



Useful information in one place on the website:

DOCTORAL STUDENT GUIDEBOOK

1. Deadlines

Registration: Each semester, you must register in Neptun (choose between active or passive semester). Courses can only be registered for after completing the registration (in active semester).

The registration deadlines for each semester can be found on the website of the Questura Office: <https://neptun.elte.hu/oktig/tanugyi-idorend>

Course registration period: This semester, course registration is open from September 07. 17:00 until September 17. 16:00. The course registration deadlines for each semester can be found on the Neptun website.

Credit application form: The credit application form contains the progress report and you must use this form to register your the required research and teaching credits.

At the end of the semester, it must be uploaded in the Neptun system, with the completed credits, and **approved by the supervisor and the also the head of the program.**

Template for the credit application form:

<https://ppk.elte.hu/en/eduscience/documents>

Training plan (only for first-year doctoral students): Covers the first 4 semesters (training and research phase) and must be prepared in consultation with the supervisor. The submission deadline is the last day of the teaching period (this semester: 12 December 2026, 14:00). It must be sent by email (ndi@ppk.elte.hu) and addressed to both the supervisor and the head of the program, who approve it via email.

The template for the training plan is available on the website:

<https://ppk.elte.hu/en/eduscience/documents>

Research plan and work plan: Covers the second 4 semesters (research and dissertation phase) and must be prepared in consultation with the supervisor. The submission deadline coincides with the application deadline for the comprehensive exam.

Payment deadline of the tuition fee for the autumn semester is October 15th

Deadline for submission of self-funded applications: The deadline to hand in the request is the second week of the study period, Saturday, 5 p.m., but it is advised to hand in the request in advance. [More information](#)

Failure to meet the prescribed deadlines may result in financial obligations.

2. Mailing list

On the **phd-in-ed@listbox.elte.hu** mailing list we share information about scholarships, conferences, and studies. Therefore, we recommend subscribing at the following link: [Mailing list subscription](#)

3. Information on the website of the Doctoral School of Education (NDI):

<https://ppk.elte.hu/en/eduscience>

In particular: <https://ppk.elte.hu/en/eduscience/guide>

- **Regulations**
<https://ppk.elte.hu/en/eduscience/regulations>
- **Forms:** <https://ppk.elte.hu/en/eduscience/documents>
- **Courses, Workshops:** <https://ppk.elte.hu/en/eduscience/courses>
- **Curriculum (course descriptions) and sample curriculum (courses with codes):**
<https://ppk.elte.hu/en/eduscience/curriculum-and-system-of-credits>

4. Contacts

- <https://ppk.elte.hu/en/eduscience/administration>
- **Doctoral Programmes:**
<https://ppk.elte.hu/en/eduscience/doctoral-programmes>

Doctoral and Habilitation Office

[Cintia Sipos](#)

E-mail: ppkto-phd@ppk.elte.hu

Phone: +36 1 461-4500/ 3892

- Enrollment
- Student status certificates
- Invoice request statements
- Submission of requests to the Dean, Academic Committee
- Administration of reimbursement/payment of costs
- Other requests' submission

Office opening hours and further information:

https://www.ppk.elte.hu/en/student_administration/contact

Ildikó Barna

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Phone: +36 1 461-4500/3873

- doctoral degree procedures
- Habitus investigation

Dániel Kulcsár

E-mail: doktori.fokozat@ppk.elte.hu

- Doctoral admission procedures
- doctoral degree procedures
- Habitus investigation

Gergő Dávid

E-mail: doktori.fokozat@ppk.elte.hu

- Doctoral admission procedures
- doctoral degree procedures
- Habitus investigation

Other matters:

Zsófia Szilvási

E-mail: ndi@ppk.elte.hu

- course registration
- information about current courses in the semester
- NDI website
- student profiles on doktori.hu
- organisation of the comprehensive exam

Head of the Doctoral School:

Anikó Zsolnai

E-mail: zsolnai.aniko@ppk.elte.hu

Secretary of the Doctoral School:

László Horváth

E-mail: horvath.laszlo@ppk.elte.hu

5. Requirements

In the new system (for studies started in 2016 or later), the doctoral training consists of two phases:

- Semesters 1–4: training and research phase
- Semesters 5–8: research and dissertation phase

During this period, a total of **252 credits** must be earned:

- **Course requirements:** The modules specified in the admission resolution (three or two designated modules plus four elective/assigned courses) must be completed during the training and research phase (12 courses, 84 credits).

