

BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS

DOCTORAL AND HABILITATION PROCEDURES

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**Consolidated with the decisions made
at the Senate Sessions held on 25th May, 2005 and 31st May, 2010.**

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Part One

GENERAL PROVISIONS

Section 1

Doctoral Programmes and Earning Degrees - Generalities

Article 1

- (1) In a multi-cycle education system, the third educational cycle, the doctoral programme, provides a framework for students to prepare for earning the highest university degree¹. The University is authorized to provide PhD or DLA training to prepare for obtaining “Doctor of Philosophy” scientific degree, and “Doctor of Liberal Arts” degree in Arts, respectively (henceforth doctoral training) in the scientific and artistic areas listed in Appendix 1.
- (2) Doctoral education may only be pursued in doctoral schools². For a list of doctoral schools accredited with the University, see Annex 2. Establishment or dissolution of doctoral schools falls within the powers of the Senate pursuant to section 2 of this Regulation.
- (3) Doctoral schools are organized on faculty basis. In doctoral programmes where multiple faculties are involved, an authorized (gestor) faculty shall be designated.
- (4) Council of the Doctoral School (henceforth DIT) is a body set up to support the head of the doctoral school. The DIT shall assure the high standard of doctoral education and assess the students’ performance during the programme (monitoring).
- (5) The action of earning a doctoral degree is independent of the doctoral programme. The body conducting the doctoral degree award procedure is the Habilitation Committee and Doctoral Council (henceforth SZHBDT), organized by faculties or by branches of science or the arts.
- (6) The University Habilitation Committee and Doctoral Council (henceforth EHBBDT) shall make sure that the training and the conferral of degrees be even and to a high standard at each faculty (degree programme) of the University. Doctoral degrees may only be awarded in those scientific disciplines or artistic fields where the University offers doctoral programmes. The SZHBDT shall decide on the conferral of doctoral degrees within the powers delegated by the EHBBDT.
- (7) Doctoral programmes consist of a unitary 36-month-long training period³, in either state or privately funded⁴ forms. The legal status of students and the training requirements are included in the Code of Studies and Exams of BME and the Regulations of Payments and Benefits.

¹ Art. 67-69 of the Act on Higher Education (Ftv.)

² Gov. Regulation No. 33/2007 (2) of Art. 2

³ (1) of Art. 68 of the Act on Higher Education (Ftv.)

⁴ (1) of Art. 39 of the Act on Higher Education (Ftv.)

- (8) To obtain a PhD or DLA degree (henceforth doctoral degree), the candidates shall demonstrate a profound knowledge and a research activity bringing along new results in the scientific/artistic field, and also their ability to conduct research/creative work without guidance as detailed in section 3 of this Regulation.

Article 2

- (1) Appeals can only be lodged against the decisions on the doctoral programmes, doctoral degree award procedure or habilitation procedure in the case of a breach of law and/or of the provisions of the Doctoral and Habilitation Procedures. Appeals shall be submitted to the Rector within 15 days from the alleged breach of law or university regulation. Appeals shall be examined – considering provisions of Art. 73-75 of the Higher Education Act (henceforth Ftv) – within 30 days.
- (2) When the president or a member of a decision-making body participating in the doctoral programme, doctoral degree award or habilitation procedure questions whether the decision of the particular body is in sync with the prevailing law and/or the Doctoral and Habilitation Procedures, he/she may refer to the EHBDT for the revision of the decision. Until the EHBDT delivers its opinion, the decision of the body is not final.
- (3) When discussing personal issues, those individuals shall be excluded from the participation in the decision-making procedure, who
- have direct work relationship (same department/institution, subordinate relationship) or
 - are close relatives to the person concerned, or
 - cannot be expected to deliver an impartial opinion due to any other reason (e.g. scientific co-authorship).

Section 2

General Rules of Habilitation

Article 3

- (1) The University conducts a habilitation procedure, if requested, in order to assess the lecturing skills and professional achievement⁵ of its professors holding degrees in science or the arts. Habilitation is a prerequisite for certain positions⁶ as specified in the Human Resources Policy. In the case of university professor positions, the University Habilitation Committee and Doctoral Council (EHBDT) shall prepare its separate opinion in order to assist with the decision of the Senate.
- (2) Habilitation is a recognition given to holders of scientific degrees for their instruction and lecturing skills as well as for their scientific and creative achievements.
- (3) In the Arts, habilitation constitutes the recognition of instruction and lecturing skills as well as the artistic creativity of holders of art degrees.

⁵ see (9) of Art. 147 of the Act on Higher Education (Ftv.)

⁶ (5) of Art. 87 of the Act on Higher Education (Ftv.)

Article 4

(1) Habilitation is awarded upon the conclusion of the habilitation procedure carried out by the University at the request of the Applicant.

(2) A request for habilitation may be submitted by a person who

a) is a holder of a PhD or a DLA or equivalent degree (henceforth doctoral degree) and has carried out high quality, independent scientific or creative work for a minimum of 5 years starting from the date the degree was conferred; furthermore, who has been a lecturer at a domestic or foreign university, and who has either assumed a supervisory role (Students' Scholarly Circles, diploma work, PhD or DLA) or has taught at a professionally competent doctoral school.

b) publishes, in the case of habilitation for scientific work, on a regular basis as proven by articles and citations in internationally recognized, preferably high impact journals as applicable in the specific scientific field; additionally, who regularly presents at international and domestic science or art events.

In the case of applications for technical creations, the Applicant shall have carried high quality creative work on a regular basis as proven by articles, citations, patents and implemented projects as published in edited international journals. Additionally, who regularly participates and presents at international and domestic scientific events. Positive feedback must have been published in print on the Applicant's outstanding practical achievements as recognized internationally by domestic and international professionals.

In the case of habilitation based on artistic creations, the Applicant's creations must be nationally and internationally known and recognized as proven by positive feedback by recognized international art forums published in print.

c) actively participates in scientific/artistic work domestically and internationally.

d) is capable of conveying his/her up-to-date professional knowledge clearly and systematically, and who is able to create curriculum materials.

e) is capable of delivering his/her systematic knowledge in writing and orally (lecture, end term exam, textbook, lecture notes, etc.), i.e. has the skills to transfer such knowledge.

f) is capable of delivering classroom lectures and preparing curriculum materials in a foreign language.

(3) The habilitation procedure shall be conducted in Hungarian, or at the request of the Applicant, in full or in part in another language of education at the University. In this latter case, the request for habilitation and its annexes may also be submitted in the particular foreign language.

Article 5

(1) The University may carry out habilitation procedures and grant habilitations in the branches of science and the arts in which it is authorized to confer doctoral degrees.

- (2) The habilitation may also be earned in a branch of science different from the one for which the doctoral degree was conferred.

Section 3

The Habilitation Committee and Doctoral Council (SZHBDT)

Article 6

- (1) Habilitation committees and doctoral councils (SZHBDTs) are bodies set up in the scientific/artistic disciplines pursued at the faculties (see Annex 1) in order to confer doctoral degrees and carry out habilitation procedures within the powers delegated by the EDHBT. Members of the SZHBDT are appointed by the Dean at the recommendation of the Faculty Council. Its chair is appointed by the Rector of the University at the recommendation of the SZHBDT members. The chair of the SZHBDT shall be a highly recognized university professor who holds the “Doctor of the Hungarian Academy of Sciences (MTA)” title or has been awarded the Kossuth Prize or the Széchenyi Prize. The chair of SZHBDT is supported by the chair-appointed Deputy and the Secretary.
- (2) Members of the SZHBDT with voting right shall only be
- university professors or
 - habilitated assistant professors and habilitated private professors or
 - those holding a “Doctor of Science” degree or the “Doctor of the MTA” title or
 - those awarded the Kossuth or Széchenyi Prize, or (in doctoral schools for liberal arts) the Steindl or Ybl Prize.
- At least 9 members of the committee shall have voting rights.
- (3) More than half of the voting members of the SZHBDT shall be professors of the University, and at least one-third shall be from external institutions who are not employees of the University. A Professor Emeritus of the same faculty of the BME shall not be regarded as an external member.
- (4) A representative of the student union shall participate in the work of the SZHBDT in a consultative capacity when it discusses doctoral matters.
- (5) Composition of the SZHBDT shall adequately represent professional competences in the particular discipline. The chair and the members shall be elected for 3 years, and they may be re-elected multiple times.
- (6) The mandate of the SZHBDT in doctoral matters include:
- a) starting the doctoral procedure at the candidate’s request;
 - b) selection of the subjects of the comprehensive examination;
 - c) selection of the members of the Comprehensive Examination Committee and of the Thesis Committee;
 - d) completion of procedures stopped due to the withdrawal of the application or for other reasons;

