

# **Eötvös Loránd University Faculty of Education and Psychology Doctoral School of Education Operational Regulations – 2019.<sup>1</sup>**

v.3.0

*in a uniform structure with the relevant sections of Hungary' Government Decree no. 387/2012. (XII. 19.) on doctoral schools, doctoral procedures and habilitation (hereinafter: R.), the ELTE Doctoral Regulations (hereinafter: EDSZ), annex no. 6/4. thereto on the Faculty of Education and Psychology Doctoral Regulations (hereinafter: PPK KDSZ)*

## **The Doctoral School**

### **Section 1**

- (1) Name and seat of the doctoral school:  
Doctoral School of Education (NDI)  
23–27 Kazinczy u., Budapest VII
- (2) The NDI builds upon the professional foundations of the ELTE Faculty of Education and Psychology Institute of Education, in close cooperation with other relevant institutes of the Faculty, especially the Institute of Research on Adult Education and Knowledge Management and with relevant organisations of other faculties.
- (3) Educational programmes of the doctoral school:
  - a) Programme of Andragogy
  - b) Programme of Theoretical and Historical Education
  - c) Programme of Teacher Education Programme and Higher Education Research (EDITE)
  - d) Programme of Special Needs Education
  - e) Programme of Early Childhood Education
  - f) Programme of Education–Learning–Inequalities
  - g) Programme of Language Education
  - h) Programme of Sport and Health Education
  - i) Programme of Education in Different Fields

## **Management of the Doctoral School**

### **EDSZ Section 15**

- (3) The Head of the Doctoral School is responsible for the academic quality and educational work of the Doctoral School.
- (4) The authority and functions of the Head of the Doctoral School shall include in particular
  - a) giving an opinion on the student requests whose handling falls under the authority of the Disciplinary Doctoral Council,
  - b) approving the academic and research plans of Doctoral Students,
  - c) making a recommendation to the Dean on the issuance of the pre-degree certificate (absolutorium) in line with the procedure laid out in the faculty doctoral regulations if the student has fulfilled the academic and research requirements set out in the training plan of the doctoral programme,

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<sup>1</sup> As approved by the University Doctoral Council, on its 21st November 2019 session. In force from November 2019, applicable to those students who start their studies in the 2020/2021 academic year.

- 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,
- e) making a recommendation on granting the student permission to receive the critique of his/her doctoral dissertation following the submission of the dissertation as well as on the makeup of the Assessment Committee and the identities of the official opponents,
- f) carrying out all tasks prescribed for him/her in the relevant regulations.

### **PPK KDSZ Section 6**

(1) The management of the doctoral school shall be managed by the Head of the Doctoral School, the secretary of the doctoral school, the council of the doctoral school (hereinafter: DIT) and the leadership of DIT in accordance with the division of tasks laid out in operational regulations of the doctoral school.

(2) The secretary of the doctoral school shall be appointed by the Dean based on the recommendation of the DIT. The secretary shall, in consultation with the Head of the Doctoral School, manage the administrative tasks at the doctoral school, preparations for the meetings of the DIT and its leaders, as well as the implementation of proposals submitted to the PPDT along with the organisation of the research centre disputations of the doctoral dissertations. The secretary shall perform the aforementioned tasks in collaboration with the assigned staff member of the Dean's Office. The secretary shall substitute the Head of the Doctoral School based on case-by-case appointments.

### **Section 2**

(1) The head of NDI shall fulfil their duties in cooperation with the directors of the Institute of Education and the Institute of Research on Adult Education and Knowledge Management, under the professional guidance of the Doctoral Council of Education and Psychology (hereinafter: PPDT), and reports to the PPDT.

(2) The Head of the Doctoral School, in addition to the regulations in EDSZ Section 15, in particular, shall

- a) oversee the duties related to the workings of the Council of the Doctoral School (hereinafter: DIT),
- b) oversee the fulfilment of statistical and miscellaneous data requests, as well as the contents of the doctoral home page,
- c) administer the quality assurance of the School via the DIT,
- d) 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,
- e) 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

f) 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.

(3) The Head of the Doctoral School shall be aided in their duties by the secretary of the doctoral school and the administrator of the NDI.

### **The Council of the Doctoral School of Education (DIT) and the Leadership of DIT**

#### **R. Section 10**

(2) The council of the doctoral school shall

- a) approve the topic announcers, topic supervisors and lecturers of the Doctoral School;
- b) propose the doctoral topics recommended for publication;
- c) approve the published topics of the topic announcer;
- d) approve the research topic of the student;
- e) perform the mid-education performance evaluation.

#### **EDSZ Section 16**

(4) Beyond the authorities laid out in R., the authority and functions of the council of the doctoral school shall include in particular:

- a) preparing the training plans of the doctoral programme(s) and submitting them to the Disciplinary Doctoral Council,
- b) deciding on the publication of the approved educational programmes,
- c) making a recommendation on the identity of the head of the doctoral programme(s) and the term of his/her mandate,
- d) deciding on the changing of the research topic and/or the topic supervisor. [but cf. PPK KDSZ Section 24 Subsection (4)]

#### **EDSZ Section 17**

(1) The council of the doctoral school shall approve the publications of the research topics in line with the conditions and method prescribed in the faculty doctoral regulations and shall submit to the Disciplinary Doctoral Council for approval the identities of the topic announcers, supervisors, and lecturers.

#### **PPK KDSZ Section 7**

(1) The number of the members of DIT shall be equal to the sum of the number of

- a) the core members,
- b) the heads of the programmes,
- c) the persons in charge of modules,
- d) the secretary of the doctoral school.

(2) The members of the DIT shall be elected by the core members of the doctoral school, with a simple majority. The Head of the Doctoral School shall recommend the members of the DIT. A student delegate, delegated for a period of one year by simple majority by Doctoral Students of the doctoral school with active student statuses with the University, may attend the sessions of the DIT.

(3) The mandates of the members of the DIT may be extended without limits and shall last for a period of two years (with the exception of the Doctoral Student member).

(4) The tasks of the DIT beyond those laid out in Section 10 of R and Section 16 of the EDSZ shall include in particular:

- a) making recommendations to the head of the doctoral school on the compositions of the admission committees,
- b) determining the academic requirements in connection with obtaining the doctoral degree taking into account the regulations of the University and the Faculty, and submitting the requirements to the PPDT for approval,
- c) making recommendations for the PPDT on suspension, cancellation and professionally justified restructuring of educational programmes,
- d) preparing the operational regulations of the doctoral school and submitting it to the PPDT for evaluation.

(5) The DIT may delegate its duties to the management of the DIT or the head of the doctoral school, in the operational regulations of the doctoral school.

#### **PPK KDSZ Section 8**

(1) The management of the DIT shall consist of three members. Its members shall be the Head of the Doctoral School, the secretary of the doctoral school along with one further member elected by the DIT.

(2) The management of the DIT shall be in charge of carrying out the operative tasks pertaining to the operations of the doctoral school, which shall include

- a) deciding on the distribution of state-funded places allocated for the doctoral school among doctoral programmes,
- b) based on the opinion of the person in charge of the module and/or topic supervisor, giving opinions on requests pertaining to the recognition, counting of credits, changing of programmes, modules, topics or topic leaders as well as those pertaining to the tuition fee
- c) harmonising the list of courses on offer for the semester, and deciding on the inclusion of new instructors,
- d) perform urgent tasks between DIT meetings as well as those that were delegated to it by the DIT in the operational regulations of the doctoral school.

