



**NEMZETI
KÖZSZOLGÁLATI EGYETEM**
A HAZA SZOLGÁLATÁBAN

Katonai Műszaki Doktori Iskola

**ACADEMIC AND EXAMINATION REGULATIONS
OF THE DOCTORAL SCHOOL OF MILITARY ENGINEERING**

2018

CONTENTS

§1	GENERAL PROVISIONS
§2	THE SCOPE OF THE AER DSME
§3	TERMS USED WITH REGARD TO DOCTORAL TRAINING
§4	COMMITTEES AND PERSONS ACTING IN PHD MATTERS
§5	THE DURATION AND LOCATION OF THE DOCTORAL TRAINING
§6	STUDENT LEGAL STATUS
§7	OBLIGATIONS OF STUDENTS PURSUING INDIVIDUAL TRAINING
§8	INDIVIDUAL PREPARATION
§9	TUITION FEES AND OTHER EXPENSES
§10	THE REGISTRATION OF STUDENTS AND THEIR REPORTING REQUIREMENTS
§11	CREDIT ALLOCATION, GENERAL TRAINING REQUIREMENTS
§12	REQUIREMENTS OF MEETING ACADEMIC OBLIGATIONS
§13	REQUIREMENTS OF MEETING RESEARCH OBLIGATIONS
§14	REQUIREMENTS OF MEETING TEACHING OBLIGATIONS
§15	THE VALIDATION OF PRELIMINARY RESULTS
§16	TRANSFER, CHANGE OF SUPERVISOR, TITLE, OR RESEARCH FIELD
§17	PARALLEL TRAINING
§18	ASSESSMENT OF KNOWLEDGE
§19	COMPREHENSIVE EXAMINATION
§20	COMPLETION OF THE TRAINING, REQUIREMENTS FOR EARNING PRE-DEGREE CERTIFICATE
§21	
	ANNEX 1
	TABLE OF PUBLICATION POINTS
	ANNEX 2
	CREDITS TO OBTAIN THROUGH SCIENTIFIC ACTIVITIES
	ANNEX 3
	ENROLMENT FORM
	ANNEX 4
	APPLICATION FOR VALIDATION OF PRELIMINARY SCIENTIFIC ACHIEVEMENTS
	ANNEX 5
	FOUR-YEAR INDIVIDUAL ACADEMIC AND RESEARCH PROGRAM
	ANNEX 6
	ACADEMIC PLAN
	ANNEX 7
	APPLICATION FOR SEMESTER-BASED CREDIT VALIDATION
	ANNEX 8
	CREDIT VALIDATION
	ANNEX 9
	REQUEST OF PRE-DEGREE CERTIFICATE
	ANNEX 10
	CO-AUTHORSHIP STATEMENT
	ANNEX 11
	APPLICATION FOR COMPREHENSIVE EXAMINATION
	ANNEX 12
	PROTOCOL ON COMPREHENSIVE EXAMINATION

§1 GENERAL PROVISIONS

The present regulations (hereinafter AER DSME) are based on

- Act CCIV of 2011 on National Higher Education;
- Act CXXXII of 2011 on National University of Public Service and on public administration, law enforcement, and military higher education;
- Government Decree 387/2012 (XII 19) on doctoral schools, doctoral procedures, and habilitation;
- Government Decree 237/2006 (XI 27) on the entrance procedures of higher education institutions;
- Government Decree 51/2007 (III 26) on the scholarships and stipends of students in higher education and on the fees payable to them;
- Resolution 2016/6/V/2 of the Hungarian Accreditation Committee: The accreditation requirements and evaluation aspects of the HAC with regard to doctoral schools;
- Government Decree 387/2012 (XII 19) on doctoral schools, doctoral procedures, and habilitation;
- the Doctoral Regulations of NUPS (hereinafter DR);
- the NUPS Academic and Examination Regulations (hereinafter AER);
- and the Regulations and Training Plan of the Doctoral School of Military Engineering.

§2 THE SCOPE OF THE AER DSME

- (1) The scope of the AER DSME covers the training, research, and examination issues of Hungarian and foreign doctoral students – unless a legal act or international agreement has other provisions – (hereinafter students) of NUPS pursuing doctoral training.
- (2) In the case of individual preparation, a student is not obliged to attend classes and pursue organised training, he/she has no student legal status.

§3 TERMS USED WITH REGARD TO DOCTORAL TRAINING

- (1) **PhD/doctoral student:** A student enrolled in an organised PhD programme, who is entitled to the rights and is bound by the obligations set forth in the statutes on higher education, the MoD, and other ministries;
- (2) **PhD/doctoral student legal status:** a legal status between the University and the student, with contents based on the statutes on higher education, the MoD, and other ministries, and also including the students' rights and obligations;
- (3) **Submitter of dissertation:** a doctoral student who has passed his/her pre-degree certificate and meets all pre-conditions of application for degree procedure, has written the dissertation, and launched the degree procedure. If a student initiates the degree procedure during his/her training period, he/she is also a submitter of dissertation in the course of his/her student legal status.
- (4) **Doctoral training:** a four-year (48 months) training programme conducted by the doctoral school, resulting in PhD student's legal status, built on Master training, aimed at preparation for earning doctoral degree. The doctoral training consists of regular coursework, research and reporting activities including the fulfilment of requirements prescribed by the University Doctoral Regulations – even the passing of doctoral examinations except for the final examination.

- (5) **Thesis topic:** A research area that is appropriate, through its elaboration process, for a PhD student then a doctoral candidate to learn, under direction of his/her supervisor, the application of scientific methods, to achieve results of a scientific merit, and to verify such results in the form of scientific publications, academic lectures, and a doctoral dissertation;
- (6) **Credit in doctoral training programmes:** The measurement unit of study, research work and – if the PhD student undertakes teaching tasks too – of teaching activities performed towards the fulfilment of student obligations.
- (7) **Doctoral degree procedure:** a series of activities aimed at earning a doctoral degree, based on the doctoral training but legally and procedurally independent of it, provided for in the UDR;
- (8) **Doctoral dissertation:** a written work by the PhD candidate, proving, over the course of the doctoral degree procedure, that the PhD candidate is able to solve a scientific task proportionate to the requirements of the academic degree, on his/her own;
- (9) **Doctoral School Council:** a regularly meeting body supporting the work of the head of the Doctoral School. Its members are elected by the permanent members of the DS and are appointed and relieved by the UDC;
- (10) **Supervisor:** a teacher or researcher holding an academic degree, whose announced PhD topic has been approved by the DC and who guides and assists the PhD student with his/her studies and research work, and the preparation for doctoral degree procedure;
- (11) **Study abroad or at another domestic university:** part of the PhD programme; in that a PhD student may participate on the basis of a work program connected to his/her doctoral topic and approved by his/her supervisor, which ensures the validity of the given semester within the doctoral training programme of the University. The decision on the approval of the work program of such training is to be made by the DSC;
- (12) **Semester credit:** the amount of credits to earn during a semester in the case of an average achievement by the student. Work completed during one semester is necessary for earning 30 credits;
- (13) **Semester:** a five-month-long training period consisting of a registration week, no fewer than 15 weeks of study period and no more than 6 weeks of examination period. During one semester a student may earn more or fewer credits than 30. Semesters may be either active or passive.
- (14) **Active semester:** a semester on which the student has registered or declared the intention to continue his/her studies and earned a minimum of 21 credits;
- (15) **Passive semester:** a semester on which the student has not registered or failed to declare his/her intention to continue his/her studies. Passive semesters count towards the total duration (72 months) of the doctoral training.
- (16) **Comprehensive examination:** The examination to be passed by the PhD student to present his/her progress in the field of study and research, in the course of doctoral training in the end of the fourth semester as a completion of the training and research phase and as a pre-condition of the beginning of the dissertation phase.

§4

COMMITTEES AND PERSONS ACTING IN PHD MATTERS

- (1) The committees and persons directly participating in the doctoral training and examinations are as follows:

- Rector;
- University Doctoral Council (UDC);
- Academic Organisational Centre;

- Dean;
- Doctoral School of Military Engineering (DSME);
- Council of the Doctoral School of Military Engineering
- Head of Doctoral School of Military Engineering
- Head of Research Field
- Heads of Department
- Supervisors

(2) The Rector:

- responsible for the legal supervision of doctoral training and degree procedure

(3) The University Doctoral Council:

a) Approves:

- the composition of the Council of the Doctoral School;
- the topics announced by supervisors;
- the requirements for independent scientific activities;
- the training program of doctoral schools;
- the control measures for the operation of doctoral schools.

b) Makes decisions on:

- admittance for doctoral training and individual preparation;
- relieving;
- acceptance of application for degree procedure;
- change in the dissertation topic;
- academic subjects of comprehensive examinations;
- awarding doctoral degrees;
- incompatibility or bias appearing during the degree procedure;
- termination of student legal status.

c) Appoints:

- members of the doctoral admission committee;
- members of the assessment committee;
- official opponents;
- committee of the comprehensive examination.

d) Adopts its opinion on:

- ethical infractions during doctoral activities.

e) Expresses its opinion on:

- suggestions for awarding title *Promotio sub auspiciis praesidentis Rei Publicae*

(4) The Academic Organisational Centre:

- checks the documents of applications for entrance and degree procedures;

- registers the degree procedure data;
- manages the enrolment of doctoral students and those pursuing individual preparation, collects the documents of tuition fee payment;
- issues certificates and diplomas;
- conducts financial administrative tasks relating to degree procedure.

