

**BUDAPEST UNIVERSITY OF TECHNOLOGY
AND ECONOMICS**



Senate Decision № X./5/2023-2024. (VI. 24.)

**BUDAPEST UNIVERSITY OF TECHNOLOGY AND
ECONOMICS**

**CODE OF DOCTORAL STUDIES AND
HABILITATION**

Consolidated version of the Code of Doctoral Studies and Habilitation incorporating Senate
Decision № SZ-X./5/2023-2024.

In force at 25 June 2024

Rector's Office

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The Senate of Budapest University of Technology and Economics (hereinafter: University) has issued the following codes 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 degree¹, consist of educational and research and dissertation stages². During the course of the doctoral training, at the end of term 4, a complex exam 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 schools³. 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 Code.
- (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.
- (7) The college conducting the doctoral degree award procedure is the Habilitation Committee and Doctoral Council (hereinafter: HBDT), organized by faculties or by

¹ NHEA Section 16

² NHEA Section 56 (1)

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

branches of science or the arts. They make proposals for the EHBDT on the conferral of the degree⁴.

- (8) The bodies named under sections (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 Code, 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 programmes⁵ 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 later⁶.
- (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 terms.
- (11) To be awarded the degree of PhD or DLA (hereinafter referred to as "doctoral degree"), candidates must demonstrate a high level of knowledge of the discipline or artistic field, the ability to enrich it with new findings and the ability to carry out independent research/creative work as described in Part 3 of this Code.

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):

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

⁵ NHEA Section 16 (1)

⁶ 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 code.
- (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 relatives⁷, or
 - cannot be expected to deliver an impartial opinion due to certain other reasons.
- Any participant in the decision-making process must report any potential conflict of interest to the Board as soon as it is discovered.

Chapter 2

General Rules of Habilitation

Section 3

- (1) The University conducts a habilitation procedure – if requested – in order to assess⁸ the lecturing skills and professional achievement of its professors holding degrees in science or the arts. Habilitation is a prerequisite for certain positions⁹ 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 who¹⁰
 - 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

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

⁸ NHEA Section 108 (7)

⁹ NHEA Section 28 (5)

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

years. Has been a lecturer at a domestic or foreign university for at least 8 terms. Furthermore, who has either assumed a supervisory role (Students' Scholarly Circles, diploma work, PhD or DLA) or has taught at a professionally competent doctoral school;

b) publishes, in the case of habilitation for scientific work, on a regular basis as proven by articles and citations in internationally recognized, preferably high impact journals as applicable in the specific scientific field. Additionally, who regularly 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 it¹¹.

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

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 doctoral degrees and carry out habilitation procedures within the powers delegated by the EHBDT¹². The EHBDT delegates their rights exercised in the doctoral and habilitation procedures¹³ 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, civil servant status, a highly recognised university professor who holds the “Doctor of the Hungarian Academy of Sciences (MTA DSC)” title or has been awarded the Kossuth Prize, the Széchenyi Prize or who is a university professor with an art academy membership, including membership in the Hungarian Academy of Arts (hereinafter: MMA) and Széchenyi Academy of Literature and Arts (hereinafter: SZIMA). 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.¹⁴ Furthermore, the members shall be expected to fulfil the conditions of core membership.¹⁵ 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 recognition¹⁶
 - b) selecting the members of the admission committee and the complex exam board, and the subjects of the complex exam;

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

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

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

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

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

- c) conduct of the Doctoral Procedure;
 - d) nomination of the Admission Committee, Complex exam Committee and Thesis Committee, decision on the request for holding a closed defence at the recommendation of the Thesis Committee;
 - e) making recommendations to the EHBDT to close a procedure that has been interrupted due to exceeding a deadline or for any other reason;
 - f) making recommendations to 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 complex exam, sending the thesis to the opponents and for awarding the doctoral degrees, as set forth in this code 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.
 - j) The HBDT may delegate to the DIT its powers specified in points a) – b) in relation to the programme.
- (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 code 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 Code, 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) The administrative tasks of the HBDT shall be carried out by the Dean's Office of the responsible (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 of full time, civil servant status, a highly recognised university professor who holds the “Doctor of the Hungarian Academy of Sciences (MTA DSC)” title or has been awarded the Kossuth Prize, the Széchenyi Prize or who is a university professor with an art academy (MMA, SZIMA) membership. 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*¹⁷ 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.

