

BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS

## DOCTORAL AND HABILITATION PROCEDURES

Budapest, 11 July 2016

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30 January 2017, 27 March 2017 and 26 March 2018 Senate  
sessions.

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The Senate of Budapest University of Technology and Economics (hereinafter: University) has issued the following regulations as a supplement to the bylaws of the BME under Act CCIV of 2011 on National Higher Education (hereinafter: NHEA) Section 12 (3) as well as in consideration of applicable rules, in particular the provisions of the NHEA, and Gov. Decree 387/2012 (XII.19.) on the doctoral schools, doctoral procedures and habilitation.

## **Part One**

### **GENERAL PROVISIONS**

#### **Chapter 1**

#### **Doctoral Programmes and Earning Degrees - Generalities**

##### **Section 1**

- (1) The doctoral training which prepares for the award of the doctoral degree following the Master's degree<sup>1</sup>, consist of educational and research and dissertation stages<sup>2</sup>. During the course of the doctoral training, at the end of semester 4, a comprehensive examination has to be taken to conclude the education and research stages of the training and as a precondition of entering the research and dissertation stage, to measure the ranking in academic work and research.
- (2) Doctoral education may only be pursued in doctoral schools<sup>3</sup>. The University is authorized to offer PhD or DLA programmes for the students to prepare for earning the Philosophiae Doctor" (Doctor of Philosophy) scientific degree and "Doctor Liberalium Artium" (Doctor of Liberal Arts) degree in arts, respectively (hereinafter: doctoral programme) in the scientific and artistic disciplines listed in Annex 1.
- (3) Doctoral schools are organized on faculty basis. In cross-faculty doctoral programmes where multiple faculties are involved, an authorized (gestor) faculty shall be designated. 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 5 of this Regulation.
- (4) In decisions on scientific matters participants are required to hold a scientific degree.
- (5) Council of the Doctoral School (hereinafter: DIT) is a college set up to assist 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).
- (6) The University Habilitation Committee and Doctoral Council (hereinafter: EHBDT) is the college authorized to award doctoral degrees. Doctoral degrees may only be awarded in those scientific disciplines or artistic fields where the University offers doctoral programmes. The EHBDT shall make sure that the training and the conferral of degrees shall be even and to a high standard at each faculty (degree programme) of the University.

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<sup>1</sup> NHEA Section 16

<sup>2</sup> NHEA Section 56 (1)

<sup>3</sup> Gov. Decree 387/2012 (XII. 19.) Section 1 (1).

- 7) The college conducting the doctoral degree award procedure is the Habilitation Committee and Doctoral Council (hereinafter: HBDT), organized by faculties or by branches of science or the arts. They make proposals for the EHBDT on the conferral of the degree<sup>4</sup>.
- (8) The bodies named under subsections (5) and (6) deem to be a quorum if the majority of voting members are present at the committee sessions. Usually, 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 ways of score voting with secret ballots. To decide on supporting a recommendation with simple majority votes, support from at least half of the participants with voting right is required. With points systems decisions are always taken by secret ballots, using a 1-2-3-4-5 points, the supporting decision requires at least 70% of the maximum points available from the members with voting right being present.
- (9) The University shall organize the doctoral programmes as full time programmes<sup>5</sup> in state-funded or tuition fee-paying form for persons who established the student status before 1 September 2012 and in (partial) state-funded or private-funded form for students who joined later<sup>6</sup>.
- (10) At least two hundred and forty credits shall be required to be obtained in the doctoral programmes. The programme duration – unless otherwise set out by law – eight semesters.
- (11) To obtain a PhD or DLA degree (hereinafter: 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 described in section 3 of this Regulation.

## **Section 2**

- (1) Appeals may be lodged against the decisions on doctoral programme and doctoral degree award matters to the Dean – or to the Rector, in the event of ineligibility or the decision of the EHBDT – within 15 days of receiving such resolution. Appeals shall be examined within 30 days, except for the appeals against the revocation of doctoral degrees (see Section 38). Appeals for persons having student status with the BME are covered by the “Code of Studies and Exams of BME”
- (2) Appeals can only be lodged against the decisions on the habilitation procedure in the case of a breach of law and/or of the provisions of the Doctoral and Habilitation Procedures. Appeals shall be lodged to the Dean – or to the Rector, in the event of ineligibility or the decision of the EHBDT – within 15 days of receiving such resolution. Appeals shall be examined within 30 days starting from the submission.
- (3) The following resolutions can be made in the appeals against the professional and academic evaluation based decisions of the colleges (Thesis Committee, Doctoral Council and Habilitation Committee) whose composition is regulated in the NHEA and in the gov. decree on doctoral procedures by the Dean (or by the Rector, in the event of ineligibility or the decision of the EHBDT):

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<sup>4</sup> Gov. Decree 387/2012 (XII. 19.) Section 9 (2).

<sup>5</sup> NHEA Section 16 (1)

<sup>6</sup> NHEA Section 46 (1)

- a) refuses the request,
  - b) instructs to remedy a failed decision;
  - c) annuls the decision, and instructs the decision maker to start a new procedure or to adequately repeat the part of the procedure involved in the appeal. In the event this requires the repeated nomination of the member(s) of the competent college, the member shall be nominated by the competent body subject to this regulation.
  
- (4) When discussing personal issues (assessment, appointment, conferral or discussions of related recommendations), those individuals shall be excluded from the participation in the decision-making procedure, who
  - has direct work relationship (same university department or equivalent department of an institute; subordinate relationship; regular joint work; joint publication within the last 5 years), or
  - close relatives<sup>7</sup>, or
  - cannot be expected to deliver an impartial opinion due to certain other reasons.

## **Chapter 2**

### **General Rules of Habilitation**

#### **Section 3**

- (1) The University conducts a habilitation procedure – if requested – in order to assess<sup>8</sup> the lecturing skills and professional achievement of its professors holding degrees in science or the arts. Habilitation is a prerequisite for certain positions<sup>9</sup> as specified in the Human Resources Policy. In the case of university professor positions, the 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.

#### **Section 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<sup>10</sup>
  - a) is a holder of a doctoral degree and has carried out high quality, independent scientific or creative work starting from the date the degree was conferred - but for a minimum of 5 years. Has been a lecturer at a domestic or foreign university for at least 8 semesters. Furthermore, who has either assumed a supervisory role (Students' Scholarly Circles,

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<sup>7</sup> paragraph 1 of Section 8:1 (1) of Act V of 2013 on the Civil Code

<sup>8</sup> NHEA Section 108 (7)

<sup>9</sup> NHEA Section 28 (5)

<sup>10</sup> Gov. Decree 387/2012 Section 21 (1)

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 participates and presents at international and domestic scientific / artistic events;

in the case of habilitation for technical creations, the Applicant shall have carried high quality creative work on a regular basis as proven by implemented patents, projects and articles, citations 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) 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) 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 application for habilitation and its annexes may also be submitted in the particular foreign language.

## **Section 5**

- (1) The University may carry out habilitation procedures and grant habilitations in the disciplines, branches of science and the arts in which it is authorized to confer doctoral degrees.
- (2) The initiation of the habilitation procedure may be requested in a branch of science different from the one in which the requestor holds the doctoral degree on condition the scientific work of the requestor conducted from the time the degree was awarded justifies it<sup>11</sup>.

## **Chapter 3**

### **Disciplinary Habilitation Committee and Doctoral Council (HBDT)**

## **Section 6**

- (1) "Habilitation committees and doctoral councils" (HBDTs) are bodies set up in the scientific/artistic disciplines pursued at the faculties (see Annex 1) in order to confer

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<sup>11</sup> Gov. Decree 387/2012 (XII. 19.) Section 21 (4).

doctoral degrees and carry out habilitation procedures within the powers delegated by the EHBDT<sup>12</sup>. The EHBDT delegates their rights exercised in the doctoral and habilitation procedures<sup>13</sup> to the HBDT, of which certain right can – in particularly justified cases, and temporarily or regarding a given procedure – can be withdrawn. The Chair of the EHBDT – with the reasoning of the decision made by the EHBDT attached – shall inform the Rector about the withdrawal of right(s).

- (2) The members and the Chair of the HBDT – after the decision made by the EHBDT at the recommendation of the core members of the doctoral school – shall be appointed by the Chair of the EHBDT. The Chair of the HBDT shall be in a full time, public servant status 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 HBDT is assisted by the chair-appointed Deputy and the Secretary.
- (3) The members of the HBDT shall be selected to fulfil the following requirements:
  - e) lecturers and academic researchers employed full time on a contractual basis or in public servant status at the relevant higher education institution shall be appointed university professors or hold habilitation,
  - b) at least two-thirds shall be university professors, and
  - c) at least one-third shall have no employment relationship with the University.<sup>14</sup> Furthermore, the members shall be expected to fulfil the conditions of core membership.<sup>15</sup> The committee must have at least 9 members.
- (4) A representative of the Doctoral Student Union participates in the work of the HBDT upon discussing doctoral matters.
- (5) Composition of the HBDT 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 HBDT in doctoral matters include:
  - a) decision on the credits recognition<sup>16</sup>
  - b) selection of the subjects of the comprehensive examination;
  - c) conduct of the Doctoral Procedure;
  - d) nomination of the Admission Committee, Comprehensive Examination Committee and Thesis Committee, decision on the request for holding a closed defence at the recommendation of the Thesis Committee;
  - e) recommendation for the EHBDT, completion of procedures stopped due to the withdrawal of the application or for other reasons;
  - f) making recommendations for the EHBDT on awarding the doctoral degree or for the refusal of the application;
  - g) establishing detailed requirements for the doctoral program, covering the conditions for admission to the comprehensive examination, sending the thesis to the opponents and for awarding the doctoral degrees, as set forth in

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<sup>12</sup> Gov. Decree 387/2012 (XII. 19.) Paragraph d) of Section 9 (2) and Section 23 (1) and (2).

<sup>13</sup> Gov. Decree 387/2012 (XII. 19.) Paragraph e) of Section 9 (2) and Section 22 (4) and 23 (1)

<sup>14</sup> Gov. Decree 387/2012 (XII. 19.) Section 9 (1) and Section 22 (2).

