

*PÁZMÁNY PÉTER CATHOLIC UNIVERSITY*

*DOCTORAL REGULATIONS*

**These Regulations are based on the following legislation:**

Act CCIV of 2011 on National Higher Education (National Higher Education Act),  
Government Decree 87/2015 (IV.9.) on the implementation of various provisions of Act CCIV  
of 2011 on National Higher Education,  
Government Decree 387/2012 (XII.19.) on doctoral schools, the doctoral degree procedure, and  
habilitation,  
the recommendations of the Hungarian Accreditation Committee and the Hungarian Doctoral  
Council.

## DOCTORAL REGULATIONS

In line with the University Statutes, the Doctoral and Habilitation Council of the Pázmány Péter Catholic University (hereinafter: University) hereby enacts the following Regulations in the interest of effectively ensuring a high standard of higher education.

### **Chapter I** **General Provisions**

#### ***General Information on the Doctoral (PhD) Degree***

**Section 1** (1) At the Pázmány Péter Catholic University Doctoral School of Sacred Theology, the doctoral program is provided in accordance with the applicable rules of the Catholic Church, the regulations of the Faculty of Theology and the Postgraduate Institute of Canon Law (recognized by the Church as a faculty) as approved by the Holy See, and the University's internal regulations as approved by the Grand Chancellor. As regards doctoral programs in sacred theology and the obtaining of degrees, the provisions of these Regulations may not contradict the above rules in any way. Since the University's various supplementary regulations do not apply to either the Faculty of Theology or the Postgraduate Institute of Canon Law, any references to the Doctoral Council of Theology or the Doctoral and Habilitation Council of Sacred Theology (and its programs) are considered to be references to the internal rules and regulations of the Faculty of Theology and the Postgraduate Institute of Canon Law, respectively. If these do not contain any provisions regarding any issues included herein, the University's general regulations shall apply to such legal loopholes.

(2) The University provides doctoral programs in the doctoral schools outlined in Annex 2 to these Regulations and confers doctoral degrees (PhD) in the disciplines listed in Annex 1 (hereinafter: doctoral degree). The Doctoral Program in Theology and Canon Law (hereinafter: Theology Program and Canon Law Program) and the conferment of ecclesiastical degrees shall take place in accordance with the relevant provisions of the Catholic Church. For the recognition by the Hungarian State of an ecclesiastical doctoral degree obtained in the fields of sacred theology as a doctoral degree, the doctoral school must also be licensed and registered by the Educational Authority. However, a state-accredited doctoral degree may not be obtained in sacred theology without the respective ecclesiastical doctoral degree being conferred upon the doctoral student.

(3) After receiving the consent of the Hungarian Accreditation Committee, the Educational Authority, in line with the provisions of relevant Hungarian legislation, has licensed the operation of the doctoral schools under the University's present Regulations. Therefore, the University may confer a doctoral degree as the highest level of university education upon the successful completion of a doctoral program by a doctoral student.

(4) Doctoral programs shall involve study, research, and reporting activities performed in the framework of preparing doctoral students, either individually or in groups, for obtaining a doctoral degree, in a manner adapted to the specifics of the disciplines concerned and the individual needs of the students, and shall comprise a study and research stage and a research and dissertation stage. The minimum number of credits to be acquired for the completion of a doctoral program shall be two hundred and forty, and the duration of the program shall be eight semesters. During the doctoral program, at the end of the fourth semester, as a condition for closing the study and research stage and commencing the research and dissertation stage, the candidate must pass a complex examination that measures and evaluates academic and research advancement.

(5) The doctoral degree attests to a high level of knowledge of the doctoral thesis chosen within a certain discipline, to enriching new scientific results, and to the ability to conduct independent research.

(6) Any issues not covered by these Regulations shall be governed by the Organizational and Operational Rules of the various Doctoral Schools.

(7) For the purposes of these Regulations, the term University Council is used to denote the body referred to as the senate by Act CCIV of 2011 on National Higher Education, in line with the provisions of the Pázmány Péter Catholic University's Organizational and Operational Rules.

## **Chapter II** **Organizational Framework for the Doctoral Program**

### ***The Doctoral School***

**Section 2** (1) Doctoral programs may only be offered in the framework of doctoral schools established in line with the provisions of applicable legislation and registered by the Education Authority.

(2) With the exception of doctoral schools operating in multidisciplinary fields, there may be only one doctoral school per branch of science at the University.

(3) The establishment of a doctoral school may be initiated at the Educational Authority by the Rector, based on the decision of the University Council. The documents on establishment shall be prepared by the core members of the doctoral school to be set up and by the disciplinary doctoral council. The documents shall then be submitted to the University Council by the Rector after having obtained the prior opinion of the university doctoral council (hereinafter: Doctoral and Habilitation Council).

(4) In the course of the operation of the doctoral school, the University takes into account – in addition to legislative requirements – the professional requirements set out in the recommendations and guidelines of the Hungarian Accreditation Committee.

(5) The core members of the doctoral school are those academics and researchers with scientific degrees who, at the recommendation of the head of the doctoral school, after consulting with the rector, are qualified by the disciplinary doctoral council for teaching, research, and supervisor duties. The University Doctoral and Habilitation Council shall approve the core members of the doctoral school.

(6) A doctoral school operating in one field shall have at least seven core members who have scientific degrees in the given discipline or in the research field named in the doctoral school's founding documents. Multidisciplinary doctoral schools operating in more than one field shall have at least nine core members (at least three per each field), who conduct their research activities in the given field. Doctoral schools operating in the field of educational sciences may also include core members from disciplines related to teacher training. More than half of the core members (and, in case of multidisciplinary doctoral schools, more than half of the core members in each of the respective fields) shall be university professors employed full-time at the University.

(7) A scientific advisor or research professor employed full time by the research institution on a contractual basis and holding the title of "Doctor of the Hungarian Academy of Sciences", as well as a Professor Emeritus or Professor Emerita (hereinafter: Professor Emeritus) conducting active research at the University may be taken into consideration as a core member. Of the scientific advisers or research professors who meet the above conditions, no more than two (or, in the case of multidisciplinary doctoral schools, no more than one per each discipline) may be

taken into account for the minimum number of core members. There may be no more than one Professor Emeritus within the minimum number of seven core members, or per discipline at a multidisciplinary doctoral school.

(8) The academic activities of the core member shall pose a relevant and integral part of the doctoral school's teaching and research program. The core member's activities as supervisor, as part of which the core member shall have acted as supervisor to at least one doctoral student who has obtained a degree, shall be continuous. The core member shall always have current proposals for doctoral research topics. The core member shall also conduct ongoing scientific activities and regularly publish the results of his/her research. This activity shall be checked on the basis of the publications in the Database of Hungarian Scholarly Works.

(9) The doctoral school may include one or more subjects of a given discipline. If these subjects have separate names and responsible persons within the school, they shall form the program of the doctoral school.

(10) Program leaders, supervisors, and teachers may also play an active role in the doctoral school.

- a) The program leader is a teacher or researcher with an academic degree – and preferably a university teacher core member at the doctoral school – whose person has been approved by the disciplinary doctoral council at the recommendation of the head of the doctoral school, and who is responsible for coordinating and for the quality of the teaching and research activities that form part of the program led by the program leader. The University Doctoral Council shall approve the designation of program leaders.
- b) The supervisor is a teacher or researcher holding a scientific degree whose person and announced topic has been approved by the disciplinary doctoral council and who – on the grounds of such topic – responsibly manages and provides assistance to the doctoral student working on such research topic, including in preparing for the award of the doctoral degree.
- c) In multidisciplinary topics, an advisor familiar with a different discipline can be appointed in addition to the supervisor. The advisor shall be approved by the doctoral school council at the recommendation of the supervisor.
- d) The activity of the teacher extends to holding required and optional courses in the program of the doctoral school and to holding scientific seminars; teachers shall be approved by the disciplinary doctoral council, with the provision that the general rules shall apply to the employment relationship.

