

ANNEX 6/4
DOCTORAL REGULATIONS OF THE FACULTY OF EDUCATION
AND PSYCHOLOGY

THE SCOPE OF THE REGULATIONS

Section 1

The scope of the Annex shall extend to the persons and activities listed in Section 1 of the University Doctoral Regulations (hereinafter: EDSZ with respect to the doctoral activities carried out in the fields (disciplines) of psychology and pedagogy studies at the Faculty of Education and Psychology (hereinafter: PPK) of Eötvös Loránd University.

THE DOCTORAL COUNCIL OF EDUCATION AND PSYCHOLOGY

Section 2

(1) The Scientific Committee, the permanent committee of PPK shall assume the duties and authorities of the Doctoral Council of Education and Psychology (hereinafter: PPDT), as the Faculty's Disciplinary Doctoral Council.

(2) The Chair, members and substitute members of the PPDT – with the exception of the Doctoral Student member – shall be elected by the Faculty Council by secret vote based on the recommendation of the doctoral schools.

(3) The members of the PPDT with voting rights shall be:

a) the Chair of the PPDT,

b) three main representatives for each discipline,

c) two members holding academic degrees who are not employed by the University and who may hold the title of professor emeritus,

d) a Doctoral Student pursuing doctoral studies in one of the accredited doctoral programmes at the Faculty who has a student status with the University and is delegated in accordance with the Bylaws of the University Doctoral Student Union.

(4) The PPDT shall have one internal and one external substitute member, who, in case one permanent member – other than the Doctoral Student member – is unavailable, takes part in the work of the Council as a voting member. The members of the PPDT – with the exception of the Doctoral Student member – may not be substituted through case-by-case appointments.

(5) Permanent invitees of the PPDT with consultation rights are the following:

a) the Dean, provided that he/she is not a member with voting rights,

b) the Vice Dean(s) for educational and scientific affairs,

c) the head and secretary of the doctoral school, provided that they are not members with voting rights,

d) the head of the office of the Faculty in charge of educational administration (hereinafter: Office),

e) persons invited by the Chair.

Section 3

(1) The mandates of the Chair and members of the PPDT – with the exception of the Doctoral Student member – shall be valid until 31 December following the expiry of the mandate of the Faculty Council that elected them.

(2) The mandate of the PPDT shall cease upon:

a) the expiry of the mandate,

b) resignation,

c) a recall of the member, if the member is regularly absent from the meetings of the PPDT, or becomes unworthy of membership for a specific reason,

d) the death of the member.

The decision on the recall of the member shall be made by the Faculty Council based on the recommendation of the Dean or the Chair of the PPDT.

(3) The body entitled for nomination shall make a recommendation on the Chair and members of the PPDT 30 days prior to the expiry of the mandate of the PPDT. In the cases laid out in points b)-d) of paragraph (2), the recommendation shall be made within 30 days following the expiry of the mandate.

(4) With the exception of Doctoral Student members, only persons who meet the criteria pertaining to core members of doctoral schools may be nominated to be members or the chair of the PPDT.

Section 4

(1) The PPDT shall meet at least six times within an academic year or as necessary.

(2) The meetings of the PPDT shall be called by the Chair with the publication of the agenda at least eight days prior to the day of the meeting.

(3) Quorum in the meeting of the PPDT requires the attendance of the Chair and more than half of the members with voting rights.

(4) The meetings of the PPDT shall be open to the public, but the Chair may call a closed meeting at the recommendation of any of the members.

(5) The PPDT shall pass its resolution by majority vote. Personnel issues shall be decided by secret ballot.

(6) A minutes shall be prepared on the meeting of the PPDT. The minutes shall be written by a staff member of the Office and approved by the Chair of the PPDT. The minutes shall be sent to the members of the PPDT within eight days following the meeting.

(7) Those whom the decisions of the PPDT concerns shall be notified of its decisions in writing. The resolutions passed by the PPDT shall be certified by the Chair.

(8) The secretarial tasks of the PPDT shall be carried out by the Office.

