



**NATIONAL UNIVERSITY  
OF PUBLIC SERVICE**  
IN SERVICE OF THE NATION

FACULTY OF MILITARY SCIENCES  
AND OFFICER TRAINING  
DOCTORAL SCHOOL  
OF MILITARY ENGINEERING

**NATIONAL UNIVERSITY OF PUBLIC SERVICE  
DOCTORAL SCHOOL OF MILITARY ENGINEERING**

**ACADEMIC AND EXAMINATION REGULATIONS**

<b>Decision of the Senate</b>	<b>Decision of the Governing Board</b>

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The Senate of the University, pursuant to NHE Act., Act CXXXII of 2011 on the National University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military (hereinafter referred to as NUPS Act); Act XLV of 1996 on the Legal Status of Heads, Teachers, and Students of Military and Law Enforcement Higher Education Institutions; and the Governmental Decree 387/2012 (XII. 2011.) on the Doctoral Schools, Doctoral Procedures and Habilitation (hereinafter referred to as the Decree) constitutes the following Academic and Examination Regulations (hereinafter referred to as AER).

## **CHAPTER 1**

### **GENERAL PROVISIONS**

#### **Section 1**

For the purposes of the Regulation:

- a) ***bold italic text:*** provisions of the NHE Act, the NUPS Act, the DHR of NUPS and the AER of NUPS. Other regular texts are the provisions of the AER of the DSME.
- b)

#### **The scope of the Academic and Examination Regulations of the DSME**

#### **Section 2**

The material scope of the Regulation applies to doctoral training programme, doctoral degree procedures, and its personal scope to students and faculty participating in, and assisting in, doctoral and graduate studies and other departments, bodies and individuals named in the procedures.

## **REGULATORY BACKGROUND**

#### **Section 3**

The Regulations shall be governed by the following laws and regulations:

- a) NHE Act;
- b) NUPS Act;
- c) Act XL of 1994 on the Hungarian Academy of Sciences;
- d) NHE Act id.
- e) Governmental Decree 423/2012 (XI 29) on the entrance procedures of higher education institutions;
- f) Decision 2016/6 / V / 1. of the Hungarian Accreditation Committee (hereinafter referred to as HAC): Instructions for submitting a doctoral school application and updating the data of a functioning doctoral school;
- g) Appendix V / 1 of the 9th Session of the HAC in 2017: Accreditation Requirements of the HAC, Aspects of Peer Review (ABSZ) in the Evaluation of Doctoral Schools;
- h) National University of Public Service - Rules of Admission;
- i) National University of Public Service - Student Compensation and Allocation Regulations;
- j) National University of Public Service - Study and Examination Regulations;
- k) National University of Public Service - Recognition, Credit Transfer and Validation Regulations;

- l) National University of Public Service - Regulations on the exercise of student rights and performance of obligations, the processing of applications for student status, and student redress procedures;
- m) National University of Public Service - Code of Ethics.
- n) Doctoral School of Military Engineering Training Programme.

## DEFINITIONS<sup>1</sup>

### Section 4

1. Curriculum: a plan of compiled courses according to the output requirements of the doctoral programme, which includes the courses, the themes and examination plan, the requirements and their assessment;
2. **Sector applicant: Doctoral candidate in organizations under the direction of the Ministry of the Interior, the Ministry of Defence, the Ministry of Justice, the Ministry of Foreign Affairs and Trade or the Prime Minister's Office;**
3. **State scholarship: financial support for doctoral students of Hungarian nationality participating in a full-time programmes or of foreign doctoral students subject to the same treatment as Hungarian doctoral students by law or international agreement;**
4. **Doctoral student status: a legal relationship between a doctoral student and the University, the content of which consists of the rights and obligations of the doctoral student and the University as defined in the laws applicable to higher education;**
5. **Doctoral student: PhD student preparing for the degree and having the rights and obligations set out in the higher education legislation;**
6. Dissertation submitter: a doctoral student who has obtained the absolutorium and meets all prerequisites of doctoral degree procedure, has written the dissertation, and initiated the degree procedure. If a student initiates the degree procedure during the training period, then the doctoral student is considered as the dissertation submitter within the framework of the student legal status.
7. **Doctoral degree: a scientific degree awarded by the University Doctoral and Habilitation Council, the obtainment of which is subject to requirements laid down in the University's Doctoral and Habilitation Regulations, within the framework of the NHE Act. A doctoral degree can be obtained through a doctoral degree procedure;**
8. **Doctoral degree procedure: *During the doctoral programmes, after the comprehensive examination, the doctoral student shall take part in the doctoral degree procedure by completing the research and dissertation phase, the aim of which is obtaining a doctoral degree;***
9. **Doctoral programmes: programmes, research and reporting activities in preparation for a doctoral (PhD) degree, tailored to the specifics of the discipline and the needs of the doctoral student;**

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Texts marked as bold are the provisions of the NHE Act. Otherwise, the provisions belong to the AER of the DSME and the DHR of the University.

10. **Doctoral class:** in doctoral studies, the time spent on research or creative activity in the higher education institution or in an institution which has concluded a cooperation agreement with it is also considered a class;
11. **Doctoral topic:** *Article 13 (1) of the Decree: A doctoral topic is a partial research area suitable for the doctoral student, under the leadership of the supervisor, to master the application of scientific methods, to obtain an appreciable scientific result, and to provide assurance of it in the form of scientific publications, scientific lectures and finally, a doctoral dissertation, work;*
12. The supervisor of the doctoral topic shall be the lecturer or researcher with a scientific degree, the topic offer of which is approved by the Council of the Doctoral School, and who, on this basis shall be responsible for directing and assisting doctoral students prepare for their studies, research activity and scientific degree.
13. **Individual preparation:** a form of preparation in which the candidate may be partially or totally exempted from the duties of the doctoral programmes and research phase;
14. **Individual self-tuition programmes:** Doctorate programmes with exemption from contact hours and consultation requirement;
15. **University Doctoral and Habilitation Council (hereinafter referred to as UDHC):** a body set up by the Senate for the award of the doctoral degree and carrying out the habilitation procedures and for the awarding of the habilitated doctor title, which body has decision-making powers regarding doctoral programmes and habilitation procedures;
16. Doctoral School of Military Engineering (hereinafter: DSME): An organizational unit of the University providing doctoral training programme in the field of military engineering;
17. **Credits:** the unit of student study work that expresses, in relation to the subject or the curriculum unit, the estimated time required to acquire specific knowledge and to fulfil the requirements;
18. Training programme of the DSME: the training programme of the doctoral school, one of the basic documents of the doctoral school;
19. **Complex examination:** *during the doctoral program, at the end of the fourth semester, as a conclusion of the programmes and research phase of the programmes and as a condition for the commencement of the research and dissertation phase, a complex examination shall be taken, which measures and evaluates the academic and research progress;*
20. **External applicant:** Any person applying for a doctoral programme who is not a candidate for internal or sectoral application;
21. **Preliminary defence:** a (research) disputation organized and conducted by the supervisor in the presence of the applicant prior to the public disputation of the doctoral dissertation, which includes the prior evaluation of the draft dissertation;
22. **Public debate in the doctoral degree procedure:** The defence of the doctoral dissertation is part of the dissertation process, in which the person submitting the doctoral dissertation presents the theses of the dissertation (work), then answers the comments and

questions of the jurors, committee members and the present guests. *The date, venue and other information of the dissertation defence necessary in order to inform the scientific community and the public, the exact location of the dissertation is published on the DS website, the National Doctoral Council (NDC) website, and other customary means, in a timely manner - one month in advance;*

23. ***Organized self-tuition programmes (48 months, 240 credits): full-time or part-time doctoral programmes, in which the hours prescribed by special legislation (contact hours) do not exceed one-third of those prescribed in full-time programmes;***
24. ***Organized fellowship programmes (48 months, 240 credits): full-time doctoral programmes in which the hours specified in separate legislation (contact hours) account for at least one-fifth (1/15) of all student study time;***
25. Academic year: a period of registration, term and examination periods, which includes two semesters;
26. **Academic semester: a five-months study period**
27. ***Study points (credits) in doctoral programmes: the unit of study, research and, in the case of a doctoral student, instructor - work for the fulfilment of the student's obligations;***
28. ***Doctoral Council of the Discipline: A body established by the UDHC for each discipline and meeting regularly in its own capacity and competence.***

Further interpretations related to the doctoral programme are contained in the relevant parts of the AER and the DHR of NUPS.

## CHAPTER II

### ORGANIZATIONAL UNITS AND BODIES PARTICIPATING IN THE DOCTORAL PROCEDURE

#### Section 4

- (1) *Individuals and institutions directly involved in the doctoral procedure*
- (2) *Bodies, departments and persons directly involved in the doctoral procedure:*
  - a) *University Doctoral and Habilitation Council (hereinafter UDHC)*
    - aa) *Chair of the UDHC;*
    - ab) *Vice-chairs of the UDHC;*
    - ac) *Secretary of the UDHC;*
    - ad) *Members of the UDHC;*
  - b) *Doctoral Council of the Discipline (hereinafter referred to as DCD);*
  - c) *DSME*
    - ca) *head of the DSME;*
    - cb) *core members of the DSME;*
    - cc) *heads of research areas;*
    - cd) *doctoral supervisors;*
    - ce) *lecturers of the DSME;*
  - d) *Doctoral Student's Committee on Social Affairs (hereinafter referred to as "DSC");*

- e) *departments;*
  - f) *Office of Scientific Affairs (hereinafter referred to as OSA);*
  - g) *comprehensive examination committee and dissertation committee;*
  - h) *doctoral jury;*
  - i) *official opponents.*
- (3) *University bodies and persons indirectly involved in the doctoral procedure:*
- a) *Senate;*
  - b) *Rector;*
  - c) *Dean.*

## **TASKS AND COMPETENCIES OF THE UDHC REGARDING THE DOCTORAL PROGRAMME AND THE DOCTORAL DEGREE PROCEDURE**

### **Section 4**

- (1) *The UDHC is a scientific body set up to organize, coordinate, authorize and supervise doctoral studies, award doctoral degrees, conduct habilitation procedures, and award habilitation doctorates.*
- (2) *Tasks and competencies of the UDHC:*
- a) *prepare a plan for the doctoral programmes for the Senate;*
  - b) *comment on the proposal to establish and terminate doctoral schools;*
  - c) *approve the operating rules of doctoral schools;*
  - d) *the establishment, approval and removal of the members of the Doctoral Council of the Discipline;*
  - e) *approve the rules of procedure of the Doctoral Council of the Discipline;*
  - f) *approve and terminate the core membership of doctoral schools;*
  - g) *elect the head of the doctoral schools and initiate the termination of their appointment with the Rector;*
  - h) *award and withdraw the emeritus / emerita title;*
  - i) *approve the full-time doctoral student allocation;*
  - j) *regular evaluation of doctoral and graduate degrees by the Senate;*
  - k) *on the proposal of the Doctoral Council of the Discipline, decide on the award, naturalization and withdrawal of the doctoral degree;*
  - l) *define the list of languages which may be accepted as the first foreign language (first language exam) in the foreign language requirements for the awarding of a doctoral degree;*
  - m) *comment on proposals to the Senate for the award of the Honorary Doctorate, Honorary Doctorate and Professor titles, and the proposal to terminate the Doctoral School;*
  - n) *decide to establish, terminate or modify a research area;*
  - o) *approve the annual accounts of doctoral schools;*



*p) develop quality assurance principles and methods for doctoral programmes and degrees, taking into account the views of the Doctoral Council of the Discipline;*

(3) The resolutions of the UDHC are made public on the University website.