(11) The tasks of the head of the doctoral program:

- a) announcing doctoral topics,
- b) ensuring the infrastructural and professional conditions required for the academic and research activities of doctoral students,
- c) approving the individual training schemes of doctoral students participating in organized training, approving their research topics, coordinating training schemes and research topics, and overseeing the work of supervisors,
- d) managing the program budget,
- e) designating an advisor in addition to the supervisor.

(12) The tasks of the supervisor:

- a) making recommendations for the individual programs and research plans of doctoral students, responsibility for their level, and checking their implementation,
- b) responsibly managing and helping the studies and research of doctoral students and their preparation for obtaining a degree,
- c) helping doctoral students in writing scientific publications, preparing the doctoral dissertation, and supporting the obtainment of foreign scholarships.

(13) A doctoral student may have two supervisors at the same time, if approved by the disciplinary doctoral council.

(14) A supervisor may have no more than six doctoral students at any time.

(15) One of the most important requirements pertaining to the announcers of topics and supervisors is active research activities, thus especially that the indices of their scientific publications of the last five years significantly exceed the publication requirements set as a condition for obtaining degrees at the doctoral school.

### *Organizational Structure of the Doctoral Program*

#### *Doctoral Councils*

**Section 3** (1) The University Doctoral and Habilitation Council, the disciplinary doctoral councils, the councils of the doctoral schools, and the heads of the doctoral schools shall be responsible for organizing doctoral programs. The staff of the Dean's Office, the doctoral schools, and the doctoral councils shall provide for the administrative issues of education.

(2) The University Council shall establish the University Doctoral and Habilitation Council for the organization of the doctoral program and for the conferring of degrees. The disciplinary doctoral council has the authority to make decisions as regards doctoral programs in the given discipline/field of science, especially in relation to the approval of the academic schedule and admission to the program. For each doctoral student, the disciplinary doctoral council examines whether the technical and legislative requirements are met, including the requirements set out in the doctoral regulations; however, the doctoral degree is conferred by the University Doctoral and Habilitation Council based on the recommendation of the disciplinary doctoral council and the documentation made available by it.

(3) With the exception of doctoral student representatives, the members of the doctoral councils authorized to vote may only be those persons who meet the conditions for being core members. The secretary of the doctoral school with competence for the given discipline shall be a member of the disciplinary doctoral council, if the secretary meets the conditions for being a core member. One-third of the members of the disciplinary doctoral council shall be persons who are not employed by the University. One representative elected from amongst themselves by the students with active student status in the doctoral program shall be a member of the doctoral council. The appointment shall be valid for a term of two years.

(4) As part of its tasks, the University may cooperate with other higher education institutions, scientific research institutes, and business organizations. The terms of such cooperation shall be laid down in a contract. Unless otherwise stated, the cooperating party shall cede the amount of state support provided for the part of the activities it performs.

(5) If the University cooperates with other higher education institutions, scientific research institutes, or research organizations in the doctoral program or the evaluation of the doctoral degree, the professional representatives of these bodies may also participate in the work of the doctoral council. The method of participation shall be governed by the cooperation agreement.

#### *The University Doctoral and Habilitation Council*

**Section 4** (1) The Chair, Deputy, and members of the University Doctoral and Habilitation Council shall be appointed by the Rector with the prior approval of the Grand Chancellor and, as regards members who are not automatically included by appointment, based on the opinion of the University Doctoral and Habilitation Council.

(2) The University Doctoral and Habilitation Council shall consist of no more than eighteen members who have the right to vote. Its members shall, by appointment, include the chairs of all doctoral councils of the disciplines/branches of science, the heads of the doctoral schools,

and the deputy Rector responsible for doctoral affairs. In other respects, the members of the committee shall be appointed by taking into account Section 3 (3) and Section 5 (4). The provisions of Section 5 (6) shall apply to the term of the appointment.

(3) The University Doctoral and Habilitation Council is entitled to take decisions regarding doctoral programs and degrees, ensuring that the level of doctoral education at the University is uniform. By means of individual appointed members, it can regularly monitor the operations of each of the doctoral councils of the disciplines/branches of science.

(4) The University Doctoral and Habilitation Council

- a) at the recommendation of the doctoral schools, appoints the members of the doctoral admissions committees,
- b) at the recommendation of the disciplinary doctoral councils, approves the core members of the doctoral school,
- c) at the recommendation of the disciplinary doctoral councils, decides on applications for the launching of the doctoral procedure based on individual preparation,
- d) at the recommendation of the disciplinary doctoral councils, decides on launching doctoral procedures, exemptions, and conferring doctoral degrees,
- e) at the recommendation of the disciplinary doctoral councils, appoints the members of the committee of assessors and the official opponents;
- f) takes a position regarding appeal cases submitted to the Rector for a violation of law or internal regulations;
- g) takes a position on the recommendations made by the disciplinary doctoral councils for conferring doctoral degrees with honors;
- h) based on a request submitted by the faculty council, makes a recommendation to the University Council for conferring honorary (Dr./Dr. h.c.) titles, which can be awarded exclusively to foreign persons working (or granted the title of Emeritus) on internationally relevant scientific work in institutions performing exceptional activities in the given discipline;
- i) distributes the state doctoral scholarships due the University amongst the disciplines and fields of science;
- j) decides on the allocation of financial resources made available to the University in support of doctoral programs;
- k) supervises the implementation of these Regulations;
- l) develops the principles and methods for the quality assurance of doctoral programs and degrees;
- m) approves the doctoral schools' organizational and operational rules and training schemes;
- n) approves the recommendations made by the disciplinary doctoral councils for the establishment of a doctoral school and for the organizational and personnel of an operating doctoral school, which recommendations the Rector submits – if necessary and after the approval of the operator – to the Hungarian Accreditation Committee for commenting.

(5) The University Doctoral and Habilitation Council shall meet as necessary, but at least every three months. The University Doctoral and Habilitation Council has a quorum if at least half of its members participate in the decision. Decisions pertaining to persons shall be passed by a simple majority made with confidential yes/no votes. In the event of a tie, the Chair's vote shall be decisive. Other resolutions are passed with the same conditions but with open votes. A record of the meetings of the University Doctoral and Habilitation Council shall be kept.

(6) The powers of the University Doctoral and Habilitation Council specified in paragraph (4) a), e), f), and k) shall be exercised by the Doctoral and Habilitation Council of Sacred Theology (the Faculty of Theology and the Postgraduate Institute of Canon Law) in respect of the

Doctoral School of Sacred Theology, in line with the applicable laws of the Catholic Church and on the basis of the internal regulations based on the statutes approved by the Holy See.

*The Disciplinary Doctoral Council*

**Section 5** (1) The Chair and Deputy Chair of the disciplinary doctoral council shall be appointed by the Rector; its members shall be appointed by the Dean of the respective faculty. Appointments shall be made after having requested the opinion of the Faculty Council. In the case of the Faculty of Theology and the Postgraduate Institute of Canon Law, the Chair and Deputy Chair of the disciplinary doctoral councils are appointed by the Faculty/Institute Council. The disciplinary doctoral council is independent regarding scientific issues.