<sup>15</sup> Gov. Decree 387/2012 (XII. 19.) Section 9 (1).

<sup>16</sup> Gov. Decree 387/2012 (XII. 19.) Paragraph e) of Section 9 (2).

this regulation and based on the characteristics of the scientific discipline concerned;

- h) revision of the detailed doctoral requirements as needed, and submission to the EHBDT for approval;
- i) making recommendation for the EHBDT on the doctoral degree nostrification.

(7) The mandate of the HBDT in habilitation matters include:

- a) initiation of the habilitation procedure at request, conduct the habitus investigation;
- b) inviting members of professional committees, Thesis Committees (further experts as needed);
- c) making recommendation for the EHBDT on the assessment of habitus and on the continuation or closure of the procedure, and then on conferral or rejection of the habitus, based on the committee reports and on the discussion conducted over them;
- d) recommendation for the EHBDT for the completion of procedures stopped due to the withdrawal of the application or for other reasons;
- e) drawing up a detailed set of requirements in harmony with this regulation that takes into consideration - besides the requirements set hereby - the specifics of the scientific discipline, and submitting them to the EHBDT for approval.

(8) Sessions of the HBDT are closed. The HBDT 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 majority votes of its members, except for cases explicitly named in the Regulation, where decisions are taken by secret ballots using a points system. 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 ballot shall be ordered in any matter at the request of any voting member of the HBDT. Minutes of sessions shall be recorded and then certified by the Chair. The reasoning of the decisions of the HBDT is public.

(9) When discussing personal issues, ineligible persons (as specified in Section 2 (4)) 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 HBDT pursuant to Section 2.

(11) Administrative tasks of the HBDT shall be carried out by the Dean's Office of authorized (gestor) faculty. The Dean shall determine the responsibilities and assign the resources considering the opinion of the chair of the HBDT.

## Chapter 4

### University Habilitation Committee and Doctoral Council (EHBDT)

#### Section 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. The EHBDT seeks 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 HBBDTs, who may be substituted according to the provisions of Section 3 (6).

The EHBDT shall have the majority of its members ex officio. The chair and deputy chair of the EHBDT shall be in a full time, public servant status 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 shall a member of the EHBDT, and shall be nominated by the Rector at the recommendation of the EHBDT, while his/her deputy shall be called upon by the Chair at the recommendation of EHBDT from among the members of the EHBDT. The duration of their mandate is 3–5 years (renewable multiple times), and at least one of them shall represent the engineering faculty.
- (3)  $n$  denotes the total number of members that *ex officio can be delegated*<sup>17</sup> to the EHBDT 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 delegated ex officio are voting members of the EHBDT. Additionally, the Rector shall entrust  $(3-n)$  further external voting members from a list drafted by the faculty (which includes persons who have public servant status with the University, possess the Doctor of the MTA title, are awarded Kossuth or Széchenyi Prize and which excludes any Professor Emeritus or retired university processor of BME).
  - (c) For  $n \geq 3$ , 3 of the ex officio members have voting rights, while the remaining ex officio delegated members participate in the work of the EHBDT in a consultative capacity. 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 EBHDT 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.

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<sup>17</sup> Section 7 (2) of this regulation

- (4) The head of the doctoral school, unless he/she is an ex officio delegated member of the college, shall participate in the work of the EHBDT in a consultative capacity,
- (5) A representative of the Doctoral Student Union participates in the work of the EHBDT upon discussing doctoral matters:
- (6) Members delegated ex officio to EHBDT shall appoint their deputies to substitute them in other scientific responsibilities (like the chair of the HBDT 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 EHBDT:
  - a) shall express an opinion on the proposals to establish a new doctoral school;
  - b) shall provide the Senate with a regular assessment of the doctoral training and the process of acquiring the degree at the university, with special regard to Section 84/A. (4) of the NHEA;
  - c) shall express an opinion on the Rector's recommendation for the dissolution of the doctoral school initiate the dissolution of the doctoral school if it is justified;
  - d) shall decide on the conferral, nostrification or withdrawal of doctoral degrees;
  - e) shall elect the executives of the doctoral school of the higher education institution, and appoint or dismiss members of the doctoral school;
  - f) shall establish the "Disciplinary Habilitation Committee and Doctoral Councils", bodies organized by faculties or by branches of science or the arts to conduct the doctoral degree award procedure, (see Section 6).
  - g) shall approve the systems of requirements for earning a degree and habilitation drawn up by the HBDTs;
  - h) shall decide under their authority delegated by the Senate on distributing the state doctoral scholarships being available for the University among the faculties;
  - i) shall follow-up the consumption of budgets of state doctoral scholarship and coordinates the potential transfers between faculties;
  - j) shall decide on the conferral of the Habilitation;
  - k) shall deliver an opinion for the Senate about the university professor applications;
  - l) shall deliver an opinion about the faculty recommendations – made pursuant to the Human Resources Policy – for the Honorary Doctor, Honorary Master and Industry Professor titles, as well as the Neumann János Professor title for the Senate;
  - m) shall approve Professor Emeritus members at the core members of the doctoral school<sup>18</sup>;
  - n) shall propose a recommendation for the Senate for the Regulations on Doctoral and Habilitation Procedure as well as for its modification.
- (8) The academic work of the candidate must be considered adequate by the EHBDT in the

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<sup>18</sup> Gov. Decree 387/2012 (XII. 19.) Section 2 (4).

course of the discussion about the university professor applications, if the candidate obtained Doctor of the HAS title in the field to which the application relates within 5 years starting from the application. The application for the university professor title shall be rejected by the EHBDT, if the candidate cannot fulfil the habilitation requirements expected at the time of the application.

- (9) In the event the discussion about the university professor application is conducted in a discipline other than engineering or natural sciences, the Chair of the HBDT in the related branch of science may initiate the involvement of external experts. The Chair of the HBDT, at the request of the Chair of the HBDT – considering the recommendation of the HBDT – shall invite at least two external experts to the session of the EHBDT discussing the university professor applications. Invited experts shall be members of Thesis Committees of the joint universities' maintaining a major doctoral school in the given scientific discipline. Invited experts shall prepare an opinion in writing for the session of the EHBDT.
- (10) Sessions of the EHBDT are closed. The EHBDT session 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 points system. Voting shall be made by secret ballot in personal matters, however, the organization work required to prepare the decisions (e.g. election of the committee) is open. A voting by 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 public.
- (11) When discussing personal issues, ineligible persons (as specified in Section 2 (4)) shall be excluded from participating in the decision-making process. Potential ineligibility must be reported before the discussion by the person concerned.
- (12) Appeals may be lodged against the decisions of the EHBDT pursuant to Section 2.
- (13) Secretarial tasks and committee related administrative work of the EHBDT shall be performed by the Central Office of Studies (KTH).

## Part Two

### THE DOCTORAL PROGRAMMES

#### Chapter 5

#### Establishing the Doctoral School and Conditions of Ongoing Operation

##### Section 8

- (1) A minimum of seven core members may initiate the establishment of a doctoral school. The majority of core members must be a university professor. One person can only have core membership in a single doctoral school at a time<sup>19</sup>.
- (2) In case of a doctoral school covering two branches of science it shall constitute of at least eleven core members, at least four core members per branches of science, mainly consisting of university professors conducting research in the respective branch of science.<sup>20</sup>
- (3) At least 4 university professors shall be present continuously among the core members of a disciplinary doctoral school, furthermore, university professors must represent the majority among the core members. New core members can co-opt by the college of core members with the consent of EHBBDT.
- (4) A person holding a PhD (or DLA in the case of doctoral school in art) can become a core member, if
  - a) he/she pursues continuous and high standard scientific activity in the branch of science or research field of the doctoral school, which scientific activity – artistic activity excluded – is to be inspected on the basis of the Database of Hungarian Scientific Works (hereinafter MTMT), in the case of artistic creations, the Applicant's creations must be nationally and internationally known and recognized, as proven by positive feedback by recognized international art forums.
  - b) his/her aptitude to lead doctoral candidate was justified by the fact that acting as supervisor at least one such candidate has been awarded the doctoral degree (or has been supervisor twice in 50%), furthermore
  - c) he/she is full time lecturer or researcher of the University in a public servant status, who has indicated the University with regard to state funding pursuant to NHEA Section 26 (3), or  
scientific advisors or research professors - holding the title of 'Doctor of the Hungarian Academy of Sciences' - employed full time on a contractual basis or as public servant at a research institute, in the event that the University has concluded an agreement with the research institute to this effect, or  
Professor Emeritus of the University – qualified as competent in terms of research activity by the EHBBDT.

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<sup>19</sup> Gov. Decree 387/2012 (XII. 19.) Section 2 (1).

<sup>20</sup> Gov. Decree 387/2012 (XII. 19.) Section 2 (2).

- (5) With respect to core members pursuant to Section 8 (1) two such members may be accounted for as a core member at the most, and one Professor Emeritus may be accounted for. With respect to core members pursuant to Section 8 (2) one member from a research institute per discipline and one Professor Emeritus per branch of science may be accounted for<sup>21</sup>
- (6) More than half of the core members must hold Doctor of the MTA degree/title or be awarded the Kossuth or Széchenyi Prize. In the Doctoral School of Architecture – replacing the requirements in the previous sentence – each core members shall have Ybl Prize.
- (7) When establishing a new doctoral school, core members must comply with the provisions set forth in (4) for a minimum of one education cycle and for the duration of the procedure of earning a degree continuously and must also assume a supervisor role in the doctoral school (posts a research topic or is a supervisor for a doctoral student).