## **DOCTORAL COUNCIL OF THE DISCIPLINE**

### **Section 7**

- (1) The DCD of the DSME is a decision making body in training programme, research and graduation procedural matters established by the UDHC in military engineering discipline.
- (2) Members of the DCD with voting rights are at the same time core members of the doctoral school. They are external members who have not been employed by the university and whose participation is proposed by the head of the doctoral school and approved by the UDHC. The Dean, the heads of research areas and a doctoral student representative are members with consultation rights.
- (3) Tasks and competencies of the DCD:
  - a) *decide on research topics and supervisors for doctoral programmes;*
  - b) *prepare the discipline specific part of the doctoral training plan;*
  - c) *decide on the lecturers;*
  - d) *decide on approval of unpublished individual research topics;*
  - e) *decide on the principles, frameworks of the work of the supervisors and determine the tasks of the supervisors during and after the programmes of doctoral students;*
  - f) *appoint members of the doctoral selection committee;*
  - g) *decide on the admission of students;*
  - h) *decide on credit recognition;*
  - i) *decide on postponement (pausing), academic, disciplinary and examination matters of doctoral students, and termination of student status, if it is not automatically terminated;*
  - j) *decide on the dissertation topic of doctoral students and its title;*
  - k) *decide on requests for change of supervisor;*
  - l) *decide the requirements for a comprehensive examination;*
  - m) *decide on the admission of students for comprehensive examination;*
  - n) *decide on the subjects of the complex examination on the basis of the programmes plan, establish the comprehensive examination committee;*
  - o) *decide to initiate the degree process;*
  - p) *decide on the official reviewers of the doctoral thesis, appoint the members of the jury;*
  - q) *decide on the application for closed defence on the basis of the opinion of the jury;*

r) *make a recommendation to the UDHC on matters within its competence.*

## TASKS OF THE DSME

### Section 8

- (1) The Faculty of Military Sciences and Officer Training Doctoral School of Military Engineering hereinafter: DSME is an university organizational unit accredited by the HAC to provide a single, structured programmes framework for doctoral education and research, as well as to provide the organizational frameworks for mastering independent scientific research and preparing for a doctoral degree.
- (2) The Organizational and Operational Rules of the University designates the Faculty of Military Sciences and Officer Training as the organizational unit responsible for the operation of the DSME.
- (3) The training and research within the DSME are organized in eight research areas. The research areas are the following:
  - a) Military engineering infrastructure;
  - b) Military technology and robotics;
  - c) Defence electronics, IT and communication;
  - d) Military environment security;
  - e) Military logistics and defence economy;
  - f) Security technology;
  - g) Disaster management;
  - h) Aviation and Aeronautics.
- (4) Tasks of the DSME:
  - a) planning, organizing and delivering preparatory training for doctoral students in the field of Military Engineering Sciences;
  - b) *continuous and complete documentation of accreditation conditions; manage the registry of the doctoral school, handle the NEPTUN system;*
  - c) consolidate and direct the planning, training and scientific research activities of the research areas;
  - d) elaboration and updating of the structure and documents of the doctoral training, establishment and updating of the training structure, preparation of the *training plan, curriculum and timetable;*
  - e) organize the research and teaching activities of the doctoral school, invite guest lecturers and follow-up on education;
  - f) *preparation and execution of DCD meetings and decisions, preparation and execution of UDHC referrals;*

- g) ***manage the collaborative relationships of the doctoral school:*** cooperating with training and research workshops, departments on receiving research topics, providing research infrastructure, lecturers, organizing departmental, institute research discussions on draft dissertations;
  - h) reviews, compile and submit the research topics announced by supervisors for approval to the DCD;
  - i) prepare and publish the handout of the training programme;
  - j) ***prepare, organize, facilitate the admission interviews*** and notify the applicants about the interview date;
  - k) registering the doctoral student enrolled in the doctoral program in the first semester – and, if appropriate, the enrolment of the student in the NEPTUN Education System, as appropriate;
  - l) manage, support and administrate the academic matters of doctoral students and students in individual preparation in the NEPTUN Education System;
  - m) issue certificates (student status, copy of mark book/e-mark book);
  - n) oversee the preparation of the four-year individual study and research programme as well as the study and research plan for each semester; keep a copy of the plans;
  - o) preparation and submission of assignment contracts (lecturers, researchers, consultants, coordinators, trainees);
  - p) oversee semester reporting by doctoral students and their supervisors;
  - q) arrange the combined exam in the first semester, the comprehensive examination and the reports on the dissertation work;
  - r) issue the absolutorium;
  - s) make reports on the activities of the Doctoral School;
  - t) ***Update the content of the doctoral school and NDC websites:*** managing and updating the website of the doctoral school, and continuously updating its appearance on [doktori.hu](http://doktori.hu);
  - u) ***complete organization of exams, workshops and degree procedures;***
  - v) arrange the conference and scientific forums of the DS;
  - w) liaise with internal and external research institutes, partners and other doctoral schools.
- (5) The following individuals take part in the organization and execution of the activities within the DSME: head and deputy head of the doctoral school, scientific secretary, deputy scientific secretary, scientific desk officers, heads of research areas, supervisors, professors and if necessary, guest lecturers and experts.
- (6) In the DSME, the professional management of education in the eight research areas is carried out by the heads of research areas, who direct, supervise and annually evaluate the activities of the supervisors;

- (7) The research work of the doctoral students are overseen by the supervisor. Further interpretations related to the doctoral programme are contained in the relevant parts of the AER and the DHR of NUPS.
- (8) The professional background for scientific research of doctoral students is provided by the relevant departments of the Faculty. This, in regular case, is the department of the supervisor. If the chosen topic does not fit into the profile of the given department, or if the supervisor of the doctoral student cannot be linked to a department as an external lecturer, then the doctoral student - according to the agreement of the research leader and the given department - will belong to a department that provides the most relevant professional assistance for the scientific work.
- (9) The connection of the doctoral student to the department must be decided upon consultation with the supervisor.
- (10) The DSME strongly cooperates with the Office of Scientific Affairs (hereinafter: OSA) regarding the execution of its tasks.

## **TASKS OF THE HEAD OF THE DOCTORAL SCHOOL**

### **Section 9**

- (1) The DSME is lead by the head of the doctoral school The tasks are the following:
  - a) ensure that the high quality scientific activities of the doctoral school, as well as the education are continuously maintained;
  - b) provide the financial, infrastructural and professional conditions necessary for doctoral students to pursue their study and research activities.
  - c) coordinate the doctoral programme;
  - d) direct the work of the DCD and bear responsibility for the implementation of the Council resolutions;
  - e) harmonize and support high quality professional work;
  - f) represent the Doctoral School;
  - g) direct and represent the operation of the doctoral school and cooperate with the UDHC;
- (2) The work of the head of the doctoral school is assisted by the deputy head of the school, the secretary of the DSME, the assistant secretary, and the scientific desk officers who work with the faculty, research leaders, supervisors and department heads.
- (3) The detailed responsibilities of those involved in the decision-making process for doctoral education and those involved in the study process are set out in the relevant sections of the DHR and AER of NUPS.

**CHAPTER III**  
**THE DOCTORAL PROGRAMME OF THE DSME**  
**LOCATION, PHASES AND LANGUAGE OF THE DOCTORAL PROGRAMME**

**Section 10**

*Article 53 (1) of the NHE Act, Doctoral programmes is a study, research and reporting activity consisting of programmes and research, as well as research and dissertation phases, in the framework of individual or group programmes tailored to the characteristics of the discipline and the needs of the doctoral student.*

- (1) The location of the doctoral programme is the Zrínyi Miklós Barrack and University Campus. Exceptions to this are the study trips organized by the DS, institution visits, as well as internships planned in the 4-year research plan of the doctoral student and approved by the supervisor.
- (2) The doctoral training programme consists of two phases: the training and research and the research and dissertation phase. Requirements of these phases are defined in the Training programme of the DSME.
- (3) Language of the training: Hungarian and English The themes and topics of the foreign language programme shall be the same as of the Hungarian training programme.
- (4) Doctoral students may participate in part-time programmes at a foreign or other home university; Part-time programme (international or national): during the doctoral training programme, doctoral students may apply for a part-time programme, related to the research topic and also approved by the supervisor. This programme shall ensure the validity of the academic period in the doctoral programme of the home university. The time spent in part-time programme is considered in the doctoral training, hence the student status remains active. The completion of a part-time programme is recognized by credit points.

**FORMS, TIME, PROCESSES AND REQUIREMENTS OF THE DOCTORAL PROGRAMME**

**Section 11**

- (1) Doctoral education is organized in full-time and part-time, as well as non-organized training.
  - a) *organized forms of doctoral programmes:*
    - aa) *organized full-time (full-time, scholarship or self-financed) - full-time programmes, where the applicant has an employment relationship with an institution or research institute that has entered into a cooperation agreement with the University and carries out its research work in the framework of research and creative activities;*
    - ab) *part time (distance learning, self-financed);*
    - ac) *individual (self-financed);*
  - b) *unorganized training: individual preparation*

- (2) The organized doctoral training is unified, consisting of a 48-month training period which comprises eight active semesters, 4 active academic years and maximum 4 passive semesters.
- (3) ***NHE Act 56. § (1) The academic year constitutes of registration, study and exam periods. The registration period is at least five business days (which can also be the first five days of the term). The study period is 15-18 weeks and the exam period is 4-7 weeks, with the combined duration of the term and exam period not exceeding five months.***
- (4) ***NHE Act 56. § (2) The academic year is described as: calendar year of the beginning of the academic year / calendar year of the end of the academic year. A semester is described as: „fall semester”, and „spring” semester”.***
- (5) The training at the doctoral school begins with admission and can be divided into several stages. These are: the training and research phase is followed by the second phase of the doctoral training, namely the research and dissertation phase. The training programme ends with the acquisition of the absolutorium, which at the same time terminates the student status.
- (6) Following the acquisition of the absolutorium, doctoral students have a one-year preparation period, which concludes by applying for the degree procedure. The graduation process is a multi-step process, from application through public defence to graduation. During this period, the doctoral students acquire the doctoral candidate status.
- (7) In the case of scholarship programmes, the duration of the doctoral scholarship is up to eight semesters.
- (8) **ARTICLE 30 NHE ACT** The partial areas of the programmes, the minimum and expected credit points, the study obligations, the requirements of the scientific research work, the holding of classes (teaching), the system of checking the knowledge of the doctoral student, the examination period, the planning and reporting obligations of the doctoral student rules for programmes and foreign part-time programmes, the rules for crediting doctoral students in their doctoral school in another faculty or institution, in accordance with university regulations, shall be set forth in the DS curriculum and in the DS AER.
- (9) In all forms of doctoral programmes, the fulfilment of the requirements for the award of an absolutorium must be measured in terms of credits.
- (10) The duration of the organized programme is eight semesters, during which a total of at least 240 credits, as well as the other criteria set out in the DS programmes plan and AER are mandatory.
- (11) During the programme period, the doctoral student may choose extra subjects worth not more than ten percent of the credit required by the study obligation without paying any additional costs.