- e) conferral of doctoral degrees;
 - f) establishing detailed requirements for starting and conducting doctoral procedures, awarding doctoral degrees as set forth in this regulation and based on the characteristics of the scientific discipline concerned;
 - g) revision of the detailed doctoral requirements every 3 years, and ensuring their approval by the EHBBDT.
- (7) Mandate of the SZHBDT in habilitation matters include:
- a) starting the habilitation procedure at the candidate's request;
 - b) inviting members of expert committees, thesis committees (and possibly additional experts);
 - c) based on committee reports and discussions, making recommendations to the EHBBDT on the conferring or rejection of habilitations;
 - d) completion of procedures stopped due to the withdrawal of the application or for other reasons;
 - e) establishing detailed requirements in synch with this regulation and based on the characteristics of the scientific discipline concerned, and having them approved by the EHBBDT.
- (8) The SZHBDT shall form a quorum if more than half of the members are participating in the decision-making. The committee shall decide (by open or secret ballot) with majority votes of its members, except for cases explicitly named in the Regulation, where decisions are taken by secret ballots using a 0-1-2-3 points system. In this latter case, the decision shall be favourable if the sum of votes equals or exceeds two-thirds of the maximum number of points. Committee sessions are not public. Voting is made by secret ballot in personal matters; however, organization work required to prepare the decisions (e.g. election of the members of the Thesis Committee) is open. A voting by secret ballot must be ordered in all matters if so requested by a voting SZHBDT member. Minutes of sessions shall be recorded and then certified by the Chair. Reasoning of the decisions of the SZHBDT shall be public.
- (9) When discussing personal issues, ineligible persons (as specified in (3) of Art. 2) shall be excluded from participating in the decision-making process. Potential ineligibility must be reported by the person concerned.
- (10) Appeals may be lodged against the decisions of the SZHBDT pursuant to Art. 2.
- (11) Administrative tasks of the SZHBDT are carried out by the Dean's Office. The Dean shall determine the responsibilities and assign the resources in agreement with the chair of the SZHBDT.

Section 4

University Habilitation Committee and Doctoral Council (EHBDT)

Article 7

- (1) The University Habilitation Committee and Doctoral Council (EHBDT) shall supervise the education activity of the doctoral schools at the University and shall deliver an opinion in the questions of principle pertaining to doctoral procedures. Decisions of the EHBDT on the habilitation issues seek to assure a uniform level of perception throughout the faculties (majors, specialties) of the University.
- (2) The EHBDTs *may ex officio have as its members* the chairs of SZHBDTs, who may be substituted according to the provisions of (1) of Art. 6. The EHBDT shall have the majority of its members *ex officio*. The chair of the EHBDT and his/her deputy shall be highly recognized university professors appointed by the Rector at the recommendation of the EHBDT and at least either of them pursues outstanding engineering activity at one of the engineering faculties of the University.
- (3) n denotes the total number of members that *ex officio can be delegated* to the EHBDT⁷ by the faculties. Composition of members that can be delegated to the EHBDT by the faculties depends on the n value as follows:
 - (a) For $n=0$, no members can be delegated to the EHBDT by the given faculty.
 - (b) For $0 < n < 3$, all the members specified above are *ex officio* voting members of the EHBDT. public service employment status at
 - (c) For $n \geq 3$, all the above specified members are members of the EHBDT in a consultative capacity, however, only 3 of them have voting right at a time. Members of the EHBDT delegated from the same faculty shall decide on the voting right in annual cycles. In this case, the given faculty may not propose external members.
 - (d) If the number of external members calculated in this way is less than one-third of the EHBDT members, the chair of EHBDT shall invite additional external members from the faculty lists representing the highest scientific potential.
 - (e) In the above calculation, the chair of the EHBDT shall be excluded from the members of the given faculty.
- (4) The coordinator of the university database – appointed by the chair of the EHBDT – shall participate in the work of the EHBDT in a consultative capacity.
- (5) The following persons shall participate in the work of the EHBDT in a consultative capacity upon discussing doctoral matters:
 - the head of the doctoral school, unless he/she is an *ex officio* delegated member of the body,
 - the representative of the student union.

⁷ (2) of Art. 7 of this regulation

- (6) Members delegated ex officio to EHBBDT shall appoint their deputies to substitute them in other scientific responsibilities (like the chair of the SZHBDT or the DIT), entrusting persons who possess the Doctor of the MTA title or are awarded the Kossuth or Széchenyi Prize or – in the case of an artistic doctoral school – the Steindl or Ybl Prize, respectively. External members may not be substituted.
- (7) Mandate of the EHBBDT:
- a) making decision on the request for establishing doctoral schools;
 - b) regular evaluation of education and earning a degree (nostrification) in the schools of the University;
 - c) continuous check of fulfilling the governmental decree^{8,9} relating to the publication of data of doctoral education as well as dissertations and thesis books on the home pages of doctoral schools;
 - d) initiating the termination of doctoral school¹⁰;
 - e) approval of systems of requirements for earning a degree and habilitation drawn up by the SZHBDTs;
 - f) presenting a proposal for the Senate for ensuring the financial assets needed for the operating conditions of doctoral education (including particularly the base rate of doctoral education and the base rate for scientific purposes)¹¹;
 - g) making decisions on distributing the state doctoral scholarship being available for the University among the faculties;
 - h) follow-up the consumption of budgets of state doctoral scholarship and coordination of potential transfers between faculties;
 - i) awarding habilitation;
 - j) evaluating the university processor applications for the Senate;
 - k) evaluating the proposals of the Faculty for the honorary doctor and honorary master titles;
 - l) presenting a proposal for the Regulations on Doctoral and Habilitation Procedure as well as for its modification.
- (8) The EHBBDT shall form a quorum if more than half of its members are participating in the decision-making. The committee shall decide (by open or secret ballot) with majority votes of its members, except for cases explicitly named in the Regulation, where decisions are taken by secret ballots using a 0-1-2-3 points system. In this latter case, the decision shall be favourable if the sum of votes equals or exceeds two-thirds of the maximum number of points. Committee sessions are not public. Voting is made by secret ballot in personal matters; however, organization work required to prepare decisions (e.g. election of the members of the Thesis Committee) is open. A voting by

⁸ Gov. Regulation No. 33/2007 clause e) of (1) of Art. 7

⁹ Gov. Regulation No. 33/2007 (1), (2) and (4) of Art. 11

¹⁰ Gov. Regulation No. 33/2007 (5) of Art. 7

¹¹ Gov. Regulation No. 33/2007 clause d) of (2) of Art. 8

ballot shall be ordered in any matter at the request of any voting member of the EHBDT. Minutes of sessions shall be recorded and then certified by the Chair. Reasoning of the decisions of the EHBDT must be made public.

- (9) When discussing personal issues, ineligible persons (as specified in (3) of Art. 2) shall be excluded from participating in the decision-making process. Potential ineligibility must be reported by the person concerned.
- (10) Appeals may be lodged against the decisions of the EHBDT pursuant to Art. 2.
- (11) Secretarial tasks and committee related administrative work of the EHBDT shall be performed by the Central Office of Studies (KTH).

Part Two

DOCTORAL PROGRAMMES

Section 5

Establishing the Doctoral School

Article 8

- (1) A minimum of seven core members may initiate the establishment of a doctoral school. One person can only have core membership in a single doctoral school at a time. One can become a core member if he/she
 - a) conducts continuous, high level professional activity in the scientific field or artistic area of the doctoral school, or
 - b) is a full time professor at the University, or
is a scientific advisor or research professor of a research institute of the MTA participating in the doctoral programme based on a contract between the University and the MTA, or
is a scientific advisor or research professor of a research group of the MTA participating in the doctoral programme based on a contract between the University and the MTA, or
is Professor Emeritus of the University.
- (2) More than half of the core members must hold Doctor of the MTA degree/title or be awarded the Kossuth or Széchenyi Prize; in doctoral schools for arts, at least three of the members must possess the Kossuth or Steindl Prize.
- (3) Core members must comply with the provisions set forth in (1) and (2) of Art. 3 for a minimum of one education cycle (i.e. 3 years) and for the duration of the procedure of earning a degree (i.e. further 2 years) and must also assume a supervisor role in the doctoral school.¹²

Article 9

- (1) Documents for the establishment of a doctoral school are prepared by the core members, and shall cover the following:
 - a) classification of the doctoral school by scientific discipline, scientific (artistic) branch;
 - b) list of specialization of those master's degree courses that enable the higher education institution to meet requirements set forth in (1) of Art. 67 of the law on higher education;
 - c) description of the research/artistic field of the doctoral school;
 - d) designation of the degree awarded as the outcome of the doctoral degree award procedure;

¹² Gov. Regulation No. 33/2007 clause a) and b) of Art. 4

- e) professional CVs, detailed description of the scientific/artistic achievements/creative works of the candidates nominated for the position of the head of the doctoral school and for the core members of the doctoral school, accompanied with a list of the most significant scientific/artistic publications over the past five years (max. 10 items);
 - f) name, professional CV, brief description of the scientific/artistic achievements/creative works of the proposed supervisors, invited domestic and foreign lecturers (artists, in case of the doctoral schools for arts) and researchers of the doctoral school, accompanied with a list of the most significant scientific/artistic publications over the past five years (max. 10 items);
 - g) education plan, quality assurance plan and work order regulations of the doctoral school;
 - h) description of the international relations of the doctoral school that can presumably be considered in the school's operation.
- (2) Declarations of the individuals concerned regarding their commitment to undertake such request and that they meet the conditions posed on them by statute shall also be attached to the documentation.
 - (3) Documentation for establishing the doctoral school shall include the cooperation agreement conducted on the basis of (1) and (2) of Art. 31 of the Higher Education Act.
 - (4) The person proposed for the position of the head of the doctoral school may request the Senate – via the Rector – to establish a doctoral school only after receiving the preliminary comments from the Faculty Council and then from the EHB DT.
 - (5) Decision on the dissolution of doctoral schools falls within the competence of the EHB DT, or – on the Rector's initiation – that of the Senate. If the dissolution is initiated by the Rector, the Senate shall consult the EHB DT before taking decision¹³.