#### **PPK KDSZ Section 24**

(4) The decisions on the changing of the doctoral topic and/or topic supervisor shall be made by the PPDT at the recommendation of the management of the DIT.

### **Section 3**

(1) The Chair of the Council of the Doctoral School of Education (DIT) shall be the Head of the Doctoral School.

(2) The mandates of the members of DIT shall last for a term of three years.

(3) Meetings of the DIT shall be called by the Chair, on at least one occasion each semester, but shall be convened to a date no later than 15 days from the request to convene by a two-thirds majority of its members.

(4) Quorum in the meeting requires the attendance of 50% +1 members with voting rights.

(5) The Chair may extend an invitation to attend without voting rights to any persons deemed necessary for the meeting's agenda.

(6) The administrator of the NDI shall prepare minutes of the meeting, which shall be approved by the Chair.

(7) Permanent invitees of the DIT shall be the heads of organisational departments employing the lecturers participating in doctoral education.

(8) All other procedural questions shall be regulated by the rules of procedure approved by the DIT.

## Section 4

- (1) 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,
- a) making recommendations to the PPDT regarding the admissions criteria of doctoral programmes,
  - b) specifying how to calculate the credits awarded for research activity,
  - c) making recommendations on the use and allocation, between the programmes of education, of the funds reserved in the faculty budget for the doctoral school,
  - d) designating elective courses (special collegia), based on the recommendations of the heads of programme, within the bounds of doctoral programmes,
  - e) approving the quality assurance and improvement plan of the NDI.
- (2) The DIT shall, for quality control purposes, have authority to supervise the quality of education and ensure its conformity to national and international requirements. It shall regularly interview participants in the education of the NDI. It shall analyse and summarise the opinions of the heads of programmes and modules, lecturers, students, in particular to learn about the
- syllabi of the courses,
  - pedagogical effectiveness of the realisation thereof,
  - preparation to achieve the publishing requirements, as well as the publishing requirements (see: Quality Control Regulations 2016, subchapter on the Quality requirements of obtaining doctoral degrees),
  - preparation for comprehensive exams and the quality of the professional preparedness ascertained in comprehensive exams,
  - potential lessons regarding the education and supervising, drawn from the opinions of the official opponents of doctoral theses.
- (3) The annual publication of research topics shall be approved by the DIT on the advice of the heads of programmes.
- (4) The DIT shall prepare the doctoral school's Operational Regulations and submit it to the PPDT.

### The Head of Programme, Lecturers, the Topic Supervisor

#### R. Section 13

(5) The topic supervisor of the doctoral thesis shall be the lecturer or researcher with a doctoral degree, whose doctoral topic advertisement was approved by the council of the doctoral school and who, therefore, is responsible for leading and aiding the studies and research of the student working on the topic, as well as their preparation for obtaining a doctoral degree.

(6) A student or doctoral candidate may simultaneously have two topic supervisors, with the approval of the doctoral council. The title-page of the doctoral thesis must unmistakably include the name(s) of the topic supervisor(s).

#### EDSZ Section 52

(2) On the advice of the doctoral school, or – if so ordained by the Organisational and Operational Regulations of the doctoral school – the head of the doctoral programme, the disciplinary doctoral council shall decide the dates, the subjects to be completed based on the student's research topic, as well as the composition of the examiners' committee.

#### EDSZ Section 65

(2) To the request [to commence the critique procedure], the following documents must be attached: [...]

c) the minutes of the research centre disputation, as well as the joint recommendation of the supervisor and either the head of research centre or the head of doctoral school to commence the critique procedure. In the recommendation, members of the Assessment Committee and the official opponent may be recommended.

### **PPK KDSZ Section 19**

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

- a) 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,
- b) 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.

(4) The Student shall report on

- a) the preparation of the study plan in the examination period of the first semester and the fulfilment thereof in the examination period of the second and third semesters,
- b) the fulfilment of the research plan in every examination period starting with the fifth semester in line with the rules laid out in the operational regulations of the doctoral school. At the time of the Student's reporting, the Student shall make the necessary corrections. The decisions on the credits to be awarded for the directed research work and lecturing activities for the given semester shall be made by the head of the doctoral programme on the basis of the Student's report and the recommendation of the topic supervisor.

### **PPK KDSZ Section 21**

(2) The completion of the directed research work along with the research credit value of the completed activity shall be determined by the head of the programme based on the recommendation of the topic supervisor. The head of the programme shall verify the completion of the research work for the Office by the last week of the examination period of the given semester. The verification of the completion of the research work shall not include a qualification. The Office shall record the completed requirements in the educational registration system each semester. The rules of the procedure for complaints laid out in Section 65 (6) of the HKR shall be applied in the case of the completion of the credits in question as well.

### **PPK KDSZ Section 24**

(1) The Student shall have until the end of the second semester counted from the commencement of the doctoral programme to request a change of one or more of his/her subject modules. In exceptionally justified cases, he/she may request a change of subject modules may be submitted after the end of the second semester. The decision on the change of subject modules shall be decided by the PPDT based on the recommendation of the topic supervisor and with the approval of the head of the programme. The resolution on the changing of the Student's module shall be issued by the Dean.

**PPK KDSZ Section 31**

(1) The organisation of the research centre debate shall be initiated by the topic supervisor with the management of the DIT. The DIT management shall handle the organisation of the research and shall appoint the Chair of the disputation along with at least one pre-opponents.

(5) A memorandum shall be prepared on the research centre disputation, which shall include the list of the names of those present and the main points raised in connection with the dissertation. The memorandum shall be certified by the head of the programme and a lecturer of the doctoral school present at the disputation. The memorandum shall be attached to the documentation of the doctoral procedure and shall be made accessible to the Assessment Committee and the administration of the doctoral school.

(6) The head of the programme may request that the dissertation be re-worked based on the points raised at the disputation.

**Section 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:

- a) 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,
- b) ensuring the announcement of the courses required for the completion of the compulsory study units in the appropriate semester according to the schedule,
- c) 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,
- d) fulfilling, on request from the Head of the Doctoral School, the compulsory data requests, ensuring the on schedule completion of reporting,
- e) initiating the publishing of any information, announcement, working paper related to the programme on the faculty home page,
- f) 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,
- g) 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,
- h) 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,

- i) 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.

### **Section 6**

Should, for any reason, the appointment of the head of an accredited programme be terminated, in recommending the new head of programme, the PPDT shall request the opinion of professionals participating in the doctoral programme.

### **Section 7**

The duties of lecturers in the educational programmes:

- a) performing high-quality teaching (lecturing, topic supervision, examination, complying examination material, fulfilling the role of official opponent or committee member), per their appointment by the head of programme, the DIT, as well as the PPDT,
- b) participating in student satisfaction surveys for quality assurance purposes,
- c) providing the syllabus of their course to the head of programme at the start of the semester,
- d) registering students' grades and qualifications in the Electronic Registration System, pursuant to the general rules,
- e) keeping their data up to date on the doctoral home page, as well as university and publication databases.

### **EDSZ Section 43**

(1) Unless defined otherwise by the faculty doctoral regulations or the operational regulations of the doctoral school, within three semesters of the commencement of the doctoral programme, the Doctoral Student may request permission to continue pursuing the doctoral degree in a different doctoral programme with a different doctoral topic and different topic supervisor.