## **ADMISSION PROCEDURE**

### **Section 12**

***NHE Act; Article 40 (6) Doctoral studies shall be open to holders of a master's degree and professional qualification and at least one state-recognized general-level (B2-level) 'C' complex, or equivalent language examination.***

- (1) Admission to the doctoral training is based on the admission procedure.
- (2) Enrolment in the doctoral school is undertaken by one of the supervisors of the doctoral school.
- (3) One can apply for the topics announced by the Doctoral School, published on its website and on doktori.hu every year, by submitting the application form and its annexes (including the research plan).
- (4) The application requirements and procedure are regulated by the Chapter IV of the DHR.
- (5) The applicant is required to attend an admission interview which includes a habitus examination, the compliance to the requirements as well as the relevance of the research topic and its expected results. For a successful admission, a minimum of 60 entry points for full-time and part-time programmes, a minimum of 70 entry points for individual training and a minimum of 80 entry points for individual preparation are to be obtained.
- (6) The applicant shall receive a decision of the DCD on the enrolment.

## **STUDENT STATUS, ITS SUSPENSION AND TERMINATION**

### **Section 13**

- (1) Doctoral students enrolled in individual training programme can apply for the Doctoral Procedure in a separate request, after their application for the comprehensive examination has been accepted.
- (2) The student legal status remain active for doctoral students who announce the continuation of studies in the following semesters, certify the payment of the programmes costs in the case of self-financed doctoral studies, complete the semester requirements determined in the training plan and last but not least obtain 20 credits.
- (3) No new enrolment is required until the student status of a doctoral student is active. The PhD student enrolls in the Neptun system during the registration period from the second semester and decides on the continuation or suspension of the studies/student status. If doctoral students fails to register during the registration period they shall pay a registration fee.
- (4) A doctoral student participating in self-tuition programmes shall, at the time of enrolment, provide proof of payment of the tuition fee. Failing these, the semester will be inactive by the end of the first month of the term.
- (5) The student status is continuous even if the doctoral student takes part in part-time programmes at a foreign or other Hungarian university, and completes the tasks agreed with the supervisor and which can be evaluated with credit points.
- (6) If the doctoral student does not wish to fulfil the student obligation in the next programme period, or if does not apply for the following programme period, the student status shall be suspended. The period of consecutive suspension of student status may not exceed two semesters.
- (7) ***The head of the DS may authorize suspension of student status up to three times for a total of four semesters. The first suspension can only take place after the successful completion of the first semester. During the suspension of the student status the state doctoral scholarship cannot be granted, the doctoral student cannot take part in the programmes,***

*cannot obtain credit points, and does not have to pay the programme costs. During the suspension, the doctoral student may carry out data collection, scientific research, publication, participation in scientific conferences and competitions. For any work completed during the suspension, the doctoral student may be awarded credits in the first semester following the suspension.*

- (8) *NHE Act; 49. Section (1) In the course of studies at a higher education institution, the fulfilment of academic requirements shall be expressed in credit points and assigned to individual subjects and curriculum units (hereinafter referred to as credits). The progress of doctoral students in the given training is expressed by the amount and quality of the credits obtained.*
- (9) Eligibility criteria and other criteria are set out in the Training Plan and course programmes of the DSME. The rules for obtaining and recognizing credits must be introduced to students at the beginning of the training.
- (10) *A PhD student who does not fulfil the requirements but does not undertake individual programmes may continue the studies with the express written consent of the head of the DS. In this case, the doctoral student is required to complete credits for the semester in the following semester with obtaining credits required to complete the complex exam and additional criteria required by the programmes plan by the end of semester 4, and subject to all credits required to complete the programmes, and additional criteria must be met by the end of semester 8.*
- (11) At the request of the doctoral student, the doctoral school may authorize the interruption of student status for a period of more than two semesters, prior to the completion of the first semester, or for the duration of the study period, provided that the doctoral student cannot fulfil its obligations arising out of birth, accident, illness or any other unexpected reason, and it is duly justified by its own fault.
- (12) Further regulations of a passive semester are contained in the relevant parts of the AER and the DHR of NUPS.
- (13) *Article 59 (1) (3) of the NHE Act, The student status terminates if:*
  - a) on the day of admission, if the student was accepted by another higher education institution*
  - b) if the student announces the termination of student status, on the day of announcement,*
  - c) if the student is not allowed to continue the studies in Hungarian state (partially) scholarship-supported programmes and does not intend to continue it at self-financed programmes,*
  - d) on the last day of the semester in which the student obtained the pre-degree certificate (absolutorium),*
  - e) if the doctoral student status is terminated by the Rector due to unsuccessful notification on payment default and due consideration of the social status of the student, on the day of the decision on termination,*
  - f) the date on which the exclusion takes effect on the disciplinary decision,*



- g) if the condition stipulated in this Act for establishing a student status is no longer fulfilled, on the day when the decision terminating the matter becomes final,*
- h) if the student participating in the programmes supported by a Hungarian state (partial) scholarship withdraws its statement as per Section 48 / D. (2) and does not undertake to participate in self-cost programmes,*
- i) if the doctoral student fails the comprehensive examination, on the day of failure or failure of the obligation,*
- j) at the end of the eighth semester of the doctoral programme for which the student is enrolled.*

**(3) The higher education institution shall also terminate the student status by unilateral declaration of a student, who**

- a) fails to fulfil the obligations relating to the progress of studies as laid down in the rules of study and examination and in the curriculum;*
- b) does not enrol for the third time in a row for the next semester,*
- c) in each case, however, the student must be requested in writing by the doctoral school to fulfil the obligations by the set deadline and be informed on the legal consequences of the failure.*
- d) Termination of student legal status; The reason for dismissal, the reason for termination of the student status, must be clearly stated and it must be demonstrated, where necessary, that the reason for the dismissal is real and reasonable.*

(14) For the establishment and suspension of student status and termination of the legal status, the relevant chapters of the DHR and the AER of NUPS shall apply.

## **DIFFERENT PROVISIONS FOR INDIVIDUAL PROGRAMMES**

### **Section 14**

- (1) The purpose of the individual programmes shall be to enable practitioners with significant scientific research experience and documented scientific performance (equivalent to at least 10 publications) to obtain a PhD in organized doctoral programmes in a facilitated way.
- (2) During the training period the student pursuing individual training establishes student legal status with the University. Doctoral students in individual programmes shall be exempt from contact hours, but their preparation shall entail consultation and examination requirements. The duration of individual training is four years (48 months).
- (3) The pre-conditions of receiving the pre-degree certificate are the accumulation of no fewer than 240 credits.
- (4) On the basis of the academic and research achievements of the individual programme prior to enrolment, DS may award credit points as follows:
- (5) 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).

- (6) Further study and research tasks to be performed during the training period are determined by the supervisor in consultation with the doctoral student, considering the scientific history and previous performance of the doctoral student.
- (7) Doctoral students in individual preparation do not have any specific credit obligations per semester. They are following their own individual plan with the guidance of the supervisor. At the end of each semester, doctoral students in individual preparation shall prepare a report on the acquired credits and submit it to the doctoral school.
- (8) In the case of successful preparation for the students in individual preparation, if the prescribed conditions have been fulfilled, the doctoral school will issue an absolution upon completion of its studies.
- (9) Otherwise, the general rules shall apply to doctoral students in individual programmes.

## **INDIVIDUAL PREPARATION REGULATIONS**

### **Section 15**

***Article 53 (3) NHE Act Doctoral students may also be admitted to the degree program individually, provided they have fulfilled the requirements for admission and doctoral programmes. In this case the student's legal status is created by passing the comprehensive examination.***

- (1) The aim of the individual preparation is to have documented teaching and research achievements of at least 5 years and at least 150 credit points in the disciplines covered by the Regulation, both at home or abroad, with a master's degree and qualification allow applicants to obtain a PhD degree without attending an organized doctoral program. Individual preparation may only be accepted in well justified situations.
- (2) Doctoral students enrolled in individual training programme can apply for the Doctoral Procedure in a separate request, after their application for the comprehensive examination has been accepted. The student status of doctoral students in individual preparation is established upon the application to the comprehensive examination.
- (3) By admission to individual preparation, the University recognizes the minimum credits required for admission to the comprehensive examination, with the possibility that additional credits may be granted upon application based on previously acquired knowledge and competencies. The post-admission comprehensive examination is part of the first semester of the research and dissertation phase.
- (4) Further regulations of individual preparation are contained in the relevant parts of the AER and the DHR of NUPS.

## **OBLIGATIONS OF STUDENTS AFTER ENROLMENT**

### **Section 16**

- (1) The doctoral student will be admitted to the postgraduate training after filling the form attached in Appendix 2. Doctoral students then make a statement regarding the processing of their data in accordance. The doctoral student shall prepare a four-year individual academic and research pro-gram 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 (31 January). The program shall be made in three copies in line with the sample in Appendix 5.

- (2) The four-year study and research programme (plan) of the organized training is based on the curriculum (Appendix 12), but the doctoral student may deviate from this subject with the approval of the supervisor. In the case of an external supervisor, the doctoral student shall submit the application to the scientific secretary for financial planning by 30 October.
- (3) The academic and research programme shall be approved by the head of the relevant research field on the recommendation of the supervisor. 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) From the second semester onwards and 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 Appendices 6. It shall be signed by the supervisor and approved by the head of research field.
- (5) 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.
- (6) If in the given semester the student pursues studies at another higher education institution and wishes to validate credits earned there, the sections of the Academic and Examination Regulations related to part-time programme shall apply. Nevertheless, the academic and research plan is to be coordinated with the supervisor.