(5) The Dean:

- ensures the infrastructural and professional background for the academic and research of doctoral students.

(6) The purpose and mission of the Doctoral School of Military Engineering:

- a) planning, organising, and conducting tuition aimed at the preparation for earning a scientific degree (PhD) in the field of military engineering;
- b) planning, organising, and conducting the scientific activities of research fields, overview and continuous updating of research topics, and their submission to the UDC;
- c) the elaboration and updating of the documents of doctoral training, shaping and updating the training structure, and submitting thereof to the University Doctoral Council for approval;
- d) the organisation of the training and research activities of the DS, invitation of teachers and visiting lecturers;
- e) cooperation with training and research workshops, and university departments through accepting research topics, ensuring the infrastructural conditions of research, providing lecturers, and organising the preliminary defence of draft-dissertations;
- f) shaping opinion on the research topics planned for announcement by prospective supervisors and the submission thereof to the UDC for approval;
- g) elaboration and publicising methodology materials and information relating to doctoral training;
- h) the preparation, organisation, and conduct of entrance interviews;
- i) the personal registration of doctoral students for the first academic semester, and the registration of students (in justified cases) from the second semester into the Neptun uniform education system;
- j) the management of academic matters of doctoral students and the registration thereof into the Neptun uniform education system;
- k) issuance of certificates (student legal status, copies of grade books/electronic grade books);
- l) the guidance of the preparation of individual academic and research programs, and that of academic and research plans for each semester, the storing of a copy thereof, managing the documentation files of students;
- m) collecting and processing the end-of-semester reports by the students and debriefing their supervisors;
- n) organisation and announcement of comprehensive examinations, and the notification of participants;
- o) issuance of pre-degree certificate;
- p) active involvement in the organisation of preliminary defence processes and in degree procedures;
- q) preparation of submissions to the meetings of the Council of DS and UDC;
- r) notification of persons affected by the resolutions made by the DS Council;
- s) preparation of reports on the activities of the DS;
- t) managing and updating the home page of the DS, monitoring the appearance on the home page of the NDC;
- u) organising scientific conferences and scientific forums at the DS;

- v) communication with research centres at and outside the university, and with other partners.

During the execution of its mission the DSME closely cooperates with the Academic Organisational Centre (hereinafter TÜİ).

(7) The Council of the Doctoral School of Military Engineering is tasked with the operative guidance and execution of missions detailed in Para (6) § 4. In the framework of that the Council:

a) Makes decisions on:

- aa) the training program and course programs of the DS;
- ab) courses and credits thereof, validation of preliminary credits;
- ac) validation of credits earned at other domestic or foreign universities;
- ad) the modification of the titles of doctoral themes, which may be done no later than the preliminary defence;
- ae) passive semesters, academic, disciplinary, and examination issues of students.

b) Makes proposals to the UDC on:

- ba) the approval of the persons of doctoral topic announcers, supervisors, and DS teachers;
- bb) acceptance of doctoral research topics submitted by the Council of the DS;
- bc) admittance for doctoral training and the relating doctoral topics;
- bd) acceptance of the results of the preliminary defence and of applications for degree procedure;
- be) the composition of the committees of comprehensive examinations and assessment;
- bf) the academic subjects of comprehensive examination;
- bg) acceptance of proposals for changes of supervisors;
- bh) any proposed changes of doctoral topics on the basis of a new draft;
- bi) establishment of new research fields.

(8) The head of the Doctoral School of Military Engineering:

- a) is responsible for the scientific standard and academic activities of the DS, including teaching and research work;
- b) coordinates doctoral training and scientific research;
- c) directs the work of the Council of the DS and bears responsibility for the implementation of the Council resolutions;
- d) coordinates the professional activities at the DS and bears responsibility for the standard thereof;
- e) represents the DS;
- f) directs the operation of the DS and maintains information exchange with the UDC.

(9) The head of the research field:

- a) is responsible for the standard of the work in the research field;
- b) makes proposals for acceptance for doctoral training;
- c) makes proposals for approval or change of supervisors;
- d) makes proposals for changes in training and for new research topics;

- e) approves the individual research and academic program, and academic and research plan of doctoral students for the given semester;
- f) directs the professional activities at the research field;
- g) participates in the work of the Council of the DS;
- h) in accordance with the guidance of the Council of the DS, supervises and assesses in writing the activities of supervisors.

(10) The supervisor:

- a) is a teacher (university teacher or assistant professor), a researcher (senior research fellow or professor), or visiting lecturer holding an academic degree, whose announced PhD topic has been approved by the UDC upon the proposal of the Council of the DSME and who guides and assists the PhD student with his/her studies and research work, and the preparation for doctoral degree procedure;
- b) with the approval of the DC one doctoral student may have two supervisors simultaneously;
- c) has to prove his/her suitability for the position of supervisor through regular publication of his/her research findings – proven through the Database – for two years after earning his/her academic degree (PhD), or through co-supervising a doctoral student;
- d) applies for the right to announce a research topic based on his/her own research findings. The announced topics are shall be approved by the UDC pursuant to the submission of the Council of the DS;
- e) guides the academic and research activities of the student;
- f) by signing the semester report and grade book of the doctoral student he/she certifies the completion of tasks each semester;
- g) supports the doctoral student get domestic or foreign scholarships;
- h) makes proposals for the academic and research plan of the student and bears responsibility for its standard and completion;
- i) makes a summary report on the student's work and makes a suggestion on the issuance or refusal of the pre-degree certificate, upon the student's completion of the training;
- j) prepares and administers the preliminary defence of the draft dissertation, in cooperation with the head of department;
- k) checks the doctoral student's completion of the minimum research requirements and in the case of his/her application for degree procedure makes a suggestion to the Council of the DS on the acceptance or refusal thereof;
- l) makes a recommendation – with the agreement of the head of research field – on the academic subjects of the comprehensive examination, the chairperson and the members of the committee;
- m) assists the candidate with the preparation for the degree procedure;
- n) is responsible for the publication of the doctoral student's research findings in scientific journals, and for the high-standard preparation of the dissertation.

(11) Head of department:

- organises and registers the signing up for doctoral courses at the department;
- signs the four-year academic and research program and the academic and research plan of the student for the given semester;
- regulates and assists the activities of doctoral students assigned to the department as inmates;
- gives permission to doctoral students to do tuition at the department;
- upon request allows or rejects the modification of courses signed up for by a doctoral student.

§ 5

THE DURATION AND LOCATION OF THE DOCTORAL TRAINING

- (1) Organised doctoral training is conducted in the full calendar year.
- (2) Forms of organised training:
 - a) full-time training (state-funded or self-funded);
 - b) part-time training (self-funded distance learning or individual training);
 - c) individual preparation, without organised training
- (3) The languages of doctoral training are Hungarian and English. The curriculum of training in a foreign language shall not differ from that of the approved program. In such cases the tutors and supervisors can be persons with academic degree, accredited on the home page of the HAC, and capable of teaching in the given foreign language.
- (4) The organised doctoral training is unified, consisting of a 48-month training period which comprises eight active semesters.
- (5) A doctoral student may take part in training at another domestic or foreign university as well. Such participation is to be based on a work program approved by the supervisor, which ensures the validity of the given semester(s) within the doctoral training program. The duration of such training is included in the total length of training and the student legal status is continuous. The student shall earn credits through training at another domestic or foreign university.
- (6) The location of the doctoral training is the Hungária Road campus of the University. Any changes may be made only in the case of out-of-campus training approved by the HAC, or during practices, study tours, and site visits, approved by the head of the DS.

§ 6

STUDENT LEGAL STATUS

- (1) A student establishes student legal status with the University when he/she enrolls in the DS, while a student pursuing individual preparation with the application for comprehensive examination and the acceptance thereof.
- (2) During the student legal status there is no need for further enrolment. From the second semester on the student shall register in the Neptun uniform system in the registration period, and shall declare his/her intention to continue the studies or to suspend his/her student status. In justified cases such registration may be done at the DS in registration period. Should a student culpably fail to make such a declaration in the registration period he/she is to be paid a surcharge. A doctoral student pursuing self-funded training shall prove the payment of tuition fee at the time of registration. Should the student fail to do so, his/her semester shall be passivated.
- (3) If a doctoral student declares that he/she does not intend to fulfil his/her student obligations in the following training period, or fails to register for the next training period and declares his/her intention to suspend studies, the student legal status shall be suspended. The consecutive suspension of student status may not exceed two semesters. In the degree procedure the suspension of student legal status may be no more than two semesters.
- (4) A student may exercise his/her right to suspend student legal status no more than three times with a total of four semesters passivated. The first suspension may be initiated only after the successful completion

of the first semester. During a suspended student status, no state stipend shall be paid, the student shall not participate in training or earn academic credits, no tuition fee or any other expenditure is to be paid. During the respite the doctoral student is allowed to collect data, conduct scientific research, publish papers, participate in scientific conferences and competitions. For his/her activities during the respite the student receives credits in the first active semester after the respite.