(2) The disciplinary doctoral council shall consist of at least six persons. Its composition must ensure that all majors that define any disciplines or fields of science and all accredited doctoral schools be represented. The disciplinary doctoral council may have members who have only an advisory capacity.

(3) All members of the disciplinary doctoral council shall have doctoral degrees. The majority of its members are university professors at the faculty with competence in the given field of science or discipline; the member of the disciplinary doctoral council shall be the head of the doctoral school.

(4) At least one-third of the members of the disciplinary doctoral council shall be persons with doctoral degrees and not employed by the University or working for the university in any other contractual relationship.

(5) The Chair of the disciplinary doctoral council shall be a university professor of the faculty with competence in the given field of science or discipline who enjoys widespread scientific renown (generally the head of the accredited doctoral school).

(6) The mandates of the Chair and members of the disciplinary doctoral council shall be for three years and can be renewed several times.

(7) The disciplinary doctoral council

- a) approves the announcement of doctoral programs;
- b) approves the supervisors and the announced doctoral topics;
- c) approves the doctoral school's teachers;
- d) approves the doctoral school's quality assurance plan;
- e) decides on admission to doctoral programs, transfers, the awarding of state and other doctoral scholarships distributed by the University Doctoral and Habilitation Council, and applications for the suspension of doctoral student status,
- f) decides on the allocation of financial resources made available to the Faculty competent in the given discipline or field of science in support of doctoral programs;
- g) approves the individual preparation plans of participants in individual programs;
- h) decides on the recognition of credits for doctoral students;
- i) determines the conditions under which foreign citizens may participate in doctoral programs;
- j) creates the board of examiners for complex examinations;
- k) makes recommendations to the University Doctoral and Habilitation Council for the establishment and termination of doctoral schools;
- l) at the proposal of the doctoral school, decides on the issuance of final certificates;
- m) monitors the doctoral training in respect of the given discipline/field of science and, if necessary, initiates organizational and personal changes;
- n) evaluates the doctoral school's recommendations for the unilateral termination of the student status of a student enrolled in a doctoral program, if the student fails to meet the requirements for the second time;

- o) makes recommendations to the University Doctoral and Habilitation Council on launching doctoral procedures (including permitting foreign language procedures) and on accepting or rejecting applications for doctoral procedures based on individual preparation;
  - p) makes recommendations to the University Doctoral and Habilitation Council regarding the members of the committee of assessors and for the official opponents;
  - q) upon request, makes recommendations for conferring a doctoral degree with honors;
  - r) makes recommendations, on the initiative of the educational organizational units, to the faculty council on conferring the honorary doctoral title (Dr./Dr.h.c);
  - s) comments on the organizational and operational rules and training schemes of the doctoral schools and continuously monitors the quality assurance of the doctoral school's operations.
- (8) The disciplinary doctoral council has a quorum if at least half of its members participate in the decision. Decisions pertaining to persons shall be passed by a simple majority made with confidential yes/no votes. In the event of a tie, the Chair shall decide. Other resolutions are passed with the same conditions but with open votes. Minutes shall be kept on the meetings, which shall be certified by the Chair. The justifications of decisions passed by the disciplinary doctoral council are public and shall be published at the University. Based on the legal precedent of the historical Faculty of Theology valid since time immemorial, the Doctoral and Habilitation Council of Sacred Theology passes its decisions at closed meetings. The representatives of the University Doctoral and Habilitation Council shall be invited to the meetings of the disciplinary doctoral council. This provision does not extend to meetings of the Doctoral and Habilitation Council of Sacred Theology.
- (9) If the Chair of the disciplinary doctoral council is absent, the Deputy Chair appointed by the Rector shall provide substitution. The Dean of the Faculty of Theology is authorized to appoint a Deputy for the Chair of the Doctoral and Habilitation Council of Sacred Theology.
- (11) With the exception of cases involving doctoral students, appeals against decisions made by the disciplinary doctoral council can be submitted to the University Doctoral and Habilitation Council within a fifteen day non-appealable deadline; the Rector shall proceed in case of appeals against decisions made by the University Doctoral Council. Faculty regulations contain information on submitting appeals and on deadlines. The provisions of the Rules of Legal Remedies for Students shall apply to applications for legal remedy submitted by doctoral students.

### *The Doctoral School Council*

**Section 6** (1) The doctoral school council is a body that holds regular meetings and helps the work of the head of the doctoral school. Its members are elected by the core members of the doctoral school, based on which the members are appointed and relieved of their posts by the University Doctoral and Habilitation Council.

(2) The Chair of the doctoral school council is the head of the doctoral school. It has the number of members defined in the internal regulations of the doctoral schools as well as at least two teachers. Doctoral students may also be members of the doctoral school council, in which case they have an advisory capacity.

(3) The tasks of the doctoral school council:

- a) working out the school's internal regulations and requirements in line with the University regulations, and validating these latter regulations;
- b) organizing the infrastructural and professional conditions required for the academic and research activities of doctoral students;
- c) checking that the administrative and record-keeping tasks of the doctoral school are fulfilled;

- d) the doctoral school council shall assign advisers (from among the supervisors) to participants in individual programs; advisers shall monitor and help the preparation of doctoral students;
  - e) making recommendations to the disciplinary doctoral council regarding the composition of the board of examiners for the complex examination;
  - f) in the case of students who fail to fulfil the requirements, making recommendations on terminating their student status.
- (4) The disciplinary doctoral council is the doctoral school council's appeal body. If there is only one doctoral school in a given discipline, the tasks of the doctoral school council shall be taken over by the disciplinary doctoral council. In such cases, the University Doctoral and Habilitation Council shall act as the appeal body.

#### *The Head of the Doctoral School*

**Section 7** (1) The head of the doctoral school is a teacher or researcher who: has a suitable academic degree; is employed by the University; is no older than 70 years old (or, in the case of establishing a new doctoral school, 66); enjoys international renown; is a core member of the doctoral school; and has at least one student who has obtained a doctoral degree or was the co-supervisor for at least two students who have obtained doctoral degrees. The special provisions of theological education pertain to the head of the Doctoral School of Sacred Theology, ensuring that the internal regulations of the Catholic Church are fully met.

(2) The head of the doctoral school will be approved by the University Doctoral and Habilitation Council and appointed by the Rector, upon the recommendation of the core members.

(3) The tasks of the head of the doctoral school:

- a) responsibly manages the work of the doctoral school council and is responsible for the implementation of its decisions,
- b) responsible for the quality of the education provided by the doctoral school,
- c) submits proposals to the disciplinary doctoral council for the issuance of final certificates,
- d) represents the doctoral school,
- e) manages the administration of the doctoral school and liaises with the competent doctoral councils.

## **Chapter III** **Preparing for the Doctoral Degree**

#### *Admission to Organized Doctoral Programs*

**Section 8** The rules on admission to doctoral programs are set out in the Pázmány Péter Catholic University Admissions Regulations.

#### *The Order of the Doctoral Program*

**Section 9** (1) The University's training program includes the doctoral program, which prepares students for the doctoral degree after having obtained a master's degree. The minimum number of credits to be acquired for the completion of a doctoral program shall be two hundred and forty. The program consists of four semesters, which are comprised of a study and research stage and a research and dissertation stage. During the program, at the end of the fourth semester, as a condition for closing the study and research stage and commencing the research and dissertation stage, the doctoral student must pass a complex examination that measures and

evaluates academic and research advancement. The second section of the program – the research and dissertation stage – is for obtaining the degree. Thirty credits are recommended for each semester in doctoral programs.