¹⁷ Section 7 (2) of this code

- (f) The faculty lists are compiled by the expert HBDT chairs of the respective faculty on the basis of the votes of the HBDTs.
- (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). The deputies shall hold the title of Doctor of the Hungarian Academy of Sciences (MTA DSC) or have a Kossuth or Széchenyi Prize, or in the case of a doctoral school of arts, an art academy membership (MMA, SZIMA). **In the event of a substitution, the substitute shall have the right to vote.** 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 school¹⁸;
 - n) shall propose a recommendation for the Senate for the Codes on Doctoral and

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

- (8) The university professorship application in the review procedure will be examined by the EHBDT according to the procedure detailed below.
- a) The application will be rejected if the candidate does not fulfil one of the award criteria or the habilitation requirements expected at the time of application, or if the candidate does not have the required high level of academic achievement. A qualification independent of BME is required to demonstrate the high level of academic achievement. Among others, the EHBDT accepts the following as such: MTA DSC, Széchenyi or Kossuth Prize, ERC or Momentum H application with excellent results, and a long-standing position as a university professor or equivalent senior researcher at a university or research and development institute of great international standing. In the discipline of creative architecture, the EHBDT accepts, among others, membership of the Hungarian Academy of Arts or the SZIMA, and the Ybl Prize. If the applicant does not have a qualification independent of BME as listed above, the EHBDT may, by decision of the EHBDT, accept other documented academic qualifications, proof of international professional recognition, national or international, scientific, architectural or artistic prizes of outstanding merit, as indicated by the applicant.
 - b) The proposals are reviewed by a Professorial Evaluation Committee of 3-5 members, which prepares a written proposal for the EHBDT. On the proposal of the chair of the EHBDT, the EHBDT appoints the Professorial Evaluation Committee by secret majority ballot for a period of 3 years. In the course of its proceedings, the Evaluation Committee may also involve an external expert. The invited expert shall prepare a written opinion for the EHBDT meeting.
The EHBDT decides on the university professorship application by a secret scored ballot (1-2-3-4-5), in which the applicant must obtain a score above 70% of the available score in order for the application to be supported. If the decision is negative, the application is not reviewed by any other university body and the EHBDT recommends to the Senate to reject the appointment.
 - c) In case of a positive decision by the EHBDT, the competent HBDT will examine the international recognition of the applicant that exceeds the minimum requirements for an MTA DSC, taking into account the specificities of the discipline, and will examine the applicant's compliance with the requirements of the MAB. In its procedure, the HBDT may seek the opinion of an external expert, including an international expert, or rely on the quality of the public introductory presentation made by the applicant. The HBDT members will evaluate the applicant's habilitation by secret scored ballot (1-2-3-4-5), in which the applicant must obtain a score above 70% of the available score in order for the application to be supported. The competent HBDT forwards the document certifying the applicant's score, together with the panel's detailed reasoned evaluation, to the relevant Faculty Council. In the case of more than one applicant, the HBDT may propose a ranking to the Faculty Council. The Faculty Council shall also forward the formal opinion of the HBDT to the Senate as an annex to its proposal for a decision following its ballot.
- (9) Applications for research professorships and scientific advisorships are evaluated in a similar procedure to university professorships, but applicants are not required to have habilitation, nor it is a prerequisite to meet the educational requirements of MAB's university professorship requirements, but a high level of academic excellence required of university professors is expected.
- (10) 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 EHBTD 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 EHBTD.

- (11) Sessions of the EHBTD are closed. The EHBTD 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 Code, 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 EHBTD. Minutes of sessions shall be recorded and then certified by the Chair. Reasoning of the decisions of the EHBTD must be public.
- (12) 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.
- (13) Appeals may be lodged against the decisions of the EHBTD pursuant to Section 2.
- (14) Secretarial tasks and committee-related administrative work of the EHBTD shall be performed by the Rector's Office.

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 time¹⁹.
- (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.²⁰
- (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 EHBDT.
- (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 EHBDT.

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

²⁰ 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 for²¹
- (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 or MMA or SZIMA membership.
- (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 Code shall also be attached to the documentation.

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

- (2) In the course of the operation of doctoral school, core members shall decide on the
 - a) on the classification of Doctoral Schools by faculty area, discipline (artistic discipline);
 - b) on formulating the research/artistic field of the Doctoral School;
 - c) on the person proposed to be the head of the Doctoral School;
 - d) on their proposal of the Doctoral School's core members to the EHBDT, composed in accordance with the law and this Code.
- (3) The cooperation agreements relating to the activities of the doctoral school shall form an integral part of the constitutional documents of the doctoral school²².
- (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.²³
- (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.²⁴
- (6) Shall continuously update the data of the doctoral school on the 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.²⁵
- (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.²⁶
- (9) The registration of a new branch of science of the doctoral school shall be made by implementing the procedure in sections (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.²⁷
- (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

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

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

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

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

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

²⁷ 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 4 year starting from the beginning of studies, the topic may only be announced on condition a reserve supervisor is also appointed.
- (4) Announcers of a doctoral topic may be full-time lecturers or researchers of the University with an academic degree, employed as civil servants (including the staff members of the **HUN-REN**-BME or BME Momentum research groups), or a Professor Emeritus of the University, or a full-time staff member of an institution that has concluded a cooperation agreement with the University for a doctoral programme (hereinafter referred to as 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 EHBDT, 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 EHBDT.
- (7) A supervisor may oversee the work of up to four doctoral students at the same time, regardless of the Doctoral School (obtaining a leaving certificate removes this restriction).
- (8) The Doctoral School Council may only grant a waiver from the above conditions for supervision with the consent of the EHBDT in particularly justified cases according to § 40, including the continuation of the supervision once it has started, if the conditions for being a supervisor cease to apply.
- (9) The name(s) of the supervisor(s) shall be clearly indicated on the cover page of the doctoral thesis.²⁸ 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 website).
- (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

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

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 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 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 EHB²⁹. 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
 - those holding a “Doctor of Science” degree or the “Doctor of the MTA” title or
 - those awarded the Kossuth or Széchenyi 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.