Section 5

(1) The tasks of the PPDT beyond those specified in Section 11 (1) of the EDSZ in particular are the following:

a) deciding on credit transfer requests based on the opinions of the doctoral schools,

b) giving an opinion on the formal framework of the doctoral administrative duties and establishment of procedures,

c) managing and monitoring the quality assurance of the doctoral programmes at the Faculty,

d) making a recommendation to the Faculty Council regarding the sums of the tuition fees per category as well as other fees payable.

(2) The PPDT shall delegate its authority laid out in point j) of Section 11 (1) of EDSZ to the head of the doctoral school.

MANAGEMENT OF THE DOCTORAL SCHOOL

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.

THE COUNCIL OF THE DOCTORAL SCHOOL

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.

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.

LECTURERS OF THE DOCTORAL SCHOOL

Section 9

(1) The lecturer of the doctoral school shall be a lecturer or researcher holding an academic degree who – based on the recommendation of the person in charge of the given module – was deemed qualified by the management of the DIT to perform lecturing tasks within the framework of the doctoral school. The core members and lecturers of the doctoral school may also take up lecturing roles at other doctoral schools.

(2) The administration of the doctoral school shall keep a record on the identities of the lecturers of the doctoral school, which it shall make accessible to the PPDT when necessary. The records shall contain the lecturers' names, dates of birth, academic degrees, year of habilitation, position at the University, location of their employment status and core membership.

THE DOCTORAL PROGRAMME

Section 10

(1) The academic requirements of the doctoral training are to be fulfilled in modularly structured doctoral training programmes offering a total of 252 credits. The requirement types and volumes of the doctoral programme are as follows:

a) three subject modules	84 credits	(33%)
b) comprehensive examination	12 credits	(5%)
c) research work	112 credits	(44%)
d) educational activities	44 credits	(17%)

QUALITY ASSURANCE, QUALITY DEVELOPMENT

Section 11

(1) The tasks related to the quality assurance and quality development of the faculty's doctoral training shall be managed and overseen by the PPDT.

(2) The PPDT in the framework of quality assurance shall

- a) ¹³¹monitor compliance with the content, legal and regulative requirements of the doctoral training and administrative tasks,
- b) assess levels of satisfaction among Doctoral Students and doctoral graduates in collaboration with the Office,
- c) compile an annual report on the data gathered from the performance of the tasks laid out in points a) and b).

APPLICATION AND ADMISSION

Section 12

(1) Applications to the doctoral programme – with the exception of programmes organised strictly for international students – may be submitted starting from the first work day following 15 March until the 25th work day by filling out the application form contained in Annex 5 of the EDSZ.

(2) Applications may also be submitted by those who have yet to pass their final examinations at the Master's level at the time of the entrance exam, but will do so by no later than 31 July and can verify at the time of enrolment that the qualification of the degree meets the required standard.

(3) The following documents shall be attached to the application form:

- a) a copy of the Master's degree,
- b) a copy of the proof of language proficiency prescribed by legislation,

¹³¹ Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

- c) a curriculum vitae,
 - d) a list of individual publications,
 - e) a research topic plan (500-1,500 words in length not including the bibliography)
 - f) a reference work (at least 6,000 words in length not including the bibliography), which shall be an earlier work of academic quality (such as a research paper, condensed version of the thesis, or an academic publication) which helps the Assessment Committee determine the applicant's level of academic preparedness for the programme,
 - g) a proof of payment of the application procedure fee.
- (4) In the case of a university degree obtained at a foreign university, unless the document is issued in either English, German, French or Russian, an official Hungarian translation of the degree shall be attached to the copy of the original.

Section 13

- (1) The entrance exam shall consist of an oral hearing. In certain cases, particularly in those of foreign language programmes, or if the applicant resides abroad or if required for a special reason, the oral entrance exam may be carried out electronically if the identity of the applicant is thus discernible, as well as mutual and unhindered communication is provided.
- (2) The entrance exam shall be held before an examination board.
- a) the board shall consist of a Chair and at least two further lecturers, as well as one Doctoral Student member,
 - b) external professionals may also be members on the entrance examination board,
 - 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.
- (3) The entrance exams are to be held over the course of May and June at a time and place determined by the doctoral schools. The dates and locations of the entrance exams shall be published by the Office on the website of the Faculty. The Office shall also notify applicants in writing about the dates and locations of the exams.
- (4) In the cases of international applicants, the Dean of the Faculty, based on a consultation with the head of the doctoral school, may allow for the exam to be held at an alternative time. Entrance exams may not be taken for places funded by the Hungarian state at times other than those announced by Hungarian applicants or citizens subject to the same assessment criteria.
- (5) Make-up entrance exams may only be held in periods set aside for entrance exams in accordance with paragraph (3), provided that they are allowed by the head of the doctoral school and the entrance examination board can be assembled.