Section 6

Structure of the Doctoral School

Article 10

- (1) The doctoral school is governed by the head of the doctoral school with the support of the Dean's Office concerned. The head of the doctoral school shall be a full time professor of the University and highly recognized in science, appointed by the Rector at the recommendation of the EHB DT, after having consulted with the Hungarian Accreditation Committee (MAB).
- (2) Lecturers of the doctoral school shall be lecturers or researchers holding a degree in sciences or the arts, who are deemed appropriate by the DIT – on the recommendation of the head of the doctoral school – to perform educational, research and supervisor tasks in the frames of the doctoral school.¹⁴

¹³ Gov. Regulation No. 33/2007 (5) of Art. 7

¹⁴ Gov. Regulation No. 33/2007 (2) of Art. 6

- (3) A supervisor is a lecturer or researcher holding a degree in science or in the arts whose research topic advertisement have been approved by the DIT.¹⁵ A full time employee of another domestic or foreign research facility, university, company or other institution may also assume a supervisor role at the doctoral school (henceforth external supervisor) provided the external institution has signed a cooperation agreement with the University for the implementation of the goals of doctoral education.¹⁶
- (4) The supervisor must have at least 2 years' professional experience after earning the doctoral degree (PhD, DLA). One supervisor can only control the work of maximum 3 doctoral students simultaneously. The DIT may only give exemption from these conditions with the consent of the EHBBDT.
- (5) Each doctoral student is assigned one and only one supervisor, who have full responsibility in guiding and helping the academic and research work of the doctoral student working on the topic, and also the doctoral candidates' preparatory work to earn the doctoral degree. A supervisor shall be a full time employee of the University holding a degree in science, or a Professor Emeritus of the University, or a full time employee of an institution that has a cooperative agreement with the University in the field of doctoral education. In particularly justified cases, the supervising activity may be continued on the decision of the EHBBDTs taken after consulting with the SZHBBDT, even if the above conditions cease. The DIT shall assign an internal consultant to the external supervisor to help the supervisor's work on the part of the University and to monitor the professional progress of the student.
- (6) The DIT may change the research topic or appoint a different supervisor/consultant either at their request or if requested by the student concerned or on an autonomous basis. The DIT shall consult with the workplace superior of the supervisor before such decision is taken.

Article 11

- (1) The doctoral school shall provide regular, detailed and public information about their operation on their website, including:
 - how the school is categorized by scientific discipline and branch; the preparatory master's programme (branch of training); and the designation of the doctoral degree awarded,
 - the names and professional CVs of the core members and supervisors,
 - international relations,
 - education plan,
 - work order regulation.
- (2) The doctoral school shall provide regular, detailed and public information regarding the education offered on their website, including:
 - research topics and supervisors advertised and approved by the DIT,
 - admission requirements,
 - list of students admitted to the doctoral school,
 - subjects taught.

¹⁵ Gov. Regulation No. 33/2007 (3) of Art. 6

¹⁶ (1) of Art. 31 of the Act on Higher Education (Ftv.)

- (3) The doctoral school shall provide regular, detailed and public information about their performance on their website, providing access to:
- the doctoral theses and thesis booklets or DLA creative works in electronic formats,
 - list of individuals who have earned a doctoral degree,
 - list of individuals who have qualified for a leaving certificate.

Section 7

Council of the Doctoral School (DIT)

Article 12

- (1) DITs are organized by doctoral schools to supervise doctoral programmes and are elected by the core members of the given doctoral school. Members of the DITs shall be entrusted and recalled by the Dean. The chair of the DIT is the head of the doctoral school, assisted by the Secretary.
- (2) Voting members of the DIT may exclusively be selected from
- university professors or
 - habilitated assistant professors and habilitated private professors or
 - those holding a “Doctor of Science” degree or the “Doctor of the MTA” title or
 - those awarded the Kossuth or Széchenyi Prize, or (at doctoral schools for liberal arts) possess the Steindl or Ybl Prize.
- At least 7 of the DIT members must have voting right. A representative of the student union shall participate in the work of the DIT in a consultative capacity.
- (3) Composition of the DIT shall adequately represent professional competences in the particular discipline.
- (4) Both the chair and the members of the DIT shall be entrusted for 3 years, which can be renewed multiple time.
- (5) Mandate of the DIT includes the following regular (annual or more frequent) tasks:
- a) it shall compile the list of lecturers of the doctoral school; select subjects to be advertised in the programme¹⁷;
 - b) it shall approve supervisors and advertised topics for a given period (typically 3+2 years)¹⁸;
 - c) it shall make suggestions for the Dean on the admittance of students into the doctoral programme acting on the proposal from the admission committee;
 - d) it shall monitor the performance of students on the doctoral programme and make suggestions for the Dean to terminate the state scholarship of students failing to exhibit appropriate progress;

¹⁷ Gov. Regulation No. 33/2007 (2) of Art. 6.

¹⁸ Gov. Regulation No. 33/2007 (3) of Art. 6

- e) it shall make suggestion for the Dean about the revisions between state-funded and privately-funded students' legal relationship.
- (6) The DIT shall form a quorum if more than half of the members are participating in decision-making. The committee shall decide (by open or secret ballot) with the majority votes of the members. Committee sessions are not public. Voting shall be made by secret ballot in personal matters, however, the organization work required to prepare the decisions (e.g. election of the admission committee) is open. Voting by ballot shall be ordered in any matter at the request of any committee member. Minutes of sessions shall be recorded and then certified by the Chair.
- (7) When discussing personal issues, ineligible persons (as specified in (3) of Art. 2) shall be excluded from participating in the decision-making process. Potential ineligibility must be reported by the person concerned.
- (8) Appeals may be lodged against the decisions of the DIT pursuant to Art. 2.
- (9) Administrative tasks of the DIT shall be carried out by the Dean's Office.

Section 8

Admission to the Doctoral School

Article 13

- (1) The doctoral school shall advertise available admission opportunities yearly both on their website and in the traditional ways of advertising. The website must contain detailed information on the admission requirements, in particular the specific requirements of the doctoral school.
- (2) General conditions of admission into the doctoral programmes:
 - a) a degree certificate with at least "good" qualification certifying that the student has successfully completed the university studies and passed the final examination. (Qualification of degree certificates must be considered up until 2 years starting from the date of obtaining the certificate.)
 - b) at least intermediate level proficiency in a foreign language that is needed for conducting research work in the chosen field as proven by intermediate (state) type "B" examination (or equivalent);
 - c) comprehensive knowledge of the chosen research field;
 - d) an initial scientific/professional achievement (as proven by papers submitted to Students' Scholarly Circles, publications, design contest work in architecture, attendance at conferences or study visits).
- (3) Degree certificates obtained from a foreign institution must be recognized (and nostrified if requested so) prior to the application and according to the applicable legislation. University students who have not taken their final examination shall attach a copy of their credit book to their application. Students may only be admitted

conditionally until they present the qualification of their degree certificate. Doctoral schools shall set this deadline in their internal regulations.

- (4) Students may apply for admission in the dean's office of the faculty hosting the doctoral school paying the administrative fee at the same time.
- (5) Applicants shall show up before the admission committee consisting of minimum 3 members invited by the DIT to satisfy the committee about their comprehensive professional knowledge, ideas regarding the doctoral work, previous professional activities and language proficiency. The committee shall evaluate the performance of the Applicants on a scale from 0 to 100, which score shall serve as a basis for ranking. Students have to reach minimum 60 points to be considered for admission, nonetheless passing the 60 points limit in itself guarantees neither admission nor eligibility for a scholarship.
- (6) When making their recommendations to the Dean as to the admission, the DIT shall base their opinion on the report by the admission committee and consider further aspects (like priorities of research topics, professional potential of supervisors, scholarship quotas assigned by the EHBBDT) and other options available for the faculty (degree programme) as well. Decisions relate to the particular discipline in which the admission procedure was conducted.
- (7) Students admitted to the doctoral school may or may not receive state scholarship subject to the Dean's decision taken on the suggestion of the DIT. Doctoral schools may also admit students into the doctoral programmes who receive non-state funded scholarship or who do not require one.
- (8) Decisions on the admission shall contain the conditions in details under which the students can participate in the programme, the form of education (full-time, external), and also the rights and obligations (scholarship, reimbursement of expenses, benefits, possible obligation to refund etc.) associated with the particular form of education as well as the legal status of students.