(2) Within the timeframe specified in paragraph (1) the topic supervisor may also resign from his/her duties as supervisor and/or may propose the appointment of a co-supervisor. The topic supervisor shall submit his/her resignation to the Head of the Doctoral School in writing, complete with a justification.

### **KDSZ Section 8**

(2) The management of the DIT shall be in charge of carrying out the operative tasks pertaining to the operations of the doctoral school, which shall include

- b) based on the opinion of the person in charge of the module and/or topic supervisor, giving opinions on requests pertaining to the recognition, counting of credits, changing of programmes, modules, topics or topic leaders as well as those pertaining to the tuition fee,

### **KDSZ Section 19**

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

- a) 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,
- b) 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.

(4) The Student shall report on

a) the preparation of the study plan in the examination period of the first semester and the fulfilment thereof in the examination period of the second and third semesters,

b) the fulfilment of the research plan in every examination period starting with the fifth semester in line with the rules laid out in the operational regulations of the doctoral school. At the time of the Student's reporting, the Student shall make the necessary corrections. The decisions on the credits to be awarded for the directed research work and lecturing activities for the given semester shall be made by the head of the doctoral programme on the basis of the Student's report and the recommendation of the topic supervisor.

### **KDSZ Section 21**

(1) As part of the directed research work, the Doctoral Student shall carry out either individual or group-based research activities in connection with his/her research topic in both phases of the doctoral programme based on his/her approved study and research plans under the guidance of the topic supervisor.

(2) The completion of the directed research work along with the research credit value of the completed activity shall be determined by the head of the programme based on the recommendation of the topic supervisor. The head of the programme shall verify the completion of the research work for the Office by the last week of the examination period of the given semester. The verification of the completion of the research work shall not include a qualification. The Office shall record the completed requirements in the educational registration system each semester. The rules of the procedure for complaints laid out in Section 65 (6) of the HKR shall be applied in the case of the completion of the credits in question as well.

### **KDSZ Section 22**

(2) The Doctoral Student shall acquire 4 credits by teaching a course if the number of its attendees is at least 5 and the Doctoral Student instructs the course on his/her own, regardless of its format or number of contact hours. In the case of the so-called workshop project, the minimum attendance figure of 5 shall be required if it is not announced as a course. The completion of the teaching activity shall be verified for the Office by the final week of the examination period each semester based on the attendance of the course by the Head of the Doctoral School based on the recommendation of the topic supervisor or another representative of the Head of the Doctoral School.

(7) The decision on the substitution of the Student's teaching activities shall be decided by the Head of the Doctoral School based on the request of the Student containing the recommendation of the topic supervisor, which is to be submitted to the Office. The decision on the request shall be made simultaneously to determining the credit value to be awarded for the activity substituting the teaching activity. Credits acquired in this manner shall be entered into the educational registration system by the Office.

**KDSZ Section 24**

(1) The Student shall have until the end of the second semester counted from the commencement of the doctoral programme to request a change of one or more of his/her subject modules. In exceptionally justified cases, he/she may request a change of subject modules may be submitted after the end of the second semester. The decision on the change of subject modules shall be decided by the PPDT based on the recommendation of the topic supervisor and with the approval of the head of the programme. The resolution on the changing of the Student's module shall be issued by the Dean.

(5) In justified cases, the topic supervisor, with the approval of the management of the DIT, may withdraw from the supervision of the doctoral topic. The DIT management shall recommend a new topic supervisor to the PPDT simultaneously to the withdrawal of the Student's original topic supervisor.

**KDSZ Section 25**

(1) 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.

(2) 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.

**KDSZ Section 31**

(1) The organisation of the research centre debate shall be initiated by the topic supervisor with the management of the DIT. The DIT management shall handle the organisation of the research and shall appoint the Chair of the disputation along with at least one pre-opponents.

**KDSZ Section 32**

(1) Documents to be attached to the to the doctoral dissertation apart from the ones listed in Section 62 of EDSZ and Section 29 of the present Faculty Regulations shall include a statement from the topic supervisor declaring that

- a) the publications meet the criteria laid out in paragraph (1) and the operational regulations of the doctoral school,
- b) he/she considers the dissertation to be suitable for a public defence.

**Section 8**

(1) The authority and functions of the topic supervisor, in addition to those outlined in the EDSZ and the PPK KDSZ:

- a) the topic supervisor shall, keeping the utmost wanted professional standards, shall lead and aid, continuously monitor and evaluate the studies, research, as well as the preparation for the achievement of a doctoral degree of their student,
  - b) the topic supervisor shall initiate a consultation with the student under their supervision, should the supervisor not have up-to-date information on the student's continuous research activity,
  - c) the topic supervisor shall propose the credit value of the student's directed research work and lecturing activities, both at the beginning of the semester on the credit application form and at the end of the semester on the verification of completion.
- (2) See Annex no. 1 for further detailed rules regarding the topic supervisor.

### **Rules of Credit Transfer**

#### **PPK KDSZ Section 28**

- (1) Decisions on the recognition of credits acquired at other domestic or foreign higher education institutions shall be made by the PPDT based on the recommendation of the DIT management.
- (2) The Doctoral Student may acquire no more than 30% of the total required number of credits through credit transfer.
- (3) The Student may request the recognition of credits completed prior to the start of the doctoral programme in the cases of the completion of courses and experience gained in higher education by submitting a request to the Office addressed to the Head of the Doctoral School by no later than 30 September following enrolment in the programme. Credits obtained through previous research activities shall not be recognised. A verification from the given institution, or in the case of courses taught by the Doctoral Student, the head of the institution shall be attached to the request, along with the material and a list of the literature of the subjects completed and taught by the Student.
- (4) The total number of credits that can be recognised through preliminary credit recognition shall be:
  - a) 28 out of the 48 that can be acquired through the fulfilment of the subject requirements,
  - b) 0 out of the 112 credits that can be acquired through the research work,
  - c) 44 out of the 44 that can be acquired through teaching activities.

### **Section 9**

- (1) In connection with its credit transfer recommendation, the leadership of DIT shall, as necessary, request the opinion of
  - a) the relevant head of programme or person in charge of module with regards to the fulfilment of subject requirements,
  - b) the relevant head of programme or person in charge of module with regards to lecturing activity.

In case of partial or complete rejection in the opinion, the non-acceptance shall be justified by the difference in course requirements.

- (2) The student may request the acceptance of lecturing activities even if at the time of the activity in question, their status at ELTE University was suspended, nevertheless, such credit transfer is only possible with an active student status.

### **Application, admission**

#### **EDSZ Section 11**

- (1) The authority and functions of the Disciplinary Doctoral Council shall include in particular:
- h) determining the number of students who can be admitted to the doctoral school(s) each academic year,
  - i) setting the criteria for taking part in the doctoral programme,
  - j) appointing the members of the admission committee(s),
  - k) deciding on the admissions to the doctoral programme, [...]

#### **PPK KDSZ Section 12**

- (3) The following documents shall be attached to the application form:
- e) a research topic plan (500-1,500 words in length not including the bibliography)

#### **PPK KDSZ Section 13**

- (2) c) the entrance examination board shall be appointed by the Chair of the PPDT based on the proposal put forward by the Head of the Doctoral School. The Doctoral Student member of the board shall be delegated by the Doctoral Student Union.

#### **PPK KDSZ Section 14**

- (5) The recommendation on the admission decision shall be made submitted to the PPDT by the DIT management. The recommendation shall contain the minutes of the entrance exam, the list of compulsory modules to be completed by those recommended for admission as well as recommendations regarding whether the given applicant shall be admitted to a state or self-funded programme.