- (5) On the request of the doctoral student the DS may permit the suspension of the student legal status
- a) for a duration of time longer than two consecutive semesters;
 - b) before the completion of the first semester; or
 - c) until the end of the training period already in progress, for the given training period,

if the student fails to fulfil his/her obligations due to illness, childbirth, accident, or any other unexpected reason (long-time foreign mission) not attributable to the student, which is appropriately certified.

(6) The student legal status is continuous if the doctoral student meets the following conditions:

- a) enrolment in the first semester;
- b) declaration of continuing studies in the following semesters and – if self-funded – presenting the certificates of payment of tuition fee;
- c) meeting the requirements identified by the DS and earning the minimum amount of credits each semester.

(7) A doctoral student pursuing organised – but not individual – training, who fails to meet the requirements set forth in point c) Para (6) shall retake the semester (in the case of self-funded training by paying another semester of training) and the credits earned during the failed semester shall be validated in the retaken semester.

(8) The student status is also uninterrupted if the student participates in long-term studies at other domestic or foreign university where he/she completes tasks agreed with the supervisor and earns credits.

(9) Student legal status terminates:

- a) if the student was admitted to another higher education institution – on the day of transfer;
- b) if the student declares the termination of his/her student legal status – on the day of declaration;
- c) if the student fails to pass the comprehensive examination – on the day of missing his/her obligation or failed examination;
- d) upon completion of training, at the time of earning the pre-degree certificate;
- e) at the end of the eighth semester of doctoral training on which the student has registered;
- f) on the day of the exclusion coming into force;
- g) if the student legal status is terminated by the rector upon the resolution of the UDC – because of arrear – after the unsuccessful notification of the student and the assessment of the student's social situation, on the day of entering into force thereof;
- h) if the student fails the comprehensive examination, on the day of the failure;
- i) in any other case set forth in the Act on National Higher Education.

(10) The UDC terminates the student status of a doctoral student through a unilateral declaration if the student:

- a) fails to fulfil his/her academic obligations relating to the progress prescribed by the Academic and Examination Regulations of the DSME or the Training Plan;
- b) fails to register prior to the beginning of the semester in two consecutive times;
- c) fails to begin his/her studies in the training period after the end of authorised official respite, provided that the student was requested in writing by the doctoral school to fulfil his/her obligations by the set deadline and was informed on the legal consequences of the failure.

§ 7

OBLIGATIONS OF STUDENTS PURSUING INDIVIDUAL TRAINING

- (1) The purpose of individual training is to enable experts with significant scientific research experience and achievements (university doctoral title, publications of appropriate quantity and quality, outstanding practice in organizing or higher education of national defence or law enforcement, etc.) to obtain a doctoral degree (PhD) is a simplified participation in training.
- (2) The duration of individual training is four years (48 months).
- (3) A student pursuing individual training is exempt from attending classes, however, his/her training includes orientation, consultations and examinations. The training of the student pursuing individual training is also based on the rules of credit system. The pre-conditions of receiving the pre-degree certificate are the accumulation of no fewer than 240 credits.
- (4) During the training period the student pursuing individual training establishes student legal status with the University.
- (5) On the basis of his/her academic achievements and research findings before the start of doctoral training the student pursuing individual training may be granted credits as follows:
 - academic achievements: no more than 16 credits;
 - research activities: no more than 80 credits.
- (6) A student pursuing individual training is also obliged to accumulate the amount of credits detailed in Para (1) § 11 of the present regulations, and the courses prescribed in points of Para 1-3 § 12 are obligatory as well.
- (7) Further academic and research tasks shall be agreed upon with the student's supervisor, taking into consideration the scientific background and previous results of the student.
- (8) A student pursuing individual training shall compile a four-year academic and research program, which must be submitted to the DS with the agreement of the supervisor and head of research field by the end of the first semester (31st January).
- (9) For a student pursuing individual training there is no set amount of credits to earn each semester, his/her activities are based on the academic and research plan and the guidance of the supervisor. The report on the credits (even on zero credits) earned during a semester is to be submitted to the DS at the end of semesters (Appendix 7).
- (10) Similarly to students doing other organised training a student pursuing individual training may request a respite in accordance with Para (4) § 6.
- (11) In the case of successful preparation and fulfilment of requirements by a student pursuing individual training detailed in §§ 11-14 the pre-degree certificate will be issued for him/her upon completing his/her studies.
- (12) In respect of any other issues the provisions laid down in the Doctoral Regulations shall apply to student pursuing individual training.

§ 8

INDIVIDUAL PREPARATION

- (1) If one has fulfilled the entrance requirements and those of doctoral training, and has prepared for degree procedure individually, may also join doctoral training.
- (2) The purpose of individual preparation is to allow experts with Master degree from domestic or foreign universities and certificates, documented teaching or research activities over a minimum of five years, with outstanding practice in the field of defence or the higher education thereof, equal with a minimum of 150 credits, to earn doctoral degree (PhD) without participation in organised doctoral training. On the basis of individual preparation a degree may be earned only in particularly exceptional cases.
- (3) The degree procedure (the research and dissertation phase) begins with his/her application for the comprehensive examination and the acceptance thereof on the basis of the student's request.

The student legal status of a student pursuing individual preparation dates from his/her application for comprehensive examination and the acceptance thereof.

- (4) The specific rules of admission:
 - a) the application for students pursuing individual preparation is continuous, except for procedural breaks through the submission of the Enrolment form and the necessary attachment specified in the general rules;
 - b) Differences from general rules in the case of students pursuing individual preparation:
 - ba) previous scientific achievements shall be certified with 20 publication points and scientific activities equalling a minimum of 150 credits. In the case of a co-authored paper a co-author's declaration is to be attached including the proportion of involvement and the fact of use in other papers (Appendix 11).
 - bb) the DS shall examine whether the scientific achievements of the applicant justify the acceptance to individual preparation;
 - bc) the academic subjects of the comprehensive examination shall be selected from those approved by the DS for the given academic year;
 - bd) the preparation is guided by the designated supervisor;
 - be) the requirements of degree procedure are equal to those of students pursuing individual training;
 - bf) permission for respite shall not be granted.
- (5) Admission requirements:
 - a) the potential student for individual preparation shall take an entrance interview, aptitude test, and preliminary assessment of scientific achievements;
 - b) the admission threshold is 80 points;
 - c) should the applicant fail to meet some of the above requirements, he/she has a chance to enrol for individual training. After a minimum of one academic year of individual training – if the previously unfulfilled pre-conditions are met – transfer to individual preparation may be requested. The decision on the transfer is to be made by the UDC on the recommendation of the Council of the Doctoral School.
- (6) Through the admission of an applicant for individual preparation the University recognises the minimum credits identified as pre-conditions for taking a comprehensive examination, and the fact that upon request further credits may be earned through knowledge and competencies acquired preliminarily. The comprehensive examination following the admission comprises part of the first semester of the research and dissertation phase.
- (7) The preparation activities of students pursuing individual preparation are guided by their designated supervisors.
- (8) In respect of any other issues the provisions laid down in the Doctoral Regulations shall apply to student pursuing individual preparation.

§ 9

TUITION FEES AND OTHER EXPENSES

- (1) Except for full-time, state-funded doctoral students every student pursuing any type of training is liable to paying tuition fees for covering their training, and administrative and other expenses.
- (2) Tuition fees are to be paid only in active semesters.
- (3) The current tuition fees are publicised in the Doctoral (PhD) Entrance Information, while the Budget and Finance Regulations of the University contain the administrative and other expenses.

- (4) On the reimbursement of the tuition fees paid by a career officer pursuing doctoral training the superior exercising employer rights may conclude a study contract.
- (5) The tuition fees of students pursuing self-funded doctoral training, or by students pursuing individual preparation, may be paid by their place of work upon the request of the student.
- (6) The University may cover the tuition fee or part thereof (except for application fees and surcharges) to be paid by its workers pursuing doctoral training or individual preparation.
- (7) At the enrolment in the first semester and the beginning of all other semesters simultaneously with the declaration detailed in point b) Para (8) § 6 the doctoral student must verify the payment of tuition fee or the certificate of his/her place of work about covering the training costs.
- (8) No tuition fee shall be paid by a doctoral student whose exoneration from the payment of tuition fees is provided for by law, international agreement, or the Doctoral Regulations of the University.
- (9) The payment of fees shall be made in accordance with the rules specified by the Academic Organisational Centre.

