³	Signature of topic supervisor
<i>[the number of rows may be amended as needed]</i>			
		I hereby certify the completion of these teaching research credits. Signature of the head of programme:	

¹ To be submitted signed to the Office by the student no later than the last day of course registration period.² Submitted by the doctoral school to the Office before the last week of the examination period [PPK KDSZ Section 21 (2)].³ A single course held for at least 5 students = 4 credits [PPK KDSZ Section 22 (2)].

Possible Journals for Scientific Publishing in Hungarian:

- 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 shall be decided by the Leadership of the DIT, based on the justified recommendation of the topic supervisor.

The Research and Work Plan to Be Submitted for the Comprehensive Examination

Research plan

The *detailed research plan* shall summarise the domestic and international scientific foundations of the doctoral student's own research. Furthermore, the plan shall detail the pertinent questions based on the reviewed literature which the doctoral student aims to examine. In addition, the plan shall outline the methodology and statistical analyses to be employed to answer the research questions, as well as how the expected results further Psychology.

The proposed structure of the research plan:

- International and domestic literature, pertinent questions
- The doctoral student's prior research
- Goals
- Methods: the methodology of the planned research, detailing the sampling, tools and methods used.
- Planned (statistical) analyses
- Expected results

The length of the detailed research plan shall be 2000–4000 word and at most 3 figures or tables (Times New Roman, 12-point size, single line spacing, 2.5 cm margins). Bibliographical references shall not count towards the length.

Work plan

The work plan shall be closely connected to the research plan and shall contain, in at most 2000 words, broken down to semesters, the concrete steps needed to achieve the goals of the research plan. Furthermore, the work plan shall present the tangible results in connection with the completion of the research step (e.g. written summary, approved ethics request, finalised batteries of questions, research protocols, cleansed database, conference participation, submitted manuscript etc.).

The work plan may also detail the mitigation of difficulties (e.g. if a tool is unavailable, what different methods will be applicable, or if in a prospectively-oriented research, what further steps does extensive data loss merit etc.).

The work plan shall contain the exact number and planned form (e.g. domestic or foreign edited journal article, book chapter, conference abstract etc.) of planned publications, and may even include the journals aimed for.

In accordance, the work plan shall contain the plans for the form (A or B) and contents of the dissertation.

The work plan and research plan shall be made in close cooperation with the topic supervisor, and may be submitted following approval by the topic supervisor and the Head of Programme.

Guidelines for the Evaluation of the Research and Work Plan

The comprehensive examination committee shall provide an evaluation of the plans, based on the submitted research and work plans and the student's oral presentation. The criteria to the evaluation shall be:

- how focused are the research question or questions
- are they supported by existing literature (theories and/or empirical results),
- is the scientific field in question expected to benefit from new insights (and/or methodology) of the research and its results,
- are the research questions and the methodology (design, sample, tools) in sync,
- are the statistical analyses for the evaluation of the data, outlined in the plan appropriate,
- is the work plan realistic (e.g. sequence, timing and time allocated for each task),
- does the research or work plan account for (if necessary) potential setbacks.