### **Section 10**

- (1) The research topic plan attached to the application shall include the planned research methodology. The attachment of other documents may be requested by the education programme in the application advertisement.
- (2) All programmes shall propose separate entrance examination boards to the PPDT via the Head of the Doctoral School.
- (3) The leadership of the DIT shall submit to the PPDT the applicants for state-funded programmes in the NDI, ranked according to the criteria published antecedently.

### **Research Plan**

#### **PPK KDSZ Section 25**

- (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.

## Section 11

- (1) The administration of the NDI shall make the research plans accessible to the members of DIT.
- (2) The examination committee may, if necessary, propose the amendment of the research plan graded passing, by specifying specific concerns and a deadline. The amended research plan shall, after approval by the topic supervisor, be jointly approved by the relevant head of programme and the leadership of DIT.
- (3) The rules pertaining to the research plan are to be found in Annex no. 2.

### **Couse Registration and Special Requirements of Course Fulfilment**

#### **PPK KDSZ Section 19**

- (4) The Student shall report on
  - a) the fulfilment of the study plan in the examination period of the second and third semesters,
  - b) the fulfilment of the research plan in every examination period starting with the fifth semester

in line with the rules laid out in the operational regulations of the doctoral school. At the time of the Student's reporting, the Student shall make the necessary corrections. The decisions on the credits to be awarded for the directed research work and lecturing activities for the given semester shall be made by the head of the doctoral programme on the basis of the Student's report and the recommendation of the topic supervisor.

#### **PPK KDSZ Section 21**

- (1) As part of the directed research work, the Doctoral Student shall carry out either individual or group-based research activities in connection with his/her research topic in both phases of the doctoral programme base on his/her approved study and research plans under the guidance of the topic supervisor.
- (2) The completion of the directed research work along with the research credit value of the completed activity shall be determined by the head of the programme based on the recommendation of the topic supervisor. The head of the programme shall verify the completion of the research work for the Office by the last week of the examination period of the given semester. The verification of the completion of the research work shall not include a qualification. The Office shall record the completed requirements in the educational registration system each semester. The rules of the procedure for complaints laid out in Section 65 (6) of the HKR shall be applied in the case of the completion of the credits in question as well.
- (3) The group-based activity organised within the framework of the research work (e.g. workshop) shall not be announced as a course by the doctoral school. The doctoral school shall organise the activity on its own authority and verify its completion for the Office by awarding research credits for it in the regular procedure.

#### **PPK KDSZ Section 22**

- (1) The course to be taught by the Doctoral Student within the framework of the compulsory teaching activity shall be a regular course in the discipline of the doctoral school requiring contact hours announced for a Bachelor's, Master's or single-cycle programme. Topic supervision of the so-called workshop project or the thesis shall also be accepted as a teaching activity irrespective of whether or not they are announced as courses.

(2) The Doctoral Student shall acquire 4 credits by teaching a course if the number of its attendees is at least 5 and the Doctoral Student instructs the course on his/her own, regardless of its format or number of contact hours. In the case of the so-called workshop project, the minimum attendance figure of 5 shall be required if it is not announced as a course. The completion of the teaching activity shall be verified for the Office by the final week of the examination period each semester based on the attendance of the course by the Head of the Doctoral School based on the recommendation of the topic supervisor or another representative of the Head of the Doctoral School.

(3) In the cases of Doctoral Students working as lecturers or instructing lessons at another faculty or higher education institution, the verification of their teaching activities along with its credit recognition shall be the right and task of the management of the DIT. The condition of the completion of the teaching requirement shall be the Student's submission of the course material as well as a written departmental certification on the teaching of the course. The completion of the teaching requirement shall be verified by the head of the doctoral school.

(4) The verification of the completion of the teaching requirement may not be rejected on the basis of the provisions laid out in paragraphs (2) and (3) in the present Section if the Student's lesson is not visited through the fault of the doctoral school.

(5) The teaching activity shall not be given a qualification. The completion of the requirement shall be recorded in the educational registration system by the Office each semester.

(6) The teaching activity may be substituted by an activity supporting education and research. The set of activities supporting education and research along with the extent to which it can substitute teaching activities shall be regulated by the operational regulations of the doctoral school.

(7) The decision on the substitution of the Student's teaching activities shall be decided by the Head of the Doctoral School based on the request of the Student containing the recommendation of the topic supervisor, which is to be submitted to the Office. The decision on the request shall be made simultaneously to determining the credit value to be awarded for the activity substituting the teaching activity. Credits acquired in this manner shall be entered into the educational registration system by the Office.

## **Section 12**

(1) At the beginning of every semester, the student shall, after consultation with their topic supervisor, appropriate to their learning and research plan, complete the credit registration form (Annex no. 3) with their planned research and teaching activities. The form shall be submitted to the Office with the approving signature of the topic supervisor and the head of programme no later than the last day of the course registration period.

(2) Activities and their credit values not on the credit registration form may be added to it after certification pursuant to PPK KDSZ Sections 21-22, with the approval of the Head of the Doctoral School.

(3) The NDI administration shall organise the end-of-semester reportage pursuant to PPK KDSZ Section 19 (4) separately by programmes. The reportage shall not be scheduled to the last week of the examination period.

(4) The topic supervisor of the student and the head of programme shall participate in the reportage. The reportage is public.

(5) The result of the reportage shall be noted on the credit registration form, handed over by the Office for the duration of the examination period, which, after signature by the topic supervisor, the head of programme, and the head of NDI, shall be transferred to the Office by the NDI administration

no later than the end of the examination period's penultimate week. The credit registration form shall be added to the student's personal file.

(6) The list and credit value of the possible activities supporting education and research substituting teaching activity shall be detailed in Annex no. 4. 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 in Annex no. 4. In exceptionally justified cases, the Head of the Doctoral School may approve an activity not listed in the Annex 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.

### **Changing the Programme, Module, Topic or Topic Supervisor within the Doctoral School**

#### **EDSZ Section 43**

(1) Unless defined otherwise by the faculty doctoral regulations or the operational regulations of the doctoral school, within three semesters of the commencement of the doctoral programme, the Doctoral Student may request permission to continue pursuing the doctoral degree in a different doctoral programme with a different doctoral topic and different topic supervisor.

(5) A decision on the recognition of the requirements previously fulfilled by the Student shall be made simultaneously to the decision on granting the Student permission to transfer to another doctoral programme or change his/her doctoral topic.

#### **PPK KDSZ Section 24**

(1) The Student shall have until the end of the second semester counted from the commencement of the doctoral programme to request a change of one or more of his/her subject modules. In exceptionally justified cases, he/she may request a change of subject modules may be submitted after the end of the second semester. The decision on the change of subject modules shall be decided by the PPDT based on the recommendation of the topic supervisor and with the approval of the head of the programme. The resolution on the changing of the Student's module shall be issued by the Dean.

(2) In academically justified cases, the Student shall have until the end of the second semester of the research and dissertation phase of the programme at the latest to request that he/she be permitted to continue the doctoral programme on a different topic within the programme, citing objective difficulties with the ability to research the topic, or in the event of the prolonged unavailability or death of the topic supervisor, continue the doctoral programme with a different topic supervisor.

(3) The changing of the doctoral topic or topic supervisor shall not extend the duration of the doctoral training.

(4) The decisions on the changing of the doctoral topic and/or topic supervisor shall be made by the PPDT at the recommendation of the management of the DIT.