Section 14

- (1) The assessment criteria of the admission procedure shall be determined by the PPDT based on the recommendations of the doctoral schools and shall be published in the admission announcements as well as the guides on the doctoral programmes.
- (2) The assessment criteria in the assessment procedure shall be:
- a) the topic's alignment with and feasibility within the framework of the doctoral educational programme,
 - b) whether a topic supervisor holding an academic degree can be assigned to the topic,
 - c) the candidate's proficiency in more than one foreign language,
 - d) results achieved over the course of previous research work, particularly publications,
 - e) accomplishments in previous university studies,
 - f) other criteria recommended by the doctoral school, e.g. qualification to fulfil higher education teaching duties.

- (3) A minutes shall be prepared on the entrance examination, which shall be certified by the members of the entrance examination board. The minutes shall be sent to the DIT management by the Chair of the entrance examination board.
- (4) The minutes of the entrance exam shall contain a brief professional opinion on the performance of each applicant.
- (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.
- (6) The admission decision issued by the Dean shall include the list of required subjects.

THE STUDENT STATUS

Section 15

- (1) The applicant admitted to the doctoral programme must enrol in the programme during the period set aside for enrolment at the beginning of the semester. The Student shall not be permitted to miss the deadline for enrolment. Should the Student fail to enrol during the specified period, even though a representative, and fails to establish a student status with the university, his/her admission decision shall be ruled void. When enrolling for the programme, the Student must present to the Office the original copies of his/her university degree and language exam certificates.
- (2) The Student admitted to and enrolled in the doctoral programme may postpone the start of his/her studies for a period no longer than two semesters by suspending his/her student status. In this case, the Student must confirm the suspension of the studies in the Electronic Registration System. Doctoral programmes funded by the Hungarian state may only be commenced in the autumn semester. Any unauthorised confirmations shall be deleted by the Office.
- (3) The interruption of the student status shall not affect that training's form of financing.
- (4) The Dean, based on the opinion of the management of the DIT and at the written request of the Student, may allow for the suspension of studies in the training and research phase of the programme for a combined period more than two semesters,
 - a) if the Student is pregnant, or is raising a child younger than three years of age,
 - b) if the Student has suffered an accident or suffers from a prolonged illness and is temporarily unable to continue his/her studies,
 - c) if the Student taking part in a state-funded programme wishes to establish an employment status with another employer for a definite period,
 - d) if the Student is working abroad,
 - e) with respect to any other personal circumstance of the Student warranting special equity.
- (5) The doctoral studies may not be suspended for a period longer than six consecutive semesters even in the cases laid out in paragraph (4).
- (6) The Student may not be allowed to suspend his/her student status in the research and dissertation phase of the programme for a combined period longer than two semesters even out of reasons warranting equity.
- (7) Under special circumstances, citing scholarship-funded studies, an accident, illness or any other unexpected reason, the Student, either personally or through a representative, may request within 8 days following the occurrence of the reason given the withdrawal of his/her registration for an active semester by presenting an original document verifying the occurrence of the reason cited. The decision on the withdrawal of the Student's registration in this case shall be made by the Dean based on the opinion of the management of the DIT.
- (8) The resolution on the withdrawal of the Student's registration must rule on the amount of the Student's tuition that is to be reimbursed.

Section 16

(1)

(2)

(3) The duration of the programme of a Student taking part in a part-time programme shall be determined by the PPDT based on the recommendation of the DIT within the framework of the Student's individual study plan. The Student shall prepare the individual study plan with the approval of the topic supervisor. The study plan shall be countersigned by the person in charge of the module in question along with the head of the doctoral school.