## **RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS**

### **Section 17**

- (1) A student enrolled in a doctoral school shall have the status of a doctoral student and, in accordance with the relevant parts of the DHR:
  - a) may choose the form of programmes (full-time, part-time, individual programmes, individual preparation);*
  - b) may suspend the studies for a total period not exceeding 4 semesters;*
  - c) may request to change the subject or the title of the dissertation;*
  - d) may participate in part-time programmes at a foreign or other home university;*
  - e) may undertake teaching duties;*
  - f) the costs of programmes and graduation may be borne by their employer;*
  - g) may use the University's infrastructure;*
  - h) may choose the supervisor, co-supervisor and tutor;*
  - i) with the exception of full-time doctoral students, research area outside the University may be designated with appropriate conditions;*
  - j) may select subjects and research seminars, except as required;*
  - k) may comment on the activities of the lecturers;*

- l) may participate in competitions, scientific research projects, work in scientific forums, publish research results;*
- m) may be eligible for grants, exemptions and facilities as specified by law, university regulations;*
- n) may make suggestions and request meaningful answers on any matter related to the life of the University and the DS;*
- o) may apply for admission to another doctoral school;*
- p) may be elected to the Boards of DS and the University with the right of consultation;*
- q) may appeal against a decision or action or failure to act by the University;*
- r) may exercise other student rights as set forth in the NHE Act;*
- s) is entitled to representation.*

**(2) The doctoral student shall:**

- a) comply with the regulations of the University, in particular with these Regulations, and with the requirements of the DS SER and other requirements specified in the DS programmes plan;*
- b) participate in the obligatory mergers, except for the individual trainers;*
- c) the sectoral doctoral student must notify the service supervisor about the change in the form of education, the suspension of student status and the application to part-time programmes abroad;*
- d) pay the fees and reimbursements for doctoral studies in accordance with applicable laws and regulations;*
- e) adhere to scientific ethical rules and standards of conduct;*
- f) Fulfil other student obligations stipulated in the NHE Act and the university regulations.*
- g) attend in person orientation courses at the doctoral school, DSME conferences and semester credit reports.*

## **CHAPTER IV**

### **ACADEMIC REQUIREMENTS AND OBLIGATIONS WITHIN THE DSME**

#### **GENERAL PROVISIONS**

##### **Section 18**

*NHE Act; 49. Section (1) In the course of studies at a higher education institution, the fulfilment of academic requirements shall be expressed in credit points and assigned to individual subjects and curriculum units (hereinafter referred to as credits). The progress of doctoral students in the given training is expressed by the amount and quality of the credits obtained.*

- (1) As part of the organised training, doctoral students must complete a minimum of 240 credits by the end of the 8th semester as a prerequisite to obtaining the absolutorium.

- a) minimum 50 credits for academic results;
  - b) minimum 170 credits for scientific researches;
  - c) maximum 20 credits for holding lectures (teaching); Altogether 240 credits.
- (2) The doctoral training programme consists of two phases, 4 semesters each. An average of 30 credits, but at least 20 credits need to be collected during each semester. A student pursuing individual training may earn any amount of credits per semester;
  - (3) By the end of the first phase, ie. the end of the 4th semester, doctoral students must obtain at least 90 credits and 8 publication points. Of which a minimum of 50 credits must be collected for academic achievements.
  - (4) At the end of the fourth semester of the training and research phase, doctoral students must pass a comprehensive examination. Upon successful completion of the comprehensive examination, doctoral students enter the 4-semester long research és dissertation phase.
  - (5) Throughout their studies, doctoral students may choose extra courses worth not more than ten percent of the total 55 credits required by the study obligation without paying any additional cost.
  - (6) The above requirements of the training programme are identical to the requirements of the organized training programme. Doctoral students enrolled in individual training programme - with the exception of the first semester - shall obtain the 240 credits in accordance with their own research plan, and the necessary number of credits is to be obtained by the end of the training and research phase. Doctoral students with individual training plan, however, are not required to attend PhD classes.
  - (7) Doctoral students are required to participate at the beginning of each semester to an orientation session with the aim of learning about the new procedures and new topics of discipline.
  - (8) The doctoral student shall regularly meet with the supervisor at least once a month.
  - (9) Doctoral students are also requested to contact the lecturer of each course by the end of the first month of the semester in order to clarify the course requirements.

## **EVALUATION OF STUDIES**

### **Section 19**

***Article 56 (6) NHE Act Student performance can be assessed throughout the training period. The assessment of knowledge can be done through a variety of assessment methods: diagnostic, supportive (formative), summative, and continuous or one-time assessment. Evaluation methods and occasions can be used together. The courses, curriculum units can be completed with a mid-term exam mark. The mid-term mark is based on a continuous assessment and the requirements of the given course.***

- (1) The exam mark is determined on the basis of an oral or written examination during the exam period. Assessment of knowledge can be: a) 5-grade: Excellent (5), Good (4), Medium (3), Sufficient (2), Insufficient (1) rating, Report can be 3-grade: Excellent (5), Satisfactory (3) ), Failed (1) rating.

- (2) The detailed rules and procedures for the examination and the rules related to failed exams are contained in the relevant parts of the AER of NUPS.
- (3) The participants in the organized training shall close the semester with credit recognition by submitting a semester credit report form to the secretary of the doctoral school (Appendix 7).
- (4) Compliance with the requirements for scientific research is provided by the supervisor, the head of the department responsible for the subject matter in agreement with the supervisor (exceptionally the head of the research area), the subject is instructed by the lecturer in the NEPTUN system.
- (5) A doctoral student may continue the studies if a minimum of 20 credits (70%) has been earned and all the set requirements have been met. In a particularly justified case, upon request of the doctoral student, on the basis of an individual assessment, the head of the doctoral school may waive the requirement of 20 credit points, however, the delay must be completed in the next semester.
- (6) The training and criteria requirements can be met by fulfilling the study, research, publication, and classroom instruction requirements, the proposed schedule of which is set out in Appendix 12. (sample).

## **ACADEMIC REQUIREMENTS**

### **Section 20**

- (1) The academic requirements include attending classes, completing subject requirements, and taking reports, exams, etc. appropriate to the course type.
- (2) The lesson (contact hour) is the unit time of the activities in the recommended curriculum that require the involvement of an instructor. Course types: Lecture, Seminar, E-Seminar, Classroom Practice, Lesson Practice, Field/Shooting Practice, Laboratory Practice, Workshop Practice, Professional (Teaching) Practice, Consultation, or a Combination of these.
- (3) The course is a basic unit of the doctoral curriculum and is subject to conditions of admission and completion. The knowledge to be acquired in each course is determined by the subject programmes of the courses included in the Training Plan.
- (4) If justified and related to the research topic, doctoral students may register for courses announced by other doctoral schools.
- (5) The list of mandatory, mandatory-elective courses and the syllabus for the study obligation are contained in section 2.2 of the DSME Training Plan.

## **SCIENTIFIC RESEARCH REQUIREMENTS**

### **Section 21**

- (1) In regards to scientific research activities, during the first part of the training programme (semesters 1-4), doctoral students must gain at least 12 credits in each semesters. In the second part of the training programme (semesters 5-8) doctoral students must gain at least 20 credits in each semesters. By the end of the doctoral programme, at least 170 credits must be collected. Credits may be acquired through the scientific activities determined in Appendix 3.

- (2) The points related to the publications are also determined in Appendix 1. The associated value is relevant when applying for the doctoral degree procedure. In case of co-co-authorship, a co-authorship declaration must be attached to the publication (Appendix 9).
- (3) In order to meet the requirements of the scientific research work, doctoral students are requested to sign up for the “Scientific research” course of the respective semester (Scientific research I-VIII).<sup>2</sup>
- (4) The supervisor is to acknowledge each semester the academic activity of doctoral students through the “Semester credit report” by recognizing the credit points. It is mandatory to indicate the link to the published articles of doctoral students on the Repository of Hungarian Scientific Works (MTMT).
- (5) Further requirements of the acceptance of scientific research work are 1) presenting the 4-year research plan and the yearly progress at the end of the second semester within the framework of the Scientific research II. course and 2) presenting the research results at the end of the seventh semester within the framework of the Scientific research VII. course. The scientific achievements are to be presented in a conference of the DSME organized in May and November. In addition, at the end of semesters V-VIII, during the “Dissertation Activity” reporting workshops, the doctoral student must present the research results of the semester to the lecturers and students of the research field.
- (6) Eligibility criteria and other criteria are set out in the Training Plan and course programmes of the DSME.

## **TEACHING REQUIREMENTS**

### **Section 22**

- (1) Teaching can only be conducted with the permission of the head of the relevant department, in the research topic of the doctoral student – or in a topic close to that research field. A doctoral student employed as a teacher is not allowed to earn credits through teaching at the same university.
- (2) Four classes held are equal to one credit. 5 credits per semester may be acquired for teaching. In the first and second phase of the doctoral programme 10 credits may be obtained respectively, while a total of 20 credits may be collected during the entire training programme.
- (3) Regulations defined in the present do not apply to doctoral students in individual preparation. The regulations applicable to doctoral students enrolled in individual preparation and individual training programme are defined in the Doctoral and Habilitation Regulations of the University (DHR).

## **CREDIT ACCEPTANCE**

### **Section 23**

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<sup>2</sup>The Roman numeral next to the course title indicates the semester when the course can be taken.

- (1) Preliminary credits may not be obtained for teaching or other academic activities (for instance: completing a course). A maximum of 16 academic credits may be accepted for students pursuing individual training.
- (2) Any result of scientific research work completed within three years prior to the admission into the doctoral school - linked to the research topic of the doctoral student - may be recognized with credits according to Appendix 3. In case the preliminary achievements are not directly linked to the research topic of the doctoral student, 50% of the credit points may be awarded to the doctoral student.
- (3) At the request of the student, with the consent of the supervisor, the head of the doctoral school decides on the recognition of credit points in scientific research. The credit recognition form must be submitted to the doctoral school secretary until the first exam period. (Appendix 4)
- (4) As part of a preliminary credit recognition, for individual preparation a maximum of 20 credits, for other training forms, a maximum of 80 scientific credits may be accepted in the first semester.

### **Acceptance, change of supervisor, title and research topic**

#### **Section 24**

- (1) Students enrolled in PhD programmes in other higher education institutions may apply for acceptance to a doctoral school at the University. Further conditions are regulated by the Doctoral and Habilitation Regulations of the University.
- (2) If the relationship between the doctoral student and the supervisor jeopardizes the success of the programmes or the degree, or the supervisor is unable to fulfil the supervisory duties, the doctoral student may initiate a change of topic or supervisor at the DS.
- (3) The title of the doctoral dissertation may be modified maximum twice, but this shall not imply any modification of the research topic. The title change may also be proposed during the preliminary defence.
- (4) Up until the 5th semester, the supervisor and the doctoral student may also request the doctoral dissertation title change. The change of topic may be proposed by the comprehensive examination committee with the consent of the doctoral student. Changes in the research topic shall be decided by the DCD on the proposal of the head of the DS and the approval of the new topic draft.

### **PARALLEL DEGREE PROGRAMME**

#### **Section 25**

- (5) Doctoral students - if approved by the supervisor - may attend a parallel degree programme in another higher education institution. Enrolment in a parallel degree programme must be reported to the secretary of the Doctoral School of Military Engineering.
- (6) Acknowledging the attended courses and completed research tasks in the other HIE, is within the competence of the DCD. The decision is made by the DCD following a supervisory proposal.



## **TESTING KNOWLEDGE**

### **Section 26**

- (1) The semester mark is determined by the supervisor, in the case of research activities by the supervisor, in the case of the lecturer, and by the head of the department by signing an electronic markbook.
- (2) The doctoral student shall complete the courses with a practical grade, exam, mid-term evaluation, practical grade for scientific research or a report on the dissertation activity. Testing may be conducted by exam, mid-term evaluation, or 5-point grading scale in case of practical courses. The rating scale of the evaluation is as follows: Passed, and Failed.
- (3) During the doctoral training programme, the knowledge of doctoral students in each academic subjects is tested in accordance with the Curriculum. The requirements of each tests are described in the Course Programs.
- (4) In case of a failed exam, the regulations of the AER of NUPS shall be applied.