§ 10

THE REGISTRATION OF STUDENTS AND THEIR REPORTING REQUIREMENTS

- (1) The doctoral student shall prepare a four-year individual academic and research program on the basis of the prescribed academic, research, and examination requirements under the guidance of the supervisor by the end of the first semester of the first academic year (31st January). The program shall be made in three copies in line with the sample in Annex 5. (A student pursuing individual preparation is not obliged to do so.)
- (2) The academic and research program shall be approved by the head of the relevant research field on the recommendation of the supervisor.
- (3) One copy of the academic and research program shall remain with the student, the second one is with the supervisor, and the third copy shall be stored by the secretariat of the DS.
- (4) It is reasonable to compile the academic and research program of the students pursuing organised training in accordance with the sample curriculum, however, the student has the right to deviate from that.
- (5) From the second semester on, by the first day of the first month (1st September or 1st February) the doctoral student shall compile a detailed academic and research plan in three copies on the basis of the sample in Annex 6. It shall be signed by the supervisor and approved by the head of research field. Subsequently the copies shall be distributed in accordance with Para (3).
- (6) If the student fails to submit the research plan by the set deadline, it may be done – upon specific request – by the end of the fifth week of the given semester. If the student fails to meet the deadline, his/her semester shall be passive.
- (7) If the student pursues his/her studies at another higher education institution and wishes to validate his/her credits earned there in the given semester, the partial training provisions of the AER and those of the present AER apply. Nevertheless, the academic and research plan is to be coordinated with the supervisor.

§ 11

CREDIT ALLOCATION, GENERAL TRAINING REQUIREMENTS

(1) In organised doctoral training a minimum of 240 credits are to be earned through the following activities:

- | | | |
|-------------------------|------|-------------|
| • academic requirements | min. | 50 credits |
| • scientific research | min. | 170 credits |
| • teaching | max. | 20 credits |

(2) General training principles:

a) The four-year training consists of two phases with four semesters each. During one semester an average of 30 credits are to be earned, and a minimum of 21. A student pursuing individual training may earn any amount of credits per semester;

b) The training requirements are identical for the students pursuing organised training. Except for the first semester, students pursuing individual training shall earn the minimum amount of 240 credits in accordance with their own plans, however, the academic credits must be earned by the end of the academic and research phase. For such students the attendance of classes is not compulsory but desirable;

c) A student may continue his/her studies if he/she has earned minimum 21 credits (70% of the standard) and has met the identified criteria;

d) through scientific research a minimum of 9 credits is to be earned in the first semester and a minimum of 12 credits in the subsequent semesters, so that no fewer than 170 credits shall be accumulated by the end of training. In particularly justified cases – on individual basis – exemption from earning 21 credits may be granted by the Council of the DS, however, the missing credits must be earned in the next semester;

e) a student may accumulate 10% more credits than the set standard 240, which means a maximum of 264 credits may be validated;

f) a doctoral student employed as a teacher is not allowed to earn credits through teaching at the university/college employing him/her;

g) for students pursuing organised training the deadline for validating credits is the last day of the examination session every semester.

(3) The requirements with regard to scientific research are determined by the supervisor, to academic requirements and teaching activities by the teacher of the relevant field of training (the head of department involved in the doctoral training), in agreement with the supervisor.

(4) In the case of completing the scientific research tasks, the relating credits are granted by the supervisor. Credits for academic and teaching tasks are granted by the teacher of the relevant training field (head of the relevant department) – with regard to the general principles identified by the Council of the DS, while for courses this is the task of the teacher registered in the grade book.

(5) The training requirements are identical for full-time and distance learning students. The provisions in points b.), c.), e.), f.), g.) Para (2) of this § do not apply to students pursuing individual training.

§ 12

REQUIREMENTS OF MEETING ACADEMIC OBLIGATIONS

- (1) Each doctoral student pursuing organised training is obliged to earn a total of 50 academic credits in the following order:
 - a) in semester 1 of the academic and research phase each doctoral student (including those pursuing individual training) is obliged to sign up for the courses below;
 - Module “Initial courses”, which comprises five basic courses of the DS, with in-semester assessment and 2 credits each;
 - Course “The theory and methodology of scientific research” with 3 credits and seminar grade at the end of the semester;
 - another two basic courses in the field of military sciences with in-semester assessment and 2 credits each.

At the end of semester 1 the student must take a final examination in the five courses within the module “Initial courses”. Passing this final examination and completing the course “The theory and methodology of scientific research” also comprise the criterion for the continuation of further doctoral studies.

- b) In semester 2 each doctoral student conducting organised training is to complete the requested elective major course of his/her own research field worth 6 credits. Also, research seminar “Processing and publication of research findings” worth 2 credits must be completed.
 - c) In semesters 3-4 each doctoral student pursuing organised training is to sign up for one course per semester, with obligatory final examination, worth 6 credits. Both courses must fit the research topic of the student.
 - d) In semesters 2-4 the student is to sign up for a minimum of three elective courses – three credits each – connected to the topic.
 - e) In semesters 3-4 the student is to sign up for a minimum of two research seminars – two credits each – assessed with practice grades.
- (2) The list of courses is publicised by the DS every year, it is reasonable to choose from that but in cases justified by the research topic the student may sign up for courses of another doctoral school too.

§ 13

REQUIREMENTS OF MEETING RESEARCH OBLIGATIONS

- (1) In order to meet research requirements course “Scientific research I-VIII” shall be signed up for from the list of courses beyond the research field. The Roman numbers after the course name indicate in which semester the course may be signed up for.
- (2) Through scientific research a minimum of 12 credits is to be earned per semester in the first phase of training (semesters 1-4). In the rest of semesters (the second phase of training) a minimum of 21 credits is to be earned so that by the end of the training a minimum of 170 credits shall be accumulated. The credits may be earned through scientific activities detailed in Appendix 2 or dissertation activities.
- (3) In the first semester, for the summarised literature compilation submitted and approved in the framework of course “The theory and methodology of scientific research” 9 credits may be granted. If a student has no paper published and validated in a semester of the first training phase (semesters 1-4) or failed to accumulate 12 credits by the table in Appendix 2, 12 credits may be granted to him/her on the recommendation and written justification of the supervisor within the

course “Scientific research I-IV”. In other cases the credits for scientific research from Appendix 2 shall be granted.

- (4) In the second phase of the training (semesters 5-8) the student has to earn 5 credits per semester through dissertation activities. For this reason, course “Dissertation activities V-VIII” of the given semester must be signed up for. The Roman numbers after the course name indicate the semester in which the course may be signed up for. In order to earn credits the student is to present the research findings and progress made in the given semester, in the framework of a presentation organised for individual research fields. The presentations shall be before a 3-member committee and in the presence of students of other research fields, in a workshop. The head of the committee is the head of research field, other members are the supervisor and an expert.
- (5) In semesters 5-8 the student must conduct scientific activities (publication activities) through which a minimum of 16 credits shall be earned. The validation of publication points shall be in the framework of courses “Scientific research V-VIII” with the signature of the supervisor.
- (6) In the case of a successful comprehensive examination 20 credits can be earned through the approved Research report by the student, which are to be validated in the framework of course “Scientific research V” in semester 5. The accessibility to the published papers in the Repository of Hungarian Scientific Works shall be attached to the supervisor’s report. One published paper or scientific activity can be validated only once during the entire training period.
- (7) A publication is regarded a professional paper if its size is 0.3 minimum author’s sheet. The exception is the poster or complementary lecture which may be shorter.
The rules for credit validation in a semester are as follows:
 - a submitted but unassessed paper, or one which is recommended for a recast, is to be regarded as a non-peer-reviewed paper;
 - to a submitted but unpublished paper an authentic editor’s declaration is to be attached on its prospective publication;
 - a paper published in conference proceedings shall be the full version of the conference contribution – or an abridged version thereof – and not its draft;
 - in the case of a co-authored paper a co-author’s declaration is to be attached including the proportion of involvement. Credits are to be awarded on the basis of involvement proportion, where the fractions shall be rounded off to the next higher or lower whole number in accordance with the general rules, with the exception of decimal 5, which shall be rounded off to the higher number.
- (8) In the first training period (semesters 1-4) the doctoral student is required to have earned a minimum of 8 publication points in accordance with the publication point table of the Doctoral Regulations. No fewer than two of them must be peer reviewed papers in peer reviewed journals classified by the HAS 9th Department Committee of Military Sciences as A, B, or C category, presenting his/her research findings. In the second training phase (semesters 5-8) another minimum of 12 publication points are to be earned, at least 3 published in journals classified by the HAS 9th Department Committee of Military Sciences as A, B, or C category, including one in a foreign language. By the end of the training the student is to have earned a minimum of 20 publication points necessary for the degree procedure. An unpublished paper with the editor’s declaration may be accepted in either training phase.

§ 14

REQUIREMENTS OF MEETING TEACHING OBLIGATIONS

- (1) Teaching is an optional – not compulsory – way of earning credits. A doctoral student employed as a teacher is not allowed to obtain credits through teaching activities at the university employing him/her.

- (2) Credits may be earned through teaching only in semesters 3-8 – except for students pursuing individual training.
- (3) Teaching can only be conducted in the student's research field, or one close to that, with the preliminary permission of the Head of the relevant department. Through four classes one credit may be earned.
- (4) During one semester no more than 5 credits may be earned. In the first and second phases of the doctoral training 10 credits may be earned each, and a total of 20 credits may be accumulated through teaching during the entire training.
- (5) The conducted classes shall be verified by the head of the relevant department.
- (6) The provisions of the present § do not apply to students pursuing individual preparation.