(5) In justified cases, the topic supervisor, with the approval of the management of the DIT, may withdraw from the supervision of the doctoral topic. The DIT management shall recommend a new topic supervisor to the PPDT simultaneously to the withdrawal of the Student's original topic supervisor.

### **Section 13**

Students may in the course of their first two semesters transfer to another educational programme within the doctoral school. The transfer shall be subject to approval by the PPDT, on the proposal of the DIT, based on whether the student is capable of fulfilling their academic duties.

### **Financial Aspects of Doctoral Education**

#### **EDSZ Section 34**

(4) If a state-funded place at the doctoral school is to become vacant due to the reasons specified in paragraphs (1)-(3) or if the student status of the Student pursuing doctoral studies in a state-funded programme is terminated before the completion of his/her studies, a call for applications for students taking part in self-financed programmes shall be published on the website of the doctoral school for the state-funded place. The assessment criteria of the applications shall be published on the website of the doctoral school simultaneously to the publication of the call for applications, provided that the assessment criteria are not laid out in the faculty doctoral regulations. The assessment of the applications and the granting of the state scholarship shall be carried out by the Disciplinary Doctoral Council.

#### **PPK KDSZ Section 17**

(3) The state-funded spot for which an opening is established may only be filled by another Student starting from the subsequent semester.

#### **PPK KDSZ Section 8**

(2) The management of the DIT shall be in charge of carrying out the operative tasks pertaining to the operations of the doctoral school, which shall include [...]  
 b) based on the opinion of the person in charge of the module and/or topic supervisor, giving opinions on requests pertaining to the recognition, counting of credits, changing of programmes, modules, topics or topic leaders as well as those pertaining to the tuition fee

### **Section 14**

- (1) In deciding on requests pertaining to the tuition fee, the leadership of the DIT shall ask for the preliminary opinion of the topic supervisor.
- (2) Student applications to fill vacant state-funded spots shall be decided on by the PPDT, on the recommendation of the leadership of the DIT. The DIT shall regulate the application evaluation criteria and the procedures for application submission.

### **The Administration of the Doctoral School**

#### **PPK KDSZ Section 6**

(1) The management of the doctoral school shall be managed by the Head of the Doctoral School, the secretary of the doctoral school, the council of the doctoral school (hereinafter: DIT) and the leadership of the DIT in accordance with the division of tasks laid out in operational regulations of the doctoral school.

(2) The secretary of the doctoral school shall be appointed by the Dean based on the recommendation of the DIT. The secretary shall, in consultation with the Head of the Doctoral School, manage the administrative tasks at the doctoral school, preparations for the meetings of the DIT and its leaders, as well as the implementation of proposals submitted to the PPDT along with the organisation of the research centre disputations of the doctoral dissertations. The secretary shall perform the aforementioned tasks in collaboration with the assigned staff member of the Dean's Office. The secretary shall substitute the Head of the Doctoral School based on case-by-case appointments.



### Section 15

(1) The administration of the NDI shall be performed by an employee of the PPK Dean's Office, under the management of the secretary. Their duties shall be specified based on the recommendation of the head of NDI.

- (2) The duties of the doctoral school's administration shall include, in particular,
- preparing and documenting sessions of the DIT, under the professional management of the head of NDI and the operational management of its secretary,
  - providing administrative support to the leadership of the DIT,
  - the administration of matters pertaining to lecturers, researchers, doctoral students, and doctoral candidates participating in doctoral education and in the obtainment of a doctoral degree, within the authorities of the leadership of the NDI,
  - record management of the NDI,
  - collecting and registering all educational documents required by university regulations or the present Operational Regulations,
  - organising research centre disputations (see the Rider for the relevant university- and faculty-level regulations),
  - day-to-day administrative and organisational task of the NDI's workings,
  - maintaining and updating the contents of the NDI's home page,
  - performing various tasks in connection with the implementation of the NDI's quality assurance and quality improvement policy,
  - the constant updating of the NDI's information on the Országos Doktori Tanács's home page ([www.doktori.hu](http://www.doktori.hu)),
  - monitoring the advisory opinions and resolutions of the Hungarian Academic Committee (MAB) in relation to doctoral education, providing information thereof to the leadership of the NDI.

Budapest, November 2019

*Annex no. 1***Detailed Rules Pertaining to Topic Supervisors**

The topic supervisor shall be a lecturer, researcher with an academic degree, who has been approved by the DIT upon two recommendations, and endorsed by the PPDT. One recommendation shall come from a member of the DIT, the other from an established authority of the relevant field. The recommendations shall be based on topic supervisorial candidate's professional-scientific curriculum vitae, as well as their publication history. The DIT, on the recommendation of the head of programme, shall make a separate decision on the possible topic supervisors for the foreign-language programmes.

The topic supervisor shall communicate with the relevant heads of programmes in order to be informed of their students' activities and advancement.

- 1) Topic supervisorial appointments shall last for a duration of 3-5 years, which may be prolonged.
- 2) A work contract for the fulfilment of their duties shall be entered into with external topic supervisors.
- 3) If needed, the topic supervisor may attend to their duties with the help of a co-supervisor. The rules pertaining to the appointment of the co-supervisor shall be identical to those pertaining to the supervisor, but its contents and duration may not exceed those of the topic supervisor.
- 4) At their own discretion, the topic supervisor shall consult with other topic supervisors and experts to further aid the student.
- 5) Newly-appointed topic supervisors shall only supervise at most two students.
- 6) Topic supervisors who have no students who completed either their studies or their comprehensive exam shall simultaneously supervise at most three students.
- 7) Topic advisors with students who have already completed their studies – including those in other doctoral schools – shall simultaneously supervise at most six students at ELTE Doctoral School of Education.

**Duties of the Topic Supervisor**

- 1) The topic supervisor shall oversee their students to the best of their ability and taking into consideration the state-of-the art scientific research of the field. For the achievement thereof, the topic supervisor shall
  - a) support the student in the choice and development of their research strategy, tactics, and methodology;
  - b) advise the student on the methods of autonomous learning for their doctoral studies and development as researcher;
  - c) motivate, oversee and aid the supplying of the relevant literature, as well as the assessment thereof, from the beginning of the research, through the comprehensive examination and the research centre disputation, up to the public defence of the thesis;
  - d) by relaying their opinion, help the student with writing their thesis;
  - e) offer participation to the student in their own research, particularly in topics of mutual interest;
  - f) spur the student to broaden their international professional network, aid their application for foreign research grants and calls for papers;
  - g) in order to introduce them to the scientific community, spur and aid the student in the dissemination of their work, and on at least one occasion co-author a paper.
- 2) The student shall be responsible for keeping in contact with the supervisor. Should problems arise between the two parties, the student shall primarily seek help from the student union, while the supervisor from the head of programme. If the problem is not resolved at this level, all further steps are to be made in accordance with the relevant regulations.

- 3) The topic advisor shall initiate and maintain regular contact with the head of programme; they shall aid their students bearing in mind the particular workings of the programme.
- 4) Fulfil all other duties pertaining to topic supervisors, as outlined in university, faculty, and doctoral school operational regulations.

*Annex no. 2***The Preparation of the Research Plan****EDSZ Section 48**

(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.

**PPK KDSZ Section 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

- a) 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,
- b) 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.