## **Section 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) the list of Master's degree courses on the basis of which the higher education institution complies with the conditions laid down in NHEA Section 16 (2);
  - c) definition of the research/artistic field of the doctoral school;
  - d) designation of the degree awarded as the outcome of the doctoral procedure;
  - e) the name of the person recommended for the Head of the doctoral school;
  - f) the names of core members, supervisors recommended for the first three ensuing years, further lecturers, names of guest lecturers invited from Hungary or abroad (in case of a doctoral school in art, the artists), researchers, their respective scientific or artistic biographies, the documentation of the most prominent scientific (in case of a doctoral school in art scientific or artistic) findings or artistic creations of the last five years;
  - g) curriculum of the doctoral school matching level 8 of the Hungarian Qualifications Framework;
  - h) description of the international relations of the doctoral school that can presumably considered in the school's operation;
  - i) the quality assurance plan of the doctoral school, and
  - j) the bylaws of the doctoral school.

Declarations of the individuals concerned regarding their commitment to undertake such request and that they fulfil the conditions posed on them in this Regulation shall also be attached to the documentation.
- (2) In the course of the operation of doctoral school, core members shall decide on the

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<sup>21</sup> Gov. Decree 387/2012 (XII. 19.) Section 3 (5).

- a) classification of the doctoral school by scientific discipline, scientific (artistic) branch;
  - b) definition of the research/artistic field of the doctoral school;
  - c) the name of the person recommended for the Head of the doctoral school;
  - d) the composition of core members of the doctoral school – within the legal framework and considering this Regulation.
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- (3) The cooperation agreements relating to the activities of the doctoral school shall form an integral part of the constitutional documents of the doctoral school<sup>22</sup>.
  - (4) The prior consent of the EHBDT shall be necessary so that the person recommended as Head of the doctoral school may submit the application for the establishment of the doctoral school – via the Rector – to the Senate for approval.<sup>23</sup>
  - (5) Registration of the doctoral school shall be initiated by the Rector with the Education Authority, supplementing the documents detailed in the relevant government decree.<sup>24</sup>
  - (6) Shall continuously update the data of the doctoral school on the [www.doktori.hu](http://www.doktori.hu) website so as to provide authentic information on the doctoral school.
  - (7) The EHBDT shall report any change in the filed data of the doctoral school within 15 days starting from the decision to the Education Authority.<sup>25</sup>
  - (8) Decision on the dissolution of doctoral schools falls within the competence of the EHBDT, or – on the Rector's initiation – that of the Senate. If the dissolution is initiated by the Rector, the Senate shall consult the EHBDT before taking decision.<sup>26</sup>
  - (9) The registration of a new branch of science of the doctoral school shall be made by implementing the procedure in subsections (1)–(3).

## **Chapter 6**

### **Structure of the Doctoral School**

#### **Section 10**

- (1) The doctoral school is governed by the head of the doctoral school with the assistance of the Dean's Office concerned. The head of the doctoral school shall be a full time professor of the University employed in a public servant status, highly recognized in science, holder of “Doctor of the MTA” degree/title, core member of the given doctoral school, and appointed by the Rector at the recommendation of the EHBDT. For the Head of doctoral school in the branch of art a degree/title awarded by MTA is not required.<sup>27</sup>
- (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 tasks in the frames of the

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<sup>22</sup> Gov. Decree 387/2012 (XII. 19.) Section 5 (3).

<sup>23</sup> Gov. Decree 387/2012 (XII. 19.) Section 5 (4).

<sup>24</sup> Gov. Decree 387/2012 (XII. 19.) Section 6.

<sup>25</sup> Gov. Decree 387/2012 (XII. 19.) Section 7

<sup>26</sup> Gov. Decree 387/2012 (XII. 19.) Section 8.

<sup>27</sup> HAC Decree No. 2013/6/III/1 Section II.2.8.

doctoral school.

- (3) The announcer of the doctoral topic is a lecturer or researcher holding a PhD (or DLA, in the case of artistic topic) degree whose announced topic has been approved by the DIT (Council of the Doctoral School). The announcers of the doctoral topic are expected to conduct active research activity: indicators of scientific publications over the preceding 5 years shall exceed the publication requirements for degree award at the doctoral school. The announcer of the doctoral topic must have at least 2 years' professional experience after earning the doctoral degree (PhD, DLA).

In the event the announcer of the topic reaches the age limit for full time employment within 3 year starting from the beginning of studies, the topic may only be announced on condition a reserve supervisor is also appointed.

- (4) The announcer of the topic shall be a full time researcher or lecturer of the University employed in a public servant status, 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 (hereinafter: external supervisor). 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.
- (5) If substantiated by the research topic, an invited supervisor may be called upon based on the proposal from the DIT and approved by the EHBBDT, on condition the doctoral candidate conducts doctoral work at the University, and a consultant is assigned. In the case of part time employment, doctoral topic may only announced by an invited supervisor. Invited supervisors shall also fulfil the requirements described in (3).
- (6) Each doctoral student is assigned one and only one supervisor, who has full responsibility in guiding and helping the academic and research work of the doctoral candidate working on the topic, and also the preparatory work to earn the doctoral degree. The dual supervisory system is only allowed in the case of international co-operations, or in the case of interdisciplinary topics, if the topic was approved by the Council of the Doctoral School (DIT) and the topic announcement was made on the prior consent from the EHBBDT.
- (7) Each supervisor – irrespective of the particular doctoral school – may only guide the activities of maximum four doctoral candidates (initiation of the degree award procedure resolves this limitation). The DIT may only give exemption from the conditions of the supervision with the consent of the EHBBDT.
- (8) In particularly justified cases – on condition the legal requirements are met – the supervising activity may be continued on the decision of the EHBBDT taken after consulting with the DIT, even if the above conditions cease.
- (9) The name(s) of the supervisor(s) shall be clearly indicated on the cover page of the doctoral thesis.<sup>28</sup>  
It should match the name(s) of supervisor(s) approved by the DIT, the information on the thesis book, and the data uploaded to the database hosted by the Hungarian Doctoral Council (i.e. the data uploaded to [www.doktori.hu](http://www.doktori.hu) website). In the event a doctoral candidate initiates the doctoral procedure in a field of natural sciences or engineering

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<sup>28</sup> Gov. Decree 387/2012 (XII. 19.) Section 13 (6).

sciences more than 7 years after the beginning of the doctoral programmes, he/she may only request the EHBĐT to show a supervisor on the thesis in particularly justified cases. Such candidates qualify as ones preparing individually.

- (10) The DIT may change the research topic or appoint a different supervisor/consultant for the next period either at their request or if requested by the student concerned or on an autonomous basis in justified cases. The DIT shall consult with the workplace superior of the supervisor before this decision is taken. In the event the supervisor name(s) change for any reason, the DIT shall decide on the name(s) of the supervisor(s) shown on the thesis.

## **Section 11**

- (1) The doctoral school shall provide regular, detailed, and public information about their operation on their [www.doktori.hu](http://www.doktori.hu) website, including:
  - the classification as per academic discipline, and branch of science,
  - the names and professional CVs of the core members and supervisors,
  - quality assurance plan,
  - curriculum,
  - bylaws.
- (2) The doctoral school shall provide regular, detailed, and public information about their operation on their performance on [www.doktori.hu](http://www.doktori.hu) website, providing access to:
  - doctoral topics advertised and approved by the DIT,
  - the doctoral theses and thesis booklets or DLA creative works in electronic formats,
  - list of individuals who have earned a doctoral degree,
- (3) The doctoral school shall provide regular, detailed and public information regarding the education offered on their website, including:
  - admission requirements,
  - subjects taught,
  - degree award requirements.

## **Chapter 7**

### **Council of the Doctoral School (DIT)**

## **Section 12**

- (1) DITs are organized by doctoral schools to assist the activity of the Head of the doctoral school and are elected by the core members of the given doctoral school. Members of the DITs shall be entrusted and recalled by the EHBĐT<sup>29</sup>. 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
  - those meeting the criteria pertaining to core members, or are university professors, or
  - habilitated assistant professors and habilitated private professors or

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<sup>29</sup> Gov. Decree 387/2012 (XII. 19.) Section 10 (1).

- 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) possess the Steindl or Ybl Prize.

At least 7 of the DIT members must have voting right. A representative of the PhD 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) 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<sup>30</sup>:
  - a) it shall approve the list of lecturers of the doctoral school; select subjects to be advertised in the programme;
  - b) it shall approve the announcers of topics and advertised topics;
  - 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, approval of the topic selections of the PhD students;
  - d) performance assessment of students participating in a doctoral programme;
  - e) revision of the curriculum of the doctoral school;
  - f) revision of the international relations of the doctoral school;
  - g) revision of the quality assurance plan of the doctoral school;
  - h) revision of the bylaws of the doctoral school.
- (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 Section 2 (4)) 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 Section 2.
- (9) Administrative tasks of the DIT shall be carried out by the Dean’s Office.

## **Chapter 8**

### **Admission to the Doctoral School**

#### **Section 13**

- (1) The doctoral school shall advertise available admission opportunities yearly both on their

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<sup>30</sup> Gov. Decree 387/2012 (XII. 19.) Section 10 (2).

website and in the traditional ways of advertising. The website must include detailed information on the admission requirements, in particular the specific requirements of the doctoral school. Preparation by individual curriculum at the request of the supervisor may only be completed with the permission of the DIT<sup>31</sup>.

- (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) in order to research the selected topic, competence in a foreign language certified by complex (oral and written) state accredited language examination at level B2 or a certificate equivalent thereto shall be required; to research the selected topic, competence in a foreign language certified by complex (oral and written) state accredited language examination at level B2 or a certificate equivalent thereto shall be required;
  - c) comprehensive knowledge of the chosen research field;
  - d) 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 HBDT 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 EHBDT) and other options available for the faculty (degree programme) as well. Decisions relate to the particular branch of science of the doctoral school in which the admission procedure was conducted.
- (7) Students admitted to the doctoral school may or may not receive (partial) state scholarship subject to the Dean’s decision taken on the suggestion of the DIT.
- (8) Before the third week of the semester, fee-paying students may submit a request to the

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<sup>31</sup> NHEA Section 53 (1)

Dean's Office addressing the relevant Dean to be reassigned into the state-funded form of education from the next semester. The relevant Dean shall decide on the request at the recommendation of the DIT. The DIT shall make recommendation to the Dean on the reassignment based on the students' performance assessment – until 8th October in the autumn semester and until 8th March in the Easter. The decision on the reassignment shall be made by the Dean until 15th March, or 15th October, respectively, to the extent of the faculty quota resulting from the coordination at University level (see: paragraph i) of Section 7 (7)). Performance assessment of first year students shall be based on the report of the Admission Committee, in other cases on the professional and academic progress as documented in the work plan<sup>32</sup> for the particular semester. Upon deciding on the reassignment, the opinion of the supervisor shall also be considered. Number of student involved in the assignment may not exceed the number of state-funded students whose student status cease during the given semester without obtaining a leaving certificate plus the number of students who continue their studies as fee-paying students in the given semester.<sup>33</sup>

State-funded students may be reassigned at the recommendation of the DIT to the fee-paying status effective from the next semester who fail to earn at least 2/3 of the credits determined in the model curriculum for the given semester on the decision by the Dean made until the beginning of the registration week.