Article 14

- (1) The regulations on the doctoral programme and the legal relationship between the doctoral student and the University are included in the Code of Studies and Exams of BME.
- (2) After the successful completion of the doctoral programme, the students may apply for doctoral candidacy status, based on (4) of Art. 68 of the Ftv. The Dean's Office shall formally verify that the student has obtained the leaving certificate, and if so, shall issue the doctoral candidacy status. External applicants may only receive doctoral candidacy status if the SZHBBDT has decided to start the doctoral procedure.

Part Three

EARNING THE DOCTORAL DEGREE

Section 9

Doctoral Degree Requirements¹⁹

Article 15

(1) A precondition of earning a doctoral degree is the completion of MSc or MA or equivalent university studies with successful final examination or defence of degree thesis as proven by a degree certificate. Degree certificates obtained from foreign institutions must be recognized or nostrificated in accordance with the applicable legislation prior to submitting the request.

(2) Passing the doctoral comprehensive examination.

The comprehensive examination is an oral exam comprising one major and two subsidiary subjects which must be taken before the comprehensive examination committee. The SZHBDT shall specify the subjects for the doctoral comprehensive exam, and publish them on the website of the doctoral school, too.

(3) Certification of proficiency in two foreign languages to the extent required for the conduct of research work.

a) For PhD procedures the first language may only be English, whereas the competent SZHBDT shall select a professional universal language in the procedures concluding with a DLA degree. Certificates accepted by the SZHBDT as evidence of language proficiency include at least type C intermediate level state examination or equivalent²⁰ certificate or a TOEFL certificate equivalent to the intermediate level qualification.

b) Proficiency in the *second foreign language* shall be certified as determined by the SZHBDT (e.g. state language exam, studies pursued in the foreign language, visiting lecturer role abroad, taking the doctoral comprehensive exam of a subject in the foreign language etc.).

(4) Thesis-like presentation of independent contributions in the candidates' field, technical creative work and underlying scientific results (PhD) or a presentation summarizing the works of arts from their independent creative work (DLA). Results must be presented in a unified, in itself comprehensible system, without the need for supporting information. New statements must be introduced itemized, based on the publications and/or technical or artistic creative works of the doctoral candidate [associating own publications with the thesis points, in the case of scientific works].

(5) In the case of scientific and technical creative works, the minimum requirement is 4 publications of which at least 2 must be edited articles published (or accepted for publication) in foreign language journals. Additionally, at least 1 of these articles must

¹⁹ Gov. Regulation No. 33/2007

²⁰ Gov. Regulation No. 137/2008

be published in a journal referenced in the "Web of Science" or Scopus database in the case of applications with theses. In DLA procedures at least one implemented creative work must be provided.

- (6) Additionally to the general requirements stipulated in (5), students must satisfy the detailed doctoral requirements developed by the competent SZHBDT for consideration of the specifics of the particular field.
- (7) Meeting of the publication requirements will be checked based on information in the Publication Database of BME (or in the public bodies' publication database of MTA).
- (8) Independent solution of a scientific, technical or artistic problem that matches the degree requirements in difficulty; presenting and defending the doctoral thesis at a public discussion.
 - a) Theses must include the objectives, new scientific/technical/artistic results of the candidate, description of his/her creative work, and demonstrate a profound knowledge of the literature and research/creation methods applied;
 - b) Theses, a summary piece of work, may be submitted either in Hungarian or English or - at the request of the candidate and with the consent of the SZHBDT - in another language of education at the University.
 - c) The volume of the theses may not exceed 250 thousand characters (125 characters for theses in architecture) including the lines occupied by figures (but excluding character counts of amendments and annexes if there are any).
 - d) The summary section of doctoral theses must contain the thesis points included in the thesis booklets, each one referenced to the candidate's own publications, and clearly associated with the statements made in the thesis points.
 - e) Additionally to submitting the DLA theses, DLA candidates must provide a portfolio of their creative works which shall be exhibited during the defence procedure.

Section 10

Starting the Doctoral Procedure

Article 16

- (1) Doctoral degrees can be obtained as a conclusion of the doctoral procedure conducted at the doctoral candidate's request submitted to the professionally competent SZHBDT of the University. The forms to be used in the doctoral procedure are included in the Rules of Doctoral Procedure which is available on the website of the EHBDT.
- (2) The request must contain the following documents:
 - a) the evidences of independent scientific work (PhD), technical creative work or creative activity in arts (DLA) in a summarized form, draft of the thesis content;

- b) the list of publications or artistic creative works as described in (5) of Art. 15. Two copies of the publications related to the thesis.
 - c) professional curriculum vitae.
- (3) The following annexes (original or certified copies) must be attached to the request upon starting the doctoral procedure:
- a) degree certificate [(1) of Art. 15];
 - b) the certificate of foreign language proficiency as described in (3a) of Art. 15;
 - c) the certificate of proficiency in the second language or the candidate's request to specify the way of certification [(3b) of Art. 15]. (Note that the submission date of the certificate on the second language proficiency can be as late as that of the thesis.)
 - d) the candidate's declaration that he/she has not initiated a doctoral degree award procedure in the same branch of science that is either pending or has been rejected in the past two years;
 - e) proof of payment of the administrative fee.
- (4) Other documents that may be attached:
- a) a declaration from the supervisor and the head of the competent educational organizational unit supporting the application;
 - b) the candidate's request regarding the way his/her proficiency in the second foreign language can be recognized (if the candidate chooses a form of recognition different from the one stipulated in the detailed doctoral requirements of the SZHBDT).
- (5) Doctoral theses may be submitted simultaneously with the applications for the doctoral procedure but not later than two years from the acceptance of the application, and according to the procedure described in Art. 21. On submitting the request, the doctoral candidate shall declare that his/her thesis has neither been submitted to other institutions nor rejected.²¹

Article 17

- (1) The administrative fee of doctoral procedures equals to the monthly amount of the state-funded doctoral stipend at the time of the submission of the request.²²
- (2) Doctoral students on the state-funded programmes are exempt from paying the administrative fee, provided they have student legal relationship with the University at

²¹ Gov. Regulation No. 33/2007 (2) of Art. 10

²² (2) of Art.15 of the BME TJT.

the time of starting the doctoral procedure.²³ The date of accepting the request shall count as the date of starting the procedure [(6) of Art. 18].

- (3) The language of the doctoral procedure shall be Hungarian or English, but, if requested, it can be conducted in another language of education at the University with the consent of the SZHBDT. If a foreign language has been chosen for conducting the procedure, the request regarding the procedure and its annexes may also be submitted in the given foreign language.

Section 11

Conduct of the Doctoral Procedure

Article 18

- (1) The chair of the SZHBDT shall forward the requests for starting the doctoral procedure to the competent member of the Doctoral Council (henceforth proponent). The proponent shall review the submitted procedural documents and make recommendations whether to start the procedure or reject the request. In his/her proposal, the proponent shall also recommend subjects of the comprehensive exam and members of the Comprehensive Examination Committee described in Art. 19.
- (2) The SZHBDT shall decide whether to start or reject the procedure by using the 0-1-2-3 secret ballot voting system, acting on the proposal from the proponent. The procedure may only be started if at least two-thirds of the attainable points have been awarded. The SZHBDT shall decide on the subjects of the comprehensive exam and on the members of the Comprehensive Examination Committee by simple majority.
- (3) If a candidate has submitted the doctoral thesis and related documents [see (1) of Art. 21] together with the request for starting the procedure, the SZHBDT shall also take decision on the referees of the thesis and the Thesis Committee [as described in (2) and (3) of Art. 21].
- (4) If the doctoral council finds itself incompetent in the topic of the (planned) doctoral thesis, the chair of the council shall ask the Dean's Office to transfer the request to the Dean's Office of the presumably competent faculty. If none of the doctoral councils of the faculties assume competence in the research topic, the request shall be forwarded to the chair of the University Doctoral Council. The University Doctoral Council may determine its competence in the disciplines and branches of science where the MTA has authenticated such eligibility.
- (5) The doctoral council must reject the request to start the doctoral procedure if
 - a) the request has formal deficiencies (regarding the degree certificate, language exam, declarations, administrative fee);
 - b) independent work performed by the requestor before the submission fails to meet the standard specified in (5) of Art. 15;

²³ Clause a) of (1) of Art. 125 of the Ftv.

- c) the research topic of the (planned) doctoral thesis does not fit in the scope of competence of the University as detailed in Annex 3;
- d) the request contains false data on the candidate's work.

The candidate shall be notified of the justified rejection in writing. In such cases, the faculty refunds any fees paid in advance in excess of the administrative fee. If the decision on the rejection is based on b) of this Art., the candidate may apply for the doctoral procedure after 2 years at the earliest. If the decision is based on clause d) of this paragraph, the rejection is final.

- (6) The SZHBDT shall examine the request within two months – only the term-time specified in the regulations of the higher education institution for doctoral procedures counts – starting from the date of its submission. The start date of the doctoral procedure shall constitute the date of acceptance of the request. The chair of the SZHBDT shall officially notify the candidate of the start of the procedure and the date of start.