(4) The Student shall report on

- a) the preparation of the study plan in the examination period of the first semester and the fulfilment thereof in the examination period of the second and third semesters,
- b) the fulfilment of the research plan in every examination period starting with the fifth semester in line with the rules laid out in the operational regulations of the doctoral school. At the time of the Student's reporting, the Student shall make the necessary corrections. The decisions on the credits to be awarded for the directed research work and lecturing activities for the given semester shall be made by the head of the doctoral programme on the basis of the Student's report and the recommendation of the topic supervisor.

**PPK KDSZ Section 21**

(1) As part of the directed research work, the Doctoral Student shall carry out either individual or group-based research activities in connection with his/her research topic in both phases of the doctoral programme base on his/her approved study and research plans under the guidance of the topic supervisor.

**PPK KDSZ Section 25**

(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.

The completion of the research plan is one step in the learning process at the doctoral school. The Student shall prepare the research plan on the topic outlined at their admission, maturing it into a full-fledged research, using their studies and consultations.

The student shall submit the research plan in one original copy at the doctoral school's administration, with the original signature of the student and the topic supervisor, as well as in electronic form. Its length is at minimum 40 000 characters.

The contents of the research plan:

- The working title of the dissertation,
- Articulation of the research problem, emphasising its pedagogical implications and relevance,
- The goals of the research,
- The methodological paradigms, research methods, the reasons for choosing these methods, the planned empirical and/or theoretical research supporting the achievement of the research goal; articulation of the presuppositions, hypotheses, prior expectations with regard to the planned samples,
- annotated bibliography of the most important Hungarian and international research on the topic,
- the planned schedule of the research,
- planned costs and feasibility of the research.

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 <sup>1</sup>					To be filled out at the end of semester <sup>2</sup>	
Precise name of directed research work	Planned timeframe (from/to date)	Planned number of total work hours	Planned credit value <sup>3</sup>	Signature of topic supervisor	Completed credit value <sup>3</sup>	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 doctoral school (at the end of the semester):			Signature of the head of programme:	
.....		.....			.....	

<sup>1</sup> To be submitted signed to the Office by the student no later than the last day of course registration period.

<sup>2</sup> Submitted by the Doctoral School to the Office before the last week of the examination period [PPK KDSZ Section 21 (2)].

<sup>3</sup> 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 <sup>1</sup>		To be filled out at the end of semester <sup>2</sup>	
Course title	Course code	Completed credit value <sup>3</sup>	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:	
		.....	

<sup>1</sup> To be submitted signed to the Office by the student no later than the last day of course registration period.

<sup>2</sup> Submitted by the doctoral school to the Office before the last week of the examination period [PPK KDSZ Section 21 (2)].

<sup>3</sup> A single course held for at least 5 students = 4 credits [PPK KDSZ Section 22 (2)].

Annex no. 4

<b>Name of activity supporting education and research</b>	<b>Maximum credit</b>	<b>Comment</b>	<b>Learning results (general competencies that the Doctoral Student has after completion of the activity)</b>
Assisting the lecturer at a course	2	Half of the credit must be fulfilled either in one subject or with one lecturer. Preparation of observational diary.	<ul style="list-style-type: none"> <li>• Familiar with the workflow of a course from its planning through its realisation to grading.</li> <li>• Able to observe and make observational criteria.</li> <li>• Open-minded attitude to teaching in higher education.</li> </ul>
Assisting the lecturer at an examination	3	Preparation of tools and updating the online learning portal.	<ul style="list-style-type: none"> <li>• Familiar with the curricular programme, in particular the contents of the course, the competencies to be developed and the outcome requirements.</li> <li>• Able to compile teaching material with supervision.</li> <li>• Interested in the potential online forms of learning support.</li> </ul>
Substantial tasks in assisting the lecturer in a course	4	Completing tasks in relation to and at lessons.	<ul style="list-style-type: none"> <li>• Familiar with the workflow of a course from its planning through its realisation to grading.</li> <li>• Able to teach specific topics and lead students' in-class learning.</li> <li>• Open-minded attitude to teaching in higher education.</li> </ul>
Thesis supervision tasks	maximum 2 credits per semester for each student	Supervising the writing of a thesis.	<ul style="list-style-type: none"> <li>• Familiar with the outcome requirements and thesis requirements.</li> <li>• Able to provide constant support to thesis writing on a specific topic, from the planning through the submitting to the defence of the thesis. Able to facilitate discourse between their own topic supervisor and student.</li> <li>• Understands the importance of providing scientific support to others and the limits of their own responsibility.</li> </ul>
Participation in teaching material or content development	2	Prepares teaching material for the operation of a higher educational programme.	<ul style="list-style-type: none"> <li>• Familiar with the workings of a higher educational study unit.</li> <li>• Able to attach content to the study unit, course at hand.</li> <li>• Open-minded attitude to teaching in higher education.</li> </ul>
Participating in course or examination development	2	Modification and development of parts of an educational programme and the descriptions and curricula of courses.	<ul style="list-style-type: none"> <li>• Familiar with the educational programme, curriculum, at least with regards to one specific course.</li> <li>• Able to articulate learning outcomes and the curriculum of a specific course.</li> <li>• Accepts the importance of higher educational pedagogy.</li> </ul>

Participation in educational programme development	4	Modification and development of broad, interconnected swathes of an educational programme.	<ul style="list-style-type: none"> <li>• Familiar with the parts of the educational programme, the structural connections of the study unit matrix, the workings of a course from the planning through the realisation to grading.</li> <li>• Able to articulate learning outcomes with regards to multiple courses.</li> <li>• Committed to the quality working of higher education.</li> </ul>
Preparation of teaching material and handouts	4	Development of handouts and teaching materials for an educational programme.	<ul style="list-style-type: none"> <li>• Familiar with the requirements of the educational programme, the literature of the topic in question and the pedagogical criteria of such development.</li> <li>• Able to fit the content to the educational level in question and to take learnability into account in addition to scientific requirements.</li> <li>• Committed to the quality working of higher education.</li> </ul>
Educational programme development	20	Development of the concept of an educational programme and complying thereof.	<ul style="list-style-type: none"> <li>• Familiar with the parts of the educational programme, the structural connections of the study unit matrix, the workings of a course from the planning through the realisation to grading, organising these into a conceptual system.</li> <li>• Able to organise learning outcomes in accordance with the educational and outcome requirements (KKK).</li> <li>• Represents the need for quality pedagogy in higher education.</li> </ul>



Annex no. 5

Special principles pertaining to research credits: 1. Research group shall be defined by the DIT 2. Knowledge dissemination shall be defined by the DIT 3. The maximum credits refer to research realised with international cooperation or for choice, independent Hungarian grants.				
Type of research credit		Maximum credit	Comment	Learning results (general competencies that the Doctoral Student has after completion of the activity)
<b>1. Scientific research bloc</b>				
A	Observing the workings of a research group or department	1	Approximately 30 working hours.	<ul style="list-style-type: none"> <li>• Informed about the inner workings and communications of the research group. Familiar with a research programme, research plan and the structure thereof.</li> <li>• Able to emphasise crucial details of the group workings and to create memos, and minutes.</li> <li>• Open-minded attitude to working in cooperation. Interested in the tasks research entails.</li> </ul>
B	Supporting research groups or departments with minor tasks	5	Smaller tasks e.g.: grant application monitoring, preparing grant applications, complying literature, annotating, coding, interviewing, material preparation.	<ul style="list-style-type: none"> <li>• Familiar with the research/grant application process and their leadership. Knows which skills they acquired through the completion of research tasks and which ones they will have to further develop individually.</li> <li>• Able to complete smaller research tasks with supervision and to situate these in the larger research effort.</li> <li>• Open-minded attitude to the characteristics of research.</li> </ul>
C	Major research assistant tasks	10	Must include tasks requiring analysis and synthesis.	<ul style="list-style-type: none"> <li>• Familiar with the research process, its leadership, the roles of the participants, their responsibilities, has basic knowledge of the research topic.</li> <li>• Able to complete research tasks with supervision and to situate these in the larger research effort. Able to identify the lacunae in their knowledge and skills.</li> <li>• Accepts that research is made up of interconnected parts. Understands their role in the development of their own competencies as a researcher.</li> </ul>