- (9) Decisions on the admission shall contain the conditions in details under which the students can participate in the programme, and also the rights and obligations (scholarship, tuition fee, benefits reimbursement of expenses, possible obligation to refund etc.) associated with the legal status of students.

## **Section 14**

- (1) The regulations on certain elements of the doctoral programme and the legal relationship between the doctoral candidate and the University are included in the Code of Studies and Exams of BME.
- (2) Time spent on research or creative activity carried out in the field of the doctoral topic in the higher education institution or in the institution with which it has concluded a cooperation agreement shall be deemed as a lesson. In disciplines where research/creative and preparatory work are linked to libraries, archives, museums, on-site work or external data collection, the time spent on research/creative work may also be recognized by the certificate of the delivery signed by the supervisor on condition the work was permitted in writing and signed by the supervisor and the head of the doctoral school.
- (3) The higher education institution, the doctoral candidate and the supervisor may enter into an agreement pertaining to the doctoral programme.<sup>34</sup>
  - a) In the case of research conducted in an institution with which the University concluded a cooperation agreement in doctoral programmes, the amount of tuition fee can be decreased by the Dean of the authorized (gestor) faculty at the recommendation of the DIT.
  - b) The agreement may set the conditions of research work evaluation by credit

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<sup>32</sup> Code of Studies and Exams of BME Section 177 (1).

<sup>33</sup> NHEA Section 48 (3)

<sup>34</sup> Gov. Decree 387/2012 (XII. 19.) Section 11 (1).

points in disciplines where research/creative and preparatory work are linked to libraries, archives, museums, on-site work or external data collection.

- c) The agreement may include particular lecturer and research tasks as well as the related deadlines.
- (4) Those who have prepared for the degree award procedure individually can also join the doctoral programmes provided they met all requirements pertaining to the admission and the doctoral programme. In this case the student status is established through the acceptance of the application for initiation of the degree award procedure and passing the comprehensive examination.<sup>35</sup> The student's work preparing individually shall be guided by the consultant designated by the DIT for this task, not the supervisor. Students preparing individually may or may not receive state scholarship subject to the Dean's decision taken on the suggestion of the DIT (the minutes about the session of the Comprehensive Examination Committee shall be attached).

## Chapter 9

### Comprehensive examination

#### Section 15

- (1) Preconditions of being admitted to the comprehensive examination include the following criteria during first four semesters:  
earning at least 90 credits and all “programme credits” prescribed in the curriculum of the doctoral school (except for students preparing individually for acquiring the doctoral degree, whose legal relationship with the university will be established by the registration for and admittance to the comprehensive examination).
- (2) Comprehensive exam has to be taken in public, before the committee. Examination committee consists of at least three members, and minimum of one third of the members have no employment relationship with the institution operating the doctoral school. The chair of the Examination Committee is a university professor, *or a* Professor Emeritus, *or a* lecturer, researcher with Doctor of the MTA title. Each member of the Examination Committee should have scientific degree. The supervisor of the examinee cannot be a member of the Committee. The supervisor shall deliver the supervisory assessment of the student's performance to the chair of the committee in electronic form at least one week before the set date of the exam. The supervisor shall be invited to the comprehensive examination.
- (3) The comprehensive examination is divided into two parts: one part assesses the theoretical competence of the student (“theoretical part”), whereas in the “thesis part” the examinees can prove their scientific/artistic progress.
- (4) During the theoretical part, the examinee takes exam in two subjects. The list of subject is included with the curriculum of the doctoral school, and is accessible on the webpage of the doctoral school. In the theoretical part of the exam, the doctoral candidates

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<sup>35</sup> NHEA Section 53 (3)

demonstrate their awareness of literature in the related scientific area or branch of art and their current knowledge in theory and methodology.

- (5) In the other part of the comprehensive exam, the examinees report their research results, present the research schedule for the second part of the doctoral programme, as well as the schedule of the thesis preparation and the publication of results. The presentation will also review the scientific importance and innovation value of the results, and – where applicable – the technology motivation behind the research, and practical applicability of the results. At least one week before the exam, the examinee submit the brief summary of results achieved to date to the committee together with the papers published or sent for publication.
- (6) Each member of the Examination Committee will assess the theoretical and thesis part one-by-one, separate.  
The comprehensive exam will be qualified successful, if the simple majority of the committee members decide so regarding both parts of the exam. The doctoral candidate may retake a failed comprehensive exam on one occasion, within the same exam period.<sup>36</sup>
- (7) Minutes including textual assessment shall be drawn up on the comprehensive examination. The outcome of the exam shall be announced on the exam day.
- (8) The result of the comprehensive exam does not count in the qualification of the doctoral degree, but the successful completion is a precondition of being admitted into the second stage of the programme.

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<sup>36</sup> Gov. Decree 387/2012 (XII. 19.) Section 12 (4).

## **Part Three**

### **EARNING THE DOCTORAL DEGREE**

#### **Chapter 10**

##### **Degree Award Procedure**

###### **Section 16**

- (1) During the course of the doctoral program, the student shall complete the research and dissertation phase after the comprehensive examination – as part of the degree award procedure, aiming at obtaining the doctoral degree.<sup>37</sup>
- (2) In the case of candidates preparing individually<sup>38</sup>
  - a) the doctoral award procedure shall be initiated at the request of the candidate, after passing the comprehensive examination;
  - b) preconditions of the admission include the fulfilment of the publication and other requirements set in the bylaws of the doctoral school;
  - c) through the admission the higher education institute recognizes the minimum credits that must have been earned to be admitted to take the comprehensive examination and that further credits can also be recognized based on preliminary knowledge and competences at the request of the candidate;
  - d) the comprehensive examination that follows the admission belongs to the first semester of the research and dissertation phase.
- (3) PhD students, doctoral candidates, who established their PhD student or doctoral candidate legal status before the academic year 2016/2017,
  - a) can be awarded the doctoral degree according to the provisions of the NHEA and Gov. Regulation 387/2012 (XII. 19.) effective on 31 August 2016, or
  - b) as ones preparing individually, are eligible for requesting admission, with recognition of prior academic work, on condition that the eight semesters' funded period shall not be overrun – with special regard to the funded period used up earlier.<sup>39</sup>

#### **Chapter 11**

##### **Doctoral Degree Requirements**

###### **Section 17**

- (1) A precondition of earning a doctoral degree is the completion of MSc or MA or

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<sup>37</sup> NHEA Section 53 (2)

<sup>38</sup> Gov. Decree 387/2012 (XII. 19.) Section 12

<sup>39</sup> Gov. Decree 387/2012 (XII. 19.) Section 26 (6).

equivalent university studies with successful final examination or defence of degree thesis, as proven by a degree certificate. Degree certificates obtained from a foreign institution must be recognized or nostrificated in accordance with the applicable legislation prior to submitting the application.

- (2) Passing the comprehensive examination shall be required.
- (3) Certification of proficiency in two foreign languages is required – to the extent required for the conduct of research work in the discipline – as follows.
  - a) the firstly selected foreign language shall be
    - aa) English, or
    - ab) any one of the German, French, Italian, Russian, Portuguese or Spanish languages as decided by the EHBDT at the recommendation of the competent HBDT, on condition the candidate possess higher education qualification in one if these languages. In that case, competence in English language must be verified pursuant to the rules pertaining to the second foreign language.

In order to certify competence in the first foreign language complex (oral and written) state accredited language examination at level or a certificate equivalent<sup>40</sup> thereto shall be required.

- b) The second foreign language – on the decision of the HBDT– shall be one of the foreign languages denoted by the competent HBDT. The competence therein shall be certified as described in the bylaws of the doctoral school. Non-native speakers of Hungarian shall be an exemption to this rule, on condition their proficiency in Hungarian is accepted as second foreign language by the decision of the HBDT.
- (4) Thesis-like presentation of independent scientific work, technical creative work and underlying scientific results (PhD) or a presentation summarizing the works of arts from their independent creative work (DLA) are required. 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 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 HBDT for consideration of the specifics of the particular field.
- (7) Evaluation of the fulfilment of publication requirements is based on the data entered in the Hungarian Scientific Works Library, as well as considering the full text of the publications.
- (8) Independent solution of a scientific, technical or artistic problem that matches the

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<sup>40</sup> Gov. Decree 137/2008 Section 14.

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 both in Hungarian or English or – at the request of the candidate and with the consent of the HBDT – 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.

## **Chapter 12**

### **Submission of Doctoral Thesis**

#### **Section 18**

- (1) Precondition of the submission of doctoral thesis shall be obtaining the absolutorium.<sup>41</sup> The doctoral candidate shall submit the doctoral thesis within three years starting from the comprehensive examination as detailed in sections (2)-(7). In cases deserving special consideration, regulated in NHEA Section 45 (2) this deadline can be extended by at most one year at the decision of the HBDT. A degree award procedure interruption of studies shall not exceed two semesters.<sup>42</sup>
- (2) The doctoral thesis shall be prepared and submitted to the Dean's Office following the guidance of the "PHD and DLA Thesis Submission Guide" (PhD és DLA értekezés leadási útmutató) available for download from the website of the EHBDT. The documents include 4 printed copies and an electronic format (PDF) of the thesis, a short summary of the thesis (1 bound and 3 unbound copies both in English and Hungarian) and the thesis booklet – both in English and Hungarian – furthermore the following annexes in paper (in the indicated number of copies) and also in electronic format:
  - 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 HBDT (2 copies);
  - b) the copies of scientific publications connected to the thesis points or an adequate documentation of the works of art (1 copy);

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<sup>41</sup> Gov. Decree 387/2012 (XII. 19.) Section 14 (2).