## **COMPREHENSIVE EXAMINATION**

### **Section 27**

- (1) During the doctoral program, at the end of the fourth semester, as a conclusion of the training and research phase and as a condition for the commencement of the research and dissertation phase, a comprehensive examination shall be taken, which measures and evaluates the academic and research progress.
- (2) Admission to the comprehensive examination requires at least 90 credits collected during the training and research phase, as well as all the other credit points for academic achievements. The latter requirement does not apply to students in individual preparation for a doctoral degree. A further requirement is the submission of the Application Form for the comprehensive examination (Appendix 10), the accompanying Research Report (Appendix 10a) and the publication list, as well as the submission of special prints to the doctoral school secretary.
- (3) It is mandatory for doctoral students to obtain at least 8 credits based on the Publication Score Table of the DHR during the first period of the doctoral training programme. This shall include at least two scientific articles published in an A, B, C or D category peer reviewed journal - defined by the Committee on Military Science of the HAS.
- (4) The applicant should acquire documented teaching activities or research work equal to 150 credits, and 20 credits for publication which are mandatory for obtaining the degree.
- (5) The comprehensive examination consists of two major segments: the first part is to assess the theoretical preparedness of the doctoral students (“theoretical part”), while during the second part, doctoral students present their scientific achievements (“dissertation part”).
- (6) The content, execution and evaluation of the comprehensive examination are detailed in the section 3.2 of the DSME Training programme.

- (7) Doctoral students may receive 20 credits - registered during the fifth semester - upon successful completion of the comprehensive examination.
- (8) A failed comprehensive examination may be retaken once, in the same term.
- (9) The organization, execution and evaluation of the comprehensive examination are regulated in the relevant sections of the DHR.

## **PRELIMINARY DEFENCE OF DRAFT DISSERTATION**

### **Section 28**

- (1) At the request of the supervisor, the head of the doctoral school may authorize the conduct of a preliminary defence in the final semester to discuss the draft dissertation of the doctoral student.
- (2) The organization of a preliminary defence is regulated in the Chapter V of the DHR of NUPS.
- (3) The preliminary defence request is set forth in Appendix 13. The form must be submitted to the doctoral school secretary.
- (4) By approving the preliminary defence - should all requirements met -, the head of the doctoral school acknowledges the completion of the minimum publication credits required for the initiation of the degree procedure.
- (5) Minutes shall be taken of the preliminary defence and sent to the DSME secretary. An example of the minutes can be found in Appendix 14.

## **COMPLETING THE TRAINING, THE REQUIREMENTS OF OBTAINING THE ABSOLUTORIUM**

### **Section 29**

- (1) The pre-degree certificate (absolutorium) certifies that doctoral students have fulfilled all the required coursework, scientific research and teaching activities (optional choice), have successfully passed - with the exception of language exams - all required exams, and have obtained the 240 credits listed among the requirements. The certificate also proves - without any qualification or evaluation - that doctoral students have completed the set requirements of the doctoral training programme.
- (2) At the end of the eighth semester – if all conditions of issuing the pre-degree certificate exist – the Doctoral School issues the absolutorium. However, student only receive the certificate after the supervisor’s doctoral school on the 4-year progress has been submitted to the Doctoral School.
- (3) The absolutorium may be issued if 1) 240 credits are obtained at the end of the training programme, 2) compliance with the training requirements are met and 3) 20 publication credit points are achieved based on the list provided by the DHR. Additionally, doctoral students are required to publish five scientific articles about their research results. These publications consist of at least three single authored and one foreign language articles and are to appear in A, B, C or D category journal.
- (4) The four-year training period cannot be shortened and the pre-degree certificate cannot be issued earlier. The preliminary defence, however, may be conducted in the last semester.

- (5) The pre-degree certificate shall be signed by the Head of the Doctoral School.

## **FEES AND ALLOWANCES RELATED TO DOCTORAL AND GRADUATE STUDIES**

### **Section 30**

- (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. There is no tuition fee or scholarship paid during the study suspension period.

The amount of the tuition fee is determined by the Rector's instructions, the cases of partial or total exemption, the fees to be paid and the scholarships that can be granted to or claimed by students enrolled in the doctoral program are contained in the Student Fees and Allowances.

- (3) The exemptions are handled and regulated in the relevant sections of the DHR.

## **FINAL PROVISIONS**

### **31. Section 24**

- (1) The Regulations were accepted by the Senate decision .../2019. (...).
- (2) The Academic and Examination Regulations of the Doctoral School of Military Engineering enters into force the following day of its approval by the Board of Governors.
- (3) In cases not determined in the present Academic and Examination Regulations, the provisions of University's Academic and Examination Regulations and Doctoral and Habilitation Regulations shall apply.

**PUBLICATION SCORE TABLE**

<b>Publication type</b>	<b>Participation rate (%)</b>	<b>Points</b>
<b>Peer-reviewed Book, competition, note:</b>		
Book (8 points)		
Book Chapter (4 points)		
Edited book article, university note (3 points)		
Material accepted for international or national scientific competition (study) (2 points)		
<b>II. PEER REVIEWED JOURNAL ARTICLE (ON-LINE TOO)</b>		
In a foreign language journal (6 points)		
In a foreign language journal appearing in Hungary magazine (4 points)		
In Hungarian-language (MTA category A, B, C, D) renowned periodical (2 points)		
<b>III. PEER REVIEWED JOURNAL ARTICLE (ON-LINE TOO)</b>		
In a foreign language journal (3 points)		
Foreign language article published in a Hungarian journal (2 points) magazine (2 points)		
Article in Hungarian (1 point)		
<b>IV. PRESENTATION IN AN INTERNATIONAL PROFESSIONAL CONFERENCE MATERIAL (ONLINE, HUNGARIAN AND IN OTHER COUNTRIES AS WELL)</b>		
Peer-reviewed presentation in foreign language (4 points)		
Non-peer reviewed foreign language presentation (3 points)		
Written reference (1 point)		
Foreign language abstract (2 points)		
<b>V. PUBLISHED IN A HUNGARIAN PROFESSIONAL CONFERENCE MATERIAL (ALSO ONLINE)</b>		
Foreign language presentation (2 points)		
Presentation in Hungarian (1 points)		
Foreign language abstract (1 points)		
Extract in Hungarian (0,5 points)		
<b>VI. OTHER SCIENTIFIC ACTIVITIES</b>		
Foreign patent (6 points)		
Creation, patent-based industrial production (4 points)		
Patent granted in Hungary (3 points)		
Study * (1 point)		

\* Only during the application or programme period.

## SUPPLEMENT TO THE PUBLICATION SCORE TABLE<sup>3</sup> SCOPE OF SCIENTIFIC PUBLICATIONS ADOPTED

When applying for the degree process, we take into consideration the publication of printed and / or electronic publications (journals, university / college textbooks, university, college notes, technical books, scholarly monographs, book excerpts, translations from ancient classics, conference abstract and extracts, etc.) which:

- a) the author presents the own research results (in the case of a book, the author shall use a detailed reference);
- b) contain precise literature references;
- c) have an ISBN or ISSN number;
- d) are peer-reviewed;
- e) Peer reviewed, refereed publication which:
  - ea) appeared at an internationally or at least nationally-listed publisher;
  - eb) has been written in a professionally accepted foreign language;
  - ec) is accessible in major public libraries;
  - ed) may be ordered or purchased.
- f) a short (1 page long) abstract or excerpt published in a conference proceeding or on a poster, which:

We take into consideration the completed technical work, the accepted domestic and foreign patents as publications; as a reference, documented implementation of the patent, industrial mass production.

The following shall not be taken into consideration for the doctoral procedure application:

- article in a daily newspaper or a non-professional weekly magazine (even if the topic is relevant to the research);
- article published as own edition (if it has not been peer-reviewed);
- handout, sample, compilation, editing, etc.;
- (book) translation with the exception of Ancient Classics;
- recension (book review) or critical analysis (except for a long analysis);
- research report prepared within the framework of a tender or a request;
- thesis work, dissertation;
- other manuscripts and texts;
- Science promotion article;
- non relevant interview (neither as a reporter nor as an interviewee).

**APPLICATION FORM**  
**(TO BE FILLED WITH CAPITALS)**

Name: .....

Student ID: .....Neptun code: .....

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

Place of birth, county, country: .....

Date of birth: .....

Nationality: .....

Social security number: ..... Tax ID: .....

Permanent address, county: .....

Mailing address: .....

E-mail, Phone: .....

Bank: .....

Account number: .....

Employer: .....

Address and Phone of the employer: .....

The costs are born by: .....

.....

Title of the dissertation: .....

.....

Supervisor: .....

I am fully aware of the university and faculty regulations and the requirements of the doctoral school related to doctoral training programme and degrees, and on the basis of these I have learned my rights and obligations.

I consent to the use of my data in the enrolment form for the institution's own purposes.

I declare that to the best of my knowledge and belief the information provided is true.

Done at: ....., .. month .....day, 20.... year

.....  
signature

\* Please underline what is applicable.

**CREDITS TO OBTAIN FOR SCIENTIFIC ACTIVITIES**

(for 100% contribution)

<b>Scientific activities</b>		<b>Credit</b>
<b>Book, course book, textbook</b>	Book published in Hungary	32
	Chapter in a book published in Hungary	20
	Scientific study in a book	20
	Printed or electronic course book in foreign language	24
	Printed or electronic course book in the native language of the PhD student	20
	Teaching material based on scientific research	12
<b>Peer-reviewed article in a journal</b>	Article published abroad in foreign language	24
	Article published in Hungary in foreign language	20
	Article published in a journal in the native language of the PhD student	16
<b>Non-Peer-reviewed article in a journal</b>	Article published abroad in foreign language	16
	Article published in Hungary in foreign language	12
	Article published in a journal or an electronic site in the native language of the PhD student	10
<b>Participation in international scientific conference (in foreign language)</b>	Publication of the presentation in a peer-reviewed, foreign language proceeding	24
	Publication of the presentation in a non-peer-reviewed, foreign language proceeding	16
	Publication of the presentation in a foreign language proceeding	14
	Foreign language presentation	6
	Poster in foreign language	6
	Complementary lecture in foreign language, submitted in writing and published in conference proceedings	4
<b>Participation in national scientific conference</b>	Publication of the foreign language presentation in a foreign language proceeding	12
	Publication of a contribution in native language in conference proceedings	10
	Publication of native language presentation in conference proceeding	8
	Foreign language presentation	4
	Poster in foreign language	4
	Presentation in native language	2
	Poster in native language	2
	Complementary lecture in native language, submitted in writing and published in conference proceedings	2
<b>Scientific tenders</b>	Participation in international scientific conference (in foreign language)	12
	Participation in national scientific conference	10
	Participation in university-level scientific conference	6
<b>Patent, invention</b>	Foreign patent	30
	Creation, patent-based industrial production	24
	Patent granted in Hungary	20
<b>Other scientific activities:</b>	Summary of professional literature relevant to the research topic <sup>2</sup>	9
	Doctoral draft dissertation prepared for preliminary defence during the training programme	30
	A study or review of a research topic that can be researched in library	6
	“Research report” prepared and approved for the comprehensive examination	20
	Research and Teaching	2

Note: In case of co-authorship, the number of credits is to be determined in accordance with the co-author declaration and confirmation.

1. To be accepted, if the presentation material has not been published.

2. Applicable only to the first semester
3. Applicable only to the fifth semester
4. Teaching or other research organization activity at the doctoral school or at the specific department may be accepted once a year.