D	Continuous research assistant role	15	Longer timeframe, intensity may vary, must include individual work and responsibility.	<ul style="list-style-type: none"> <li>• Familiar with the research process, its leadership, the roles of the participants, their responsibilities, as well as the circumstances affecting the research process. Familiar with planning research strategies, methods, tools. Grasps the research topic.</li> <li>• Able to perform research tasks or tasks supporting a group individually, with reporting. Able to provide support for research planning as well as the setting up of the methodology and tools thereof. Able to self-reflectively analyse their own learning.</li> <li>• Serves the successful completion of the research consciously, responsibly, taking research ethics into account. Understands the importance of resource management.</li> </ul>
E	Cooperation with a research group/co-researcher	15	Representative of the leader in smaller tasks.	<ul style="list-style-type: none"> <li>• Familiar with and understands the research process from its design to its closure, knows the interconnectedness of tasks. Familiar with the principles of research methods, tool, and design, and the cooperative creation thereof.</li> <li>• Able to create collaborative projects through cooperation, professional dialogue and debate.</li> <li>• Accepts that research is made up of interconnected tasks and that openness, tolerance and professional communications are the bases of shared success.</li> </ul>
F	Individual research	25	Characterised by cooperation, mutual assistance, responsibility, trust, as well as tangible output.	<ul style="list-style-type: none"> <li>• Familiar with and understands the necessary steps for the planning and execution of research. Informed about research paradigms, methods, tools. Familiar with the relevant research ethics guidelines.</li> <li>• Able to create a research plan, to analyse the emerging problems, to seek potential solutions, to choose from these, realise the solution, and evaluate the results. Has a self-reflective attitude to their own work.</li> <li>• Accepts that research is made up of interconnected tasks, which stand in professional, logical relationship. Accepts that research serves the public good.</li> </ul>
G	Leading a research team, workshop or group	25	Activity resulting in tangible output (e.g. research report), underpinned by research methodology. This credit value represents the participation in the research process. If the results	<ul style="list-style-type: none"> <li>• Understands the principles behind choosing between research concepts and paradigms, the characteristics of group work and leadership styles. Familiar with the relevant prior research and research trends of the specific field.</li> <li>• Able to create a research plan and defend it in a debate. Able to lead the research as a whole, as well as the</li> </ul>

			are published, the publication may be evaluated and awarded credit value separately.	<p>work of individual members, to support the members learning, to lead the solution of individual and shared research problems.</p> <ul style="list-style-type: none"> <li>• Exemplarily represents the valid rules of science and research ethics, committed to continuous professional communication and shared success.</li> <li>• Committed to building professional communities and efficient resource use. Represents that research serves the public good.</li> </ul>
<b>2. Knowledge Dissemination Bloc</b>				
A	Copy editing or formatting tasks related to a knowledge dissemination platform	3	Work related to finished publications or publishing.	<ul style="list-style-type: none"> <li>• Familiar with the formal and general professional requirements of publications.</li> <li>• Able to adopt, under supervision, a critical attitude to the work of others.</li> <li>• Accepts that a special form of knowledge dissemination is at work in the scientific world.</li> </ul>
B	Assisting the organisation of a conference/professional event/professional knowledge dissemination platform (journal, home page, blog)	5	Organisational, preparation, editorial, marketing or hosting tasks, supporting the leader, organiser and/or participants.	<ul style="list-style-type: none"> <li>• Familiar with the process of conference organisation and with the tasks of the organiser.</li> <li>• Able to work in cooperation, to perform their task in concert with others', under leadership.</li> <li>• Sees the importance of the conference/event in their own field, understands that their individual responsibility is connected to the success of the entire conference. Understands the role of resources.</li> </ul>
C	Organising a conference/event/knowledge dissemination platform	10	Individual completion of specific tasks, with reporting	<ul style="list-style-type: none"> <li>• Familiar with the types of knowledge dissemination and reception, the algorithms of their working.</li> <li>• Able to lead colleagues, to cooperate professionally with them, to keep in contact with partners, with individual reporting.</li> <li>• Accepts that knowledge dissemination and publishing are the bases of responsible scientific dialogue. Adheres to ethics rules, uses resources responsibly.</li> </ul>

D	Individual management of a conference/event/knowledge dissemination platform	20	Founding, operating, from planning to realisation.	<ul style="list-style-type: none"> <li>Familiar with and understands the workings written (offline and online), social media forums or forms of professional community, as well as the typical forums and mechanisms of scientific knowledge dissemination and publishing.</li> <li>Able to assist in the operation thereof and content management.</li> <li>Represents that knowledge dissemination and publishing are the bases of scientific dialogue, is a responsible participant in the design of the ethics rules thereof.</li> </ul>
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**Specific principles of the dissertation preparation + research centre disputation credit group:**

1. The credits in this group are awarded not for the complete and final preparation of the dissertation (which involves significantly more work hours than 20 credits) but for the foundational work of the dissertation.
2. The great diversity of activities in the dissertation preparation credit group are represented in the Miscellaneous category, the contents of which is periodically supervised by the DIT.

Type of research credit		Maximum credit	Comment	Learning results (general competencies that the Doctoral Student has after completion of the activity)
<b>3. Dissertation preparation + research centre disputation credit group</b>				
A	Participation in research centre disputation or public defence.	1	Preparation of reflections in accord with the individual learning process. Active participation in the research centre disputation (e.g. with prepared reflections, questions).	<ul style="list-style-type: none"> <li>Familiar with the process of obtaining a doctoral degree.</li> <li>Able to reflectively interpret the doctoral progress of others.</li> <li>Open to evaluating the results of others.</li> </ul>
B	Consultations with the topic advisor and the head of programme	8 (2 credits per semester)	Planning, realisation, evaluation of research, study and publishing activities, as well as further steps. 2 credits/semester	<ul style="list-style-type: none"> <li>Familiar with the individual competences required for study planning as well as progression. Familiar with the operations of the doctoral school, its members, their roles, responsibilities, as well as the procedural regulations. Familiar with the role of their topic supervisor, as well as the responsibility thereof towards their students, as well as the student rights and their protections.</li> <li>Able to study continuously, in a self-regulated manner.</li> <li>Committed to cooperation, understands their individual responsibility.</li> </ul>
C	Preparation of the research plan	15 (may be awarded only once)	Familiarising themselves with the research plans and dissertations of others.	<ul style="list-style-type: none"> <li>Familiar with the literature on writing a research plan, able to interpret their relation to their own</li> </ul>

				individual research, has a command of the basics of research strategies, paradigms, methods, tools. <ul style="list-style-type: none"> <li>• Able to create a coherent research plan for their own topic.</li> </ul>
D	Participating in the critique of a dissertation alongside an official opponent	5	Assisting in the critique of parts of a finished dissertation.	<ul style="list-style-type: none"> <li>• Understands the role of critique in the defence procedure.</li> <li>• Able to do analysis in a specific field (e. g. research methodology, literature review chapter), under close supervision.</li> </ul>
E	Preparation of the dissertation for research centre disputation	14	In cooperation with the topic supervisor.	<ul style="list-style-type: none"> <li>• Familiar with the writing style and typical structure of a dissertation.</li> <li>• Able to write a dissertation.</li> <li>• Consciously avoids plagiarism, abides by all science ethics rules.</li> </ul>
F	Organisation of the research centre disputation, post-disputation evaluation, planning further steps	1	Per the requirements of the doctoral school.	<ul style="list-style-type: none"> <li>• Familiar with the process of organising a research centre disputation.</li> <li>• Able to present their findings, to collect feedback and interpret in the light of further work to be done.</li> <li>• Open to professional discourse.</li> </ul>