<sup>42</sup> NHEA section 53 (4)

- c) co-authors' declarations of surrender (1 copy);
- 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 (2 copies);
- e) a declaration stating that the printed and electronic versions of the delivered thesis and thesis books are identical in all respects (2 copies);
- f) the candidate's declaration that he/she gives his/her consent to the publication of the thesis and thesis book<sup>43</sup> (2 copies);
- g) in the event the publication is delayed [Section 21 (6)] the copy of the extract of the minutes on the permission thereof (2 copies);
- h) the minutes of the in-house defence conducted in a professionally competent educational organizational unit (or - after the preliminary approval by the HBDT - at another scientific forum) (2 copies).
- i) professional CV (1 copy).

The administrator of the doctoral school shall check the delivered documentation as described in the "Doctoral Procedure".

- (3) When submitting the thesis, copies of the following annexes must be attached:
- a) university diploma [Section 17 (1)];
  - b) the certificate of foreign language proficiency as described in Section 17 (3a);
  - c) certificate of competence in the second language;
  - d) the applicant's declaration that he/she is not subject to a procedure to revoke the doctoral degree, and that a doctoral degree awarded earlier has not been revoked from him/her within 5 years.
  - e) A declaration that the doctoral candidate is not involved in a pending doctoral procedure launched in the same branch of science, or his/her application has not been rejected within two years, or he/she did not have any unsuccessful doctoral defence.<sup>44</sup>
  - e) proof of payment of the administrative fee, if such obligation occurs.  
The amount of administrative fee shall be equal to one month of the minimum wage required by law. An administrative fee will be charged for students who submitted their thesis beyond one year starting from obtaining the leaving certificate.

The copy of the original certificate shall be endorsed by the administrator of the Dean's Office.

- (4) Other documents that may be attached a declaration from the supervisor and the head of the competent educational organizational unit supporting the application.
- (5) After submission for assessment the thesis shall not be changed. In the event the Thesis Committee draws up severe criticism during the doctoral procedure (e.g. refusal of thesis points or querying the statements in the thesis points), the relevant parts of the minutes shall be made public by attaching them to the dissertation.

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<sup>43</sup> NHEA section 53/A (1)

<sup>44</sup> Gov. Decree 387/2012 (XII. 19.) Section 14 (3).

- (6) The language of the public disputation 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 HBDT. If a foreign language has been chosen for conducting the public disputation, the application regarding the procedure and its annexes may also be submitted in the given foreign language.

## **Chapter 13**

### **The Doctoral Assessment Procedure**

#### **Section 19**

- (1) The thesis and all annexes submitted for assessment shall be forwarded by the Chair of the HBDT to the competent member of the HBDT (hereinafter: proponent), who makes recommendations whether to start the assessment phase of the doctoral degree award procedure or reject the thesis. In his/her proposal, the proponent shall also recommend the members of the Thesis Committee described in Section 20.
- (2) The HBDT shall decide on whether to start the assessment phase or reject the thesis by way of score voting at the recommendation of the proponent. The HBDT shall decide on the composition of the Thesis Committee by simple majority voting.
- (5) In the event the submitted procedural documentation has formal deficiencies (including formal compliance with minimum requirements for publication), or the request contains false data on the candidate's work, the doctoral thesis shall be rejected.
- (6) The candidate shall be notified of the rejection in writing with reasons enclosed. Formal deficiencies may be remedied on one occasion within 15 days. If the event of rejection, the candidate may submit a new doctoral thesis in the same branch of science after 2 years at the earliest. If the decision is based on providing false data on the candidate's work, the rejection is final.
- (7) The HBDT shall decide on the start of the assessment procedure within 3 months – counting only the term-time. The start date of the assessment procedure shall constitute the date of acceptance of the application. The Chair of the HBDT shall officially notify the candidate of the start of the procedure and the date of start.

#### **Section 20**

- (1) The procedural work of the HBDT shall be assisted by the Thesis Committee consisting of 5-7 members and chaired by a university 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 assessment 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 members shall be external persons who have no public servant 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) Ineligible persons (as specified in Section 2 (3)) shall be excluded from participating in the assessment procedure and the decision-making process.
- (4) Of the committee members participating in the doctoral degree award procedures, the opponents shall be eligible for fees for their detailed expert evaluations.

## Section 21

- (1) Within two months – counting only the term-time at the University –, two official referees shall prepare the written assessment 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.<sup>45</sup> The referees shall evaluate the professional results/deficiencies of the thesis or technical/artistic work in detail, make declaration on the acceptance and publication of the thesis points, and draw up their questions regarding the content of the thesis. 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 disputation.
- (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 disputation, the HBDT shall invite a third referee as well.
- (3) In the case of two refusals, the public disputation may not be scheduled, and then the HBDT shall declare the procedure unsuccessful and close it. Submission of a new doctoral thesis in the same branch of science may only be initiated after two years at the earliest, and only on one occasion in the same topic.<sup>46</sup>
- (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.<sup>47</sup> The HBDT may extend the two months' term at the justified request of the candidate. The doctoral disputation shall be organized by the doctoral school. The date, time and place of the discussion shall be announced at least three weeks before the due date on the [www.doktori.hu](http://www.doktori.hu) website. Upon the request of the doctoral candidate and subject to the supportive opinion of the Thesis Committee with the approval of the HBDT a closed defence may be held in the event that the doctoral thesis contains qualified data under pending patent procedure or pertaining to national security.<sup>48</sup>
- (5) The thesis and thesis books should be made publicly available.<sup>49</sup> The electronic versions will be uploaded by the staff of BME OMIKK to the repository of the University (hereinafter: BME MDA). Administrator of the doctoral school shall advertise the defence, and the thesis shall be made available in electronic format on the [www.doktori.hu](http://www.doktori.hu) website (providing the associated Handle); furthermore, one printed & bound copy shall be made available to the public for review in the Dean's Office before the defence and subsequently, in the BME-OMIKK library. In the case of closed defence, public disclosure is covered by Section 21 (6).
- (6) The public disclosure of a doctoral thesis involved in a patent or protection application

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<sup>45</sup> Gov. Decree 387/2012 (XII. 19.) Section 15 (2).

<sup>46</sup> Gov. Decree 387/2012 (XII. 19.) Section 16 (7).

<sup>47</sup> Gov. Decree 387/2012 (XII. 19.) Section 16 (3).

<sup>48</sup> Gov. Decree 387/2012 (XII. 19.) Section 16 (4).

<sup>49</sup> NHEA Section 53/A (1)

may be deferred upon the request of the doctoral candidate up to the date of registration of such patent or protection the latest, on the grounds of the supportive opinion of the Thesis Committee and by the approval of the EHBDT. A doctoral thesis and its abstracts containing qualified data pertaining to national security shall be disclosed publicly ensuing the lapse of the period relating to the qualification due to national security.<sup>50</sup>

- (7) Doctoral candidates shall receive the referees' reports at least two weeks before the public disputation, 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.
- (8) At the public disputation, 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.
- (9) 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 and the other official referee are present at the public disputation.
- (10) 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 1-2-3-4-5 points system. The Thesis Committee shall make recommendation on the conferral of the doctoral degree, which requires obtaining at least 70% 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. The higher education institution – if requested – shall issue a certification on the results of the defence, denoting that the certification does not qualify as to the award of the doctoral degree.<sup>51</sup>
- (11) If the defence is unsuccessful the HBDT shall indicate this fact in the database at [www.doktori.hu](http://www.doktori.hu) and shall notify the EHBDT. The EHBDT shall without further deliberation close the procedure declaring it unsuccessful. Submission of a new doctoral thesis in the same branch of science may only be initiated after two years at the earliest, and only on one occasion in the same topic.<sup>52</sup>

## **Chapter 14**

### **Award of the degree**

#### **Section 22**

- (1) The HBDT shall evaluate the outcome of the assessment procedure based on report of the Thesis Committee the numeric scores awarded by a simple majority achieved in voting by ballot: supportive opinion for degree conferral requires at least 50% of the votes available. Rejections must be explained. The EHBDT shall decide on the

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<sup>50</sup> NHEA Section 53/A (3)

<sup>51</sup> Gov. Decree 387/2012 (XII. 19.) Section 16 (6).

<sup>52</sup> Gov. Decree 387/2012 (XII. 19.) Section 16 (7).

conferral of the degree on the recommendation of the HBDT by a simple majority achieved in voting by ballot (secret vote). The Chair of the EHBDT shall send the result of the decision and the qualification of the doctoral degree conferred to the Chair of the HBDT, who then notifies the candidate.

- (2) Qualification of the doctoral degree is "rite" below 4.00 score average, "cum laude" between 4.00 and 4.50 and "summa cum laude" above 4.50 (underlining denotes a value within the range).
- (3) Having completed (or closed) the procedure, the Chair of the HBDT 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.
- (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 and the Central Office of Studies shall notify of this decision the Education Authority<sup>53</sup>.
- (5) In the case of successful defence, the doctoral thesis and the thesis points or the description of the technical/artistic work shall be made available in the Database of Hungarian Scientific Works (hereinafter: MTMT database), after the conferral of the degree according to the provisions of the Doctoral Procedure.<sup>54</sup>
- (6) The University shall confer the doctoral degree with "Promotio sub auspiciis praesidentis Rei Publicae" honours upon the applicants who fulfil the applicable legal requirements.<sup>55</sup> Conferring the doctoral degree with honours can be requested by the candidate concerned in a written application submitted to the HBDT. The EHBDT shall take decision on forwarding the application based on the suggestion of the HBDT.
- (7) 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 EHBDT to assist the Senate in their judgement regarding the internationally acknowledged scientific work (Section 7 (7)).
- (8) The doctoral degree may be revoked on the basis of the resolution passed by the EHBDT, provided it is established that the prerequisites of the award of the doctoral degree have not been fulfilled<sup>56</sup>, or the candidate committed severe ethical offence, e.g. indicated other person's intellectual creations as his/her own in part or in whole, or used false or falsified data in the dissertation (see Section 38).