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

- (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) The mandate of the DIT includes the following regular (annual or more frequent) tasks, as specified in Government Decree no. 387/2012 (XII. 19.)³⁰:
 - 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 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 DIT³¹.
- (2) General conditions of admission into the doctoral programmes:

³⁰ Government Decree no. 387/2012 (XII. 19.), Section 10. (2)

³¹ NHEA Section 53 (1)

- a. university degree at least at Master's level or equivalent, with at least a “good” rating, certifying successful completion of university studies with a final examination (the qualification of the degree must be taken into account for 2 years from the date of acquisition);
 - b. have the necessary competences for the discipline as defined by the Doctoral Schools;
 - c. 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);
 - d. An MSc student with a BSc degree, as defined by the Doctoral School, and with a level B2 complex state accredited English language examination (or equivalent) may be admitted to the doctoral programme after a successful entrance exam if the Admissions Committee determines that the applicant carries out outstanding academic work. To be recognised for outstanding scientific work, at least the minimum publication requirements for the complex exam must be met.
- (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 codes.
 - (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) Students enrolled in a self-financed programme may submit a request for reclassification to a Hungarian State Scholarship training programme from the term in question to the Dean's Office, addressed to the Dean, by the third week of the term. The request will be considered by the competent Dean on the basis of a proposal from the Doctoral School Council. The Doctoral School Council makes a recommendation for reclassification to the Dean based on the student's performance evaluation, by 8 October in the autumn term and by 8 March in the spring term. The decision on the reclassification is made by the Dean by 15 March or 15 October, within the limit of the faculty's allocation as a

result of university coordination (see Section (7) i)). Performance is assessed on the basis of the report of the Admissions Committee for first-year students, otherwise on the basis of the professional and academic progress documented in the term work schedule³². The opinion of the supervisor should also be taken into account when making a proposal for reclassification. The number of students affected by the reclassification may not exceed the number of students who have been awarded a Hungarian State Scholarship and whose student status has been terminated without a leaving certificate in the given term, and who continue their studies on a self-financed basis after the given term.³³ Students with a Hungarian State Scholarship who do not complete 2/3 of the credits of the recommended curriculum for a given term may be reclassified to a self-financed programme from the following term onwards by the decision of the Dean made before the start of the registration week, upon the recommendation of the Doctoral School Council.

- (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.
- (10) The admission decision will list the credits taken in the master training programme and their assignment to the terms which, on the basis of the research topic proposal and the curriculum, can be recognised in the doctoral programme.³⁴ The credits of courses taken and taught in the master training programme can only be recognised in the doctoral programme³⁵ if the requirements for the master training programme's leaving certificate are met not including the courses recognised in the doctoral programme.

Section 14

- (1) The codes 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) In connection with the doctoral programme, an agreement may be concluded between the University, the doctoral student and the supervisor.³⁶
 - a) In the case of research work carried out at a University with a cooperation agreement for a doctoral programme, the amount of self-financing may be reduced by the Dean of the responsible (gestor) faculty on the recommendation of the Doctoral School Council.
 - b) The agreement may set the conditions of research work evaluation by credit points in disciplines where research/creative and preparatory work are linked

³² Code of Studies and Exams of BME Section 177 (1).

³³ NHEA Section 48 (3)

³⁴ NHEA Section 53 (3a)

³⁵ Code of Studies and Exams of BME Section 177 (6).

³⁶ Gov. Decree 387/2012 (XII. 19.) Section 11 (1).

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 complex exam.³⁷ 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 Complex exam Committee shall be attached).

Chapter 9

Complex exam Section 15

- (1) Preconditions of being admitted to the complex examination include the following criteria during first four terms: 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 complex examination).
- (2) Complex 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 complex exam.
- (3) The complex 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 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 complex exam, candidates give a presentation to report on their research findings, describe their research plans for the second phase of their doctoral programme studies, including the time schedule for preparing the dissertation and

³⁷ NHEA Section 53 (3)

publishing the results. The presentation includes the description of the scientific relevance and innovation content of the candidate's findings and, if relevant, the technological motivations of the research and the 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 complex 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 complex exam on one occasion, within the same exam period.³⁸
- (7) Minutes including textual assessment shall be drawn up on the complex exam. The outcome of the exam shall be announced on the exam day.
- (8) The result of the complex 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.