Article 19

- (1) Two expert committees shall support the SZHBDT in conducting the doctoral procedure:
 - a) the Comprehensive Examination Committee, chaired by a professor or Professor Emeritus of the University, having 3-5 members, each one is a researcher and/or lecturer in the topics of the comprehensive exam subjects. When nominating members of the Comprehensive Examination Committee, alternates must also be selected representing the range of subjects of the exam.
 - b) the Thesis Committee consisting of 5-7 members and chaired by a professor or Professor Emeritus acting in the thesis' research discipline. Invited referees are also members of the thesis committee. Upon nominating members of the Thesis Committee, alternates must also be selected.
- (2) Each person participating in the review process shall hold a degree in science (or in arts). One of the two official referees as well as at least one-third of the Thesis Committee/Comprehensive Examination Committee members shall be external persons who have no public service employment status or employment relationship with the University. A Professor Emeritus of the same faculty of the BME shall not be regarded as an external member.
- (3) Those individuals shall be excluded from the participation in the review or decision-making procedures who:
 - who has direct work relationship with the applicant (same department/institution, subordinate relationship), or
 - are close relatives to the person concerned, or
 - have scientific co-authorship relation with the Applicant, or
 - cannot be expected to deliver an impartial opinion due to certain other reasons.

Article 20

- (1) Candidates must take the doctoral comprehensive examination [(2) of Art. 15] within two years from the day when the decision on starting the procedure was taken [(6) of Art. 18].
- (2) The doctoral comprehensive examination is a public event to be announced on the website of the doctoral school. The form for keeping the records of the comprehensive exam is included in the Rules of Doctoral Procedure, available on the website of the EHBBDT.
- (3) The comprehensive exam is evaluated by secret ballot, measured in points. Committee members shall evaluate the candidate's performance by scoring in a 0-1-2-3 points voting system, after the referee prepared his/her evaluation and recommendations. Candidates pass the comprehensive exam if they have obtained at least two-thirds of available points in each subject. The qualification of the comprehensive exam shall be based on the average of points applied to three subjects.
If the average score is below 2.50, the qualification is "satisfactory", in the case of 2.50 - 2.75 it is "good", 2.75 - 3 is "excellent" and 3 is "outstanding" (underlining denotes within range value). Results shall be announced right after the comprehensive exam.
- (4) A failed comprehensive exam may be repeated on one occasion, but not earlier than six months from the failed exam and not later than two years from the start date of the procedure. If a candidate has failed only in one subject at the failed comprehensive exam, his/her skills and knowledge must only be tested on that particular subject at the repeated exam.
- (5) The SZHBDT shall terminate the procedure if the time limit specified in (1) is overrun.

Article 21

- (1) Doctoral theses and related documents must be submitted to the competent Dean's Office not later than two years from declaring the start of the procedure [(6) of Art. 18]. The documents to be handed in the Dean's Office include 5 printed copies and an electronic format (PDF) of the thesis, a short summary of the thesis (one page, both in English and Hungarian) and the thesis booklet – both in English and Hungarian – plus the following annexes:
 - a) the list of scientific publications (list of creative works for DLA theses) which relate to the thesis points conceiving the candidate's independent achievements and meeting the conditions defined in the detailed requirements of the SZHBDT (5 copies);
 - b) the copies of scientific publications connected to the thesis points or an adequate documentation of the works of art (2 copies);
 - c) co-authors' declarations of surrender;
 - d) the candidate's declaration that the thesis constitutes his/her independent work and that any verbatim citation or inclusion in content from other works has been cited appropriately;

- e) the candidate's declaration that he/she gives his/her consent to the publication of the thesis and thesis booklet on the website ²⁴;
 - f) the minutes of the in-house defence conducted in a professionally competent educational organizational unit (or - after the preliminary approval by the SZHBDT - at another scientific forum) (2 copies).
- (2) The proponent shall review the thesis [(1) of Art. 18] and submit a proposal to the SZHBDT whether or not to continue the procedure (or, should the proponent be prevented from acting, any member of the Comprehensive Examination Committee appointed earlier may be asked to verify the conformance to the requirements and to make the proposals).
 - (3) The SZHBDT shall decide whether or not to continue the procedure by using the 0-1-2-3 secret ballot voting system. The result shall be considered favourable if the candidate has obtained at least two-thirds of available points. If the voting concludes in an unfavourable result, the SZHBDT may decide with simple majority to hand back the documentation on one occasion for remedying the deficiencies. In such case, the two years' deadline specified in (1) shall be postponed with the time that elapsed between the date of submission and the date of posting the call. After the repeated submission, the voting shall be arranged in the same order as before. In the case of an unfavourable result, the procedure shall be declared unsuccessful and shall be closed.
 - (4) If the voting (either the first or the second) described in (3) concludes in favourable result, the SZHBDT shall decide with simple majority voting on the composition of the Thesis Committee, including the referees and alternate members.
 - (5) Candidates may submit their thesis prior to the doctoral comprehensive examination, however, the public discussion on the thesis may only take place after a successful defence.

Article 22

- (1) Within two months – counting only the term-time at BME –, two official referees shall prepare the written reviews on the submitted thesis on the request of the Doctoral Council, and make a declaration if, in their opinion, the candidate's thesis is eligible for public defence.²⁵ The referees shall evaluate the professional results/deficiencies of the thesis or technical/artistic work in detail, make declaration on the acceptance of the thesis points, and draw up their questions regarding the content of the thesis. Shall deliver an opinion whether the thesis can be scheduled for defence. The referees may not express an opinion whether the degree can be conferred or not before the public discussion.
- (2) An invited referee may refuse the invitation – giving the reasons – within one week of its receipt. If (only) one of the referees does not recommend the scheduling of the public discussion, the SZHBDT shall invite a third referee as well.

²⁴ Gov. Regulation No. 33/2007 (1) and (2) of Art. 11

²⁵ Gov. Regulation No. 33/2007 (3) of Art. 10

- (3) In the case of two refusals, the public discussion may not be scheduled and the SZHBDT shall declare the procedure unsuccessful and close it. A new procedure may only be initiated after two years at the earliest, and only on one occasion in the same topic.²⁶
- (4) The thesis must be submitted for the public discussion within two months – counting only the term-time – from the receipt of two supporting recommendations.²⁷ The SZHBDT may postpone this two months’ deadline at the justified request of the candidate. The date, time and place of the discussion shall be announced at least three weeks before the due date on the website of the doctoral school. Theses shall be made available in electronic format on the website; furthermore, one printed copy shall be made available to the public for review in the BME-OMIKK library and in the Dean’s Office.
- (5) Doctoral candidates shall receive the referees’ reports at least three weeks before the public discussion, and shall answer them in writing one week before the defence at the latest and later orally at the public defence – as part of the public discussion.
- (6) At the public discussion, doctoral candidates shall give a short (25 minutes’) free presentation covering the thesis points of their theses, then shall answer the comments made and questions put by the referees, the thesis committee members and those present. The discussion shall be conducted by the Chair of the Thesis Committee according to the scenario/minutes contained in the Rules of Doctoral Procedure which is available on the EHBDT’s website.
- (7) Public discussions may also be conducted in the absence of one of the official referees, provided he/she has agreed to this and has declared in writing to accept the candidate's answers, provided at least 5 thesis committee members are present at the public discussion.
- (8) After the discussion is closed, the Thesis Committee shall evaluate the thesis or the technical/artistic work and the new scientific achievements included therein in a closed session by secret ballots using a 0-1-2-3 points system. The Thesis Committee shall make recommendation on the conferral of the doctoral degree, which requires obtaining at least two-thirds of the points available. After the voting, the Chair shall announce and justify the result publicly. The minutes of the closed session shall be endorsed by the thesis committee members present.
- (9) If the defence is unsuccessful, the SZHBDT shall close the procedure. A new procedure may only be initiated after two years at the earliest, and only on one occasion in the same topic.²⁸

²⁶ Gov. Regulation No. 33/2007 (3) and (8) of Art. 10

²⁷ Gov. Regulation No. 33/2007 (4) of Art. 10

²⁸ Gov. Regulation No. 33/2007 (8) of Art. 10

Section 11/A

Doctoral Candidacy Scholarship

Article 22/A

- (1) Doctoral candidacy scholarships can be granted to individuals who prepare their doctoral theses at the University (their supervisor has a legal relationship with the University as a full time public service employee) if they establish a doctoral candidacy legal relationship in the academic year, when they obtain the leaving certificate.
- (2) Doctoral candidacy scholarships can be awarded through application.
- (3) The minimum number of doctoral candidacy scholarships to be advertised on a faculty basis shall be specified in the annual budget of the University.
- (4) The stipend of the doctoral candidacy scholarship for the given academic year shall be decided by the Senate as part of its decision on the University budget.
- (5) Doctoral candidacy scholarships can be granted for one year and they can neither be extended nor awarded repeatedly.
- (6) Payment of doctoral candidacy scholarship shall be made between September and August in the form of subsequent monthly transfer to a bank account by the 10th day following the subject month.