## **Chapter 15**

### **Nostrification of the Doctoral Degree**

#### **Section 23**

- (1) Nostrification (recognition) of scientific degrees conferred by foreign universities can

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<sup>53</sup> Gov. Decree 387/2012 (XII. 19.) Section 16 (8).

<sup>54</sup> NHEA Section 53/A. (2).

<sup>55</sup> Gov. Decree 387/2012 (XII. 19.) Section 18.

<sup>56</sup> Gov. Decree 387/2012 (XII. 19.) Section 16 (10).

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 HBDT. The application shall include (2 copies of) the following documents:
- a) the request indicating the discipline and branch of science indicated in the degree certificate to be nostrified;
  - b) a copy of the original degree certificate certified by Hungarian civil law notary (if required, the authenticated translation of the degree certificate, as well as an official publication on the doctoral procedure issued by the university conferring the degree and the authenticated translation thereof);
  - c) 1 hardcopy and electronic format (PDF) of the doctoral thesis prepared and delivered according to Section 5 of the "Guide for the Delivery of PhD and DLA Theses" (PhD és DLA értekezés leadási útmutató) available for download on the EHBBDT website;
  - d) a declaration stating that the printed and electronic versions of the delivered thesis are identical in all respects (2 copies);
  - e) the candidate's declaration that he/she gives his/her consent to the publication of the thesis<sup>57</sup> (2 copies);
  - f) professional curriculum vitae;
  - g) list of publications supporting the requestor's scientific work;
  - h) brief description of the circumstances of defence (the subjects in which the exams were taken, whether there was any public disputation held on the dissertation, name of the Chair 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);
  - i) copies of the certificates of language proficiency;
  - j) declaration of the requestor that the given degree has been neither submitted for nostrification to nor nostrified by any other Hungarian university.
  - k) dispatch-note supporting the payment of administrative fee. The administrative fee shall equal one fourth of the statutory minimum wage determined for full time employment.

The copy of the original certificate of language proficiency and address and residence in Hungary shall be endorsed by the administrator of the Dean's Office.

- (3) If the HBDT 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 HBDT shall examine whether the requestor's achievements fulfil the requirements specified at the University for the conferral of PhD degrees in the particular scientific discipline. The HBDT shall examine the following substantial requirements:

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<sup>57</sup> NHEA Section 53/A (1)

- a) compliance with the publication criteria,
  - b) creation of independent, new results. (Thesis booklet is not required but the thesis must clearly identify the Author's independent new achievements. They must fulfil the requirements set by the HBDT. If in doubt, the HBDT may ask the Author's declaration of the results included in the thesis that he/she claims to be his/her independent achievements);
  - c) the result of the doctoral comprehensive examination or exam (comprehensive examination or examination is not required in doctoral procedures where the defence is equivalent to an examination taken in multiple subjects, like in France or in the USA etc.);
  - d) language proficiency.
- (5) The HBDT may specify supplementary conditions if they are required to assure the matching between the contents.
- (6) The HBDT 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 by meeting the supplementary conditions. The requests shall also be turned down if the requestor refuses to fulfil the supplementary conditions.
- (7) HBDT shall decide on the request for nostrification by ways of score voting. Any unfavourable decisions must be justified. The EHBDT shall decide on the request for nostrification on the recommendation of the HBDT by a simple majority achieved in voting by ballot (secret vote). The Chair of the EHBDT shall notify the candidate on the decision. In the case of a favourable decision, the resolution shall be forwarded to the Central Office of Studies (KTH). The University shall notify the requestor of the registration in writing within 8 days.
- (8) The thesis should be made publicly available.<sup>58</sup> In the case of a favourable decision on the request for nostrification, the electronic versions will be uploaded by the staff of BME OMIKK to the BME MDA database. A bound & printed copy of the thesis shall be lodged at the BME OMIKK library.

## **Degree Obtained from Joint Education with Foreign Universities**

### **Section 24**

- (1) Joint award degree programme with a university abroad shall be started<sup>59</sup> following the provisions of the written agreement on joint education and require the approval of the EHBDT and shall be countersigned by the Dean. Agreement can be set on condition that the foreign institution must also be entitled to independently confer doctoral degrees in the given scientific discipline (branch).

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<sup>58</sup> NHEA section 53/A. (1)

<sup>59</sup> HAC Decree No. 2013/6/III/1 Section IV.2.3.

- (2) It is possible to issue one joint or two (identical) certificates on the doctoral degree earned in a single procedure in the frame of joint education, which will be registered by the participating universities by their own rules.<sup>60</sup>
- (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 EHB DT, but in any case, all degree requirements set forth in this Regulation – as well as additional provisions of the HB DTs in the particular fields – must be met in full.

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<sup>60</sup> HAC Decree No. 2013/6/III/1 last subsection on page 9

## **Part 4**

### **HABILITATION PROCEDURES**

#### **Chapter 16**

##### **Initiation of the Habilitation Process**

##### **Section 25**

(1) The application to initiate the habilitation procedure must be addressed to the Chair of the HBDT as per the scientific/artistic branch and submitted to the respective Dean's Office. In the application, the scientific discipline and branch of science/art where the applicant is requesting habilitation must be stated. In the event that does not coincide with the applicant's doctoral thesis, the reasons for the disparity must be detailed. The forms used in this process are included in the Rules of Habilitation Procedure available from the EHBDT website.

(2) The application must include the following professional documents:

a) A thesis type summary of the results of scientific and creative activities conducted since the doctoral degree (PhD or DLA) was obtained:

In case of scientific habilitation the theses shall be based on the applicant's selected publications (not more than 10). The results of the selected work must be presented in a coherent and self-explanatory manner; new findings should be recorded in the format customary for scientific theses assigning the selected publications to the thesis points.

In case of applications involving technical work the theses shall be based on the applicant's selected publications (not more than 5) and/or on technical works (not more than 10). The results of the selected work must be presented in a coherent and self-explanatory manner; new findings should be recorded in the format customary for scientific theses assigning the selected publications to the thesis points.

In case of applications for art, habilitation the theses shall be based on the applicant's works and publications (not more than 10) assigned to the theses points.

b) Detailed scientific/creative biography including a description of public service activities referred to in Section 4(2) c) (this may be supplemented by supporting documents and received attestations of public service activities).

c) List of publications and independent references thereof highlighting "Web of Science" related references. Evaluation of the fulfilment of publication requirements is based on the data entered in the Hungarian Scientific Works Library. In the case of art applications, appearances on the applicant's work in a prestigious professional forum is considered a reference.

Information on courses taught by the applicant at domestic or foreign universities and a list of theses ("TDK" [Scientific Students' Association], thesis, PhD, DLA) supervised by applicant.

e) Textbook, instruction manual, academic notes or book, in lieu of which the program, syllabus or notes of a future course, with detailed elaboration of one chapter, proving the applicant's ability to create a curriculum.

- f) Three suggestions for the topic of the habilitation lecture and a statement pertaining to the language, in which the summary will be provided. The topics may include a full-time course title offered by the University (including the syllabus and the lecture to be selected later based on the schedule of the habilitation procedure).
- (3) The application must be accompanied by the following attachments (by way of providing certified copies):
- a) university diploma;
  - b) doctoral degree (PhD or DLA) (in case of an academic degree obtained abroad a certificate of equivalence shall also be attached);
  - c) a not more than three-month old criminal records check attesting that the applicant has a clean record and is not subject to disqualification from practicing a profession (in case of a foreign citizen a police certificate from the place of residence may suffice);
  - d) a declaration to the effect that the applicant has no other ongoing habilitation procedure within the same branch of science, within two years did not withdraw from or within three years was not rejected in such a procedure;
  - e) the slip proving payment of the administrative fee. The administrative fee shall be equal to one month of the minimum wage required by law.

A copy of the original document made, signed and stamped by the issuer shall be deemed to be certified copy. In case of documents issued by the University, in addition to the presentation the original, the administrator of the Dean's Office can also authenticate the copy. For documents that were previously submitted to the University as certified, certification is provided by the organizational unit that manages the document.

- (4) If the applicant was awarded a Doctor of the Hungarian Academy of Sciences degree in the topic of the habilitation within 5 years prior to submission, the application must be accompanied by a document certifying the title. In this case, the academic work of the applicant must be considered adequate in the course of the procedure and further conditions for the award of habilitation should be examined under the habilitation procedure.
- (5) If the applicant's ongoing Hungarian Academy of Sciences doctoral procedure acquired support in the habitus investigation phase, then the Hungarian Academy of Sciences doctoral thesis booklet referenced by Section 25 (2) a) may also be submitted as a thesis-like summary. In that case, the application must be accompanied by a statement from the commission confirming the outcome of the habitus investigation.

## **Chapter 17**

### **Conducting the Habilitation Procedure**

#### **Section 26**

- (1) Upon the proposal of the proponent appointed by the Chair the HBDT will nominate a three-member Thesis Committee to examine the applicant's disposition. The Chair of the Thesis Committee and at least 1 member of it should be professors of the University in the given field and at least one member should be an external expert. The Thesis Committee determines whether the applicant has fulfilled the minimum requirements

prescribed by HBDT and whether his/ her disposition meets the University's expectations (see: Section 4).

Subsequently, the members of the Thesis Committee evaluate the candidate's disposition with scores 1-2-3-4-5 in a secret vote. The evaluation is positive if the aggregate score exceeds 70% of the maximum available.