³⁸ 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 complex examination – as part of the degree award procedure, aiming at obtaining the doctoral degree.³⁹
- (2) In the case of candidates preparing individually⁴⁰
 - a) the doctoral degree award procedure starts on application and on completion of the complex exam;
 - 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 complex exam and that further credits can also be recognized based on preliminary knowledge and competences at the request of the candidate;
 - d) the complex exam that follows the admission belongs to the first term 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. Code 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 terms' funded period shall not be overrun – with special regard to the funded period used up earlier.⁴¹

Chapter 11

Doctoral Degree Requirements

Section 17

- (1) A precondition of earning a doctoral degree is the completion of MSc or MA or equivalent university studies with successful final examination or defence of degree thesis, as proven by a degree certificate. Degree certificates obtained from a foreign

³⁹ NHEA Section 53 (2)

⁴⁰ Gov. Decree 387/2012 (XII. 19.) Section 12

⁴¹ Gov. Decree 387/2012 (XII. 19.) Section 26 (6).

institution must be recognized or nostrificated in accordance with the applicable legislation prior to submitting the application.

- (2) Passing the complex exam shall be required.
- (3) Competence of a foreign language necessary for the study of the area of science must be demonstrated by a complex language examination in English at level B2 or above, in accordance with the Common European Framework of Reference for Languages adopted by the Council of Europe, or an equivalent certification of language competence⁴². For the purposes of this Code a language examination is defined as:
 - a) a language certificate issued pursuant to Section 1 of Government decree No 137/2008 (V. 16) on the certified examination of foreign language attainment and on the nostrification in the Republic of Hungary of language certificates of foreign language attainment issued abroad (hereinafter: 'Gov.Decree');
 - b) a language examination, obtained in a foreign system, nostrificated in the procedure under 13. § of the Government decree or deemed suitable for nostrification by the Education Authority;
 - c) a language examination attested by a certificate equivalent to a language examination in accordance with Section 14 of the Gov.Decree;
 - d) an official certificate attesting language competence at level B2 or above in an EU Member State, in accordance with the code in force in that State.
- (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) For scientific and technical creative works, the minimum requirement is at least 3 peer-reviewed publications already published (or accepted for publication). At least 2 of these must be in a foreign language, at least 2 published in a journal, at least 2 must be high-quality publications of the candidate's own work with their predominant contribution related to the thesis statements, and at least 2 publications registered in the Web of Science or Scopus database.

For a doctorate in art, the minimum requirement is at least one completed, qualified work of art.

The precise definition of the significant contribution ratio and quality requirements and of a qualified work of art, taking into account the specificities of the field and any additional minimum conditions, is determined by the competent HBDT and laid down in its rules, subject to approval by the EHBDT. Compliance with the publication requirements is a prerequisite for starting the review procedure.
- (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

⁴² Government Decree 137/2008., Section 14, or the Education Authority nostrificated language examinations. https://nyak.oh.gov.hu/doc/honositas/honositas_tabla1.asp?strID=AAangol In cases not regulated here, the position of the BME Centre for Modern Languages is authoritative.

publications.

- (8) Independent solution of a scientific, technical or artistic problem that matches the degree requirements in difficulty; presenting and defending the doctoral thesis at a public discussion.
- a) Theses must include the objectives, new scientific/technical/artistic results of the candidate, description of his/her creative work, and demonstrate a profound knowledge of the literature and research/creation methods applied.
 - b) Theses, a summary piece of work, may be submitted 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) Submission of the doctoral thesis is subject to obtaining a leaving certificate.⁴³ The doctoral thesis shall be submitted by the doctoral student within three academic years following the complex exam, as specified in Section (2) to (7) of this section. This deadline may be extended by a maximum of one academic year - based on a decision of the HBDT - in cases that deserve special consideration and are regulated by Section 45 (2) of the Higher Education Act. In the doctoral degree award procedure, the student status may be suspended for a maximum of two terms.⁴⁴
- (2) The doctoral thesis must be prepared and submitted to the Dean's Office in electronic format and in at least 1 bound copy according to the requirements of the Doctoral School, in accordance with the guidelines on the Doctoral School's website. The material includes the thesis, a short summary of the thesis (1-1 page in Hungarian and English), the thesis booklet (in Hungarian and English) and the following annexes in electronic format or a hard copy in the number of copies specified by the Doctoral School:
 - 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;
 - b) the copies of scientific publications connected to the thesis points or an adequate documentation of the works of art;
 - c) co-authors' declarations of surrender;
 - d) the candidate's declaration that the thesis constitutes his/her independent work and that any verbatim citation or inclusion in content from other works has been cited appropriately;
 - e) a declaration stating that the printed and electronic versions of the delivered thesis and thesis books are identical in all respects;
 - f) an application for postponement of disclosure [Section 21 (6)];
 - g) minutes of the in-house defence (preliminary workshop debate) held in a competent educational organisational unit (or other scientific forum with the prior approval of the HBDT);
 - h) professional CV.

The administrator of the Doctoral School checks the formal compliance of the submitted material.

- (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 (3);
 - c) the applicant's declaration that he/she is not subject to a procedure to revoke

⁴³ Gov. Decree 387/2012 (XII. 19.) Section 14 (2).