(4) The individual study plan shall include the following:

a) the name of the Candidate,

b) the name of the doctoral school/training programme,

c) the name and academic degree of the topic supervisor appointed by the DIT,

d) a detailed list of study units recognised through credit transfer on the basis of previous studies and their alignment with the study units of the doctoral training programme,

e) the number of semesters remaining in the training programme,

f) a list of requirements to be fulfilled according to the types of activities they constitute,

g) any possible exemptions from attendance of lessons.

(5) The Student must submit the original copy of the individual study plan at the Office following enrolment, by no later than 30 September. A second copy must be submitted at the secretariat of the doctoral school. The individual study plan shall be ruled on by the PPDT.

(6) At the request of the topic supervisor the DIT may recommend to the PPDT the withdrawal of the permission should the Student fail to fulfil the requirements laid out in the individual study plan. Simultaneously to withdrawing the permission, the DIT may recommend that the Student – within the framework of an uninterrupted student status – should continue his/her doctoral studies under a different study arrangement. In this case, only the study units completed up to that point can be counted towards the Student's doctoral studies.

(7) Modification of the duration of the training programme based on the individual study plan may only be requested on one occasion and for one semester.

(8) The recommendation for the reduction of the tuition of the Student pursuing doctoral studies under an individual study arrangement shall be made to the Dean by the PPDT.

Section 17

(1) The Doctoral Student pursuing a state-funded doctoral programme shall retain his/her eligibility for a state scholarship if he/she completed no less than 14 credits in the preceding active semester. Should the Student fail to acquire the 14 credits, he/she shall be reallocated by the Office to a self-financed programme starting from the subsequent semester. The provisions pertaining to exemption from reallocation laid out in Section 132 in the HKR shall be implemented as intended in the case of the Student.

(2) The tuition fee of the Student reallocated from a state-funded programme to a self-financed programme shall be equal to the tuition fee calculated for the relevant semester.

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

Section 17/A

(1) The Dean, in exercise of the authorities laid out in Section 39 (2) of the University Doctoral Regulations, may grant a Student enrolled in a programme funded by the State of Hungary permission to establish a part-time employment status (no more than half the working hours of the official full-time working hours) with another employer in an active semester if it can be determined based on the Student's academic and research plans that their employment will not endanger their completion of their academic and research obligations.

(2) The Student's request, along with a recommendation by the head of the research centre, shall be submitted to the head of the doctoral school. For the purposes of this subsection, the head of the doctoral school shall act as head of the research centre.

(3) The Dean shall withdraw the approval granted to the Student if the topic supervisor, the head of the research centre or the head of the doctoral school indicate that the Student has failed to fulfil or adequately fulfil his/her academic and/or research assignments. Should the Dean's approval be withdrawn, the Student must terminate his/her employment status with the other employer. In the event that the Student fails to terminate his/her employment status, the Student shall be reallocated to a self-financed programme.

THE FORMAL AND CONTENT REQUIREMENTS OF THE DOCTORAL TRAINING PROGRAMME AND CREDIT SYSTEM

Section 18

A total of 252 credits must be acquired within the framework of the full-time organised doctoral programme. The schedule for the completion of the credits and their breakdown into requirement types are laid out in Appendix 1.

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.

Section 20

(1) The fulfilment of the subject requirements in organised doctoral programmes shall be done through the completion of the study units of the modularly structured training, pursuant to the rules of the HKR. The Student taking part in a programme with a uniquely tailored study arrangement shall complete the study units prescribed by his/her individual study plan within the framework of consultations. Courses belonging to study units from the attendance of which the study plan does not exempt the Student must be completed by the attendance of the lessons.

(2) The completion of the courses shall be evaluated on a five-grade scale [excellent (5), good (4), satisfactory (3), pass (2), fail (1)], a three-grade scale [excellent, satisfactory, fail].

(3) Over the course of the doctoral programme, the Student must complete three full modules. According to the training plan of the doctoral school, one of said three modules may be substituted by elective courses. At least one of the modules must deal with the doctoral topic of the Student. The training plan of the doctoral programme may prescribe that modules be completed joint together.

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.

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 23

(1) The review of the individually determined credit value to be awarded for the research work and the teaching activity may be requested through a request addressed to the Chair of the PPDT to be submitted to the Office. The Student may request the review within 15 days following the receipt of the verification of the completion of the activities in question. A review of the evaluation of the completion of the requirements may only be requested in the event that the evaluation was not carried out according to the accepted criteria or if it was made with the non-compliance with the relevant rules.