# **FORMS OF EDUCATION IN THE DOCTORAL SCHOOL**

**PREVIOUS SCIENTIFIC ACTIVITY RECOGNITION REQUEST**

**Name of the doctoral student:**

**Research area:**

**Supervisor:**

**a) publication(s) in the past three years:**

Publication type			Source of the journal or issue	Credits	Publication points
author, title and date of publication	language	participation rate (%)			

\*In case of co-authorship

\*\*Based on the Publication Score Table In case of co-authorship, the participation rate

**b) other scientific activities (lecture, tenders, etc):**

Scientific activities			Credits
description	place	time	

Attached certificates and copies

Budapest, 20. ....

.....  
doctoral student

Proposal of the supervisor:

.....  
supervisor\*

Credits to be recognized:

.....  
head of the doctoral school

\*Please also type names.

*Appendix 5.*

# **Doctoral School of Military Engineering**

Founded in 2002

---

**Approved!**

20.....

.....

Head of the research area

## **FOUR-YEAR INDIVIDUAL STUDY AND RESEARCH PROGRAMME full-time/part-time/individual doctoral programmes**

**(name, rank)**

**from 1 September 20.. until 31 August 20..**

.....

doctoral student\*\*

\*Blank sections may be deleted.

\*\*Please also type names.

## PERSONAL INFORMATION

**Name, military rank:**

**Mother's maiden name:**

**Nationality:**

**ID number:**

**Address:**

**Mailing address, Phone:**

**E-mail:**

**Work:**

**Position:**

**University degree:**

**Name of the University:**

**Faculty, department:**

**Degree number:**

**Qualifying exam:**

**Language proficiency:**

	<b>First language</b>	<b>Second language</b>	<b>Other languages</b>
<b>Language:</b>			
<b>Proficiency level:</b>			
<b>Degree number:</b>			
<b>Institution:</b>			

**Doctoral School:** Doctoral School of Military Engineering

**Available training programmes:** Full-time / Part-time / Individual training\*

**Research area:**

**Research topic:**

**Title of the dissertation:**

**Supervisor** (name, military rank, scientific degree):

**E-mail:**

**Mailing address, Phone:**

\*Underline as appropriate

# PLANNED ACADEMIC REQUIREMENTS

## Semesters 1-4

### MANDATORY COURSES OF THE 1ST SEMESTER

#### INTRODUCTION COURSES:

1. **Military Engineering Skills** (code: HKDID0001), 2 credits
2. **Disaster Management, Environment Security** (code: HKDID0002), 2 credits
3. **Defence of Critical Infrastructures** (code: HKDID0003), 2 credits
4. **Information Operations** (code: HKDID0004), 2 credits
5. **Military Logistics** (code: HKDID0006), 2 credits

100/full-time; 30/part-time Introduction courses (code: HKDID0000)

Examination requirement: mid-term evaluation per course;  
combined exam.

#### SCIENTIFIC RESEARCH

**Theory and Methodology of Scientific Research** (code: HKDID0005), 3 credits

40/full-time; 12/part-time courses

Examination requirement: practice

### MANDATORY COURSES OF SEMESTERS 2-4

#### MILITARY SCIENCE COURSES:

1. **Foundations of Military Science** (code: HKDID0007), 2 credits

20/full-time; 6/part-time courses

examination requirement: mid-term evaluation

Planned semester: II.

2. **Classics of Military Science** (code: HKDID0008), 2 credits

20/full-time; 6/part-time courses

Examination requirement: mid-term evaluation

Planned semester: III.

### MAIN COURSES WITHIN THE RESEARCH AREA

#### a) Mandatory-elective course within the research area

..... (code: HKDID...)

60/full-time; 20/part-time courses

Examination requirement: lecture

Planned semester: II.

#### b) mandatory-elective course within the research area

..... (code: HKDID...)

60/full-time; 20/part-time courses

Examination requirement: lecture

Planned semester:

#### c) mandatory-elective course within the research area

..... (code: HKDID...)

60/full-time; 20/part-time courses

Examination requirement: lecture

Planned semester:

## MANDATORY COURSES OF THE 5TH SEMESTER

1. **Research Management** (code: HKDID0318), 2 credits  
20/full-time; 6/part-time courses  
Examination requirement: mid-term evaluation  
Planned semester: V.

## MANDATORY COURSES OF THE 8TH SEMESTER

1. **Basics of the Doctoral Procedure** (code: HKDID0311), 2 credits  
20/full-time; 6/part-time courses  
Examination requirement: mid-term evaluation  
Planned semester: VIII.

## ELECTIVE COURSES\*

### Elective courses within the research area

- a) ..... (code: HKDID...)  
30/full-time; 10/part-time courses  
Examination requirement: lecture  
Planned semester:

- b) ..... (code: HKDID...)  
30/full-time; 10/part-time courses  
Examination requirement: lecture  
Planned semester:

### Elective course within own or other research area

- c) ..... (code: HKDID...)  
30/full-time; 10/part-time courses  
Examination requirement: lecture  
Planned semester:

## RESEARCH SEMINARS\*

### Elective research seminars within the research area

- a) Processing and Publication of Research Data (code: HKDID0309), 2 credits  
20/full-time; 6/part-time courses  
Examination requirement: practice  
Planned semester: II.

- b) ..... (code: HKDID...)  
20/full-time; 6/part-time courses  
Examination requirement: practice  
Planned semester:

- c) ..... (code: HKDID...)  
20/full-time; 6/part-time courses  
Examination requirement: practice  
Planned semester:

\*Please indicate the credit value for each courses

# **PLANNED SCIENTIFIC RESEARCH**

**Semesters 1-8**

## **1. GENERAL DESCRIPTION OF THE RESEARCH**

**Title of the research topic:**

**Formulation of the scientific problem:**

**Hypotheses:**

**Research objectives:**

**Research methods:**

**Synopsis of research topic:**

Introduction

Main sections

Conclusion

**Expected new scientific result(s):**

**Research schedule:**

01 September 20.. - 31 June 20..

01 September 20.. - 31 June 20..

01 September 20.. - 31 June 20..

01 September 20.. - 31 June 20..

## 2. RESEARCH AND SCIENTIFIC PUBLICATION SCHEDULE

### 2.1. Planned research courses

Se- mes- ter	Description and code of research course	Credit
1.	Scientific research I. (HKDID0303)*	
2.	Scientific research II. (HKDID0304)*	
	Processing and Publication of Research Data (HKDID0309)	2
3.	Scientific research III. (HKDID0305)*	
4.	Scientific research IV. (HKDID0306)*	
5.	Scientific research V. (HKDID0307)**	
	Dissertation activities V. (HKDID0314)	5
	Research Management (HKDID0318)	2
6.	Scientific research VI. (HKDID0308)**	
	Dissertation activities VI. (HKDID0315)	5
7.	Scientific research VII. (HKDID0312)**	
	Dissertation activities VII. (HKDID0316)	5
8.	Scientific research VIII. (HKDID0313)**	
	Dissertation activities VIII. (HKDID0317)	5
	Basics of the Doctoral Procedure (code: HKDID0311)	2
<b>Total:</b>		

\*At least 12 credits,

\*\*At least 15 credits,

Note: The credit points of a scientific activity listed in the credit allocation table (app. 3) constitute the credit points of the Scientific research I-VIII courses. In case doctoral students do not acquire credits for scientific publications in the given semester, or, based on the credit points listed in Appendix 3, they have not collected 12 credits during the first four semesters and 15 credits in the last four semesters, the supervisor of doctoral students may grant 12 credits for the completion of the “Scientific research I-IV” courses and 15 credits for the completion of the “Scientific research V-VIII” courses. This shall be recorded in the written semester report of the supervisor. Alternatively, doctoral students are eligible only to the credit points related to the relevant scientific research.

### 2.2. Planned publications

Topic	To be published in	Lan- guage	Planned semes- ter

### 2.3. Planned participation in international scientific conference

Topic	Planned conference	Lan- guage	Planned semes- ter

### 2.4. Planned teaching activities:

Title and code of course/topic	Department name	Planned se- mester	Number of classes	Credits



<b>Total:</b>		
---------------	--	--

Note: Optional teaching activities may be included between the 3rd and 8th semesters.

**TOTAL CREDITS PLANNED**

<b>Areas of the training programme</b>	<b>Credits</b>
Academic requirements (at least 50 credits)	
Scientific research (at least 170 credits)	
Teaching (maximum 20 credits)	
<b>ALTOGETHER:</b>	

**Other activities:**

Budapest, 20.....

.....  
doctoral student\*

**Proposal, opinion of the supervisor**

Budapest, 20.....

.....  
supervisor\*

\*Please also type names.

## CURRICULUM FOR THE FIRST 4 SEMESTERS OF THE DOCTORAL PROGRAMME

<b>Doctoral student:</b>		<b>Supervisor:</b>	
<b>Research topic:</b>			
<b>Research area:</b>			
Se- mester	Introduction courses and mandatory- elective/elective courses	Other elective courses	Mandatory-elective and elective research seminars
<b>1</b>	<b>Introduction courses:</b> 1. Military Engineering Skills (HKDID0001) 2. Disaster Management, Environment Security HKDID0002 3. Defence of Critical Infrastructures HKDID0003 4. Information Operations HKDID0004 5. Military Logistics HKDID0006		1. Theory and Methodology of Scientific Research HKDID0005
<b>2.</b>	1. <i>(Course within own research field)</i> HKDID.....	1. Foundations of Military Science HKDID0007	1. Processing and Publication of Research Data HKDID0309
<b>3.</b>		1. Classics of Military Science HKDID0008	
<b>4.</b>			
<b>5.</b>			1. Research Management HKDID0311
<b>8.</b>			1. Basics of the Doctoral Procedure HKDID0318
<b>Total:</b>			

Budapest, 20. ....

.....  
supervisor\*

.....  
head of the research area\*

.....  
doctoral student\*

Heads of the relevant departments hereby approve by signing

.....  
head of department\*

.....  
head of department\*

.....  
head of department\*

\*Please also type names.

**DOCTORAL SCHOOL OF MILITARY ENGINEERING  
Founded in 2002**

**Approved!**

20.....

.....

Head of the research area\*

**SEMESTER STUDY AND RESEARCH PLAN**

**for the \_\_\_\_\_ semester of the \_\_\_\_\_ academic year**

**( \_\_\_\_\_ academic semester)**

**(name, rank)**

.....

(doctoral student)\*

\*Please also type names.

**Personal data:**

Name, military rank:

Mother's maiden name:

Permanent address and phone number:

Mailing address, Phone, E-mail:

Work phone:

Position:

**University degree:**

Name of the University:

Faculty, department:

Degree number:

**Language proficiency:**

	First language	Second language	Other languages
Language:			
Proficiency level:			
Degree number:			
Institution:			

**Doctoral programme:**

Research area:

Title of the topic:

**Supervisor:**

Name, military rank, scientific degree:

Mailing address, Phone:

**Available training programmes:** Full-time / Part-time / Individual training\*

\*Underline as appropriate

**Planned scientific work for the semester**

Course name and code: (HKDID.....)