⁴⁴ NHEA section 53 (4)

the doctoral degree, and that a doctoral degree awarded earlier has not been revoked from him/her within 5 years.

- d) 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.⁴⁵
- 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.
- (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 chair of the HBDT shall deliver the thesis submitted for peer review and all its annexes to the competent member of the HBDT (hereinafter referred to as the 'proposer'), who shall examine whether the thesis falls within the competence of the Doctoral School as defined by the Doctoral School, and shall make a recommendation to initiate the evaluation stage of the doctoral degree award procedure or to reject the thesis. In the case of a positive opinion, they shall at the same time propose the composition of the Thesis Committee referred to in Section 20.
- (2) On the basis of the proposer's motion, the HBDT decides by **secret scored ballot (1-2-3-4-5)** to open the evaluation phase **(which requires more than 70% of the available score)** or to reject the thesis. The HBDT decides on the composition of the Thesis Committee by simple vote.
- (3) The doctoral thesis shall be rejected if the submitted procedural material is formally incomplete (including formal compliance with the minimum publication requirements) or the application contains false information about the achievements. If there is a concern that the submitted application does not comply with the BME Code of Ethics in any

⁴⁵ Gov. Decree 387/2012 (XII. 19.) Section 14 (3).

respect, the HBDT will launch an ethics investigation. In the HBDT procedure, expert(s) may be consulted and the interested party shall be granted a hearing. If the interested party fails to appear despite repeated regular notice or requests not to be granted a hearing, the HBDT shall be entitled to substantive decision-making without a hearing, which shall be concluded by a secret ballot. If the ethical misconduct has already been defined by the BME Ethics Committee, the HBDT no longer needs to investigate the matter. If the investigation finds an ethical violation, the thesis must be rejected.

- (4) A reasoned negative decision shall be communicated to the candidate in writing. In the case of formal deficiencies, candidates have 15 days to make a one-time correction. In case of rejection, a new doctoral thesis may be submitted in the same discipline after at least 2 years have passed. If the decision is based on untruthful information about the achievements or other ethical misconduct, the rejection for the given topic is final.
- (5) The HBDT will decide whether to launch the doctoral degree award procedure within three months (during the university study period) of the date of submission. The launch date of the doctoral degree award procedure is the date of acceptance of the application. The chair of the HBDT will formally notify the candidate of the launch of the procedure and the date of the launch.
- (6) The applicant may withdraw the application at any time before the defence. This does not constitute a negative decision, but a new application for a degree can still be submitted after two years at the earliest.

Section 20

- (1) The HBDT is assisted in its work by a Thesis Committee of 5-7 members, chaired by a university professor or Professor Emeritus of the discipline of the doctoral thesis or a person with the title of MTA DSC. 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.⁴⁶ 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.⁴⁷
- (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.⁴⁸ 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 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.⁴⁹
- (5) The thesis and thesis books should be made publicly available.⁵⁰ 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 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 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.⁵¹
- (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) During the public debate, the doctoral student will give a short (about 25-minute) informal presentation of the thesis, and then respond to the comments and questions of the reviewers, committee members and the audience. The debate will be conducted by the chair of the Thesis Committee on the basis of a script/protocol.
- (9) Public discussions may also be conducted in the absence of one of the official referees,

⁴⁶ Gov. Decree 387/2012 (XII. 19.) Section 15 (2).

⁴⁷ Gov. Decree 387/2012 (XII. 19.) Section 16 (7).

⁴⁸ Gov. Decree 387/2012 (XII. 19.) Section 16 (3).

⁴⁹ Gov. Decree 387/2012 (XII. 19.) Section 16 (4).

⁵⁰ NHEA Section 53/A (1)

⁵¹ NHEA Section 53/A (3)

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 more than 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. Upon request, the University will issue a certificate of the result of the defence, indicating that the certificate does not constitute the award of the doctoral degree.⁵²
- (11) If the defence is unsuccessful the HBDT shall indicate this fact in the database at 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.⁵³

Chapter 14

Award of the degree

Section 22

- (1) a) The result of the doctoral degree award procedure will be evaluated by the HBDT by a simple majority vote by secret ballot, based on the report of the Thesis Committee and the score obtained. To support the awarding of a degree more than half of the votes that can be obtained is required. During the procedure, a member of the HBDT may not abstain from voting.
- b) The EHBDT decides on the adoption of the proposal of the HBDT by a simple majority vote by secret ballot, which requires more than half of the votes obtainable. During the procedure, a member of the EHBDT may not abstain from voting. Adoption of a positive HBDT proposal shall constitute the award of the doctoral degree with the qualification referred to in Section 2. Adoption of a negative HBDT proposal will result in a refusal to award a degree. If a positive HBDT proposal is rejected, the EHBDT returns the case to the discipline HBDT for a one-off re-examination, with written reasoning. The HBDT must take a decision again, taking into account the EHBDT's reasoning (1a). The EHBDT may delegate one member to its relevant meeting. If the reassessment by the HBDT is positive, they must justify their disagreement with the previous negative assessment in writing. The EHBDT will decide at its next meeting, at which time no new aspects can be examined.
- c) The EHBDT shall record its resolution in a decision and send it to the chair of the HBDT, who shall notify the candidate. The EHBDT's decision not to award a doctorate must be justified.
- d) The EHBDT does not examine the professional aspects of the HBDT proposal, but checks compliance with the relevant legislation and university codes during

⁵² Gov. Decree 387/2012 (XII. 19.), Section 16 (6).