(2) In exceptional cases, students may participate in the program based on individual preparation, if substantiated by the applicant's professional and scientific background, the applicant has shown suitable scientific performance, and the applicant has met the admission requirements. In this case, the student status is established upon successful performance of the complex examination.

(3) Doctoral students may pursue their studies based on the doctoral program curriculum. The curriculum determines the subjects that are required, elective, and offered as optional for the program, the credit values assigned to the individual subjects, and the substantive requirements and conditions for the issuance of the final certificate. The curriculum shall further determine what subjects need to be completed as a condition of admission to certain other subjects (rules on prerequisite studies). The prerequisites for any specific subject may include up to three other subjects or a group of subjects of no more than fifteen credits. Registering for certain subjects may require students to register for other subjects at the same time (parallel registration).

(4) The successful completion of the doctoral student's studies is assisted by the model curriculum, which covers the subjects to be completed and the recommended scheduling of their completion. The supervisor provides for the management and supervision of the doctoral student's academic and research activities.

(5) Academic achievements and studies completed elsewhere by the doctoral student prior to the commencement of his/her studies or simultaneously to those may be recognized (in accordance with the general rules on credit transfers); they may also be used to allow the doctoral student an individual schedule (individual program).

(6) During the term of the doctoral program, the doctoral student is obligated to continuously work on the selected research topic in the manner agreed on with the supervisor and to report on results.

(7) The doctoral program shall take place in Hungarian; however, foreign language programs can be provided in justified cases. Programs offered in a foreign language must be registered by the Educational Authority in accordance with the procedure required by relevant state legislation.

(8) The program shall be organized into semesters, with an academic year consisting of two semesters. Semesters (educational periods) consist of term times and exam periods. Term times are fifteen weeks long and the subsequent exam times are no more than six weeks long. Classes are generally not held in the first week of term time. The University Council shall define the schedule of the semester in line with the provisions of the Education and Exam Policy.

(9) Subjects for any given semester shall be announced by making the available courses public. Subjects shall be fulfilled by the completion of the associated courses. A course is the educational pursuit in which a student meets the specific academic requirements. A subject may be associated with one or more courses. Courses may be

- a) lectures,
- b) seminars,
- c) laboratory practices, and
- d) consultations.

(10) The courses associated with subjects shall be announced in line with the requirements of the model curriculum.

(11) Courses may be announced as including classes or as exam only courses.

### ***Doctoral Student Legal Status***

**Section 10** (1) The provisions of the Education and Exam Policy shall apply to establishing the student status of doctoral students, enrolment, registration, the suspension of student status, transfers, and guest student status, with the application of the differences set out in this section. (2) The disciplinary doctoral council is authorized to allow the suspension of studies before the successful performance of the first semester.

(3) The disciplinary doctoral council is authorized to allow passive semesters exceeding two subsequent semesters and their extension at least one year before the deadline for submitting the dissertation, in case the student is not able to meet obligations arising from the student legal status for reasons of child birth, accident, or other unexpected reasons not attributable to the student.

(4) The disciplinary doctoral council proceeds in the credit transfers of doctoral students.

(5) The disciplinary doctoral council is authorized to allow the guest student status of doctoral students participating in the doctoral programs of other higher education institutions.

(6) The organizational unit determined by the given faculty shall provide for the administrative tasks related to the studies of doctoral studies.

(7) The disciplinary doctoral council decides on the transfer of doctoral students from other higher education institutions, at the recommendation of the doctoral school council. In the case of sacred sciences, the obligatory provisions of the Roman Apostolic Holy See are governing.

(8) Doctoral students are entitled to suspend their student status with the following conditions:

- a) the uninterrupted duration of the suspension may not exceed two semesters, with the exception of permission granted for reasons of childbirth, accident, or other unexpected circumstances; and
- b) suspensions in the doctoral procedure following the complex examination may not exceed two semesters.

(9) Doctoral students shall submit their dissertations within three years of the complex examination. If the student is not able to meet this deadline due to childbirth, accident, or any other unexpected reason, the disciplinary doctoral council may extend this deadline by no more than one year.

(10) The doctoral student legal status shall be terminated

- a) if the doctoral student has been transferred to another higher education institution, as of the date of enrollment, provided that the student does not study any other major at the University;
- b) if the doctoral student gives a written notice terminating the student legal status, as of the date of the notification;
- c) if the doctoral student may not continue studies with a state scholarship and does not wish to do so with self-funding;
- d) on the last day of the semester in which the doctoral student has obtained a final certificate, provided that the student is not studying any other major at the University;
- e) if the Rector cancels the doctoral student legal status for any payment arrears, after the doctoral student has been warned ineffectively and the doctoral student's social standing has been reviewed, on the effective date of the decision on the termination;
- f) by expulsion, on the effective date of the disciplinary decision;
- g) at the end of the eighth term of the doctoral program for which the doctoral student has registered, as of the last day of the semester;
- h) if the doctoral student fails to pass the complex examination by the last day of the fourth active semester or on the day the student attempted to but failed to pass a repeated complex examination;
- i) if the doctoral student's dissertation has been rejected by both opponents or the debate is unsuccessful, based on the respective decision.

(11) If, after two subsequent semesters of the suspension of the doctoral student legal status, the student fails to register for an active semester without the required permission to do so, or is forced to register for a passive semester within the meaning of these Regulations, the student legal status shall be terminated on the first workday following the last day of the registration deadline. If a student has two subsequent passive semesters, the faculty body responsible for the academic administration of the doctoral program shall send a written warning via the Neptun system to the student no later than the last day of the term time of the second semester of having to continue studies and the legal consequences of its omission.

(12) The University shall unilaterally terminate the student status of any doctoral student whose combined number of unsuccessful exams and repeated exams in the same subject is at least five.

(13) The organizational and operational rules of the individual doctoral schools may define additional obligations in relation to academic advancement and, in the event of failure to meet such obligations, the doctoral student shall not be allowed to continue the given major (causes of dismissal).

(14) Sanctions against the student for failing to fulfil obligations in relation to academic advancement as defined by the doctoral schools may be applied only if the doctoral student has been warned beforehand in writing of the need to fulfil such obligations in due time and advised of the legal consequences of omission.

(15) A final certificate shall be issued to the doctoral student who has acquired the number of credits required in and fulfilled the academic and examination requirements set by the curriculum.

(16) The final certificate may only be issued to students with active student legal status. Following the issuance of a final certificate for a certain education program,

- a) the registration for the active semester may not be withdrawn in the semester in which the final certificate is issued, and
- b) the student may not register for an active semester again in future semesters.

### ***Performance of Academic Obligations***

**Section 11** (1) Until the last day of the term time of the previous semester, the following details shall be entered in the Neptun system:

- a) the courses belonging to the various subjects,
- b) course descriptions,
- c) the exact location and times of the classes and the teacher of the given course,
- d) any prerequisites for the subject,
- e) the testing methods.

(2) At least one week before the subject registration period, the following details shall be entered in the Neptun system:

- a) the educational materials required by the subject,
- b) the minimum and maximum number of students that can apply for the various courses, and
- c) the data required by the given faculty.

(3) The times of the announced courses may be changed during the subject registration period only in exceptional cases and in agreement with the doctoral students who have registered for the course. Any changes have to be logged in the Neptun system.

(4) The courses for the subjects that have to be completed for the successful performance of the program shall be announced in a manner that takes into account the number of doctoral students who are expected to sign up for the subject in the given semester on the basis of the model curriculum and the total number of doctoral students.