Course responsible:

Number of classes:

Examination requirement:

Course name and code: (HKDID.....)

Course responsible:

Number of classes:

Examination requirement:

Course name and code: (HKDID.....)

Course responsible:

Number of classes:

Examination requirement:

**Planned scientific work for the semester**

Research schedule:

Second language exam:

Planned conference:

Planned publications:

Budapest, 20. ....

.....  
doctoral student\*

Proposal, opinion of the supervisor:

Budapest, 20. ....

.....  
supervisor\*

\*Please also type names.

**DOCTORAL SCHOOL OF MILITARY ENGINEERING**  
**Founded in 2002**

**CREDIT REPORT**

\_\_\_\_\_ academic year \_\_\_\_\_ semester (\_\_\_\_\_. academic semester)

**Name:**

**Research area:**

**Title of the research topic:**

**Supervisor:**

**Completing academic requirements:**

Course/research seminar name		Exam			Credit
description	code	type	timing	mark	
<b>TOTAL:</b>					

**Published scientific work:**

Publication type			Source of the journal or issue	Credit	Publication points
author, title	language	participation rate (%)			

\*In case of co-authorship A co-author contribution statement shall be filled out. In case the publication has not been published yet, it is required to attach the declaration of acceptance.

\*\*Based on the Publication Score Table In case of co-authorship, the participation rate is considered.

**Holding lectures at scientific conferences:**

Lecture*				Credit
title	language	place	timing	

\*A proof of participation is required. If the lecture has been published in written, the credits may be allocated according to the publication score table In this case, it shall not be listed here.

**Other scientific activities** (previous credit recognition, tenders, patent, invention, monograph etc):

Scientific activities			Credit
description	place	result	

**Number of credits obtained in the semester**

Areas of the training programme	Credit	Publication points
Academic requirements ( <i>only in semesters 1-4</i> )		-
Dissertation activities ( <i>only in semesters 5-8</i> )		-
Scientific research**		-
Publication		
Conference presentation		-
Other scientific activities		-
Teaching ( <i>only in semesters 3-8</i> )		-
<b>ALTOGETHER:</b>		

\*\*Based on the Publication Score Table In case of co-authorship, the participation rate is considered.

\*\*In case doctoral students do not acquire credits for scientific publications in the given semester, or, based on the credit points listed in Appendix 3, they have not collected 12 credits during the first four semesters and 15 credits in the last four semesters, the supervisor of doctoral students may grant 12 credits for the completion of the “Scientific research I-IV” courses and 15 credits for the completion of the “Scientific research V-VIII” courses. This shall be recorded in the written semester report of the supervisor. Alternatively, doctoral students are eligible only to the credit points related to the relevant scientific research.

**Written assessment of the supervisor:** \*\*

Criteria:

1. Completing academic requirements:
  
2. Summary of research activities:
  
3. Characteristics of publication activities, relation of publications to the entire research work

Budapest, 20. ....

.....

doctoral student\*

.....

supervisor\*

\*Please also type names.

\*\*A detailed supervisory assessment is required.

.....  
**To the head of the doctoral school**

**Budapest**

**Subject:**

**ABSOLUTORIUM REQUEST**

**Dear Mr. Professor,**

..... (name, rank) has completed his/her doctoral studies in the  
..... research area between .....20.... - .....20....

I am hereby sending the relevant report to the Doctoral Council of the Discipline of the DSME.

I hereby ask the Doctoral Council of the Discipline to - in accordance with the related sections of the University Doctoral and Habilitation Regulations - issue the absolutorium of the doctoral candidate.

Annexes: Closing report

Budapest, 20.....

Yours Sincerely:

.....  
head of the research area\*

\*Please also type names.



# **CLOSING REPORT**

**On the completed activities  
during the doctoral training programme to  
obtain the absolutorium**

.....  
doctoral student\*

\*Please also type names.

- year -

## PERSONAL INFORMATION

### Personal data:

Name, military rank:

Mother's maiden name:

Permanent address and phone number:

Mailing address, Phone, E-mail:

Work phone:

Position:

### University degree:

Name of the University:

Faculty, department:

Degree number:

### Language proficiency:

	First language	Second language	Other languages
Language:			
Proficiency level:			
Degree number:			
Institution:			

### Doctoral programme:

Research area:

Title of the topic:

### Supervisor:

Name, military rank, scientific degree:

Mailing address, Phone:

**Available training programmes:** Full-time / Part-time / Individual training\*

\*Please underline as appropriate.

# REPORT

## On the completion of the doctoral programme

I participated to the full-time/part-time/individual training programme of the Doctoral School between ..... 20.... - ..... 20.... In compliance with the Study and Examination Regulations and the Doctoral and Habilitation Regulations of the University, I have successfully completed the training.

During my studies, I completed all the required academic plans in due time. According to these plans, I passed the course exams in each semester.

During the training programme, I completed the following:

### 1. ACADEMIC REQUIREMENTS:

Course (research seminar)		Exam		Credits
description	code	type	mark	
<b>1st semester</b>				
<b>2nd semester</b>				
<b>3rd semester</b>				
<b>4th semester</b>				
<b>5th semester</b>				
<b>8th semester</b>				
<b>TOTAL:</b>				

\*Blank sections may be deleted.

## 2. PUBLICATION REQUIREMENTS:

It is required to indicate the source of publication activity in the Publication Score Table<sup>4</sup>  
(at least 20 points)

Publication type	Participation rate (%)	Points	Credit
I. Peer-reviewed book, competition, note (including on-line)			
Book (8 points)			
Book Chapter (4 points)			
Edited book article, university note (3 points)			
Material accepted for international or national scientific competition (study) (2 points)			
II. PEER REVIEWED JOURNAL ARTICLE (INCLUDING ON-LINE)			
In a foreign language journal (6 points)			
In a foreign language journal appearing in Hungary magazine (4 points)			
In Hungarian-language (MTA category A, B, C, D) renowned periodical (2 points)			
III. NON-PEER REVIEWED JOURNAL ARTICLE (INCLUDING ON-LINE)			
In a foreign language journal (3 points)			
Foreign language article published in a Hungarian journal (2 points) magazine (2 points)			
Article in Hungarian (1 point)			
IV. PRESENTATION IN AN INTERNATIONAL PROFESSIONAL CONFERENCE MATERIAL (ONLINE, HUNGARIAN AND IN OTHER COUNTRIES AS WELL)			
Peer-reviewed presentation in foreign language (4 points)			
Non-peer reviewed foreign language presentation (3 points)			
Written reference (1 point)			
Foreign language abstract (2 points)			
V. PUBLISHED IN A HUNGARIAN PROFESSIONAL CONFERENCE MATERIAL (INCLUDING ON-LINE)			
Foreign language presentation (2 points)			
Presentation in Hungarian (1 points)			
Foreign language abstract (1 points)			
Extract in Hungarian (0,5 points)			
VI. OTHER SCIENTIFIC ACTIVITIES			
Foreign patent (6 points)			
Creation, patent-based industrial production (4 points)			
Patent granted in Hungary (3 points)			
Study * (1 point)			
<b>Altogether:</b>	-		

\* Only during the application or programme period.

<sup>4</sup>In the table, complete bibliographic information for publications in the relevant category should be provided, with naming the author (s) and in the order of semester in which the credit is included.

### 3. OTHER SCIENTIFIC ACTIVITIES

Description of the scientific activity	Timing	Credit	Points
<b>semester</b>			
<b>semester</b>			

If during the course of the training no publication activity was carried out but the supervisor recognized the credit, the credit of the Scientific Research subject for that semester shall be indicated here.

### 4. TEACHING ACTIVITIES\*

Course name, code and department	Timing	Number of classes	Credit
<b>semester</b>			
<b>semester</b>			

### 5. Total credits: (first four points)

Areas of the training programme	Credit	Publication points
Academic requirements		-
Teaching activities		-
Publication		
Other scientific activities		-
<b>ALTOGETHER:</b>		

### 6. Status of research work:

### 7. Summary

Budapest, 20.....

.....  
doctoral student\*

\*Please also type names.

**Opinion of the supervisor on the closing report**

1. Completing academic requirements:

2. Summary of research activities:

3. Summary of publication activities:

Complies with the requirements of issuing the absolutorium.

Budapest, 20.....

.....  
supervisor\*

**Clause of the head of the research area**

Following the presented publication list and copies, I hereby certify that ..... doctoral student has completed the minimum scientific requirements of the Doctoral School of Military Engineering.

I hereby propose to issue the absolutorium. Based on the present approval, the minimum scientific requirements are not required to be reapproved after the preliminary defence has been completed.

Budapest, 20.....

.....  
head of the research area\*

**Clause of the head of the DSME:**

I hereby **approve / reject** to issue the absolutorium to the doctoral candidate.

Budapest, 20.....

.....  
Head of the Doctoral School

\*Please also type names.

## CO-AUTHORSHIP DECLARATION

We, undersigned, hereby declare that the publication titled

..... has been

written by

..... as

co-authors in the following rate: Concerning the authorship percentages, this publication is intended to be used for different, independent scientific thesis.

	Co-author name	Participation rate (%)	Signature
1.			
2.			
3.			
4.			
5.			

Date: .....

.....  
supervisor\*

.....  
doctoral student\*

\*Please also type names.

## APPLICATION FOR THE COMPREHENSIVE EXAMINATION

### 1. Personal data:

Name: .....

Military rank: ..... (Maiden name): .....

Mother's maiden name: .....

Place and date of birth: .....

ID number: .....

Nationality: .....

Permanent address and phone number: .....

.....

Mailing address, phone number and e-mail address: .....

.....

Place of work (place of service), (office number): .....

.....

Position: .....

### 2. Qualification:

University degree (specialization): .....

Institution issuing the diploma: .....

Degree number: .....

Time of issue: .....

Language proficiency:

Language	Level of proficiency:	Certificate number, date:
.....	.....	.....
.....	.....	.....

### 3. Doctoral programme:

form:\* a) organized full-time (day) programmes: scholarship / self-financed;  
 b) organized part-time (correspondence) programmes;  
 c) individual programmes;  
 d) individual preparation.

### Doctoral school:\*

Doctoral School of Military Sciences  
 Doctoral School of Military Engineering

Doctoral School of Public Administration  
 Doctoral School of Law Enforcement

*\* Please underline what is applicable.*

Discipline area/discipline: .....

Research area: .....

### 4. Numerical data of the scientific activity to date (according to the score table):



Book, competition, note: ..... Peer-reviewed article in a journal: .....  
Non-peer-reviewed journal article:.....  
Presentation in an international conference material in foreign language:.....  
Material published in Hungarian conference proceedings: .....  
Other scientific activities: .....

*In the light of my criminal responsibility, I declare that the above information is accurate and acknowledge that I am suffering the consequences of any disclosure of false information.*

Done at: ....., .. month .....day, 20.... year

.....  
(signature of the applicant)

**To be completed by the Doctoral School**

The Doctoral Council of the Discipline has accepted the application:

Done at: Budapest .. month .....day, 20.... year

**NATIONAL UNIVERSITY OF PUBLIC SERVICE**  
**Doctoral School of Military Engineering**

Founded in 2002

---

**Approved!**

20.....