- (2) Having debated the assessment of the Thesis Committee, members of HBDT shall evaluate the applicant's disposition by ways of score voting, thereby deciding about the admissibility of the thesis for evaluation. In the event of a positive assessment, HBDT will forward the application to EHBDT. In the event of a negative assessment, before forwarding the application to EHBDT the applicant must be given reasons for refusal and the possibility to revoke the application. In the event of a negative assessment, the detailed justification for the rejection must also be transmitted to EHBDT together with the application documents.
- (3) At least 1 week prior to the committee meeting the Chair of EHBDT shall invite a member of EHBDT, who shall neither be a member of HBDT conducting the procedure nor an employee of the relevant faculty, to review the material of the habilitation procedure so far accumulated. EHBDT does not examine the submission of the competent HBDT on the habitus investigation based on subject matter expertise, rather it checks compliance with the relevant legislation and university regulations. Members of EHBDT decide whether the applicant's disposition meets the expectations of the University by ways of score voting based on the application and the subsequent discussion.
- (4) In the event the disposition of the applicant is satisfactory according to HBDT, however, EHBDT's assessment is negative, EHBDT shall return the application to the competent HBDT with a written explanation for a one-time re-examination. HBDT shall repeatedly decide on the disposition of the applicant in light of EHBDT's justification. EHBDT may delegate one member to the relevant meeting. In the event HBDT assesses the applicant's disposition negatively during the repeated review, prior to forwarding the application material to EHBDT the applicant must be given reasons for refusal and the possibility to withdraw the application. In the event of a positive HBDT assessment the application shall be forwarded to EHBDT together with HBDT's opinion pertaining to the former negative evaluation by EHBDT. New considerations that were not examined at the EHBDT meeting during the discussion of the forwarded application may not be taken into account.
- (5) EHBDT's negative decision shall be substantiated in writing in detail and both the Chair of HBDT and the applicant shall be notified. Following the rejection, the applicant may initiate a habilitation procedure in the same branch of science one more time three years later at the earliest.
- (6) In case of a positive decision EHBDT sends the application for detailed assessment back to the HBDT.

## **Section 27**

Upon the request of HBDT all the members of the Thesis Committee shall prepare a written professional assessment. Based on the assessment the Thesis Committee recommends for the HBDT either initiating the portion of the procedure open for the public or rejecting the application. They also propose a subject for the habilitation lecture, which is preferably a part of the curriculum, or the first class of the course that has already been

announced or is to be announced in the future. In the event the applicant was awarded a Doctor of the Hungarian Academy of Sciences decree in the field of the application and within 5 years prior to the submission thereof, there is no need to hold a scientific colloquium, his/her academic work shall be considered to be sufficient. When a doctoral dissertation procedure is in progress the Thesis Committee may recommend that the successful public defence delivered to obtain the title of Doctor of the Hungarian Academy of Sciences be accepted by the HBDT for a successfully held scientific colloquium.

### **Section 28**

Having discussed the review of the Thesis Committee, HBDT shall decide about initiating the public phase of the procedure by way of score voting. In case of an ongoing doctoral procedure of the Hungarian Academy of Sciences HBDT also decides at the possible recommendation of the Thesis Committee by a simple majority vote whether to accept the public defence held for obtaining the title of Doctor of the Hungarian Academy of Sciences for a successfully delivered scientific colloquium, so that this scientific debate would not have to be repeated.

### **Section 29**

In case of a positive decision HBDT adds another three members to the Thesis Committee. Only university professors, habilitated docents and habilitated lecturers, furthermore, persons awarded a 'doctor of science' academic degree, Doctor of the Hungarian Academy of Sciences degree, or Kossuth or Széchenyi Award can be members of the Extended Thesis Committee. At least two-thirds of the members of the committee shall be university professors and one-third shall be invited from external institutions, and have no public servant status with the University. Professor Emeritus of the University shall not be deemed an external invitee.

### **Section 30**

In case of a negative decision the reasons for the rejection of the application shall be detailed in writing. Once an application is rejected another procedure may be initiated within the same branch of science once after two years.

### **Section 31**

The applicant may withdraw the application before the conclusion of the habitus investigation at any time. Such an application shall not be deemed as an application rejected pursuant to Section 30, nevertheless, another application may only be submitted two years later at the earliest.

### **Section 32**

- (1) The habilitation applicant evidences having the expected broad understanding and up-to-date scientific (artistic) knowledge of his/her discipline in the framework of a publicly conducted scientific (professional) colloquium, whereas her teaching and information transfer skills are demonstrated by way of a habilitation lecture attended by students. The professional colloquium and the habilitation lecture may be delivered in any order or may

even be held on the same day. Both lectures are assessed by the Extended Thesis Committee. In the event the HBDT accepts the public debate of the successfully defended theses submitted for the title of Doctor of the Hungarian Academy of Sciences as a successful scientific colloquium, then there is no need to hold a scientific colloquium again.

- (2) The date and place of the scientific (art) colloquium and the habilitation lecture shall be announced by the Chair of the Extended Thesis Committee at least 15 days prior via the Dean's Office. All members of HBDT and at least 50 people approved by the Chair of the Extended Thesis Committee shall be personally invited to the colloquium. The part of the theses containing an itemized list of new achievements shall be sent together with the invitation to the invitees. Students of the discipline indicated in the application for the habilitation shall also be invited to the habilitation lecture via the faculty's student representative body. In exceptional cases the lectures may once be postponed on the basis of sufficient justification.
- (3) During the scientific (art) colloquium first the applicant for the habilitation presents her theses (work of art), then the three referees (members of the Thesis Committee) share the contents of their written reviews and finally the participants ask questions related to parts of the discipline or branch of art indicated in the application for habilitation and corresponding to the theses (work of art), which are then answered by the applicant. In the event the person asking the question is not satisfied with the answer, a scientific dispute arises. The colloquium is chaired by the Chair of the Extended Thesis Committee.
- (4) Members of the Extended Thesis Committee assess the scientific and professional capacity of the habilitation applicant in a closed meeting and subsequently form their opinion by secret ballot scoring 1-2-3-4-5. The scientific and professional capacity of the applicant is positive, if the aggregate score exceeds 70% of the maximum available.
- (5) The Extended Thesis Committee also evaluates the habilitation lecture and the foreign language summary, respectively, in a closed session by secret ballot scoring 1-2-3-4-5. The lecture and its foreign language summary are to be considered accepted, if the sum of the scores received separately exceeds 70% of the available points. Only those members of the committee may vote on the foreign language summary, who possess an accredited language certificate for the language concerned (their names shall be recorded in the minutes).
- (6) The procedure may only be continued, if the applicant has been awarded at least 70% of the maximum available points to be given during the secret ballots on the professional colloquium and the habilitation lecture. Otherwise the applicant must be given an opportunity to make another attempt at demonstrating her scientific (artistic) knowledge and information transfer capabilities after 1 year but not later than 1.5 years. In the event this second attempt is unsuccessful, the Extended Thesis Committee submits a proposal for the rejection of the application and the closure of the procedure to HBDT.

### **Section 33**

After the completion of the part of the habilitation procedure that is open for the public the Extended Thesis Committee prepares a written and reasoned proposal to the award or reject the habilitation.

## **Chapter 18**

### **Conferral of the Habilitation**

#### **Section 34**

- (1) Following the hearing of the opinion of the Extended Thesis Committee members of HBDT shall decide whether to recommend EHBDT to grant the habilitation based on the habilitation procedure by way of simple majority secret ballot. In the event the applicant receives more than 50% of the available points, the committee shall continue with a positive recommendation and forwards the entire documentation to EHBDT. In the event the applicant does not receive more than 50% of the available points, the detailed justification of the rejection shall be submitted to EHBDT.
- (2) At least 1 week prior to the committee meeting the Chair of EHBDT shall invite a member of EHBDT to review the habilitation process and to evaluate compliance with formal and substantial requirements (the proponent shall neither be a member of HBDT conducting the procedure nor an employee of the relevant faculty). EHBDT decides about granting the habilitation based on the proposal and the subsequent debate with a simple majority vote. The decision adopted by way of secret ballot is positive if the applicant receives more than 50% of the available points. Rejections shall be justified in detail in writing. Following the rejection, a new habilitation procedure in the same branch of science may be initiated one more time three years later at the earliest.
- (3) An appeal is possible as per Section 2 of the Regulation in case of a negative decision by EHBDT.
- (4) The habilitation procedure shall be scheduled so as to enable conclusion of the entire process by the adoption of a decision within one year from the submission of the application. (Time lost due to the repeat of any of the phases of the procedure shall not count.) In the event this is not carried out within the time prescribed herein, the applicant may submit an objection to the Dean.

#### **Section 35**

- (1) After the successful completion of the habilitation procedure the University issues a habilitation certificate. This shall include the discipline or branch of science or art in respect of which the applicant has been awarded the habilitation. Degree certificates of habilitation shall be issued by the Central Office of Studies (KTH), which will also record them in its register.
- (2) Following the conclusion (closure) of the process the Chair of EHBDT sends the result of the decision to the Chair of HBDT, who then notifies the applicant.
- (3) The University awards the habilitation certificate in a ceremony.

#### **Section 36**

- (1) The person who was conferred habilitation

- a) may use the prefixes ‘doctor habilitatus’, ‘Dr. Habil’ or ‘DLA habil’;
  - b) may independently initiate the announcement of lectures within the discipline of branch of art of her habilitation.
- (2) The validity of habilitation is not limited in time. It may only be revoked by an EHBDT decision adopted in the course of a procedure described in Section 38. Revocation of the doctoral degree shall simultaneously result in the revocation of the habilitation, due to the discontinuation of prerequisites.

### **Section 37**

- (1) Section 15 of Act C of 2001 on the recognition of foreign certificates and degrees shall be applicable to the recognition of habilitation obtained from a foreign university. Decisions on nostrifications are made by the EHBDT.
- (2) The detailed procedural rules pertaining to the habilitation procedure are contained in the Rules of Habilitation Procedure available from the website of EHBDT.