**Specific principles of the awarding of publication credits:**

1. The objective of publishing is the continuous presentation of the doctoral student's research to the domestic and international scientific community, as well as to tie the student to the field in question.
2. Self-experiential learning of the professional and ethics rules of co-authoring.
3. Publishing serves the acquiring of the skills required to writing an individual dissertation.
4. The specifics, quality and credit values of the different types of publications require further deliberation. Credit values should be interpreted as an interval.
5. The Miscellaneous publication credits conform to the specific requirements of the given field.

Type of research credit		Maximum credit				Comment
4. Publication credit group		Domestic, in Hungarian	Foreign, in Hungarian	Domestic, in a foreign language	Foreign, in a foreign language	
A	Book, monograph	8	10	13	15	Edited volume, must be preceded by two journal articles in the topic at hand

B	Systematic Literature Review	8	10	10	15	For a guide, see e. g.: <a href="http://www.editage.com/insights/a-young-researchers-guide-to-a-systematic-review">http://www.editage.com/insights/a-young-researchers-guide-to-a-systematic-review</a> (Last accessed: 30/11/2019)
C	Book chapter, study in an edited volume, including conference proceedings	5	6	7	10	Edited volume
D	Journal article	6	7	8	15	Peer reviewed, in a journal with an independent editorial board. Q1 journal, “A” grade journal according to the classification of the MTA PTB: maximum 15 credits, Q2 journal, “B” grade journal according to the classification of the MTA PTB: maximum 10 credits, Q3 journal: maximum 8 credits Other journal: maximum 6 credits The journal need not be a foreign one.
E	Review	2	2	3	3	Peer reviewed, in a journal with an independent editorial board.
F	Conference presentation	2	3	3	4	Presentation or poster abstract presented at an at minimum two-day-long conference, organised by an independent scientific committee, advertised nationally or internationally.
G	Miscellaneous	2	3	3	4	Conforming to the requirements of the specific programme

Publishing is one of the most important metrics of a scientific career. The credits, therefore, are not bound to learning outcomes. However, they may be bound to the conventions and expectations of the scientific community that the student aspires to become a member of and the scientific community of which aids the student through their programme and supervisor. The following guidelines are thus recommended for consideration:

Guidelines for the evaluation of publication credits	
1. The publication must be in a foreign language journal, listed by the Committee on Pedagogy, II. Section, Hungarian Academy of Sciences. <a href="https://mta.hu/data/dokumentumok/doktori_tanacs/II.%20Osztya/PEDTB_MTA%20II%20osztaly%20folyoiratlista_20190328.xlsx">https://mta.hu/data/dokumentumok/doktori_tanacs/II.%20Osztya/PEDTB_MTA%20II%20osztaly%20folyoiratlista_20190328.xlsx</a> (last accessed: 30/11/2019)	
2. Participation in at least one international conference is expected, which is to be certified by the abstract. The DIT shall decide the quality of the conference.	
3. At least two publications should be co-authored by the topic supervisor.	
4. Two thirds of the publications should be on the student’s doctoral topic.	
5. The student must be the lead author of at least two publications.	

**EDSZ Section 61**

Prior to the submission of the doctoral dissertation, the department (institute) in charge of the relevant academic field shall organise an academic meeting (hereinafter: research centre disputation) to evaluate the dissertation. The department shall invite to the disputation the lecturers contributing to the doctoral programme, core members and topic supervisors researching the given topic at other universities and notable academic experts in the given field. A minutes shall be prepared of the research centre disputation. The detailed regulations of the research centre disputation shall be laid out in the faculty doctoral regulations specifying that the faculty doctoral regulations may prescribe other forms of evaluation pertaining to the doctoral dissertation prior to its submission, in place of the research centre disputation.

**EDSZ Section 64**

Critique procedures can be held between 1 September and 30 June at the University. Based on a special justification as laid out in the faculty doctoral regulations, public disputations may be held in July or between 21 and 31 August if the Disciplinary Doctoral Council initiated the doctoral procedure prior to 30 June.

**EDSZ Section 65**

- (1) The request for the initiation of the critique procedure shall be submitted by filling out the relevant application form found in Annex 5 of the present regulations. The request shall be submitted to the Disciplinary Doctoral Council through the faculty office.
- (2) Attachments to the request shall include:
  - a) the pre-degree certificate verifying the completion of the doctoral programme,
  - b) the doctoral dissertation and doctoral abstracts pursuant to Section 62,
  - c) the minutes of the research centre disputation, in addition to a joint recommendation by the head of the research centre/doctoral programme and the topic supervisor for the initiation of the critique procedure. The recommendation may also cover nominations for members of the Assessment Committee and the official opponents,

**PPK KDSZ Section 6**

- (2) The secretary of the doctoral school shall be appointed by the Dean based on the recommendation of the DIT. The secretary shall, in consultation with the Head of the Doctoral School, manage the administrative tasks at the doctoral school, preparations for the meetings of the DIT and its leaders, as well as the implementation of proposals submitted to the PPDT along with the organisation of the research centre disputations of the doctoral dissertations. The secretary shall perform the aforementioned tasks in collaboration with the assigned staff member of the Dean's Office. The secretary shall substitute the Head of the Doctoral School based on case-by-case appointments.

### **PPK KDSZ Section 31**

- (1) The organisation of the research centre debate shall be initiated by the topic supervisor with the management of the DIT. The DIT management shall handle the organisation of the research and shall appoint the Chair of the disputation along with at least one pre-opponents.
- (2) The date and time of the research centre disputation shall be set in a way that the Student has enough time to take into consideration the suggestions made at the disputation prior to submitting the dissertation. The date of the disputation shall be announced one week in advance.
- (3) The research centre disputation shall be open to the public. Invitees to the disputation shall include lecturers and researchers at the Faculty, core members, topic supervisors of the doctoral schools of other universities, as well as lecturers, researchers at departments (institutes, research centres) researching the topic in question along with other external experts on the given topic. The list of persons whose invitations are mandatory shall be decided by the director of the doctoral school.
- (4) At the research centre disputation, the Candidate shall present the dissertation, the pre-opponents shall present their opinions on the dissertation, after which those present will also express their opinions on the dissertation within the framework of an open debate.
- (5) A memorandum shall be prepared on the research centre disputation, which shall include the list of the names of those present and the main points raised in connection with the dissertation. The memorandum shall be certified by the head of the programme and a lecturer of the doctoral school present at the disputation. The memorandum shall be attached to the documentation of the doctoral procedure and shall be made accessible to the Assessment Committee and the administration of the doctoral school.
- (6) The head of the programme may request that the dissertation be re-worked based on the points raised at the disputation.