



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

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

In effect since 2019 ...

**OPERATING RULES
OF THE
DOCTORAL SCHOOL OF MILITARY ENGINEERING**

2019.

TABLE OF CONTENTS

TABLE OF CONTENTS	2
CHAPTER 1	4
GENERAL PROVISIONS	4
Operating rules of the Doctoral School of Military Engineering	4
Regulatory background	4
Name and legal status of the Doctoral School of Military Engineering.....	5
CHAPTER 2	6
MISSION AND TASKS OF THE DSME	6
Mission of the DSME	6
Tasks of the DSME:	6
CHAPTER 3	7
STRUCTURE, LEADERS AND STAFF OF THE DOCTORAL SCHOOL	7
Structure of the doctoral school	7
Head of the DSME.....	8
Deputy head of the DSME	8
Scientific secretary.....	9
Scientific desk officers.....	9
Core members.....	10
Heads of research areas.....	11
The supervisor of the DS and the topic publisher	11
Lecturer of the doctoral school.....	12
Other organizational units and individuals.....	13
CHAPTER IV	13
BOARDS AND FORUMS OF THE DSME	13
Doctoral Council of the Discipline;	13
Tasks and responsibilities of the Doctoral Council of the Discipline:	14
Leadership Board of the DSME	15
CHAPTER V	15
DOCTORAL TRAINING SYSTEM OF THE DSME	15
Forms of programmes for doctoral programmes and degrees	15
Applying for doctoral programmes	16
Admission procedure.....	17
The admission decision	17
Organized programmes	18
Student Status	18
Full-time doctoral students.....	19
Different provisions for individual programmes	20
Individual preparation	20
Planning, organization and implementation of the doctoral programme	21
Evaluation of the programme.....	22
Comprehensive examination	23
The absolutorium	24
Acceptance, change of supervisor, title and research topic.....	25
CHAPTER VI	25
OBTAINING A DOCTORAL DEGREE	25
General conditions for obtaining a doctoral degree	25

The doctoral dissertation	26
Preliminary defence of the doctoral dissertation	27
Applying for a degree	27
Review of the doctoral dissertation	28
CHAPTER VII	29
OTHER RULES IN THE FIELD OF DOCTORAL PROGRAMMES AND DEGREE PROCEDURE.....	29
Finance of the DSME	29
Quality assurance for doctoral programmes and degrees	29
RELATIONS AND COOPERATION RULES OF THE DSMS	30
CHAPTER VIII.....	31
MISCELLANEOUS AND CLOSING PROVISIONS	31
APPENDICES	32

The National University of Public Service (hereinafter referred to as the University), as per Act CCIV of 2011 on National Higher Education (hereinafter referred to as NHE Act) and in accordance with the provisions of the Statutes of the University, is entitled to confer a degree in the field of social sciences and technical sciences. 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. 19.) on the Doctoral Schools, Doctoral Procedures and Habilitation (hereinafter referred to as the Decree) constitutes the following University Doctoral and Habilitation Regulations (hereinafter referred to as the Regulation):

CHAPTER 1

GENERAL PROVISIONS

Operating rules of the Doctoral School of Military Engineering Section 1

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 2

- (1) The Regulations shall be governed by the following laws and regulations:
 - a) Act CCIV of 2011 on National Higher Education;
 - b) Act CXXXII of 2011 on the National University of Public Service and on higher education in public administration, law enforcement, and military (NUPS Act);
 - c) Act CCV of 2012 on the Status of the Patriots;
 - d) Act XL of 1994 on the Hungarian Academy of Sciences;
 - e) 137/2008. (V. 16.) Governmental Decree on the Certified Examination of Foreign Language Attainment and on the Nostrification in Hungary of Language Certificates of Foreign Language Attainment Issued Abroad;
 - f) 387/2012 (XII.19.) Governmental Decree on doctoral and habilitation procedures;
 - g) 87/2015. (IV. 9.) Governmental Decree on the execution of certain provisions of Act CCIV of 2011 on National Higher Education;
 - h) 423/2012 (XI 29) Governmental Decree on the entrance procedures of higher education institutions;
 - i) 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;
 - j) 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;
 - k) University Doctoral And Habilitation Regulation Of The National University Of Public Service (hereinafter: UDHC)
 - l) National University of Public Service - Rules of Admission;
 - m) National University of Public Service - Student Compensation and Allocation Regulations;

- n) National University of Public Service - Study and Examination Regulations;
- o) National University of Public Service - Recognition, Credit Transfer and Validation Regulations;
- p) 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;

Name and legal status of the Doctoral School of Military Engineering Section 3

(1) Name of the doctoral school: Doctoral School of Military Engineering. Abbreviated as: DSME

(2) Place of Operation and postal address: National University of Public Service Faculty of Military Sciences and Officer Training. Budapest X., Hungária krt. 9-11. Building „A”, 1581 Budapest, PO Box: 15.

(3) Established in: 2002.

(4) Date and ID of accreditation: 22 February 2002; 2002/2/III.