⁵³ Gov. Decree 387/2012 (XII. 19.) Section 16 (7).

the doctoral degree award procedure, in particular the ethical conduct of those involved in the doctoral degree award procedure. When examining the proposal, the EHBDT may request further information or may propose to the HBDT to consider an ethical review under § 19 (3), thus postponing its decision.

- (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) The University shall record the EHBDT's decision in a numbered file, which shall be kept by the Central Academic Office (hereinafter referred to as the 'KTH'). The faculty area, including the discipline or artistic branch, is determined in accordance with the KTH degree awarding standing order. The University will use the data to issue a degree in Hungarian/English, and the KTH will notify the Education Authority via the FIR⁵⁴.
- (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.⁵⁵
- (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.⁵⁶ 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 EHBDT issues opinions on the faculty proposals for the Senate to ensure that internationally recognised academic work is assessed (see 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 fulfilled⁵⁷, 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).

⁵⁴ Gov. Decree 387/2012 (XII. 19.) Section 16 (8).

⁵⁵ NHEA Section 53/A. (2).

⁵⁶ Gov. Decree 387/2012 (XII. 19.) Section 18.

⁵⁷ Gov. Decree 387/2012 (XII. 19.) Section 16 (10).

Chapter 15

Nostrification of a foreign doctoral degree and a degree obtained through joint training with a foreign university

Section 23

- (1) Nostrification (recognition) of scientific degrees conferred by foreign universities can be requested by individuals who can certify their nationality and personal particulars by official certification issued by the authorities for this purpose as well as prove their address and residence in Hungary with an official certificate in effect at the time of handing in the request.
- (2) The request for nostrification shall be handed in the Dean's Office concerned in person, addressed to the Chair of the professionally competent 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 hard copy and an electronic version of the doctoral thesis, in accordance with the guidelines on the Doctoral School's website;
 - d) a declaration stating that the printed and electronic versions of the delivered thesis are identical in all respects (2 copies);
 - e) professional curriculum vitae;
 - f) an MTMT link to a bibliography showing the applicant's scientific achievements;
 - g) 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);
 - h) copies of the certificates of language proficiency;
 - i) declaration of the requestor that the given degree has been neither submitted for nostrification to nor nostrified by any other Hungarian university.
 - j) dispatch-note supporting the payment of administrative fee. **The amount of the procedural fee is regulated in Annex 4 of Decree 12/2013 (II. 12.) of the Ministry of Human Capacities (EMMI).**

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:
 - a) meeting the publication requirements at the time of the application;
 - 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 way the doctoral degree award procedure is conducted, the composition of the committees involved, the degree awarded during the procedure;
 - d) language competence according to § 17 (3).
- (5) The HBDT may specify supplementary conditions if they are required to assure the matching between the contents. Pursuant to Section 15 (1a) of Act C of 2001, the EHBDT shall carry out the nostrification procedure without examining additional conditions if the foreign educational institution awarding the academic degree has been accredited by an organisation operating as a full member of the European Association for Quality Assurance in Higher Education and registered in the European Quality Assurance Register for Higher Education.
- (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.⁵⁸ 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.

⁵⁸ NHEA section 53/A. (1)

Section 24

- (1) Joint award degree programme with a university abroad shall be started⁵⁹ 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).
- (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.⁶⁰
- (3) In the doctoral procedures conducted jointly with a foreign university it is possible to derogate from the procedural rules subject to the approval of the EHBDT, but in any case, all degree requirements set forth in this Code – as well as additional provisions of the HBDTs in the particular fields – must be met in full.

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

⁶⁰ HAC Decree No. 2013/6/III/1 last Section 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 the procedure, as defined by the Doctoral School, are available on the School's 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.

- d) 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. The habilitation is conditional on the candidate having held the position of supervisor of at least one PhD (DLA) doctoral student. This condition may be waived by the EHBDT on the recommendation of the HBDT in the case of an applicant with outstanding results.

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) proof of payment of the procedural fee. The procedural fee is equal to one month's statutory minimum wage.

An authentic copy is a copy of the original document created by the issuer or by an administrator of the Dean's Office, stamped and signed. 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 has obtained the title of MTA DSC in the field of habilitation within 5 years prior to submission, the thesis-like summary specified in Section 25 (2) a) may be identical to the thesis booklet of the MTA DSC. In this case, the application must be accompanied by a document attesting the award of the title, on the basis of which the HBDT will consider the candidate's scientific achievements as adequate, and further conditions for the granting of habilitation need to be examined in the context of 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) The HBDT, on the motion of the proposer invited by the chair, shall examine whether the application falls within the competence of the Doctoral School as defined by the Doctoral School. In the case of a positive decision, a three-member Thesis Committee will be appointed to assess the candidate's habilitation. The chair and at least 1 member of the Thesis Committee shall be a university professor or Professor Emeritus⁶¹ of the discipline, and at least one member shall be an external expert. The Thesis Committee will assess whether, on the basis of the material submitted, the applicant fulfils the minimum requirements set by the HBDT and whether their professional habilitation meets the University's expectations (see § 4). The individual assessment of the committee members and the overall committee assessment are recorded in writing.
- (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 codes. 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.