## **Chapter 19**

### **Revocation of the doctoral degree or habilitation**

#### **Section 38**

- (1) In the doctoral proceedings the University accepts and applies the principles and guidelines pertaining to plagiarism of the Scientific Ethics Codex of the Hungarian Academy of Sciences.
- (2) A doctoral degree or habilitation may be revoked, if the bearer obtained it by presenting her intellectual achievement as her own in part or in whole, or used false or falsified data in her dissertation thereby deceiving or causing the college or person acting in the doctoral matter to be misled. A revocation procedure may only be conducted, if the holder of the doctoral degree or habilitation is alive at the time of the procedure’s initiation.
- (3) Acts referred to in paragraph (2) do not lapse.
- (4) The procedure aiming at the revocation of the doctoral degree or habilitation may be requested from the Chair of EHBDT issuing the degree by a person, who demonstrates, or can claim reasonable likelihood for the applicability of paragraph (2), furthermore, holds a doctoral degree or a degree equivalent to that in the discipline related to the subject of the disputed dissertation.
- (5) EHBDT shall decide about the revocation of the doctoral degree or habilitation. The Chair of EHBDT shall propose the revocation and is obliged to hear the opinion of HBDT competent in the branch of science about the applicability of paragraph (2) with respect to the holder of the degree. Expert(s) may be invited in the revocation procedure and interested parties must also be heard. In case the affected person fails to appear in spite of repeated regular notification or requests to be forborne from hearing, EHBDT is entitled to adopt a substantive decision without the hearing. In the event the violation of

copyrights was already established by a final judgement prior to the commencement of the procedure initiated by the original author, EHBĐT does not need to conduct an investigation in the matter, the final judgment is sufficient for the revocation.

- (6) In case of an appeal against the decision of revocation EHBĐT shall appoint a five-member ad hoc committee, the members of which are core members of the doctoral school and at least 50% of them have no employment relationship with the higher education institution revoking the degree. The Senate of the higher education institution shall decide about the appeal based on the opinion of the ad hoc committee.
- (7) The final decision on revocation shall be made public by the university and shall be shown on the [www.doktori.hu](http://www.doktori.hu) website as well.
- (8) In the event of a revocation the affected person may not apply for another degree process or initiate a habilitation procedure for 5 years from the date of revocation.

## **Part Five**

### **SCIENTIFIC COUNCIL**

#### **Chapter 19/A**

#### **Establishment of the Scientific Council**

##### **Section 38/A**

- (1) The Scientific Council is a college established on the basis of paragraph hb) of Section 12 (3) of Act CCIV of 2011 on National Higher Education (NHEA)
- (2) The Senate shall decide about the appointment of the Chair and members of the Scientific Council on the basis of the proposal submitted by the Rector.
- (3) The Scientific Council shall have at least 8, but not more than 16 members. The deputy Rector for science and innovation and the Chair of the EHBBDT shall become members of the Scientific Council ex officio. The following may propose additional members to the Rector:
  - a. deputy Rectors;
  - b. the Chair of the Scientific Council;
  - c. the Chair of EHBBDT;
  - d. the Deans of faculties.
- (4) The Rector shall consider the recommendations received in the course of preparing the submission for the Senate according to the following criteria:
  - a. there should be at least one member below the age of 40 among the members and at least one-third of them should be less than 45 years old;
  - b. members should include someone with a significant application;
  - c. at least two-thirds of the members should have Doctor of the Hungarian Academy of Sciences degree;
  - d. at least one member should have a significant (international) patent.
- (5) The mandate of the Chair and the members is for 3 years, which may be extended several times.
- (6) The Chair of the Scientific Council is assisted by the deputy and secretary appointed by him or her.
- (7) The secretary of the Scientific Council is the Director of Science and Innovation. The Directorate of Science and Innovation shall perform the administrative tasks related to the operation of the Scientific Council.
- (8) The representative of the University Doctoral Student Council shall attend the meetings of the Scientific Council in an advisory capacity.

## **Chapter 19/B**

### **The Responsibilities of the Scientific Council**

#### **Section 38/B**

The most important task of the Scientific Council is to make a proposal for the University's short-term and long-term research, development and innovation strategy by means of which the recognition of the university as a research institution is enhanced and its role in domestic and international scientific research and innovation is strengthened. In that respect [the Council] shall conduct preparatory negotiations for decision making and makes proposals for the Rector on the following matters:

- strengthening of the international role of the University;
- definition of the career paths for lecturers and researchers of the technical university (directions of development and management of the in-house support regime for young lecturers/researchers);
- analysis of research orientation, identification of priority research areas and maintenance and development of the necessary infrastructure;
- university level internal competitions;
- creation of researcher and innovation-friendly environment;
- ensuring consistency between research and training;
- the University's academic image;
- strategic professional, regulatory and administrative prerequisites.

## **Chapter 19/C**

### **The Order of the Meetings of the Scientific Council**

#### **Section 38/C**

- (1) The Scientific Council shall meet as necessary but at least twice every six months.
- (2) The meetings shall be convened and Chaired by the Chair or his/her deputy.
- (3) The Chair of the Scientific Council shall be entitled to invite additional experts in an advisory capacity for individual topics.
- (4) The Scientific Council has a quorum when more than half the members are present.
- (5) The Scientific Council shall endeavour to reach a consensus and shall make decisions by a simple majority. If a member of the Scientific Council is in the minority during a vote and disagrees with the decision adopted by the Scientific Council, she is entitled to attach her divergent position to the resolution together with a written justification. Voting in the Scientific Council shall not be secret.

- (6) The meetings of the Scientific Council are closed. Minutes of sessions shall be recorded and then certified by the Chair. The Organizational and Operational Order provides for the content and accessibility of the memorandum.
- (7) The Chair shall send the resolutions and their justifications together with any potential disagreements of the members of the Scientific Council to the Rector.

## Part Six

### MISCELLANEOUS PROVISIONS

#### Chapter 20

### MISCELLANEOUS PROVISIONS

#### Section 39

EHBDT may award the title ‘core emeritus’ based on the proposal submitted by DIT and with the support of core members of the doctoral school. This title may be awarded to a person who

- is a founding member of the same doctoral school or has been accepted as a core member at least 5 years earlier;
- has a documented relationship with the institution; and
- who is hereinafter not under the obligation of supervising theses.

Expectations from a *core emeritus*:

- fulfilment of the criterion of the Hungarian Accreditation Committee pertaining to 5 new publications;
- as well as inclusion of publication and reference data in the Hungarian Scientific Bibliography (MTMT).

The *core emeritus*

- is not involved in the Hungarian Accreditation Committee’s evaluation procedures of doctoral schools;
- therefore, shall not be included among the DI requirements pertaining to the 7 core members;
- nevertheless, retains previous achievements in DI statistics.

The *core emeritus* title does not require a HAC decision or a separate announcement, it becomes known to HAC itself from the fact of being included in the [www.doktoral.hu](http://www.doktoral.hu) database.

#### Section 40

Where this Regulation prescribes requirements that are more stringent than or non-existent in the relevant legislation (not including the requirements pertaining to the prerequisites of admission, doctoral training and obtaining a degree), EHBDT may exceptionally authorize exemption from the requirement in whole or in part or, in case of existing statutory requirement, the reduction of the requirements to the level specified by legislation. EHBDT may grant exemption from the requirement to the extent that allows compliance with the relevant legislative requirement for a fixed period and may tie approval to the fulfilment of the condition.

## **Section 41**

In the event of a change in the requirements for degree issuance or habilitation prescribed by the Doctoral and Habilitation Rules of the Budapest Technical University or the discipline's HBDT, within 2 years from the date of the decision adopted about the change the application of the earlier or the new requirements shall be at the discretion of the applicant, provided this is not contrary to the law.

## **Section 42**

This Regulation was adopted by the Senate during its meeting held on the 26th of March, 2018. The Regulation enters into force on the 26th of March, 2018. Sections 1 and 14-23 of the Doctoral and Habilitation Regulation (2009 Regulation) shall be duly applied as approved on the 25th of May 2009 and amended by Senate resolutions adopted on the 31st of May, 2010, 24th of June 2013, 16th of December 2013 and 29th of February 2016 to doctoral training commenced before the 1st of September 2006. The year 2009 regulation shall be repealed in all other respects.

Budapest, 26 March 2018

(János Rózsa.Dr.)  
The 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

Annex 3

Disciplinary Habilitation Committees and Doctoral Councils of the University

Annex 4

Doctoral Diploma Sample

Annex 5

Habilitation Diploma Sample

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

Engineering Sciences	Bio, environmental and chemical engineering Architectural Engineering Civil Engineering Mechanical Engineering Informatics Transportation and Vehicle Engineering Electrical Engineering
Natural Sciences	Physics Geosciences Chemistry Mathematics and Computer Sciences
Arts and Management Sciences	Architecture Social Sciences Business
Humanities	Philosophy Psychology

Doctoral Schools and Authorized (Gestor) Faculties of BME

Faculty of Civil Engineering

Vásárhelyi Pál Civil Engineering and Geosciences Doctoral School  
Civil Engineering  
Geosciences

Faculty of Mechanical Engineering

Pattantyús-Ábrahám Géza PhD School for Mechanical Engineering  
Mechanical Engineering

Faculty of Architecture

Csonka Pál Doctoral School  
Architectural Engineering  
Doctoral School of Architecture  
Architecture

Chemical Engineering and Bioengineering Faculty

George A. Olah Doctoral School of Chemistry and Chemical Technology  
Bio, environmental and chemical engineering  
Chemistry

Faculty of Electrical Engineering and Informatics

Doctoral School of Informatics  
Informatics  
Doctoral School of Electrical Engineering  
Electrical Engineering

Transportation and Vehicle Engineering Faculty

Kálmán Kandó Doctoral School of Transportation and Vehicle Engineering  
Transportation and Vehicle Engineering

Faculty of Natural Sciences

Doctoral School of Physical Sciences  
Physics  
Doctoral School of Mathematics and Computer Science  
Mathematics and Computer Sciences  
Doctoral School of Psychology (Cognitive  
Science)

Faculty of Economic and Social Sciences

Doctoral School of Business and Management  
Business and Management Sciences  
Doctoral School of Philosophy and History of Science  
Philosophy