Article 22/B

- (1) Save as the Applicants otherwise declare, the documents of starting the doctoral procedure shall be regarded as applications submitted to the SZHBDT for the doctoral candidacy scholarship.
- (2) The call for application shall be provisioned by the head of the Doctoral School in agreement with the Dean of the competent faculty. The application must be published on the website of the Doctoral School. The calls for application must include the title of the scholarship (doctoral candidacy scholarship), the criteria of eligibility for submitting the application, the expected number of individuals awarded the scholarship at the faculty, the amount of monthly stipend, the duration of the scholarship, deadline for submitting the application and a reference to this Regulation.
- (3) The Dean shall decide on awarding the doctoral candidacy scholarships evaluating the applications submitted, after he/she has consulted the head(s) of the doctoral school(s) as well as the competent head(s) of departments within 30 days from the deadline set for the submission of applications and shall notify the applicants of this decision in writing.
- (4) The number of doctoral candidates awarded a scholarship shall equal the number set by the Senate, unless the faculty establishes doctoral status with fewer candidates. Meeting the requirements to doctoral candidates set forth in this Regulation is a prerequisite for the scholarship.

- (5) If the number of applicants having doctoral candidacy status at the university in the current year exceeds the faculty quota for doctoral candidates awarded a scholarship, the Dean may decide within his powers to grant additional doctoral candidacy scholarships to the applicants beyond the quota level if the funds allocated for this purpose allow it. Meeting the requirements to doctoral candidates set forth in this Regulation is a prerequisite for the scholarship.
- (6) Doctoral candidacy scholarships shall be funded from the revenue of the given faculty²⁹.
- (7) The name, the professional CV and the list of publications of applicants awarded a doctoral candidacy scholarship must be published on the website of the Doctoral School concerned.
- (8) Unless the Applicant expressly declares that he/she does not apply for the doctoral candidacy scholarship, he/she agrees without further declaration that his/her personal information specified in (7) may be published. No separate contract needs to be concluded with the winner applicant about granting the scholarship. The submission of the application and the notification of the awarded scholarship alone shall conclude a contract for scholarship with a content defined by the call for application and this Regulation.
- (9) Winners of doctoral candidacy scholarships shall prepare and submit a written report to the SZHBDT about their progress in research work up to the 15th March of the year subsequent to starting the payment for the doctoral candidacy scholarship. The report shall provide a draft summary of the research activity over the past semester closely related to the topic of the doctoral thesis. The report must also render an account of the progress of research work concerning the topic of the doctoral thesis. The SZHBDT seeks the prior opinion of the supervisor and decides if the research substantiating the thesis has progressed as required during the period when the scholarship was paid.
- (10) Future payments of doctoral candidacy scholarships can be terminated if:
 - a) the SZHBDT/dean/supervisor concerned, the research report in accordance with Art. (10) does not prove the appropriate progress of the dissertation or the prior researches it is based on;
 - b) this research report as described in Art. (10) is not submitted by the doctoral candidate.

The Dean shall decide whether or not to withdraw the doctoral candidacy scholarship based on the suggestion of the SZHBDT.

- (11) Eligibility for the doctoral candidacy scholarship shall cease to exist on awarding the doctoral degree, or if the doctoral candidate status has been terminated for any reason during the payment period of the stipend, or if the 12 month-period of eligibility for the scholarship has elapsed. The date of cessation of eligibility for the doctoral

²⁹ revenue of the faculty: The fees stipulated in (3)-(4) of Art. 125, furthermore the service fee stipulated in the Regulations of Payments and Benefits as well as the results from the business activities of the Institution, the income from support received from companies and any funds awarded through applications specifically for paying stipends.

candidacy scholarship is the last day of the month in which the event leading to the cessation occurred.

- (12) Any stipends paid to a doctoral candidate after the cessation or withdrawal of his/her doctoral candidacy status shall be reimbursed forthwith by the doctoral candidate. In cases when the reimbursement is made more than 8 days following the receipt of the notice of the dean's decision, the amount of stipends to reimburse shall be increased with the interest calculated as twice the base rate of the national central bank.

Article 22/C

- (1) Mandate of the competent Dean's Office includes:
 - managing administrative procedures;
 - effecting the payment of doctoral candidacy scholarships;
 - cessation of scholarship payments if the underlying legal relationship terminates for any reason during the payment period of the stipend;
 - withdrawal of scholarship and cessation of further payments after the SZHBDT has declared the progress of the research activities required for the completion of the doctoral procedure inappropriate with regards to the doctoral candidacy scholarships.

Article 22/D.§

- (1) The time limit posed by (1) of Art. 22/A may be disregarded in the case of DLA procedures, if the DLA doctoral council – based on a separate application – recommends awarding the doctoral candidacy scholarship.

Section 12

Conferral of Doctoral Degrees, Availability of Theses

Article 23

- (1) The SZHBDT shall decide on the conferral of doctoral degree by secret ballots using a 0-1-2-3 points system, after reviewing the reports of comprehensive examination committee and the thesis committee as well as the earned points. At least two-thirds of the available points are required for the conferral of the doctoral degree. The Chair of Doctoral Council shall notify the candidate of the result of the decision including the qualification of the doctoral degree conferred. Rejections must be explained.
- (2) The qualification of the doctoral degree shall be based on the mean value of the average scores obtained at the comprehensive exam (three subjects jointly) and at the defence. Qualification of the doctoral degree is "rite" below 2.50 score average, "cum laude" between 2.50 and 2.80 and "summa cum laude" above 2.80 (underlining denotes a value within the range).
- (3) Having completed (or closed) the procedure, the chair of the SZHBDT shall return the records of procedure to the Dean's Office of the professionally competent faculty. The

Dean's Office shall keep a record of the successful and failed defences. The Faculty shall send a notification of the doctoral degrees conferred to the National Information Centre of Higher Education (OFIK) within 8 days³⁰.

- (4) Pursuant to the decision drawn up in the doctoral register, the University shall issue a degree certificate both in English and Hungarian, with reference to the discipline of science, and more closely, the branch of science or field of art.
- (5) Successfully defended doctoral theses shall be made available to the public as follows. The thesis and the thesis points or the description of the technical/artistic work shall be made available on the website of the doctoral school in electric format within 8 days after the conferral of the degree. The EHBBDT provides a list summarizing the theses on its website and everybody can access the theses and their thesis points here via the database of doctoral schools.³¹
- (6) The publication of the thesis may be delayed – based on reasonable excuses – upon the Applicant's request and by the decision of the SZHBDT by maximum two years³² or its access may be restricted (e.g. internet access exclusively from Hungary or from within the Institution).
- (7) The University – subject to the prior consent of the President of the Republic of Hungary – shall confer the doctoral degree with "Promotio sub auspiciis praesidentis Rei Publicae" honours upon the graduates who have completed their secondary school, university and doctoral studies with excellent grade as specified by the criteria stipulated by the minister concerned. Conferring the doctoral degree with honours can be requested by the candidate concerned in a written request submitted to the SZHBDT. The EHBBDT shall take decision on the request based on the suggestion of the SZHBDT.
- (8) Honorary doctoral degree and honorary master's degree titles can be deserved by internationally acknowledged scientific or creative work as well as achievements for the benefit of the university. The suggestions of the Faculty shall be commented by the EHBBDT to assist the Senate in their judgement regarding the internationally acknowledged scientific work (j) of (7) of Art. 7).
- (9) Doctoral degrees are valid indefinitely and cannot be withdrawn.

³⁰ Gov. Regulation No. 33/2007 (9) of Art. 10

³¹ Gov. Regulation No. 33/2007 (1) of Art. 11

³² Gov. Regulation No. 33/2007 (4) of Art. 11

Section 13

Nostrification (recognition) of Foreign Scientific Degrees

Article 24

- (1) Nostrification (recognition) of scientific degrees conferred by foreign universities can be requested by individuals who can certify their nationality and personal particulars by official certification issued by the authorities for this purpose as well as prove their address and residence in Hungary with an official certificate in effect at the time of handing in the request.
- (2) The request for nostrification shall be handed in the Dean's Office concerned in person, addressed to the chair of the professionally competent SZHBDT. The request shall include (one copy of) the following documents:
 - a) a request indicating the scientific area and field of the degree to be nostrified,
 - b) authentic copy of the original degree (if required, the authentic translation of the certificate, the official publication or its authentic translation of the doctoral procedure at the university awarding the degree),
 - c) the dissertation,
 - d) professional curriculum vitae,
 - e) bibliography justifying the requester's scientific work,
 - f) brief description of the circumstances of defence (the subjects in which the PhD complex exam was taken, whether there was any public discussion held on the dissertation, name of the chairman of committee suggesting the degree) as well as naming the doctoral school and the supervisor (if you obtained your degree in the form of organized education),
 - g) copies of certificates specifying language competency,
 - h) a declaration of the requester that the degree in question has not been submitted for nostrification to or the degree has not been nostrified by any other Hungarian university.
 - i) a dispatch note for justifying the payment of procedural fee, The amount of administrative fee shall equal to the amount given in (1) of Art. 17.
- (3) If the SZHBDT cannot establish beyond reasonable doubt that the issuer institution is eligible for conferring degrees, it shall seek the opinion of the Hungarian Equivalence and Information Centre (MEIK).
- (4) When deciding on the nostrification, the SZHBDT shall examine whether the requestor's achievements meet the requirements specified at the BME for the conferral of PhD degrees in the particular scientific discipline. The SZHBDT shall examine the following substantial requirements:
 - a) meeting the publication criteria;