⁶¹ Gov. Decree no. 387/2012 (XII. 19.), Section 23 (3)

- (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

Following a positive decision by the EHBDT, a written peer review will be prepared by each member of the Thesis Committee at the request of the HBDT chair. On the basis of the peer reviews, the Thesis Committee will propose to the HBDT to open the public part of the procedure or to reject 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, the HBDT will extend the Thesis Committee with three additional members and appoint reserve member(s). The members of the extended Thesis Committee may only be university professors, habilitated associate professors and habilitated private tutors, as well as people holding the academic degree of "MTA DSC", or the Kossuth or Széchenyi Prize, or who are members of the art academy or the Doctoral School of Arts. 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. The public debate may be held in the absence of an Extended Thesis Committee member, provided that at least 5 members are present and all are in agreement. In this case, only the members of the committee present take part in the vote.
- (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. If the possibility of ethical misconduct arises in the course of the procedure, the doctoral degree award procedure shall be followed in accordance with 19. § (3) and (4).
- (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 Code 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. The EHBDT decides on the recognition of foreign habilitation upon request.
- (2) The detailed rules of the habilitation procedure are available on the website of the Doctoral School.

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, EHBDT 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 EHBDT 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 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 EHBDT 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 EHBDT;
 - 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 a vice-chair and a secretary appointed by the chair. The vice-chair of the Scientific Council is one of the members elected by the Senate.
- (7) 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

EHBĐT 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 database.

Section 40

Where this Code 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), EHBĐT 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. EHBĐT 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

- (1) This Code was adopted by the Senate at its meeting on 24 June 2024 and enter into force on 25 June 2024. Students participating in four-year PhD and DLA training programmes, who started their studies before 25 June 2024 may decide by 26 June 2027 to continue the doctoral degree award procedure in accordance with the requirements of the Code in force until 24 June 2024, and must submit their declaration to the Doctoral School by the indicated deadline. Sections 1 and 14-23 of the Doctoral and Habilitation Code (2009 Code) 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 2016.
- (2) This Code is edited by the Rector's Office.
- (3) This Code can be found and downloaded from the Rector's Office website:
https://rektori.bme.hu/content/szabalyzatok_0
- (4) This Code can be found and downloaded from the EHBDT website:
<http://doktori.bme.hu/szabalyzatok.htm>
- (5) This Code can be found and downloaded from the Chancellery and Policy Repository website:
http://kancellaria.bme.hu/munkatarsaknak/szenatus_altal_elfogadott_szabalyzatok
<http://szabalyozastar.bme.hu>

Budapest, 24 June 2024

(Dr. Tibor Czigány)
Rector

Annexes:

Annex 1

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

Appendix 2

List of BME Doctoral Schools and responsible (gestor) faculties

Appendix 3

BME's discipline Habilitation Committees and Doctoral Boards

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 and Technology	Bio, Environmental and Chemical Engineering Architectural Engineering Civil Engineering Mechanical Engineering Informatics Transportation and Vehicle Engineering Electrical Engineering
Natural Sciences	Earth Sciences Physical Sciences Chemical Sciences Mathematics and Computer Sciences
Arts Science Branch	Architecture
Humanities	Psychology
Social Sciences	Business and Management

Doctoral Schools and Authorized (Gestor) Faculties of BME

Faculty of Civil Engineering

Pál Vásárhelyi Doctoral School of Civil Engineering and Earth Sciences
Civil Engineering
Earth Sciences

Faculty of Mechanical Engineering

Géza Pattantyús-Ábrahám Doctoral School of Mechanical Engineering
Mechanical Engineering

Faculty of Architecture

Pál Csonka Doctoral School of Architecture
Architectural Engineering
Doctoral School of Architecture
Architecture

Faculty of Chemical Technology and Biotechnology

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

Faculty of Transportation and Vehicle Engineering

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

Faculty of Natural Sciences

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

Faculty of Economic and Social Sciences

Doctoral School of Business and Management
Business and Management

BME's discipline Habilitation Committees and Doctoral Boards

Doctoral Board of Architecture

Doctoral Board of Architectural Engineering

Doctoral Board of Chemical Sciences and Bio-, Environmental- and Chemical Engineering