(2) The credits acquired with the completion of the research work and the teaching activity shall be counted towards the Student's studies to the extent of the credit distribution prescribed in Section 18 of the present Faculty regulations. The Student shall not have to pay fees for research and teaching credits obtained beyond said value.

Section 23/A

Unless otherwise specified by the present Faculty Regulation, or the operational regulations of the doctoral schools, all requests pertaining to doctoral education shall be submitted to the Office, addressed to the relevant authority, on paper, signed by the doctoral student, as well as the assenting signature of the topic supervisor and head of programme. For certain requests, the Office may provide forms by their publication on the Faculty home page or the Electronic Registration System.

CHANGING THE DOCTORAL TOPIC

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.

FULFILMENT OF THE REQUIREMENTS

Section 25

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

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

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

PARTIAL STUDIES AT A FOREIGN INSTITUTION

Section 26

(1) The Student taking part in partial studies shall have until the start of the examination period of the semester preceding the one in which he/she will pursue partial studies to submit to the Office his/her work programme approved by the topic supervisor.

(2) The recommendation on the approval of the work programme shall be made to the PPDT by the head of the doctoral programme. The recommendation must include a listing of the study units whose completion is expected on the basis of the work programme.

(3) The Student's status with the University shall remain valid over the course of the duration of the Student's partial studies. During the pursuit of the partial studies abroad, the Student shall provide proof of the completion of the minimum required of credits specified in the present Faculty Regulations each semester, irrespective of whether the partial studies are concluded in the same semester or at a later point.

Section 27

(1) Decisions on the acceptance of students applying for partial studies to the doctoral school of the Faculty shall be made by the DIT management, which shall coincide with the management's notifying the Office of the decision.

(2) The International Office of the Dean's Office shall issue a verification document to students arriving from other universities for partial studies at the University at the end of their training, which shall include the list of study units completed, their credit value and evaluation. The documents shall contain a brief English language description of the courses completed.

CALCULATION OF CREDITS

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) Academic and research activities completed by the applicant before application may be recognised by the Disciplinary Doctoral Council at the request of the applicant, in accordance with the rules on credit transfer,
 - a) if the Doctoral Student pursued a doctoral programme in the doctoral school of the Faculty of Education and Psychology to which he/she was granted admission on a second attempt,
 - b) in the case of studies pursued at another doctoral school, if there is a possibility of credit transfer in line with the rules pertaining to part-time training,
 - c) in the case of applicants applying for the comprehensive examination without preliminary doctoral training, or persons to whom the same rules apply pursuant to EDSZ Section 50 (7).
- (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. 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.

THE COMPREHENSIVE EXAMINATION

Section 29

- (1) The Student shall apply to the comprehensive examination via the Electronic Registration System, to which the research plan referred to in Section 19 of the present Faculty Regulations to the comprehensive examination must be attached.
- (2) The topic supervisor of the Doctoral Student may be present at the comprehensive examination.
- (3) In the case specified in Section 52 (4) of the EDSZ, the decision on the postponement of the comprehensive examination shall be made by the Chair of the PPDT. In the event that the Student fails to pass the exam, and the retake exam cannot be held within the following 15 days, the Student may take the retake exam in the examination period of the subsequent semester.
- (4) In the event that the Doctoral Student fails to pass the comprehensive examination, the Student may under no circumstances make more than one additional attempt to pass the exam.

THE PROCEDURE AIMED AT THE OBTAINMENT OF THE DOCTORAL DEGREE

Section 30

- (1) Proficiency in the second foreign language required for the obtainment of the doctoral degree may be verified in the following ways:
 - a) with a state-certified intermediate (B2) language exam certificate in speaking or writing, or an equivalent certificate,
 - b) with a certificate obtained in a language examination designed for the PhD procedure by the foreign-language departments of the Faculty of Humanities,
 - c) with an intermediate language exam certificate obtained at the foreign-language lectorate of the University over the course of the Student's studies,

d) by verification of foreign language proficiency acquired over the course of the pursuit of studies abroad, to which the Student must attach a verification document issued by the Educational Authority Accreditation Centre for Foreign Language Examinations, provided that the certificate question does not verify completed scholastic studies.