(5) Doctoral students shall sign up for the subjects and the courses serving their completion in the course registration period, with the use of the Neptun system. Only those doctoral students shall be eligible to register for subjects and courses who have validly declared their intent to continue studying the given major during the semester and whose student status has not been suspended. If a doctoral student withdraws registration, the subjects taken in the given major will be deleted *ex officio* by the organizational unit responsible for the administration of the doctoral program.

(6) The subject registration period shall be included in the schedule for the semester. The subject registration period may not end earlier than the last day of the first week of the term time.

(7) The subjects that a doctoral student can register for shall be regulated in the rules on prerequisite studies. Doctoral students may sign up for subjects that are bound to prerequisites only when they have already performed the prerequisites or, if the prerequisite is the concurrent completion of any other subject (parallel registration), it is completed in the same semester.

(8) Doctoral students are obliged to complete registered subjects. Doctoral students may retake any unfulfilled subjects in subsequent semesters. However, subjects that have already been completed and courses serving the completion of a completed subject may not be taken again.

(9) The performance of academic obligations shall be certified in the Neptun system. The supervisor shall certify fulfilment of the research work at the end of each semester on the basis of a report prepared by the doctoral student. This certificate is a necessary condition for successfully closing a semester.

(10) The complex examination is a public examination taken by the doctoral student that summarizes the student's knowledge of the discipline. It shall be taken in the fourth active semester before a committee of at least three members. A failed complex examination may be retaken only once and in the same exam period.

(11) The conditions for applying for the complex examination:

- a) the knowledge of two foreign languages at a level necessary for the scientific discipline which (unless decreed otherwise by the organizational and operational rules of the given doctoral school) shall be proven with at least a B2 level complex state-accredited language exam or an equivalent certificate; deaf students may certify the above with proof of knowledge of a sign language other than the Hungarian; foreign doctoral students shall certify knowledge of another foreign language in addition to their native language, in line with the provisions of these Regulations, and
- b) the performance of at least 90 credits in the study and research stage of the doctoral program as well as all compulsory curricular requirements.

(12) At least one third of the members of the board of examiners for the complex examination must consist of persons who are not employed by the University or who are not teachers at the given doctoral school. The chair of the board of examiners shall be a university professor, Professor Emeritus, or a teacher or researcher who is a Doctor of the Hungarian Academy of Sciences. All members of the board of examiners shall have academic degrees. The supervisor of the doctoral student taking the examination may not be a member of the board of examiners.

(13) The complex examination consists of two main parts: the first assesses the examinee's theoretical knowledge ("theoretical part") and the second requires the examinee to provide a report on his/her scientific/artistic advancement ("dissertation part").

(14) The theoretical part of the complex examination tests the examinee in at least two subjects/topics. Their list is included in the curriculum of the doctoral school. The theoretical part may include a written exam.

(15) In the second part of the complex examination, the examinee provides a presentation of his/her knowledge of literature, research results, the research plan for the second section of the doctoral program, and the schedule for preparing the dissertation and publishing its results. The

supervisor shall be provided with an opportunity to evaluate the examinee in writing beforehand and/or at the examination.

(16) The complex examination shall be graded in a two-grade system (pass or fail). The result shall be announced on the day of the last part of the examination.

(17) The provisions of the Education and Exam Policy shall be applicable to the administrative issues of testing knowledge and organizing and holding examinations, with the deviations set out in these Regulations.

### ***Records on Academic Advancement***

**Section 12** (1) The University shall keep records of the doctoral student's academic advancement and other details in the Neptun system.

(2) The University ensures doctoral students have continuous access to the personal and study-related information that is maintained in connection with them in the Neptun system.

(3) Hardcopy certificates associated with the studies of doctoral students and certificates of the doctoral student status shall be issued by the competent organizational unit of the respective faculty. Documents so issued shall be authenticated with the signature of the competent administrator and the stamp of the organizational unit.

(4) On the working day following the last day of the course registration period, the doctoral student shall receive written notification in the form of a Neptun message that the subjects and courses signed up for the given semester have been finalized, and may be viewed in the Neptun system.

(5) Upon the doctoral student's request, the "Registered courses" form printed out by the student from the Neptun system shall be certified by the competent administrator following the last day of the deferred subject registration period. The authenticated document shall certify the subjects for which the doctoral student had registered in the given semester. Deviations from this list are possibly only if any of the doctoral student's deferred subject registration or cancellation cases were concluded after the authentication. In this case, authentication of the form may be repeatedly requested as described in the decision.

(6) Within five days of having received notice on the finalization of subject registration, the doctoral student may submit a written complaint to the organizational unit of the competent faculty if the student feels that the Neptun system contains incorrect data for the course registration:

- a) any course that the student has not registered for, or
- b) the lack of a course that the student has registered for, or
- c) any unlawful change took place in the material data of the registered course after registration.

(7) Based on the data entered in the Neptun system, the doctoral student's complaint shall be examined within 5 workdays by the organizational unit of the competent faculty, which shall notify the student of having corrected the error or rejected the complaint. The rejection shall be properly justified. Against the disapproval of the complaint, an application for legal remedy may be lodged with the reliance on the general rules.

(8) Unless otherwise provided by the faculty, the teacher shall advise the doctoral student in question in relation to the evaluation of the fulfillment of the mid-semester study-related requirements until the last day of the term time, while the practice grade and the signature confirming the fulfillment of the mid-semester study-related requirements for admission to the exam shall be recorded in the Neptun system and exam form. The information relating to practice grades, graded mid-semester tests, as well as the granting or refusal of signatures needed for admission to exams shall be provided to doctoral students in writing, via the Neptun system.

(9) For any written exam or graded partial exam, the teacher concerned is obliged to check and correct the examinations until the last day of the exam time at the latest, and record the results on the test forms and in the Neptun system. The grade shall be entered by the teacher on the test as well. The doctoral student shall be notified in writing about the awarded grade, via the Neptun system.

(10) Doctoral students registering for oral exams are obligated to print out the performance evaluation sheet from the Neptun system and bring it to the exam. In the absence of the performance evaluation sheet, the exam may be taken only at the doctoral student's express request, and in this case the student irrevocably waives the right to be provided a hardcopy certification of the grade earned at the given exam.

(11) At oral exams, the grade earned by the doctoral student shall be recorded by the examiner in the exam form and the student's performance evaluation sheet. The examiner shall ensure the entering of the qualification of the oral exam in the Neptun system on the working day following the exam at the latest. The doctoral student shall receive an automatic Neptun message of the grade having been registered in the Neptun system.

(12) Within 15 days following the last day of exam time, the doctoral student is authorized to file a written objection in relation to the evaluation indicated in the Neptun system, to the organizational unit in charge of holding the given exam.

(13) Based on the data recorded in the Neptun system, the head of the organizational unit shall review the doctoral student's complaint and notify the student of the correction of the error or the rejection of the objection. In the case of oral exams, the doctoral student's grade can be certified with the performance evaluation sheet or the exam form and, in the case of written exams, the exam test itself. The opinion of the examiner concerned may also be requested as necessary. In view of the objection, the only aspect that can be reviewed is whether the grade has been correctly entered in the Neptun system. The review of the content behind the grade correctly entered in the Neptun system may be initiated with the application of the general rules pertaining to legal remedy. Rejections shall be suitably substantiated. An application for legal remedy may be lodged against the rejection of the complaint in accordance with the general rules.

(14) No grades may be entered in the Neptun system for any semester that has already been closed.

### ***Individual Programs and Preparation***

**Section 13** (1) A student who has prepared individually for the doctoral procedure may also participate in the doctoral program on condition that the student meets the requirements of admission and the doctoral program. In this case, the student status is established upon successful performance of the complex examination.