.....  
Head of the research area\*

**COMPREHENSIVE EXAMINATION**  
**RESEARCH REPORT**

**Name:**

**2nd semester of academic year .....**

.....  
doctoral student\*

\*Please also type names.

## PERSONAL INFORMATION

**Name, military rank:**

**Mother's maiden name:**

**Nationality:**

**ID number:**

**Address:**

**Mailing address, Phone:**

**E-mail:**

**Work:**

**Position:**

**University degree:**

**Name of the University:**

**Faculty, department:**

**Degree number:**

**Qualifying exam:**

**Language proficiency:**

**Language**

**Language**

**Language**

**Proficiency level:**

**Degree number:**

**Institution:**

---

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

**Available training programmes:** Full-time / Part-time / Individual training\*

**Research area:**

**Research topic:**

**Title of the dissertation:**

**Supervisor (name, military rank, scientific degree):**

**E-mail:**

**Mailing address, Phone:**

# **DISSERTATION TITLE**

## **INTRODUCTION**

**Scientific problem**

**Research hypotheses**

**Research objectives**

**Research methods**

# **PROFESSIONAL LITERATURE SUMMARY**

(references, bibliography)

## **RESEARCH RESULTS**

(summary of the publications published so far, explaining the essence, results achieved, with references and bibliography)

**RESEARCH PLAN**  
for the second phase of the doctoral training

**Research hypotheses**

**Research objectives**

**Research methods**

**Synopsis of research topic**

Introduction

Main sections

Conclusion

**Expected new scientific result(s):**

**Research and result publication schedule**

1 September 20.. - 31 June 20..

1 September 20.. - 31 June 20..

1 September 20.. - 31 June 20..

1 September 20.. - 31 June 20..

**Dissertation schedule**

Budapest, 20.....

.....

doctoral student\*

\*Please also type names.

## EVALUATION OF DOCTORAL SUPERVISOR

(to be detailed as listed below)

**Completion of academic requirements** (completed courses, credits, marks, relevance of courses)

**Assessment of the research topic, and evaluation of research work** (relevance, objectives, main directives, progress and timing)

**Achieved results** (scientific aspects of results, relevance)

**Evaluation of publication activities** (number of publications, credit points, publication value, number of articles listed in HAS, etc.)

**Summarized evaluation** (completion level of the academic and research requirements of the first phase, effective publication, fulfilment of the second phase requirements)

Budapest, 20.....

.....  
supervisor\*

\*Please also type names.



## **ANNEXES**

**1. List of publication** (Based on the Publication Score Table and the Repository of Hungarian Scientific Works)

**Copies**

**Copy of the National Doctoral Council profile**

National University of Public Service  
Student ID:  
Institution identification number: FI 99859  
Record Number:

## MINUTES OF THE COMPREHENSIVE EXAMINATION

### 1. Personal information

Name: .....  
Military rank: .....(Maiden name):.....  
Mother's maiden name: .....  
Place and date of birth: .....  
Nationality: .....  
  
University degree: .....  
Discipline area/discipline: .....  
Name and academic degrees of the supervisor: .....

### 2. Date of the comprehensive examination: .....

### 3. Subjects and topics of the comprehensive examination:

First subject / subject area: .....  
Second subject / subject area: .....

### 4. Questions asked and answers given:

First subject / subject area: .....  
.....  
.....  
.....  
.....

Second subject / subject area: .....  
.....  
.....  
.....  
.....

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

**5. Evaluation:**

Description	Subjects			Total score achieved	Total points available	Average points received (%)
	Subject 1	Subject 2	Dissertation			
Chair of the jury					15	
Jury member					15	
Jury member					15	
Total points earned by parts					–	
Total points available for each	15	15	15	–	45	

Passed (60-100% of points available)

Failed (0-59% of points available)

*(The result achieved should be underlined!)*

Done at Budapest ....., .. month ....., 20.... year

Jury member

Jury member

Jury Chair

## APPROVAL REQUEST FOR PRELIMINARY DEFENCE

name, military rank  
place and date of birth  
mother's maiden name

.....  
**Head of the Doctoral School of Military Engineering**  
(name - supervisor,  
name - head of the research area)

**Budapest**

**Subject: Approval request for preliminary defence**

I hereby kindly ask the Head of Doctoral School to acknowledge the fulfilment of the minimum doctoral research requirement on the basis of my list of publications and copies submitted to my supervisor and verified by the Head of research area.

Additionally, I would also like to ask to allow my draft dissertation titled  
“.....” to be submitted for preliminary defence.

Budapest, 20.....

.....  
name, military rank  
doctoral student

Annexes: List of publications and references  
2. Copies  
3. Co-authorship Declaration

Clauses of the Supervisor and the Head of the research area

Following the presented publication list and copies, I hereby certify that ..... doctoral student has completed the minimum scientific requirements of the Doctoral School of Military Engineering.

I hereby propose to issue the absolutorium. Based on the present approval, the minimum scientific requirements are not required to be reapproved after the preliminary defence has been completed. I also propose the following opponents:

**First opponent name, military rank, scientific degree (position, employer)**

**Second opponent name, military rank, scientific degree (position, employer)**

I agree and support.

Budapest, 20.....

.....  
name, military rank, scientific degree  
supervisor

I agree and support.

Budapest, 20.....

.....  
name, military rank, scientific degree  
head of the research area

**Clause of the head of the DSME:**

I hereby **approve / reject** to issue the absolutorium to the applicant.

I hereby **approve / reject** the preliminary defence of the draft dissertation.

Budapest, 20.....

.....  
Head of the Doctoral School



NEMZETI  
KÖZSZOLGÁLATI EGYETEM  
A HAZA SZOLGÁLATÁBAN

HADTUDOMÁNYI ÉS HONVÉDTISZTKÉPZŐ KAR  
Katonai Műszaki Doktori Iskola

## INVITATION

### To the preliminary defence of the draft dissertation

I hereby invite you for the preliminary defence of the draft dissertation organized by the Doctoral School of Military Engineering of NUPS.

Name of the doctoral student:

Title of the dissertation: .....

Scientific supervisor:

Time of the preliminary defence:  
place:

By studying the draft dissertation, I kindly ask that you contribute to the improvement of the candidate's doctoral dissertation and to deepen the candidate's professional background with your opinion, comments and suggestions. The draft dissertation is available at the DSME secretary: Ms. Krisztina Szabó (phone: 432-9062, HM: 29-321), Building "A", 7th floor, room 723. Additionally, the document may be accessed as well on the website of the DSME under the "degree procedure/preliminary defence" menu.

<https://hhk.uni-nke.hu/kutatas-es-tudomanyos-elet/doktori-iskolak/katonai-muszaki-doktori-iskola/fo-kozatszerzes/muhelyvitak>

The organization of the preliminary defence is the responsibility of the supervisor.

If, for any reason, you are not able to personally attend the preliminary defence, kindly send your written feedback to the doctoral school to: DSME FMSOT NUPS, 1581 Bp. PO Box. 15. (fax: 432-9040, e-mail: kmdi@uni-nke.hu). Please consider the following criteria for your feedback:

1. Whether the chosen topic has been developed using state-of-the-art research methods and covering all the relevant details;
2. Whether the dissertation fulfils the formal and content requirements;  
Does it comply with the actual Doctoral and Habilitation Regulations of the University and its sections related to the content and formal requirements of dissertations?
3. Whether it contains new scientific result (s).
4. Do you recommend to start the doctoral procedure without another preliminary defence?

Budapest, 20.....

Yours Sincerely:

.....  
Head of the Doctoral School



NEMZETI  
KÖZSZOLGÁLATI EGYETEM  
A HAZA SZOLGÁLATÁBAN

HADTUDOMÁNYI ÉS HONVÉDTISZTKÉPZŐ KAR  
Katonai Műszaki Doktori Iskola

**Name, scientific degree  
Institution**

Subject: Invitation to the preliminary opponent role

I hereby invite you to fulfil the role of preliminary opponent for the draft dissertation of the DSME doctoral student prior submitting the draft dissertation for a preliminary defence.

Name of the doctoral student:

Title of the dissertation: .....

Scientific supervisor:

Time of the preliminary defence:  
place:

By studying the draft dissertation, I kindly ask that you contribute to the improvement of the candidate's doctoral dissertation and to deepen the candidate's professional background with your opinion, comments and suggestions.

If, for any reason, you are not able to personally attend the preliminary defence, kindly send your written feedback to the doctoral school to: DSME FMSOT NUPS, 1581 Bp. PO Box. 15. (fax: 432-9040, e-mail: kmdi@uni-nke.hu). Please consider the following criteria for your feedback:

1. Whether the chosen topic has been developed using state-of-the-art research methods and covering all the relevant details;
2. Whether the dissertation fulfils the formal and content requirements;  
Does it comply with the actual Doctoral and Habilitation Regulations of the University and its sections related to the content and formal requirements of dissertations?
3. Whether it contains new scientific result (s).
4. Do you recommend to start the doctoral procedure without another preliminary defence?

Budapest, 20. ....

Yours Sincerely:

.....  
Head of the Doctoral School

**MINUTES OF THE PRELIMINARY DEFENCE**

**Subject:** (name, military rank.): Preliminary defence of the doctoral dissertation titled „ .....”.

**Done at:** 201..... in the room ..... of the National University of Public Service

**The following individuals are present:** Chair: (Name, military rank, scientific degree)

Doctoral candidate: (Name, military rank)

Minutes taker: (Name, military rank)

Participants: (3-5 person) Number of participants with scientific degree:

The name of the participant is provided on the Attendance list.

The preliminary defence was opened by the chair at ..... The chair confirmed that the candidate had completed the examination requirements and that the publication activities had reached a level which allowed the workshop to be conducted (paragraph.....). The chair outlined the mission of the preliminary defence and asked contributors to comment on their opinion if the draft dissertation, with or without further additions, is suitable for final submission. The chair noted that the participants had received a copy of the thesis for study in advance and were aware of its content.

After the introduction, the chair gave speech to the candidate.

The **candidate** presented the scientific objectives, research results, hypothesis and recommendations. The presentation was assisted by a computer projection.

After the presentation, the chair called the preliminary opponents for providing their evaluation.

First opponent name, military rank, scientific degree (position, employer)

Second opponent name, military rank, scientific degree (position, employer)

**The chair also presented the evaluations provided in written, prior to the preliminary defence**

name, military rank, scientific degree, place of work

**Further comments**

(name, military rank, scientific degree)

.....  
.....



.....

To conclude the preliminary defence, the chair briefly summarized the discussions and asked the participants with scientific degree to vote whether or not the draft dissertation shall be submitted for the final doctoral procedure.

Result of the vote:\*

**the draft dissertation is suitable for further processing without revision (or with minor, non-substantive revisions) without the need for further workshop discussion;**

**the draft dissertation is suitable for further processing with substantive revisions without a further workshop discussion;**

**the draft dissertation is suitable for the further procedure only with a complete overhaul and with another workshop discussion.** *(Please enter the exact number of votes for each question when voting!)*

After the voting, the chair closed the preliminary defence.

.

.....  
name, military rank  
candidate

.....  
minutes taken by

.....  
name, military rank, scientific degree  
chair

\*Please also type names.

\*Not applicable texts shall be deleted