(2) If the doctoral programme pursued is in a foreign language, the Pre-degree certificate (Absolutorium) shall certify the required proficiency based on the equivalency requirements laid down by law.

(2) The length and formal requirements of the doctoral dissertation shall be the following:

a) The length of the doctoral dissertation shall be 70-250 pages. The bibliography and the annexes shall not count towards the length of the dissertation. The dissertation shall be written in Times New Roman font, size 12 with 2.5 cm margins and a 3.5 cm binding margin. Unless otherwise specified in the operational regulation of the doctoral school, the dissertation shall be prepared with 1.5 line spacing and shall be double-sided. The template for the external and internal covers are contained in Appendix 2 and Appendix 3 of the present Regulations.

b) Further formal criteria in connection with the doctoral dissertation shall be regulated by the operational regulations of the doctoral school.

c) The doctoral dissertation may be submitted in Hungarian or English.

d) The doctoral dissertation shall be submitted in three printed copies, out of which one shall have hard, and two shall have paper binding. Apart from these copies, one electronic version shall also be submitted. The spine of the hard-bound copy shall contain the name of the author and the year of submission. The PPDT may prescribe unique rules concerning the formal requirements of the electronic copy of the dissertation.

THE RESEARCH CENTRE DISPUTATION

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.

SUBMISSION OF THE DOCTORAL DISSERTATION

Section 32

(1) The condition of submitting the dissertation shall be that the Candidate shall have three academic publications the subject of which is connected to that of the doctoral dissertation. One of the publications is to be published in English. Academic publications that may be accepted are papers that are published in referenced scientific journals, a chapter published in an edited book or an edited book referenced by the WoS or Scopus. The operational regulations of the doctoral school may further specify the publication requirements and may expand them on the condition that it consults the Doctoral Student Union about it.

(2) 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.

(3) Simultaneously to the submission of the doctoral dissertation, the Student shall submit to the Office 5 printed copies and one electronic copy of both his/her curriculum vitae and the list of published works, as well as 20 printed copies and one electronic copy of the abstracts of the dissertation.

(4) The abstract booklet shall contain a list of the Candidate's published works with those connected topic of the dissertation grouped together, separate from the list of the other publications.

THE CRITIQUE PROCEDURE

¹³²Section 33

The doctoral critique procedure shall be conducted in Hungarian in the cases of Hungarian language doctoral programmes, unless there is a decision to the contrary by the PPDT, at the request of the Candidate. In the case of an English-language programme, or in such a case that one of the Assessment Committee does not speak Hungarian, the doctoral critique procedure shall be conducted in English.

THE PUBLIC DISPUTATION

Section 34

(1) The Assessment Committee shall be composed of its Chair, two official opponents and four further members.

(2) Following the submission of the dissertation, the PPDT shall appoint the members of the Assessment Committee and the Chair of the PPDT shall request their participation. Simultaneously, the Office shall send an electronic copy of the dissertation to the Chair and members of the Committee. The members of the Committee may also view the copy of the dissertation stored in the library of the Faculty.

(3) The official opponents shall be appointed by the Chair of the PPDT following the submission of the dissertation, and shall send them the paper-bound copies of the dissertation.

(4) The Candidate must receive the opinions of the opponents by no later than 15 days following their submission. The Candidate shall prepare written responses to the critiques, a signed copy of which he/she shall submit to the Office within 30 days.

(5) The dissertation of the Candidate shall be made accessible to all interested parties at least 10 work days prior to the date of the public disputation.

¹³²Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

(6) Apart from the Chair, at least one official opponent and three other members with voting rights must be present at the public disputation. In the event that one of the opponents announces his/her absence beforehand; he/she shall prepare a written statement prior to the disputation declaring whether he/she accepts the responses of the Candidate. The opponent in question must send the statement to the Chair of the disputation and attach it to the documentation of the disputation.

(7) In the event that one of the appointed members of the Assessment Committee announces following the announcement of the time of the public disputation, that they will be absent from the disputation, and there are no more appointed members or members qualified to take up the position, the Chair of the PPDT shall appoint a new member based on the recommendation of the head of the doctoral school.