(2) Academic achievements and studies completed elsewhere by the doctoral student prior to the commencement of his/her studies or simultaneously to those may be recognized; they may also be used to allow the doctoral student an individual schedule (individual program).

(3) The purpose of individual programs is to allow professionals with significant experience and teaching and/or research and with documented scientific credentials (e.g. university doctorate, an adequate number and quality of publications) to obtain a doctoral degree.

(4) Due to the nature of doctoral programs in sacred theology, no individual programs are permitted in Theological and Canonical Program.

(5) An application for an individual program shall be indicated in the admission procedure.

(6) Individual programs may be permitted if the applicant

- a) obtained a master's degree at least three years earlier, unless the organizational and operational rules of the given doctoral school prescribes more stringent conditions;

- b) conducts proven primary scientific research (e.g. publications, presentations held in Hungary and abroad, books, notes, etc.);
  - c) is provided the possibility of performing scientific research at the workplace.
- (7) If an individual program is permitted, the supervisor shall, within three months of admission and after having become familiar with the doctoral student's level of preparedness, prepare a recommendation for the student's individual program, which shall be approved by the disciplinary doctoral council. The individual training scheme includes the recommendation for the recognition of credits.
- (8) The doctoral school council shall assign advisers (from among the school's program leaders) to participants in individual programs; advisers shall monitor and help the preparation of doctoral students.
- (9) In the application for admission, applicants who request an individual program (and who meet the requirements of these Regulations) may, in exceptionally justified cases, be granted exemption by the disciplinary doctoral council from under the requirement pertaining to the result of the university degree.
- (10) In the application for admission, applicants requesting individual programs who exceptionally exceed the requirements laid out in these Regulations may be granted, in especially justified cases, partial or complete exemption from under the requirement in paragraph (6) (a) (pertaining to the 3 year requirement of the issuance of the master's degree) by the disciplinary doctoral council.

## **Chapter IV Reimbursements and Benefits**

### ***Types of Support Available to Doctoral Students***

**Section 14** The provisions of the Student Reimbursement and Benefit Policy govern the supports available to doctoral students and the reimbursements they shall pay.

### ***Procedural Fees and Honoraria in Doctoral Programs***

**Section 15** The procedural fees and honoraria payable for obtaining a doctoral degree are determined by the University Doctoral and Habilitation Council. The procedural fee may not exceed three times the monthly state doctoral scholarship as at the beginning of the procedure. The procedural fees determined for obtaining a doctoral degree in the given year will be made public by the University together with the conditions for admission to the doctoral program.

## **Chapter V The Teaching Activities of Doctoral Students**

**Section 16** (1) In the framework of academic obligations, the doctoral student may be required to perform work in relation to the institution's teaching or scientific activity for no more than twenty percent of the work hours in a full week. Doctoral students shall also be authorized to undertake teaching tasks at the University with the condition that in the average of a semester, the total working hours may not exceed fifty percent of work hours in a week.

(2) The Theological and Canonical Program is an exception, where teaching tasks shall be determined by the law of the Catholic Church.

(3) Credits may be awarded for the teaching activities performed by doctoral students as determined in the curriculum. They are also due remuneration which, in case of work totaling

fifty percent of full-time work, shall not be less than the minimum wage or, in case of less work, the commensurate amount.

(4) The contents, nature, and duration of the teaching activity shall be laid down in a contract. Performance shall be certified by the head of the competent institute/department.

## Chapter VI Obtaining a Doctoral Degree

### *General Requirements of the Doctoral Degree*

**Section 17** (1) The conditions for obtaining a doctoral degree:

- a) obtaining the final certificate in the doctoral program;
- b) presentation of independent scientific work with articles, studies, or some other manner;
- c) the independent solution of a scientific or artistic task in line with the requirements of the degree; the presentation of the dissertation or creation; defending the results in a public debate.

(2) Doctoral degrees can be obtained at the University in the disciplines listed in Annex 1. In the Canon Law Program, a *baccalaureate* in Catholic canon law or theology equivalent to a state-recognized master's degree or a master's degree acquired in a single-cycle legal science major and a university-level law degree obtained as a certified lawyer are necessary for obtaining a doctoral degree.

(3) Doctoral students shall primarily prove their independent scientific work with articles published (partially accepted for publication) in scientific journals or volumes esteemed by the professional community, as well as in the publications of significant Hungarian and international conferences. A list and copies of publications are a condition for assessment. The supervisor shall provide a written statement on the doctoral student's publications. In the case of co-authored publications, the statements provided by co-author(s) must also be attached, stating which part (percentage) of the work and what percentage (what part) can be considered as the doctoral student's own scientific results. If the scientific work is presented in another way, the disciplinary doctoral council shall decide on its acceptance.

### *The Dissertation*

**Section 18** (1) The dissertation is a summary work describing the objectives and the new scientific results of the doctoral student (including a description of professional work, knowledge of literature, and research/creative methods). It can be written either in Hungarian or in a language approved by the disciplinary doctoral council. A doctoral dissertation may not be co-authored.

(2) The dissertation shall indicate the author, supervisor, and the place and date of preparation. It shall also include the supervisor's recommendation (no more than 3 pages), a table of contents, a list of own publications, and a bibliography. Appendages (e.g. photographs, documents, etc.) may be added.

(3) Dissertations shall be submitted in three printed, bound copies as well as electronically. The conditions for submitting the dissertation:

- a) a final certificate obtained in the doctoral program; and
- b) a declaration by the person submitting the doctoral dissertation that no doctoral procedures are under way in the same discipline and no doctoral defense had been unsuccessful in the past two years.

(4) Doctoral students shall submit their dissertations within three years of the complex examination. If the student is not able to meet this deadline due to childbirth, accident, or any

other unexpected reason, the disciplinary doctoral council may extend this deadline by no more than one year.

(5) The University shall provide for the record-keeping of the doctoral dissertation and its theses, their publication in full, and the guaranteed permanence of their storage, in line with the requirements of relevant legislation.

(6) The dissertation theses shall be attached to the dissertation. The doctoral dissertation theses include:

- a) in part I: a brief summary of the research task set out,
- b) in part II: a brief description of the studies performed, the study methodology, the material collection or research methodology, and the search and use of sources;
- c) in part III: a brief summary of the scientific results in a thesis-like format, including their utilization and possibilities therefor (utilization can be the direct or indirect practical application of the results, the promotion of the internal development of the discipline, or the expansion of other disciplines with new knowledge);
- d) in part IV: a list of publications written in the topic of the work.
- e) In the case of a dissertation that uses the results of collective research work or a printed work, the doctoral student shall provide detailed and exact information on his/her own work in the collective. The student shall first have the theses approved by the other members of the collective, who shall also declare whether they recognize the results expounded in the theses as belonging to the student.

(7) The theses shall be prepared in English or, if justified by the topic, another foreign language, in the number of copies required by the organizational and operational rules of the faculty in question.

(8) The dissertation shall be put up in the competent doctoral school for a workplace debate before it is submitted. The minutes of the debate shall be attached when submitting the dissertation. The rules for the debate are as follows:

- a) The debate shall be organized by the competent doctoral school on the authority of the disciplinary doctoral council. The head of the debate may not be the supervisor of the doctoral student participating in organized scientific continuing education.
- b) during the debate, it shall be ascertained whether
  1. the topic of the doctoral work can be interpreted from a scientific point of view,
  2. the doctoral work contains authentic data,
  3. the scientific results in the doctoral work have been obtained by the doctoral student,
  4. the dissertation meets the format requirements.
- c) minutes shall be drawn up of the debate, which shall include the names of those present, the consensus regarding the issues under point b), the opinions of the participants, and whether they recommend that the dissertation be submitted after being amended as indicated at the debate, if necessary.