§15

THE VALIDATION OF PRELIMINARY RESULTS

- (1) Through the findings of scientific activities relating to the student's research topic and conducted less than three years prior to the admission to the doctoral school, credits may be earned in accordance with Annex 1. If the preliminary results are not relating to the topic of the student, 50% of the credits may be granted, (see in Annex 4).
- (2) On such a ground only one paper may be validated in semester 1, in accordance with Annex 1.
- (3) On the validation of scientific research credits the decision shall be made by the Council of the DS with the agreement of the supervisor, upon the request of the student. The application for request is to be submitted to the secretariat of the DS by the beginning of the examination period of semester 1.
- (4) The credits earned through a course may be validated if their curricula differ no less than 75% from those of all the previously completed courses.
- (5) The request application for credit validation is to be submitted after the declaration of the intention to continue doctoral studies and by the end of the registration period. The decision shall be made by the Council of the DS at its subsequent meeting.
- (6) Academic activities (e.g. course completed) or teaching shall not be validated as preliminary achievements.
- (7) In the case of students pursuing individual preparation preliminary achievements shall not be validated.

§16

TRANSFER, CHANGE OF SUPERVISOR, TITLE, OR RESEARCH FIELD

- (1) A student pursuing doctoral training at another technical university may request a transfer to NUPS if the conditions of the research activities conducted by him/her exist. The provisions of the transfer procedure are detailed in the University Doctoral Regulations.
- (2) If the relations between the doctoral student and his/her supervisor are inappropriate, or the supervisor fails to fulfil his/her task due to causes not attributable to him/her, the student may initiate the change of the research topic or that of supervisor at the University Doctoral Council. Prior to making its decision the UDC shall consult the head of department and the Council of the DS.
- (3) On the recommendation of the Council of the DS and the request of the student or the supervisor, the UDC may approve the change of research topic no later than the completion of half of the training (accumulation of 90 credits).

§17

PARALLEL TRAINING

- (1) With the permission of his/her supervisor the doctoral student is allowed to pursue parallel training. Such training is to be reported to the head of department and the DS.
- (2) The decision on the validation of courses attended and research conducted in the framework of parallel training shall be made by the DS on the recommendation of the supervisor.

§18

ASSESSMENT OF KNOWLEDGE

- (1) Each course signed up for and completed by the student is assessed with end-of-semester grades, examination grades (V), while research and teaching activities are assessed with grades earned during the semester (F).
- (2) The ways of testing during courses are outlined in the Model Curriculum while the contents are set in the Course Programs.
- (3) A student's assessment is done and registered in the grade book by the supervisor in the case of the scientific research plan; in the case of a course by the teacher; and in the case of teaching by the head of the department (after consulting the supervisor or the senior teacher responsible for the direct guidance of teaching). Module "Dissertation activities" is validated by the head of the research field.
- (4) Retaking examinations and tasks aimed at achieving higher grades are regulated by the provisions of the NUPS Academic and Examination Regulations.
- (5) The conditions of involvement in language training are regulated by the NUPS AER.

§19

COMPREHENSIVE EXAMINATION

- (1) At the end of semester 4 of the doctoral training, as a completion of the academic and research phase of the training and pre-condition of beginning the research and dissertation phase, a comprehensive examination shall be taken, which is to measure academic and research progress made (Annex 12). The pre-condition of application for the comprehensive examination is the accumulation of a minimum of 90 credits in the academic and research phase of the training and earning all academic credits prescribed in point 2.2. The latter requirement does not apply to students pursuing individual preparation. An applicant for complex examination is to have at least 8 publication points too. A student pursuing individual preparation is to have documented teaching or researcher achievements equal of a minimum of 150 credits and 20 publication points necessary for the degree procedure.
- (2) The comprehensive examination consists of two major parts: one is to assess the theoretical preparedness of the student ("theoretical part") while in the other part the student proves his/her scientific achievements ("dissertation part"). The theoretical part involves two courses. One is focused on the comprehensive knowledge of the given research field while the other on the knowledge linked to the research topic. The particular topics of the theoretical part are approved by the UDC in accordance with the recommendations of the Council of the DS. In the second (dissertation) part of the comprehensive examination the student presents his/her research findings and further research plans in the framework of an oral presentation on the basis of the "Research report" compiled and submitted beforehand. The "Research report" is a scientific report of minimum 1.5 author's sheet containing the literature summary connected to the research, the research findings, the plan for the second phase of the training, and the schedule of preparing the dissertation and that of the publication of findings. The summary "Research report", with the written review of the supervisor attached, shall be submitted to the head of the DS. The

publication list (from the Repository of Hungarian Scientific Works), the hard copies of the papers, and a copy of the data sheet of the student on site www.doktori.hu shall be attached to the Research report.

(3) The comprehensive examination must be taken in public, before a committee. The examination committee consists of four members two of whom are not employed by the University. The chairperson and members of the committee shall be experts of the examination subjects and topics. The chairperson is a university professor, a Professor Emeritus, or a habilitated university associate professor. The supervisor, close relative of, or anyone else biased to the PhD student shall not be among the members of the examination committee. Each member of the examination committee must have an academic degree.

(4) During the examination each part of the student's achievements is assessed separately on a scale from 0 to 5. The comprehensive examination shall be successful if the majority of the committee members have evaluated both parts successful which means the student has earned a minimum of 60% of the total scores both separately and in total. The evaluation of the comprehensive examination is either pass or fail.

(5) In the case of a successful comprehensive examination the student shall be granted 20 credits for the approved Research report, which is to be validated in semester 5. A failed comprehensive examination may be retaken once and in the same examination period.

§ 20

COMPLETION OF THE TRAINING, REQUIREMENTS FOR EARNING PRE-DEGREE CERTIFICATE

(1) A pre-degree certificate is an academic requirement set forth by the curriculum. It certifies the fulfilment of academic activities, of the requirements of scientific research work and teaching (if the student has chosen that), the successful passing of the required examinations – except for that of language examinations – the accumulation of the necessary minimum of 240 credits thus without any assessment and evaluation indicating that the doctoral student has met all requirements prescribed for his/her.

(2) After the completion of semester 8 – if all pre-conditions of the issuance of a pre-degree certificate are met – the DS shall issue the pre-degree certificate. However, the student shall receive the certificate only when his/her four-year report and that written by the supervisor are submitted to the DS. (Annexes 9-10)

(3) The pre-condition of receiving a pre-degree certificate is the accumulation of 20 publication points necessary for degree procedure (in accordance with the table of publication points in the Doctoral Regulations) including no fewer than 5 peer reviewed papers presenting the student's research findings in journals classified by the HAS as of categories A, B, or C, one of whose is in a foreign language.

(4) The four-year-long training period cannot be shortened, a pre-degree certificate cannot be issued before time, however, the preliminary defence may be conducted in the last semester of the training.

(5) The degree certificate in the grade book of the doctoral student shall be signed by the head or deputy head of the DS.

§21

(1) To cases unregulated by the Academic and Examination Regulations of the DS the provisions of the NUPS Academic and Examination Regulations, and those of the NUPS Doctoral Regulations apply.

(2) The present Doctoral Academic and Examination Regulations were adopted by the Council Doctoral of the Doctoral School of Military Engineering at its meeting on 4th June 2018.

Budapest, 4th June 2018

Prof. György Kende, DSc
University Professor
Head of DSME

TABLE OF PUBLICATION POINTS

Type of publication	Participation (%)	Points
I. PEER-REVIEWED BOOK, COMPETITION, COURSE BOOK (ON-LINE TOO)		
Book (8 points)		
Chapter of book (4 points)		
Article in a peer-reviewed book, university textbook (3 points)		
Paper accepted for international or domestic scientific competition (2 points)		
II. ARTICLES IN PEER-REVIEWED JOURNALS (ON-LINE TOO)		
In a foreign language journal abroad (6 points)		
In a foreign language journal in Hungary (4 points)		
In significant journal in Hungarian (2 points)		
III. ARTICLES IN NOT PEER-REVIEWED JOURNALS (ON-LINE TOO)		
In a foreign language journal abroad (3 points)		
In a foreign language journal in Hungary (2 points)		
Article in Hungarian (1 point)		
IV. CONTRIBUTION PUBLISHED IN THE PROCEEDINGS OF AN INTERNATIONAL CONFERENCE (ON-LINE TOO, BOTH DOMESTIC AND FOREIGN)		
Peer reviewed contribution in a foreign language (4 points)		
Not peer reviewed contribution in a foreign language (3 points)		
Complementary lecture published (1 point)		
Abstract in a foreign language (2 points)		
V. PUBLICATION IN A DOMESTIC CONFERENCE PROCEEDINGS (ON-LINE TOO)		
Foreign language presentation (2 points)		
Presentation in Hungarian (1 point)		
Foreign language abstract (1 point)		
Abstract in Hungarian (0,5 points)		
VI. OTHER SCIENTIFIC ACTIVITIES		
Patent abroad (6 points)		
Industrial production on the basis of creation or patent (4 points)		
Patent registered in Hungary (3 points)		
Study* (1 point)		

*Only during the application for and during the training.