(8) In the event that one of the opponents rejects the dissertation, the Candidate must prepare written responses to all three opponents' critiques. The critique rejecting the dissertation shall be presented during the disputation by the secretary of the Committee. The opponent who rejected the dissertation, as a voting member of the Committee, shall be invited to the public disputation.

(9) The qualification of the public disputation may be:

- a) "summa cum laude" if the Candidate receives 90%-100% of the maximum amount of points available,
- b) "cum laude" if the Candidate receives 75%-89% of the maximum amount of points available,
- c) "rite" if the Candidate receives 60%-74% of the maximum amount of points available,
- d) "insufficienter" if the Candidate fails to receive 60% of the maximum amount of points available.

CONFERMENT OF THE DOCTORAL DEGREE

Section 35

The PPDT shall confer the doctoral degree by holding a secret vote on the recommended qualification of the doctoral degree, taking into consideration the result of the defence of the degree.

FINANCIAL ASPECTS OF THE DOCTORAL PROGRAMME

Section 36

(1) The sum of the tuition fee of the doctoral training, along with other fees payable, shall be determined by the Faculty Council based on the recommendation of the PPDT for a period of one academic year taking into consideration the doctoral programmes and the categories in which Students are enrolled in the training.

(2) Requests for the reduction of the tuition fee shall be assessed by the Dean taking into account the opinion of the DIT management. The requests shall be filed at the Office by 15 September in the autumn semester and by 15 February in the spring semester.

(3) The tuition fee shall be paid by 15 October in the autumn semester and by 15 March in the spring semester.

Section 36

Decisions on the remuneration of the persons contributing to the doctoral procedure shall be made by the Dean, taking into consideration the recommendation of the doctoral schools and the opinion of the PPDT.

NATIONAL RECOGNITION OF AN ACADEMIC DEGREE OBTAINED ABROAD

Section 37

(1) Apart from the documents specified in Section 84 of the EDSZ, the documents that shall be attached to the request for the national recognition of an academic degree obtained abroad shall include:

a) a curriculum vitae,

b) a list of the Student's publications.

If necessary, the PPDT may request further documents, in particular the original copy of the doctoral dissertation.

(2) The PPDT shall determine its recommendation regarding the national recognition of the degree obtained abroad by secret vote.

Appendix 1:

Schedule and breakdown of credits awarded for the completion of the various requirements in the full-time organised doctoral programme:

Requirement type		Training and research phase (I) (semester)				Research and dissertation phase (II) (semester)					
Name	unit	Total credits (Phase I/II)	Comprehensive examination								
			1.	2.	3.	4.	5.	6.	7.	8.	
Subject requirements (compulsory / elective subjects) at least 2 compulsory modules	7 credits/study unit	84 (84/0)	3 *	3*7	3*7	3*7					
Comprehensive examination		12					12				
Directed research	avg 6/22 credits/semester	112 (24/88)	6	6	6	6	22	22	22		22
Teaching activity (11 courses) – can be substituted by activity supporting education/research	4 credits/courses held	44 (12/32)	4(– 1 2)	4(– 12)	4(– 12)	4(–12)	8(– 32)	8(– 32)	8(–32)		8(–32)
Total		252 (120/120)	120				12	120			

Notes:

- Teaching requirements must be fulfilled in the training and research phase;
- The passing of the comprehensive examination is a pre-requisite to commencing the research and dissertation phase;
- Credits awarded for the research work may also be completed under a schedule different than the curriculum schedule on the basis of the study plan of phase I and the research plan of phase II;
- Activities supporting education/research may also be completed in units offering 4 credits each under a schedule that is different from the curriculum.

Appendix 2:

The cover of the doctoral dissertation (cover page)

DOCTORAL (PHD) DISSERTATION

<Name Surname>

<Dissertation title>

<2018>

Interior cover of the doctoral dissertation

**EÖTVÖS LORÁND UNIVERSITY
FACULTY OF EDUCATION AND PSYCHOLOGY**

<Name Surname>

<Dissertation title>

Doctoral School of

Head of the doctoral school: <academic degree, name*>

**e.g. dr. habil. Attila Oláh*

<Name of programme>

Head of the doctoral programme: <academic degree, name>

Topic supervisor: <academic degree, name>

<Budapest, 2018>