(9) The doctoral dissertation – and its theses – are public. Disclosure to the public may be postponed until the date of publication of the patent or protection application. The University provides for the registration and full publication of the electronic and printed formats of the doctoral dissertation by placing and cataloguing a printed copy and an electronic copy stored on a storage device in the library of the competent faculty.

(10) The doctoral dissertation and its theses shall be deposited in the Database of Hungarian Scholarly Works in an electronic format. These shall be assigned a DOI identifier in line with international practice and made publically available.

(11) In the case of doctoral dissertations affected by patent or protection application, the publication of the doctoral dissertation and theses may be postponed until the registration of the patent or copyright, at the request of the doctoral student and with the approval of the Disciplinary Doctoral Council.

(12) Submitted dissertations may not be modified or withdrawn. If the doctoral student fails to submit the dissertation within the deadline provided by these Regulations calculated from the complex examination, the dissertation may not be submitted except in a new doctoral program.

### ***Public Debate***

**Section 19** (1) The doctoral dissertation shall be defended in a public debate held in the presence of a committee of assessors. The date and time of the debate shall be communicated at the University in a circular and on the Hungarian Doctoral Council website.

(2) At the request of the disciplinary doctoral council, the two official opponents shall prepare written evaluations within two months of the term time defined in the University's regulations. The opponents shall be required to declare whether they recommend holding a public debate for the dissertation. The dissertation can be submitted to a public debate only if both recommendations are in support of it. If the recommendation of either of the opponents is negative, the faculty's doctoral council shall appoint a third opponent, who shall also be a member of the committee of assessors. If two of the evaluations reject the dissertation, it shall be rejected and the doctoral student's legal status as a student shall be terminated.

(3) If two of the opponents provide positive evaluations in support of the dissertation, it shall be submitted to public debate within two months of term time starting from the time the evaluations are received. The public debate may be organized during both term time and the exam period. The doctoral student shall receive the evaluations beforehand and shall provide written replies prior to the public debate and oral replies at the debate, reflecting on the comments.

(4) The debate shall be led by the chair of the committee. The opponents' opinions shall be heard during the debate. The committee shall have a quorum if at least two thirds of its members, at least one external member, and at least one opponent is present.

(5) In the course of the public debate, the doctoral student presents the theses of the dissertation in the form of a presentation and then responds to the comments and questions of the opponents, the members of the committee of assessors, and those present.

(6) After the debate has been closed, the committee decides on the acceptance of the dissertation in a closed session with secret voting. A grade of 1-2-3-4-5 will be awarded, with a score of at least 60% required for passing. After the vote, the chair shall publicly announce the result and give justification therefor. At the doctoral student's request, the University shall issue a certificate of the dissertation defense.

(7) Minutes shall be drawn up on the debate and the committee's decision. The minutes are public. If requested, the University shall provide a certificate on the results of the public debate, indicating that the certificate is not equal to the conferment of the doctoral degree.

(8) At the request of the doctoral student, upon the positive opinion of the committee of assessors, and with the approval of the disciplinary doctoral council, a closed defense may be held if the dissertation involves a patent procedure or contains data classified for reasons of national security.

(9) The University Doctoral and Habilitation Council shall decide on the conferment of the doctoral degree based on the successful doctoral program and the results of the dissertation, upon the request of the disciplinary doctoral council.

(10) If two opponents reject the dissertation or if the debate is unsuccessful, the submission of a new dissertation in the same doctoral topic may be initiated on one occasion after at least two years.

(11) In the theological and canon law programs, the applicable law of the Catholic Church, the statutes of the Faculty of Theology and the Postgraduate Institute of Canon Law, as approved

by the Holy See, and the internal regulations based on those shall replace the provisions set out in paragraphs (1)-(10) of the present Section.

### ***The Doctoral Degree and Conferment***

**Section 20** (1) After having successfully defended their dissertation, the University shall issue a doctoral degree to doctoral students who have obtained a final certificate in a doctoral program. It shall include the discipline in which the doctoral student has been awarded the doctoral degree. The University shall keep records of issued doctoral degrees.

(2) A copy of the minutes containing the decision of the disciplinary doctoral council shall be sent to the Rector's Office within a week.

(3) The University shall hand over the doctoral degree at a ceremonial convocation. Doctoral students shall take a doctoral oath at the convocation. At the doctoral student's express request, the diploma may be handed over to the student without thirty days of entitlement.

(4) Persons awarded a doctoral degree may use the abbreviation "PhD" or "Dr./dr." with their name; doctors in theology and canon law may also use the respective ecclesiastical forms.

(5) A doctoral degree remains valid *ad eternum* and may be revoked only if it is indisputably proven that the conditions for its conferment had not been met. The University Doctoral and Habilitation Council shall decide on its revocation at the recommendation of the disciplinary doctoral council.

### ***The Conferment of Doctoral Degree with Honors***

**Section 21** (1) With the prior consent of the President of the Republic, the University shall confer a doctoral degree with the honorary title "*Promotio sub auspiciis praesidentis Rei Publicae*" on those who have completed their secondary school, university, and doctoral studies with excellent results under the conditions set by the minister responsible for education.

(2) A doctoral student may initiate the conferment with honors by submitting a written request to the disciplinary doctoral council. The disciplinary doctoral council shall forward the request, together with its recommendation, to the University Doctoral and Habilitation Council. The University Doctoral and Habilitation Council shall decide on whether to meet the request.

### ***The "Doctor Honoris Causa" (Dr/dr.h.c.) Honorary Title***

**Section 22** (1) The University may confer an honorary doctoral title ("*Doctor Honoris Causa*") on persons who perform exceptional scientific work at a foreign scientific institution. The honorary title may be awarded for internationally renowned scientific work and for activities performed in the interest of the University.

(2) Institutions and departments may initiate conferment at the competent disciplinary doctoral council. Based on the recommendation, the faculty council with competence in the given discipline of field of science shall form an opinion. The decision on conferment shall be made by the Grand Chancellor on the basis of the recommendation of the University Council with respect to the opinion of the University Doctoral and Habilitation Council.

### ***Nostrification of Scientific Degrees Obtained Abroad***

**Section 23** (1) The disciplinary doctoral council may provide for the nostrification as a doctoral degree of an academic degree obtain abroad if it finds the conditions for its obtainment to be suitable or it may, with the imposition of certain additional conditions, be made to meet the requirements for obtaining a doctoral degree.

(2) The applicant for nostrification shall address the application to the Chair of the disciplinary doctoral council and submit it to the Rector's Office. The following shall be attached to the application:

- a) a certified copy of the diploma obtained abroad,
- b) a certified copy of the documents proving knowledge of a foreign language,
- c) a scientific curriculum vitae,
- d) a full list of scientific publications,
- e) proof of payment of procedural charges.

(3) The disciplinary doctoral council shall examine the following:

- a) whether the University is entitled to issue a doctoral degree in the field specified in the application;
- b) whether the foreign institution that issued the doctoral (PhD or equivalent) degree included in the application is authorized to confer a doctoral degree in the given discipline and major and whether the degree is equivalent to the doctoral (PhD) degree acknowledged by the Hungarian State and issued by the PPCU; if it does not have suitable information regarding this fact, it shall request information from the Educational Authority;
- c) doctoral degrees in theology and canon law may be nostrified only if the conditions specified in the Organizational and Operational Rules of the Faculty of Theology are met.