- b) independent new achievements. (Thesis book is not required but the dissertation should clearly reveal which are the Author's independent new achievements. These achievements shall comply with the requirements determined by the SZHBDT. If in doubt, the SZHBDT may ask the Author's declaration of the results included in the thesis that he/she claims to be his/her independent achievements.);
 - c) result of the PhD complex examination (the PhD complex examination is not necessarily required for such doctoral procedures where the defence is equivalent to an examination taken in multiple subjects, e.g. France, USA etc.);
 - d) language competence.
- (5) The SZHBDT may specify supplementary conditions if they are required to assure the matching between the contents.
- (6) The SZHBDT shall turn down the requests for nostrification if the difference between the contents of degree to be nostrified, on the one hand and the domestic scientific degree, on the second, is so extensive that it cannot be reconciled even if the supplementary conditions were to be met. The requests shall also be turned down if the requestor refuses to fulfil the supplementary conditions. Unfavourable decisions shall be explained in detail.
- (7) The chair of SZHBDT shall send the resolution on the nostrification request to the Dean's Office concerned and notify the Applicant in writing. If the decision of the SZHBDT is favourable, the Dean shall send the resolution to the Central Office of Studies (KTH). The KTH shall notify the requestor of the registration in writing within 8 days.

Degree Obtained from Joint Education with Foreign Universities (Joint Degree)

Article 24/A

- (1) In the frame of joint education programmes with foreign universities, it is possible to issue degree certificates which will be registered by the participating universities by their own rules. To earn a degree in this way, the degree procedure shall follow the provisions of the written agreement on joint education and require the approval of the EHBDT. The agreement shall be countersigned by the rector and the dean of the faculty concerned.
- (2) Degree certificates may be issued jointly with a foreign university on condition that the foreign institution must also be entitled to independently confer doctoral degrees in the given scientific discipline (branch).
- (3) In the doctoral procedures conducted jointly with a foreign university it is possible to derogate from the procedural rules subject to the approval of the EHBDT, but in any case, all degree requirements set forth in this Regulation – as well as additional provisions of the SZHBDTs in the particular fields – must be met in full.

PART FOUR

THE HABILITATION PROCEDURE

Section 14

Starting the Habilitation Procedure

Article 25

(1) The request for starting the habilitation procedure shall be submitted to the competent dean's office and addressed to the SZHBDT chair competent in the specific branch of science or the arts. The Applicant must specify the particular scientific discipline and the branch of science or the arts in which the habilitation is requested. If the discipline applied in does not match with the doctoral field of the Applicant, the reason for the deviation must be explained in detail. The forms to be used in the procedure are included in the Rules of Habilitation Procedure, available on the website of the EHBBDT.

(2) The request must contain the following documents:

- a) Summary of the results of scientific and creative work, in the form of theses, performed by the Applicant after being awarded the doctoral (PhD or DLA) degree.

In the case of habilitation in sciences, the theses must be based on selected (no more than 10) publications of the Applicant. Results of the selected work must be presented in a unified, in itself comprehensible system. New statements must be presented itemized, in the generally accepted form of scientific theses, associating the selected publications with the thesis points.

In the case of applications with technical creations, theses shall be based on selected (no more than 5) publications and selected (no more than 10) technical creations of the Applicant. Results must be presented in a unified system that is in itself comprehensible. New statements must be presented itemized, in the generally accepted form of scientific theses, associating the selected publications and creations with the thesis points.

In the case of habilitations in the arts, theses shall be based on the Applicant's (no more than 10) selected creations and publications associated with the thesis points.

- b) CV detailing the scientific/creative activities of the Applicant, including public life activities as described in (2) of Art. 4 (which can be supplemented with supporting documents or certificates of recognitions of public activity).
- c) List of publications of the Applicant and a list of independent citations from his/her works, highlighting "Web of Science" citations. Meeting of the publication requirements will be checked based on information in the Publication Database of BME (or in the public bodies' publication database of MTA). In the case of applications in the arts, presentation of the creative work

of the Applicant published in a recognized professional forum also qualifies as a citation.

- d) Details of the subjects taught by the Applicant at domestic or foreign universities, and the list of dissertations (Students' Scholarly Circles, degree thesis, PhD or DLA thesis) prepared under the supervision of the Applicant.
- e) Textbooks, lecture notes, study aids or books written by the Applicant as a proof of syllabus-writing capabilities. If none of these are available, detailed elaboration of a course to be announced later as well as its curriculum and lecture notes must be provided.
- f) Three suggestions for the topic of the habilitation presentation, and the Applicant's declaration of the language he/she has chosen for the delivery of the foreign language presentation summary. The presentation topics may include a course available for full-time students of the University (together with the description of a lecture to be selected later based on the curriculum and the habilitation procedure).

(3) The following annexes (original or certified copies) must be attached to the application:

- a) university degree certificate;
- b) doctoral (PhD or DLA) or PhD degree certificate. (If the scientific degree was awarded abroad, the Applicant must also attach a certificate of equivalence.)
- c) extract from a judicial record not older than three months (or in case of foreign nationals, an official certificate issued by local authorities.)
- d) the Applicant's declaration that he/she has not initiated a habilitation procedure in the same branch of science that is either pending or has been rejected in the past two years;
- e) proof of payment of the administrative fee. The administrative fee shall be 1.5 times the amount described in (1) of Art. 17.

(4) Other documents that may be attached:

- a) certificate of the "Doctor of the MTA" or the "Doctor of Science(s)" title;
- b) proof of being awarded the Széchenyi or Kossuth Prize in recognition of the Applicant's scientific achievements or technical/artistic work.

Section 15

The Habilitation Procedure

Article 26

- (1) The SZHBDT shall nominate a three-member Habilitation Committee recommended by the proponent invited by the Chair in order to profile the Applicant. The Chair of the

Habilitation Committee shall be a university professor with a research background, and at least one member shall be an external expert. The Habilitation Committee evaluates the submitted documents and decides whether the Applicant has met the minimum criteria set by the SZHBDT and whether his/her professional profile meets the requirements of the University. The Habilitation Committee then evaluates the Applicant's profile by secret ballot using the 0-1-2-3 points system. The decision shall be favourable if the sum of votes equals or exceeds two-thirds of the maximum number of points.

- (2) The scientific/artistic criteria of habilitation shall be considered fulfilled if the Applicant is a holder of the "Doctor of the MTA" title (habilitation in sciences), or has been awarded the Széchenyi Prize (habilitation for technical creations) or the Kossuth Prize (habilitation in arts) as described in (4) of Art. 25. In such cases, the Habilitation Committee shall propose a topic for the habilitation presentation, skipping the two steps below, and continues the procedure with the steps described in Art. 28.
- (3) The SZHBDT shall decide by secret ballot using the 0-1-2-3 points system whether or not to allow the thesis to be discussed publicly, based on the evaluation by the Habilitation Committee. For a favourable decision, at least two-thirds of maximum scores are required. If the decision of the SZHBDT is favourable, it will return the application to the Habilitation Committee for a detailed review. The application must be refused if the decision is unfavourable. Unfavourable decisions must be justified. If the request is rejected, a new procedure in the same branch of science may only be launched on maximum one more occasion and only after two years following a refused request.

Article 27

Each member of the Habilitation Committee will prepare a written review at the request of the SZHBDT. Based on the completed reviews, the Committee shall decide by secret ballot using the 0-1-2-3 points system whether or not to propose to the SZHBDT to start the public procedure. If it does so, it will also propose the topic of the habilitation presentation. For a favourable decision, at least two-thirds of maximum scores are required.

Article 28

After discussing the opinion of the Habilitation Committee, the SZHBDT shall decide by using the 0-1-2-3 secret ballot voting system whether or not to start the public procedure. The public procedure can be started if the sum of votes equals or exceeds two-thirds of the maximum number of points.

Article 29

In the case of a favourable decision, the SZHBDT shall delegate three additional members to the Habilitation Committee. Members of the Extended Habilitation Committee may only include university professors, associate and private professors with habilitation, and individuals with a "doctor of science(s)" degree, or a "Doctor of the MTA" title, and individuals with the Kossuth or Széchenyi Prize. At least one-third of the Committee members shall be invited from external institutions, who are not public service employees of the BME. The Professor Emeritus of the BME shall not be regarded as an external person.

Article 30

For rejections, a detailed written explanation must be provided. If the request is rejected, a new procedure in the same branch of science may only be launched on maximum one more occasion and only after two years following a refused request.

Article 31

The Applicant may withdraw the application any time prior to the completion of his/her profile. Such cases shall not be considered a rejection pursuant to Art. 30, nonetheless, a new habilitation request may only be submitted after two years.