Doctoral Board of Civil Engineering and Earth Sciences

Doctoral Board of Computer Science and Information Technology

Doctoral Board of Economics and Management

Doctoral Board of Electrical Engineering

Doctoral Board of Mathematics and Computer Sciences

Doctoral Board of Mechanical Engineering Sciences

Doctoral Board of Physical Sciences

Doctoral Board of Psychology

Doctoral Board of Transportation and Vehicles Sciences

Doktori oklevél mintapéldánya

Szám: <szám>-PhD

We, the Rector,

the

Budapest University of Technology and Economics

Doctoral Board of the University
greet the Reader, and hereby certify that

Mr./Ms. <name>

born on <day> <month> <year> in <town> town, in recognition of his/her high level knowledge of <field>, Discipline of <branch> enriching the branch of science with new results, and his/her suitability for conducting independent research work as stated in law and as defined in the Regulations of the University, having proved and obtained the final rating of <qualification>, has hereby been conferred upon the degree of doctor through the authority bestowed in us by the force of law this day, and he has been awarded the degree of

Doctor of Philosophy (PhD) / Doctor of Liberal Arts (DLA)

and is thus entitled to use the title (or the abbreviation Dr. or PhD/DLA).

In witness whereof we have hereunto set the seal of the University and our hands on the certificate which we have granted.

Issued in Budapest this <day> day of <month> in the year <year>.

/Dr. <name> /
Head of Doctoral Board

/Dr. <name> /
Rector

Mi, a Rector,

a

Budapesti Műszaki és Gazdaságtudományi Egyetem

és az

Egyetem Doktori Tanácsa

köszöntjük az olvasót, és ezennel hitelt érdemlően tudatjuk, hogy

<név>

urat/úrnőjüket,

aki <város> településen, <év>. évben <hónap> hónap <nap>. napján született, miután a <tudományterület neve> tudományterület, <tudományág neve> tudományág magas színvonalú ismeretét, annak új eredményekkel gazdagító művelését és ezzel az önálló kutatómunkájára alkalmazott törvényes jogszabályoknak és az Egyetem Szabályzatában meghatározott módon <minősítés> eredménytel kétséget kizáróan bizonyította, a törvény erejével ránk ruházott hatalomnál fogva a mai napon doktorrá avattuk és őt a

doktor (PhD/DLA)

cím (a "Dr." vagy a "PhD"/"DLA" rövidítés) használatára jogosítottuk.

Ennek hiteléül ezt a doktori oklevelet Egyetemünk pecsétjével és sajátkezű aláírásunkkal megerősítettük, és részére kiszolgáltattuk.

Kelt Budapestén, a <év>. évben, <hónap> hónap <nap>. napján.

/Dr. <név> /
a Doktori Tanács Elnöke

/Dr. <név> /
Rector

Habilitációs oklevél mintapéldánya

Szám: <szám>-H

Mi, a Rector,
a
Budapesti Műszaki és Gazdaságtudományi Egyetem
és az
Egyetem Habilitációs Bizottsága

köszöntjük az olvasót, és ezennel hitelt érdemlően tudatjuk, hogy

<név>

doktor (PhD/DLA/DSc) urat,

aki Budapest településen az <év>. évben <hónap> hónap <nap>. napján született, és aki részére az <intézmény> az <oklevélszám> számú doktori (PhD/DLA/DSc) oklevelet kiállította, miután az oktatói és az előadói képességét, valamint tudományos teljesítményét a törvényes jogszabályokban és az Egyetem Szabályzatában meghatározott módon kétséget kizáróan bizonyította, a törvény erejével ránk ruházott hatalomnál fogva, a mai naptól kezdődően

habilitált doktorrá
(Dr. habil)

nyilvánítjuk, és ezzel a <tudományterület neve> tudományterület, <tudományág neve> tudományág területén önálló egyetemi előadások (kollégiumok) tartásának jogával (venia legendi) felruházzuk.

Ennek hiteléül ezt a habilitációs oklevelet az egyetem pecsétjével és sajátkezű aláírásunkkal megerősítettük, és részére kiszolgáltattuk.

Kelt Budapesten a <év>. évben, <hónap> hónap <nap>. napján.

/Dr. <név>/
Egyetemi Habilitációs Bizottság Elnöke

/Dr. <név>/
Rector

No: <number>-H

We, the Rector,
the
Budapest University of Technology and Economics
and the
Habilitation Committee of the University
greet the Reader, and hereby certify that

Mr./Ms. <name>
doctor (PhD/DLA/DSc)

*born on <day> <month> <year> in <town> town, in <country>,
awarded the Doctoral (PhD/DLA/DSc) Certificate No <number> by the
<institution>, after having proved his exceptional ability in teaching and
lecturing as well as that of scholarly research has hereby been awarded the
title of*

doctor habil

*as stated in law and as defined in the Regulations of the University, through
the authority bestowed on us by the force of law this day, and has been granted
the right to hold independent university lectures (venia legendi) in the field of
<branch>, <field>.*

*In witness whereof we have hereunto set the seal of the University and our
hands on the certificate which we have granted.*

Issued in Budapest this <day> day of <month> in the year <year>

*/Prof. Dr. <name>/
head of the Habilitation Committee*

*/Prof. Dr. <name>/
Rector*