- **Research work:** 112 credits. Individual or group research activities related to the topic are conducted during both phases of the doctoral training based on the approved study plan or research plan. One credit corresponds to approximately 30 working hours.
- **Teaching activity:** Depends on the decision of the doctoral student and the department (usually the one to which the supervisor belongs). One taught course equals four credits; 11 courses can be counted (44 credits) during the training. Teaching activity may be substituted with teaching- or research-supporting activities (e.g., supervising theses).
- **Research and work plan to be prepared for the comprehensive exam:** 12 credits.

7. Comprehensive Exam

<https://ppk.elte.hu/en/eduscience/complex-exam>

- The comprehensive exam takes place at the end of the 4th active semester, during the exam period, as the closing of the training and research phase and as a prerequisite for beginning the research and dissertation phase.
- Application deadlines: March 31 for the spring exam period, October 31 for the winter exam period (EDSZ §51). Applications must be submitted in Neptun.
- **Requirements:**
 - Registering for the comprehensive exam during the course registration period
 - Completion of the study requirements (designated modules, 12 courses = 84 credits) and at least 24 credits from research work, i.e., a total of 108 credits by the end of the 4th active semester
- **Documents required for application:**
 - Application form
 - Declaration of the PhD student's admittance to the complex exam and evaluation
 - Research and work plan (prepared in consultation with the supervisor)
 - Turnitin report

The comprehensive exam is public and consists of theoretical and dissertation parts. The theoretical part covers two subjects (the list of subjects is included in the doctoral school's curriculum) and, if failed, may be retaken once in the same exam period.

If a student cannot take the comprehensive exam because the required study and research credits have not been obtained, they do not apply for the exam in their 4th active semester or fail the comprehensive exam, their student status is terminated.

8. Change of topic, supervisor, module, or program

- Requests regarding a change of topic, module, program, or (co-)supervisor must be submitted to Cintia Sipos at the Doctoral and Habilitation Office via email: ppkto-phd@ppk.elte.hu. The supervisor and the head of the program must also sign the request (or send their approval via e-mail).
- The application form is available on the website: <https://ppk.elte.hu/en/eduscience/documents> → *Request for the Doctoral Council of Education and Psychology*
- Deadlines:

- Change of module: by the end of the 2nd semester after the start of the program (KDSZ §24)
- Change of topic, supervisor, or program: by the end of the 3rd semester after the start of the program (EDSZ §43)
- In particularly justified cases, a change of topic or supervisor may be requested until the end of the 2nd semester of the research and dissertation phase (KDSZ §24).

9. Publication Requirements

<https://ppk.elte.hu/en/eduscience/research>
<https://ppk.elte.hu/en/eduscience/regulations>

The publication requirements are included in the Operational Regulations of the Doctoral School of Education.

[Educational Operational Regulations 2025](#)
https://www.elte.hu/en/dstore/document/332116/doctoral_regulations_ELTE.pdf

10. Grants and Other Faculty Support

Possible Faculty support:

- **Support for professional trips and conference participation:**
<https://www.ppk.elte.hu/en/forstaff/grants/trips-conference>

11. Other useful information

- **Suspension of studies:** Studies may be suspended for two semesters. For details, see KDSZ §15.
- **Doctoral Student Council:** <https://ppk.elte.hu/en/content/doctoral-student-council.t.43875?m=798>
 - **Student representative elections:** You may apply as a representative, but it is worth voting in any case. Notifications about the voting process will be sent in Neptun.