Article 32

- (1) The Applicant shall give evidence of his/her broad knowledge in his/her scientific discipline and his/her up-to-date scientific (artistic) knowledge before the Extended Habilitation Committee at a public scientific colloquium on the theses. There is no need for a scientific colloquium if the Applicant is a certified holder of the “Doctor of the MTA” title (habilitation in sciences), or has been awarded the Széchenyi Prize (in the case of habilitation with technical creations) or the Kossuth Prize (habilitation in arts) as described in (4 a) of Art. 25.
- (2) The chair of the Extended Habilitation Committee shall schedule the date and place of the science/arts colloquium and announce it to the public at least 15 days in advance via the dean's office. Each member of the SZHBDT must be individually invited to attend the colloquium, and further 50 persons as well, who have been approved by the chair of the Extended Habilitation Committee. Invited attendees must receive the part of the thesis enumerating new findings along with the invitation. Each attendee of the colloquium is entitled to ask questions and participate in the discussion.
- (3) In the first part of the science/arts colloquium the Applicant shall present his/her thesis (presents his/her creation), followed by the presentation of the three reviewers (members of the Habilitation Committee) of their written opinions. Then, those present will ask questions related to parts of the branch of science (branch of arts) named in the request for habilitation and related to the thesis (creative work), which then will be answered by the Applicant. If the questioner disagrees with the answer, a scientific debate ensues. The colloquium shall be chaired by the chairperson of the Extended Habilitation Committee.
- (4) The Extended Habilitation Committee shall evaluate the scientific (professional) competence of the Applicant after the debate is closed, and shall deliver its opinion after a vote by secret ballot using the 0-1-2-3 scoring system. The scientific (professional) competence of the Applicant can be deemed satisfactory if the sum of votes equals or exceeds two-thirds of the maximum number of points.
- (5) The procedure can be continued if the Extended Habilitation Committee decides that the competence of the Applicant is satisfactory. Otherwise, the Applicant shall be entitled to make another attempt to convince the Committee of his/her scientific (artistic) knowledge again after a minimum of 1 year but not later than 1.5 years. If this second

attempt fails as well, the Extended Habilitation Committee will recommend to the SZHBDT that the Applicant's request be refused and the procedure closed.

- (6) Rights of the Applicant in the case of a refusal are described in Art. 2 of this regulation.
- (7) If the decision was to continue the procedure, the habilitation presentation shall be held.
- (8) The habilitation presentation shall be comprised of a one-hour lecture that would become part of a course announced or to be announced by the Applicant.
- (9) Provisions in Art. 2 of this Regulation shall apply as appropriate with regards to the date and location, and the participants of the habilitation presentation. University students specializing in the branch of science/arts cited in the request for habilitation shall also be invited through the university students' union.
- (10) The Extended Habilitation Committee shall evaluate the delivered presentation (and, separately, its foreign language summary) in a closed session using the 0-1-2-3 voting system. The Committee will accept the presentation and its summary if the sum of votes for each task equals or exceeds two-thirds of the maximum number of points. Only those committee members with a language proficiency certificate in the given language shall vote on the foreign language summary of the presentation (their names shall be recorded in the minutes of the session). The presentation may be postponed, with sufficient reason, on one occasion at the request of the Applicant.

Article 33

After the public portion of the habilitation procedure, the Extended Habilitation Committee will recommend the refusal or acceptance of the request. The duly substantiated proposal shall be made in writing.

Section 16

Conferral of the Habilitation

Article 34

- (1) The SZHBDT shall decide by secret ballot using a 0-1-2-3 scoring system whether to recommend the conferral of habilitation to the EHBDT. The recommendation shall be based on the results of the habilitation procedure and after discussing the opinion of the Extended Habilitation Committee. If the Applicant has received at least two-thirds of the attainable points, the Committee shall make a favourable proposal and forward the procedural documents to the EHBDT in full.
- (2) The chair of the EHBDT shall, at least one week before the committee session, request one committee member to review the habilitation procedure and state whether the formal and content criteria have been fulfilled. (This proponent may not be a SZHBDT member or an employee at the Faculty who performs the procedure.) The EHBDT shall decide by secret ballot using a 0-1-2-3 scoring system about the conferral of habilitation based on the proposal and the subsequent debate. For a favourable decision, the candidate must obtain at least two-thirds of the maximum number of points. Rejections shall be justified

in detail in writing. A new habilitation procedure can only be initiated in the same branch of science after a minimum of two years following the rejection.

- (3) An appeal can be lodged against the rejection by the EHB DT as described in Art. 2 of this Regulation.
- (4) The habilitation procedure shall be scheduled so that a decision is arrived at within 1 year from the date of the submission. (Time lost due to the repeat of any of the phases of the procedure shall not count.) If this does not happen in the time frame prescribed above, the Applicant may submit a complaint to the rector of the University.

Article 35

- (1) The University shall issue a degree certificate of habilitation after the successful completion of the habilitation procedure. This degree certificate shall contain the designation of the scientific discipline and the branch of science or the arts in which the habilitation was conferred. Degree certificates of habilitation shall be issued by the Central Office of Studies (KTH), which will also record them in its register.
- (2) After the procedure is completed (or closed), the chair of the EHB DT shall return the records of the procedure which are not available in print to the Dean's Office of the professionally competent faculty for safekeeping. These records shall be kept indefinitely. If the procedure was successful, the Dean's Office shall send one copy of the minutes containing the EHB DT's decision and the datasheet the degree certificate of habilitation is based on, to the Central Office of Studies (KTH).
- (3) The University shall confer the degree certificate of habilitation as part of a ceremonial event.

Article 36

- (1) The person who was conferred habilitation
 - a) is entitled to use the "habilitated doctor" ("Dr. habil." or "DLA habil.") title,
 - b) may exercise the right to initiate the announcement of his/her own university course in the branch of science or the arts in which he/she has earned the habilitation.
- (2) Doctoral degrees are valid indefinitely and cannot be withdrawn.

Article 37

- (1) Recognition of habilitations awarded by foreign universities shall be subject to the provisions, as appropriate, set forth in Art. 25 of Act C of 2001 on the Recognition of Foreign Diplomas and Certificates. Decisions on nostrifications are made by the EHB DT.
- (2) Based on the suggestion of SZHB DT, the EHB DT will accept habilitations awarded by domestic or foreign educational institutes if
 - a) it was issued by a domestic or foreign educational institution that is authorized to award habilitation based on the legislation of a foreign state or, in the case of domestic institutions, Hungarian law.

- b) the criteria for awarding the habilitation match those stipulated in prevailing law and the Doctoral and Habilitation Procedures of the BME.
- (3) Detailed procedural rules of the habilitation procedure are included in the Rules of Habilitation Procedure available on the website of the EHBBDT.

Section 17

Miscellaneous Provisions

Article 38

- (1) Of the committee members participating in the doctoral degree award or habilitation procedures, the opponents shall be eligible for fees for their detailed expert evaluations. Such fee shall equal to 50% of amount described in (1) of Art. 17.

Article 39

- (1) This Regulation shall enter into force by the decision of the Senate on 1st January, 2009. The Master's degree regulation of BME (entered into force on 31st July, 2001), the Doctoral Regulation of BME (in force since 25th June, 2007) and Section XIX of the Human Resource Policy shall be repealed when this Regulation enters into force. Doctoral and habilitation cases pending at the time of entering into force shall be judged – on the request of the candidate and according to the applicable law – pursuant to the provisions of the university regulation in effect at the time of their initiation.
- (2) The provision on the language proficiency pursuant to clause a) of (3) of Art. 15 shall enter into force in doctoral degree award procedures on 1st January, 2010. In the meantime, any professional universal language approved by the SZHBBDT may be selected as first foreign language.
- (3) In DLA degree award procedures conducted during the transition period before 1st January, 2011, participants of the review procedure as described in [(2) of Art. 19] may also include holders of the Kossuth or Széchenyi Prize, or the Steindl or Ybl Prize, respectively.

Budapest, 24th November, 2008

(Gábor Péceli, Dr)
Rector

Annexes

Annex 1

Branches of science where the University is authenticated for conferring doctoral degrees and habilitation

Annex 2

List of Doctoral Schools at the University

The BME is authenticated for conferring doctoral degrees and habilitation in the following disciplines and branches of science:

Natural Sciences

Mathematics and Computer Sciences

Physical Sciences

Earth Sciences

Chemical Sciences

Engineering Sciences

Civil Engineering

Electrical Engineering

Architecture

Mechanical Engineering

Transportation Engineering

Chemical Engineering

Informatics

Social Sciences

Business and Management Sciences

Psychology

Philosophy

Historical Sciences

Arts

Architecture

Doctoral Schools of BME Organized by Branches of Science:

Faculty of Civil Engineering
Civil Engineering and Geosciences

Faculty of Mechanical Engineering
Mechanical Engineering

Faculty of Architecture
Architectural Engineering
Architecture

Faculty of Chemical Technology and Biotechnology
Chemistry and Chemical Engineering

Faculty of Electrical Engineering and Informatics
Informatics
Electrical Engineering

Faculty of Transportation Engineering
Transportation Engineering
Mechanical Engineering

Faculty of Natural Sciences
Physics
Mathematics and Computation Sciences
Psychology (Cognitive Science)

Faculty of Economic and Social Sciences
Business and Management Sciences
History and Philosophy of Science