ADDITION TO THE TABLE OF PUBLICATION POINTS¹

TYPES OF ACCEPTED SCIENTIFIC PUBLICATIONS

At the application for degree procedure printed or on-line papers (journal article², university/college textbook, university/college coursebook, book, scientific monograph, part of a book, translation from a classical ancient language, conference abstract and resume, etc.), may be validated with indicating the number of pages to take into account which:

- a) present the author's own research findings (in the case of a book special reference shall also be made);
- b) contains precise references to special literature;
- c) was published in a peer-reviewed professional material with ISBN or ISSN number³ or as one of that;
- ea) by a publisher nationally or internationally renowned⁴;
- eb) in a foreign language widely used in scientific circles;
- ec) is accessible in significant public libraries;
- ed) may be ordered or bought.
- f) as a short (one-page-long) abstract, or in a conference proceedings or poster:

A completed technical creation or a registered domestic or foreign patent may also be validated as a publication and its reference may be the documented realisation or industrial production thereof.

At registration for degree procedure the following shall not be validated:

- an article published in a daily paper or weekly magazine of non-professional type (even if the topic is linked to the student's research area);
- a work published by the student him/herself (if it was non-peer reviewed);
- handouts, chrestomathy, compilations, editions, re-edited texts, etc.);
- translations of books, except that of ancient classic authors;
- book reviews, or criticisms (except for major book analyses);
- research reports in the framework of competitions or made on order;
- diploma works, thesis works, dissertations (dr. univ., CSc);
- articles promoting science in popular publications e.g. National Geographic);
- other types of manuscript-like articles;
- interviews without research goals and standards (neither as a reporter nor as an interviewee).

¹ On the basis of MAB resolution 2016/6/V/1. – guidelines to submitting documents of the establishment of a doctoral school and updating the data of existing doctoral schools

² Journal: a periodical issued regularly, typically four times a year (but at least twice) containing articles written specifically for that particular journal marked with volume numbers.

³ Peer-reviewed, refereed publication: independent editor(s) provide their opinions on the work before its publishing. Acceptance of conference contribution and its publication in proceedings on the basis of the abstract is NOT regarded as peer-review.

⁴ Domestic publication, issued on the international stage: publication which is published in an official journal with major circulation abroad.

CREDITS TO OBTAIN THROUGH SCIENTIFIC ACTIVITIES

(In the case of 100% participation / authorship)

Type of scientific activities		Credits
Book, course book, textbook	Book published in the student's native country	32
	Chapter in a book published in the student's native country	20
	Scientific study in a peer-reviewed book	20
	Printed or electronic university course book in a foreign language	24
	Printed or electronic university course book in the student's native language	20
	Teaching material based on scientific research findings	12
Peer-reviewed article in a journal	Study in a foreign-language journal published abroad	24
	Foreign-language study in a journal published in the student's country	20
	Study in a journal published in the student's native language	16
Study in a not peer-reviewed journal	In a foreign-language journal abroad	16
	In a foreign-language journal in the student's native country	12
	In a journal or on-line in the student's native language	10
Participation in international conferences in a foreign language	Publication of the conference contribution in a peer-reviewed, foreign-language proceedings	24
	Publication of the conference contribution in a not peer-reviewed, foreign-language proceedings	16
	Publication of the conference contribution in a native-language proceedings	14
	A foreign-language presentation ¹	6
	A poster in a foreign language	6
	A foreign language complementary lecture submitted in writing and published in conference proceedings	4
Participation in domestic scientific conferences	Publication of a contribution in a foreign-language conference proceedings	12
	Publication of a contribution in an international conference proceedings	10
	Publication of a contribution in a native language in conference proceedings	8
	Giving a foreign-language presentation ¹	4
	Foreign-language poster	4
	A conference contribution in the student's own native language ¹	2
	A poster in the student's native language	2
	Native-language complementary lecture submitted in writing and published in conference proceedings	2
Scientific competitions and tenders	Participation in international (foreign language) scientific competition	12
	Participation in national scientific competition	10
	Participation in university-level scientific competition	6
Patent	Patent registered abroad	30
	Industrial production based on the student's creation or patent	24
	Patent or invention registered in Hungary	20
Other scientific activities	Compilation of special literature linked to the research topic ²	9
	Doctoral draft dissertation prepared for preliminary defence during the training period	30
	A study in the research field which is researchable in library ³	6
	Research report prepared and approved for the Comprehensive examination ⁴	20

Note: In case of co-authorship the number of credits is to determine in accordance with the provisions in point 2c.

/1. Credits can be awarded only if the contribution has not been published in proceedings.

ENROLMENT FORM
(Fill in the form in BLOCK CAPITALS)

Name:

Student ID: Neptun code:

Mother's maiden name:..... ID number:

Place of birth (incl. county and country):

Date of birth:

Citizenship:

Permanent address:

Postal address:

E-mail address, telephone:

Bank account number:-.....-.....

Name of bank:.....

Name of employer:

Address, telephone:

Name and address of guarantor:

.....

Topic of doctoral dissertation:

.....

Name of supervisor:

I have studied the university and faculty regulations relating to doctoral training and degree procedure, and the requirements of the Doctoral School and got acquainted with my rights and obligations.

I accept the use of my personal data by the institution for its purposes.

I declare that the above information is true and complete.

Date:,(DD,MM,YYYY)

.....
 Signature

FORMS OF TRAINING

APPLICATION

for validation of preliminary scientific achievements

Student's name:

Research field:

Supervisor's name:

a) Paper(s) published in the three previous years:

Author, title, publication time	Language	Percentage of authorship*	All compulsory source data of a journal/publication	Credits	Publ. points* *
of the paper					

*In the case of co-authorship

** In accordance with the table of publication. In the case of co-authorship in accordance with the proportion of involvement.

b) Other scientific activities (lectures, competitions, etc.):

Name	Location	Time	Credits
of activity			

Number of attached certificates and printouts:

Budapest DD/MM/, 20.....

.....
signature of Doctoral student*

Recommendation of supervisor:

.....
supervisor*

Credits to validate:

.....
Head of DS*

* Write names in printed letters too.

NATIONAL UNIVERSITY OF PUBLIC SERVICE
Doctoral School of Military Engineering

Established in 2002

Approved!

DD / MM / 20.....

.....
Head of research field*

**FOUR-YEAR INDIVIDUAL
ACADEMIC AND RESEARCH PROGRAM**
**full-time/distance learning/individual
doctoral training**

(rank, name)

from 1st September 20..... to August 31st 20

.....
*doctoral student**

* Write names in printed letters too.

PERSONAL DATA:

Name (rank):
Mother's name at birth:
Citizenship:
Number of ID card:
Permanent residence and phone number:
E-mail:
Place of work (place of service):
Position:
University degree (faculty):
Diploma issued by:
Faculty, specialisation:
Registration number of diploma:
Date of issuance:
Certification examination:

I. Foreign languages:

Level of proficiency:
Number and date of certificate:
Issued by:

II. Foreign languages:

Level of proficiency:
Number and date of certificate:
Issued by:

Doctoral school: Doctoral School of Military Engineering, National University of Public Service

Form of training: full-time / distance learning / individual

Research field:

Research topic / theme:

Title of dissertation:

Supervisor (rank, name, acad. degree):

E-mail address:

Mailing address, telephone number:

* Underline applicable

PLANNED ACADEMIC OBLIGATIONS

Semesters 1-4 *

SEMESTER 1 – REQUESTED COURSES

a) Basic courses:

1. Military engineering (code: HKDID0001), 2 credits
2. Disaster management, environment security (code: HKDID0002), 2 credits
3. Protection of critical infrastructures (code: HKDID0003), 2 credits
4. Information operations (code: HKDID0004), 2 credits
5. Military logistics (code: HKDID0006), 2 credits

100 classes/full-time; 30classes/distance learning (code: HKDID0100)

Assessment: mid-term assessment in each course;
combined final examination.

b) The theory and methodology of scientific research, 3 credits

Number of classes: 40 (full-time); 12 (distance learning) (code: HKDID0005)

Assessment: end-of-term seminar grade

c) Military sciences:

1. The Fundamentals of Military Science (code: HKDID0007), 2 credits
2. The Classics of Military Science (code: HKDID0008), 2 credits

Number of classes: 40 (full-time); 12 (distance learning)

Assessment: mid-term assessment in each course;

SEMESTERS 2-4

COURSES

COURSES WITH FINAL EXAMINATION OBLIGATIONS

a) Required elective course in own research field with final examination obligation

.....

Number of classes: 60(full-time);20 (distance learning) (code: HKDID...)

Assessment: final examination

Scheduled semester: II.

b) Required elective course in own research field with final examination obligation

.....

Number of classes: 60(full-time);20 (distance learning) (code: HKDID...)

Assessment: final examination

Scheduled semester:

* Please indicate the number of credits to earn through each course.

c) Required elective course in own research field with final examination obligation

.....

Number of classes: 60(full-time);20 (distance learning) (code: HKDID...)

Assessment: final examination

Scheduled semester:

ELECTIVE COURSES WITH ORAL EXAMINATION REQUIREMENTS

Courses in own research field with oral examination requirements

a)

Number of classes: 30 (full-time); 10 (distance learning) (code: HKDID...)

Assessment: oral examination

Scheduled semester:

b)

Number of classes: 30 (full-time); 10 (distance learning) (code: HKDID...)