(4) If the examination provides positive answers to the conditions under paragraph (3) points a) and b) of this Section, the disciplinary doctoral council shall obtain the opinion of the doctoral school council with competence in the given discipline by forwarding the nostrification application and the documents of the case to it. If the examination provides negative results in regard to the first or the first two points in paragraph (3) of this Section, the disciplinary doctoral council shall inform the Chair of the University Doctoral and Habilitation Council on the termination of the nostrification procedure – together with suitable justification. The Chair shall then inform the applicant of the decision in a letter. The applicant may submit an appeal against the decision to the University Rector within fifteen days of its receipt. The Rector shall adjudge the appeal within fifteen days of receipt of the appeal. No appeal may be lodged against this decision.

(5) The doctoral school council shall examine the documents it has been forwarded from a professional point of view and shall form an opinion for or against the nostrification of the applicant's doctoral degree on behalf of the disciplinary doctoral council.

(6) Based on the recommendation of the competent doctoral school, the disciplinary doctoral council shall decide on its nostrification or rejection, which it will then submit to the University Doctoral and Habilitation Council in writing for confirmation.

- a) The decision on nostrification shall include:
  - 1. the personal data of the applicant (name, place and date of birth, mother's maiden name);
  - 2. the name and registered office of the institution that issued the original doctoral degree;
  - 3. the title of the doctoral dissertation in the original language and in Hungarian;
  - 4. the place and date of the issuance of the original diploma and its serial number and grade;
  - 5. the place and date of nostrification.

- b) In the decision, professional substantiation shall be provided for rejecting nostrification.

(7) The University Doctoral and Habilitation Council shall pass a decision on nostrification submitted to the disciplinary doctoral council. If the decision rejects the application, the Chair of the University Doctoral and Habilitation Council shall, along with appropriate justification,

notify the applicant in a letter. The applicant may submit an appeal against the decision to the University Rector within fifteen days of its receipt. The Rector shall adjudge the appeal within fifteen days of receipt of the appeal. No appeal may be lodged against this decision.

(8) Following the decision of the University Doctoral and Habilitation Council, the University shall issue an official certificate with the signature of the Chair of the University Doctoral and Habilitation Council and the University Rector to the applicant on nostrification. The certificate shall include the date of the disciplinary doctoral council's decision and the number of the University Doctoral and Habilitation Council's decision.

(9) The Rector's Office shall register the fact that nostrification has taken place and will have it reported to the Hungarian Doctoral Council within fifteen days.

(10) The doctoral school with competence according to the nostrification shall include the person with the thus nostrified doctoral degree in its own, online accessible database.

(11) The competent faculty shall keep the documentation of the nostrification procedure and the Rector's Office shall keep a copy of the document certifying nostrification. These documents may not be disposed of.

## **Chapter VII** *Quality Assurance*

**Section 24** (1) The University operates a quality assurance system based on self-assessment. The following principles were applied in the development of the doctoral training quality assurance systems:

- a) professional control;
- b) publicity;
- c) feedback;
- d) personal responsibility;
- e) documentation;
- f) efficiency;
- g) practical application.

(2) The quality assurance system extends to the entire doctoral program, from the development of the training structures, through announcing programs and the admission procedure, to organizing and holding the program, and even involving the monitoring of the careers of alumni.

(3) The University Doctoral and Habilitation Council provides for developing the quality assurance principles and methods applied to the doctoral program and the conferment of the degree, taking into account the opinion of the disciplinary doctoral council and the University Quality Assurance Policy.

(4) The Chair of the University Doctoral and Habilitation Council shall be responsible for the quality assurance of the doctoral program and the awarding of degrees.

(5) The doctoral schools conduct their activities in accordance with the (regularly reviewed) quality assurance plan, which shall be in line with the University's quality assurance policy.

(6) The disciplinary doctoral council continuously reviews the compliance of the professional robustness of announced doctoral topics and the participants of doctoral training and procedures (thus especially complex examination, admission, and evaluation committee members), and discusses the reports prepared by the heads of the various doctoral schools after each academic year.

(7) The head of the doctoral school is responsible for the doctoral school's quality assurance and, as part of the quality assurance of the doctoral school:

- a) regularly reviews and evaluates education programs and, if necessary, makes recommendations for their modification;
  - b) continuously monitors the composition of the doctoral school's teaching staff, their professional competence, and the availability of suitable replacements (especially as regard core members), and, if necessary, initiates interventions and draws up an action plan;
  - c) monitors the compliance and correct operation of the education registry system and participates in the effective organization of student complaint management;
  - d) draws up the calendar for the doctoral school's academic events in the interest of allowing doctoral students to present and debate their academic results, and participates in the implementation thereof by involving the organizational unit responsible for the doctoral school's administration, also taking into account the resources made available by the doctoral school;
  - e) annually evaluates the functioning and experiences of the doctoral program by analyzing statistical data and having doctoral students and alumni complete questionnaires;
  - f) when determining the professional requirements for the operations of the doctoral school and the doctoral program, cooperates, in the interest of transferring institutional good practices, with other doctoral schools that offer doctoral programs, the Hungarian Doctoral Council, the Hungarian Accreditation Committee, and the Association of Hungarian Ph.D. and DLA Candidates, as well as any other professional organizations as required;
  - g) based on the annual progress report and any recommendations worded by the disciplinary doctoral council on the basis thereof, works out an action plan for any changes to the doctoral school's organization or operations, and provides for its implementation;
  - h) regularly monitors, reviews, and continuously perfects the quality of services aimed at supporting learning;
  - i) provides for the suitable publicity of doctoral training and the awarding of degrees, as part of which (s)he ensures that current, objective, qualitative, and quantitative data and information are published about the programs.
- (8) The performance of doctoral students is evaluated on the basis of criteria, rules, and procedures published in advance and applied in a professional and consistent manner.

## **Chapter VIII** **Transitional and Final Provisions**

### ***Miscellaneous Provisions***

**Section 25** The data protection legislation in force shall apply to doctoral programs and procedures.

### ***Transitional and Final Provisions***

**Section 26** (1) These Regulations shall enter into effect on the day following their promulgation, with the condition that the provisions thereof shall first be applied to the doctoral students commencing their studies in the 2016/2017 academic year and thereafter in a phasing-in system.

(2) Doctoral students who started their studies prior to the 2016/2017 academic school year are authorized and obligated to complete their studies in line with the provisions of the regulations and curriculum valid as at the commencement of their studies.

(3) Transfers from the doctoral program of another higher education institution or of the University may be requested only for a program with the same duration as the doctoral student's present program.

## Annex 1

### *Disciplines Covered by the Pázmány Péter Catholic University's Doctoral Programs and Degrees*

Political and Legal Sciences  
Biological Sciences  
Theology  
Information Technology  
Literature and Cultural Sciences  
Linguistics  
Political Sciences  
History  
Electrical Engineering

## Annex 2

### *The Pázmány Péter Catholic University's Doctoral Councils and their Doctoral Schools*

Doctoral and Habilitation Council of Sacred Theology  
Doctoral School of Sacred Theology

Doctoral and Habilitation Council of Political and Legal Sciences  
Doctoral School of Law and Political Sciences

Doctoral and Habilitation Council of Humanities and Social Sciences  
Doctoral School of History  
Doctoral School of Literature  
Doctoral School of Linguistics  
Doctoral School of Political Science

Multidisciplinary Doctoral and Habilitation Council of Sciences and Technology  
Tamás Roska Doctoral School of Sciences and Technology