Assessment: oral examination

Scheduled semester:

Elective courses in own/other research field with oral examination requirements

c)

Number of classes: 30 (full-time); 10 (distance learning) (code: HKDID...)

Assessment: oral examination

Scheduled semester:

RESEARCH SEMINARS

Elective research seminars in own research field:

a) Processing and publishing of research findings

Number of classes: 20 (full-time); 6 (distance learning) (code: HKDID0309)

Assessment: seminar grade

Scheduled semester: II.

b)

Number of classes: 20 (full-time); 6 (distance learning) (code: HKDID...)

Assessment: seminar grade

Scheduled semester:

c)

Number of classes: 20 (full-time); 6 (distance learning) (code: HKDID...)

Assessment: seminar grade

Scheduled semester:

PLANNED SCIENTIFIC RESEARCH ACTIVITIES

semesters 1-8

1. GENERAL DESCRIPTION OF RESEARCH

Title of research topic:

Outline of scientific problem:

Hypotheses:

Research objectives:

Research methodology:

Synopsis of research topic:

Introduction

Analysis and synthesis

Conclusion

Expected new research findings:

Timing of research activities:

1 September 20... - 31 July 20...

1 September 20... - 31 July 20...

1 September 20... - 31 July 20...

1 September 20... - 31 July 20...

2. TIMING OF RESEARCH WORK AND PLANNED PUBLICATIONS

2.1. Planned research courses

Semester	Name and code of research course	Credits
1.	Scientific research I. (HKDID0303)*	
2.	Scientific research II. (HKDID0304)*	
3.	Scientific research III. (HKDID0305)*	
4.	Scientific research IV. (HKDID0306)*	
5.	Scientific research V. (HKDID0307)**	
	Dissertation work V. (HKDID0314)	5
6.	Scientific research VI. (HKDID0308)**	
	Dissertation work VI. (HKDID0315)	5
7.	Scientific research VII. (HKDID0312)**	
	Dissertation work VII. (HKDID0316)	5
8.	Scientific research VIII. (HKDID0313)**	
	Dissertation work VIII. (HKDID0317)	5
Total:		

* No fewer than 12 credits,

** No fewer than 16 credits

The credits earned through research courses of „Scientific research I-VIII” are based on the credits for scientific activities (Annex 3) which are primarily published or submitted and accepted papers. If there is no such scientific activity to validate in a given semester the supervisor may grant minimum credits (12 or 16).

2.2. Planned publications

Topic	Place of publication	Language	Semester

2.3. Planned conference participation

Topic	Planned conference	Language	Semester

2.4. Planned teaching

Name and code of course/topic	Department	Semester	Amount of classes	Credits
Total:				

Note: Teaching may be chosen in semesters 3-8 in accordance with the training plan, however, it is not an obligatory credit activity.

TOTAL OF PLANNED CREDITS

Fields of doctoral training	Credits
Academic obligations (<i>min. 50 cr.</i>)	
Scientific research (<i>min. 170 cr.</i>)	
Teaching (<i>max. 20 cr.</i>)	
TOTAL	

Any other tasks:

Budapest, DD/MM/20.....

.....
doctoral student*

Supervisor's opinion, recommendation, addition:

Budapest, DD/MM/20.....

.....
supervisor*

* Write names in printed letters too.

Planned curriculum for semesters 1-4 of doctoral training

Student: _____		Supervisor: _____	
Research topic: _____			
Research field: _____			
Semester	Required elective courses with obligatory final examination	Elective courses with oral examination obligations	Required and elective research seminars
1	Basic courses: 1. Military engineering HKDID0001 2. Disaster management, environment security HKDID0002 3. Protection of critical infrastructures HKDID0003 4. Information operations HKDID0004 5. Military logistics HKDID0006	Military sciences: 1. The Fundaments of Military Science HKDID0007 2. The Classics of Military Science HKDID0008	The theory and methodology of scientific research HKDID0005
2.	<i>Course in own research field</i> HKDID.....		Processing and publishing of research findings HKDID0309
3.			
4.			
Total:			

Budapest, DD/MM/20.....

.....
Supervisor*

.....
Head of research field*

.....
Doctoral student*

The courses signed up for are countersigned and approved by the heads of departments:

.....
Head of department*

.....
Head of department*

.....
Head of department*

* Write names in printed letters too

**NATIONAL UNIVERSITY OF PUBLIC SERVICE
Doctoral School of Military Engineering
Established in 2002**

Approved!

Date (DD/MM/YY).....

.....

Head of research field*

**ACADEMIC PLAN FOR
semester ... of academic year**

(rank, name)

.....
(Doctoral student)*

* Write names in printed letters too.

Personal details:

Name (rank):

Mother's maiden name:

Address, telephone:

Postal address, telephone, e-mail:

Place of work (phone):

Appointment, assignment:

University degree

University:

Type of qualification:

Registration number of degree/year of issuance:

Foreign languages

Language:

Level:

Number of certificate:

Issued by:

Language:

Level:

Number of certificate:

Issued by:

Doctoral training

Research field:

Title of topic:

Supervisor:

Name (rank), academic degree:

Postal address, telephone:

Type of training: Full-time / Distance learning / Individual training**

**Underline applicable!

Academic work scheduled for a semester:

Name and code of course: (HKDID.....)

Course manager:

Amount of classes:

Assessment:

Name and code of course: (HKDID.....)

Course manager:

Amount of classes:

Assessment:

Name and code of course: (HKDID.....)

Course manager:

Amount of classes:

Assessment:

Scientific work scheduled for a semester:

Timing of research work:

Second language examination:

Scheduled conference:

Scheduled publications:

Budapest, DD/MM/ 20.....

.....
Doctoral student*

Supervisor's opinion and recommendation:

Budapest, DD/MM/ 20.....

.....
Supervisor*

* Write names in printed letters too.

NATIONAL UNIVERSITY OF PUBLIC SERVICE
Doctoral School of Military Engineering
 Established in 2002

Application for semester-based credit validation
..... semester academic year

Name:

Research field:

Title of research topic:

Supervisor:

Number of semester:

Meeting academic requirements:

Course (research seminar)		Examination			Credits
name	code	type	time	grade	
TOTAL					

Published paper(s):

Author, title, publication time	Language	Percentage of authorship*	All compulsory source data of a journal/publication	Credits	Publ. points* *
of the paper					

*In the case of co-authorship

** In accordance with the table of publications. In the case of co-authorship in accordance with the proportion of involvement.

Contributions, lectures at scientific conferences:

Name	Language	Location	Time	Credits
of contribution				

Number of attached certificates and hard copies:

*The participation is to be certified.

If the contribution is published in print, credits may be validated in publication table. Therefore it shall not be registered here.

Other scientific activities (validation of preliminary credits, competitions, patents, studies, etc.):

Name	Location	Result	Credits
of activity			

Amount of credits earned in a semester:

Fields of doctoral training	Credits	Publ. points *
Academic requirements (<i>only in semesters 1-4</i>)		-
Scientific research **		-
Publications		
Conference contributions		-
Other scientific activities		
Dissertation work (<i>only in semesters 5-8</i>)		-
Classes (<i>only in semesters 3-8</i>)		-
TOTAL		

* In accordance with publication point table. In the case of co-authorship in accordance with the proportion of involvement.

** In semesters 1-4 max. 12, in semesters 5-8 max. 16 credits may be earned, but the supervisor is allowed to grant them if there is no validable publication activity in the given semester.

Budapest, DD/MM/ 20.....

.....
Doctoral student*

.....
Supervisor*

*Name is to be typed too.

NATIONAL UNIVERSITY OF PUBLIC SERVICE
Doctoral School of Military Engineering
 Established in 2002

CREDIT VALIDATION
academic year ...

Name:

Research field:

Title of research topic:

Supervisor:

Meeting academic requirements:

Course (research seminar)		Assessment			Credits
name	code	type	time	grade	
1st semester					
2nd semester					
TOTAL					

Published paper(s):

Paper			All compulsory source data of a journal/publication	Credits	Publ. points **
author and title	language	percentage of authorship *			
1. semester					
2. semester					

*In the case of co-authorship

** In accordance with the table of publication. In the case of co-authorship in accordance with the proportion of involvement.

Contributions, lectures, presentations at scientific conferences:

Contribution*				Credits
title	language	location	date	
1 st semester				
2 nd semester				

*The participation is to be certified. If the contribution is published in print, credits may be validated in publication table. Therefore it shall not be registered here.

Other scientific activity (validation of preliminary credits, competitions, patents, studies, etc.):

Activities			Credits
name	location	result	
1 st semester			
2nd semester			

Amount of credits earned in an academic year:

Fields of doctoral training	Credits	Publ. points *
Academic requirements (<i>only in semesters 1-4</i>)		-
Scientific research **		-
Publications		
Conference contributions		-
Other scientific activities		
Dissertation work (<i>only in semesters 5-8</i>)		-
Classestartás (<i>only in semesters 3-8</i>)		-
TOTAL		

* In accordance with publication point table. In the case of co-authorship in accordance with the proportion of involvement.

** In semesters 1-4 max. 12, in semesters 5-8 max. 16 credits may be earned, but the supervisor is allowed to grant them if there is no validable publication activity in the given semester.

Supervisor's written assessment:*

Aspects:

1. Academic achievements, progress:
2. Summary of scientific research activities:
3. Nature of publication activities, position thereof in the research work:

Budapest, DD/MM/ 20.....

.....
Supervisor**

* Detailed assessment is requested.

**Name is to be typed too.

**To ,
Head of school**

Budapest

Subject: *Request of pre-degree certificate*

Dear Professor,

(Rank, name) having completed his/her doctoral studies in research field between 20... and 20..., on which I forward his/her summary report to the Council of the Doctoral School.

I kindly request the Council of the Doctoral School to issue the pre-degree certificate to the above mentioned student under the relevant provisions of the Doctoral Regulations at the end of doctoral training.

Attachment: summary report

Budapest, DD/MM/ 20.....

Yours:

.....

(rank, name)

Head of research field

SUMMARY REPORT

on activities in the framework of doctoral training,
to earn pre-degree certificate

.....
(rank, name)
Doctoral student

- year -

PERSONAL DETAILS

Name (rank):

Mother's maiden name:

Citizenship:

ID-card number:

Address, telephone:

Place of work:

Appointment, assignment:

University degree

University:

Type of qualification:

Registration number of degree/year of issuance:

Certification examination:

Foreign languages

Language:

Level:

Number of certificate:

Issued by:

Language:

Level:

Number of certificate:

Issued by:

Doctoral school: National University of Public Service, Doctoral School of Military Engineering

Research field:

Title of topic:

Supervisor:

Name (rank), academic degree:

Postal address, telephone:

Type of training: Full-time / Distance learning / Individual training

REPORT

On completing doctoral training

I report that I pursued full-time/distance learning/individual⁵ doctoral training at the Doctoral School between 20... and 20... . I have completed my studies in accordance with the Academic and Examination Regulations and those of the Doctoral Regulations.

During my studies I prepared the prescribed academic plans in accordance which successfully passed the prescribed examinations in each semester.

During the doctoral training the following courses were completed:

1. MEETING ACADEMIC REQUIREMENTS:

Course (research seminar)		Examination		Credits
Name	Code	Type	Grade	
Semester 1				
Semester 2				
Semester 3				
Semester 4				
TOTAL				

⁵ Nem kívánt törlendő!

2. MEETING PUBLICATION REQUIREMENTS:

Source information of publication activities are to be registered in the table of publication points⁶
(threshold: minimum 20 points)

Type of publication	Participation (%)	Credits	Points
PEER-REVIEWED BOOK, COMPETITION, COURSE BOOK (ON-LINE TOO)			
Book (8 points)			
Chapter of book (4 points)			
Article in a peer-reviewed book, university textbook (3 points)			
Paper accepted for international or domestic scientific competition (2 points)			
II. ARTICLES IN PEER-REVIEWED JOURNALS (ON-LINE TOO)			
In a foreign language journal abroad (6 points)			
In a foreign language journal in Hungary (4 points)			
In significant journal in Hungarian (2 points)			
III. ARTICLES IN NOT PEER-REVIEWED JOURNALS (ON-LINE TOO)			
In a foreign language journal abroad (3 points)			
In a foreign language journal in Hungary (2 points)			
Article in Hungarian (1 point)			
IV. CONTRIBUTION PUBLISHED IN THE PROCEEDINGS OF AN INTERNATIONAL CONFERENCE (ON-LINE TOO, BOTH DOMESTIC AND FOREIGN)			
Peer reviewed contribution in a foreign language (4 points)			
Not peer reviewed contribution in a foreign language (3 points)			
Complementary lecture published (1 point)			
V. PUBLICATION IN A DOMESTIC CONFERENCE PROCEEDINGS (ON-LINE TOO)			
Foreign language presentation (2 points)			
Presentation in Hungarian (1 point)			
Foreign language abstract (1 point)			
Abstract in Hungarian (0,5 points)			
VI. OTHER SCIENTIFIC ACTIVITIES			
Patent abroad (6 points)			
Industrial production on the basis of creation or patent (4 points)			
Patent registered in Hungary (3 points)			
Study* (1 point)			
Total:			

⁶ At the given category full bibliographic data are to be indicated

** Only during the application for and during the training.*

3. OTHER SCIENTIFIC ACTIVITIES

Name of scientific activity	Date	Credits	Points
__semester			
__semester			

4. TEACHING ACTIVITIES*

Name and code of course Name of department	Scheduled date	Amount of classes	Credits
__semester			
__semester			

TOTAL AMOUNT OF CREDITS (points 1-4):

Fields of doctoral training	Credits	Points
Academic requirements		
Teaching		
Research, published papers		
Other activities		
TOTAL		

6. Research work:

Summary

Budapest, DD/MM/ 20.....

.....
(rank, name)
doctoral student

Supervisor's opinion on the content of report:

1. Academic achievements:
2. Research activities:
3. Published papers:

The pre-conditions of issuing pre-degree certificate have been met.

Budapest, DD/MM/ 20.....

.....
(rank, name)
supervisor

Clause of the head of research field

On the basis of the presented list of published papers and printouts I certify that PhD student has completed the minimum scientific research requirements of the DSME.

Therefore I recommend the issuance of pre-degree certificate to the student. Consequently, after the preliminary defence there is no need to examine the fulfilment of minimum research requirements.

Budapest, DD/MM/ 20.....

.....
(rank, name, acad. degree)
Head of research field

Clause of the Head of DSME:

The issuance of certificate of meeting PhD minimum research requirements to the applicant is

Approved / not approved

Budapest, DD/MM 20.....

.....
Head of School

CO-AUTHORSHIP STATEMENT

We, the undersigned certify that in writing the publication titled

.....

made by authors

.....

the proportion of our participation was as follows: We wish to use the present paper in a subsequent qualification process in accordance with the participation percentage indicated below, but in theses summarising different scientific findings.

	Name of co-author	Participation %	Signature
1.			
2.			
3.			
4.			
5.			

Date:

.....
 supervisor

.....
 doctoral student

Nemzeti Közszerológati Egyetem

Intézményi azonosító szám: FI 99859

APPLICATION FOR COMPREHENSIVE EXAMINATION**1. Personal details:**

Name:
 Rank: (Name at birth):.....
 Mother's name at birth:
 Place of birth: Date of birth DD/ MM/ YYYY
 ID-card number:
 Citizenship:
 Permanent address and telephone number:

 Postal address, telephone number, e-mail:

 Place of work/service, (service telephone):

 Assignment:

2. Qualification:

University degree (faculty):.....
 Diploma issued by:.....
 Registration number of diploma:
 Date of issuance:
 Foreign languages:

Language	Level of proficiency	Number and date of certificate
.....
.....

3. Form of doctoral training: *

- a) organised, full-time: with state grant / self-funded;
 b) organised part-time (distance learning);
 c) individual;
 d) individual preparation.

Doctoral school:*

DS of Military Sciences
 DS of Military Engineering

DS of Public Administration Sciences
 DS of Law enforcement sciences

* Underline applicable!

Field of science/branch:
Research field:

4. Data of scientific activities to date (in accordance with the table of points):

Book, competition, textbook: Article in peer-reviewed journal:
Article in not peer-reviewed journal:
Foreign language presentation printed in proceedings of international conference:
Paper published in domestic conference proceedings:
Other scientific activities:

I solemnly declare that the above particulars are correct and accept that I bear responsibility for providing incorrect information.

Budapest, DD/MM/ 20.....

.....
(signature of applicant)

A Tudományos Ügyek Irodája tölti ki

Az Egyetemi Doktori Tanács a jelentkezést elfogadta:

Budapest, 201.... év

Nemzeti Közszerológati Egyetem
Intézményi azonosító szám: FI 99859

Hallgatói azonosító:
Törzskönyvi szám:

PROTOCOL ON COMPREHENSIVE EXAMINATION

1. Personal data

Doctoral student's name:
Rank:(Name at birth):.....
Mother's name at birth:
Place of birth:,Date of birth: DD/MM/ YYYY
Citizenship:

University degree:.....
Field of science/branch:
Supervisor's name and academic degree:

2. Date of comprehensive examination:

3. Subjects/themes of comprehensive examination:

First subject/theme:
Second subject/theme:

4. Questions asked and answers given:

First subject/theme:.....
.....
.....
.....
.....
.....

Second subject/theme:
.....
.....
.....
.....
.....

Dissertation part:.....
.....
.....
.....
.....
.....

5.a Assessment by 4-member examination committee:

	Parts			Total of points scored	Total of points to score	Average of points scored (%)
	The me 1	Theme 2	Diss-n.			
Chair of exam					15	
Com member					15	
Com member					15	
Com member					15	
Points scored in parts					–	
Total of points to score in parts	20	20	20	–	60	

5.b Assessment by 3-member examination committee:

	Parts			Total of points scored	Total of points to score	Average of points scored (%)
	The me 1	Theme 2	Diss-n.			
Chair of exam					15	
Com member.					15	
Com member					15	
Points scored in parts					–	
Total of points to score in parts	15	15	15	–	45	

Pass (60–100% of points)

Fail (0–59% of points)

(Underline applicable)

Budapest, DD/MM/ 20.....

committee member

committee member

committee member

Chairperson of committee