(5) HAC ID: 153

(6) The name of the doctoral school in foreign languages:

- English: Doctoral School of Military Engineering
- French: Ecole Doctorale des Ingénieries Militaires
- German: Doktorschule für Militärtechnische Wissenschaften
- Russian: Аспирантская школа военно-технических наук

(7) The Doctoral School of Military Engineering is an autonomous teaching and research organizational unit - without its own functions or departments - within the Faculty of Military Sciences and Officer Training (hereinafter: Faculty) of the National University of Public Service. The Faculty is responsible for providing the necessary resources and conditions for the basic operation of the doctoral school;

(8) The Rector of NUPS oversees the operation of the Doctoral School of Military Engineering. The development of the scientific quality of the DS and the general duties of the DS are directed by the head of the doctoral school who is responsible for the overall representation and other responsibilities assigned to the DS by this Regulation. The dean of the Faculty is responsible to provide the doctoral school the requirements for its operation as well the necessary resources.

The Senate shall decide on the termination of the doctoral school following the initiative of the University Doctoral and Habilitation Council (hereinafter referred to as EDHT) or the Rector. Prior to initiating the termination of the doctoral school, the Rector should consult with the University Doctoral and Habilitation Council.

(10) The present Regulations is the statute of the DSME

In matters not covered by the Regulations of the DSME, the provisions of the Doctoral and Habilitation Regulations of NUPS shall prevail.

CHAPTER 2

MISSION AND TASKS OF THE DSME

Mission of the DSME

Section 4

(1) The DS 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 for mastering independent scientific research and preparing students for a doctoral degree. The purpose of the Doctoral School of Military Engineering is to organize and manage the preparation of doctoral students to obtain their doctoral degree (PhD) in the field of military engineering.

(2) The training programme at the DSME is elaborated in cooperation with the faculties, institutes, departments and other organizational units of the university. In order to provide high quality educational and research programme, the university may involve - in compliance with the HAC regulations - external experts with doctoral degree from other universities, military units or research institutes.

Tasks of the DSME:

Section 4

(1) Tasks of the doctoral school:

- a) the purpose of the Doctoral School of Military Engineering is to organize and manage the preparation of doctoral students to obtain their doctoral degree (PhD) in the field of military engineering.
- b) continuous and complete documentation of accreditation conditions;
- c) drawing up a programmes plan, curriculum and timetable;
- d) coordinate and manage the activities of research areas;
- e) compile research topics and submit those to the DCD for approval;
- f) organize the research and teaching activities of the doctoral school, invite guest lecturers and follow-up on education;
- g) manage, support and administrate the academic matters of doctoral students and students in individual preparation;
- h) issue certificates for doctoral students
- i) be in continuous contact with students and lecturers;
- j) prepare and submit service contracts
- k) 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;
- l) manage the doctoral student data repository;
- m) manage the registry of the doctoral school, handle the NEPTUN system;
- n) oversee semester reporting by doctoral students and their supervisors;
- o) edit the admission information, handle the admission procedure, with the exception of
- p) admission activities of the Office of Scientific Affairs defined by the DHR;
- q) prepare and execute the decisions of DCD;
- r) prepare UDHC referrals and execute decisions;
- s) arrange the combined exam in the first semester, the comprehensive examination and the reports on the dissertation work;
- t) issue the absolutorium;

- u) complete organization of exams, workshops and degree procedures, with the exception provided for in Section 19, Paragraph (2) b).
- v) edit the content of the DS and NDC websites;
- w) prepare and publish the handout of the training programme;
- x) 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;
- y) arrange the conference and scientific forums of the DS;
- z) liaise with internal and external research institutes, partners and other doctoral schools.

(2) 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.

(2) The DSME strongly cooperates with the OSA regarding the execution of its tasks.

CHAPTER 3

STRUCTURE, LEADERS AND STAFF OF THE DOCTORAL SCHOOL

Structure of the doctoral school Section 5

(1) The educational, research and further administrative activities of the DSMS are managed by leading teachers with academic degree who are full-time employees at other departments of the university (head of the doctoral school, scientific secretary, quality assurance officer) as well as by scientific desk officers employed at the Dean's Office.

(2) Head of the DSME:

- a) Head of the Doctoral School
- b) Deputy head of the Doctoral School

(3) Staff of the DSME:

- a) scientific secretary (and deputy scientific secretary);
- b) scientific desk officers;

(4) The training and research within the DSME are separated by research areas. The head of the research area steers the scientific work, oversees the academic and scientific activities of doctoral students and students on individual preparation. A research area can be established if it has a baseline study that scientifically supports the establishment of the area and has developed subject programs, representatives (with DSc, CSc, PhD degrees), well-researched research topics and scientific publications, as well as supervisors.

(5) The training and research within the DSME are organized in the following eight research areas.

- c) Military engineering infrastructure;
- d) Military technology and robotics;
- e) Defence electronics, IT and communication;
- f) Military environment security;

- g)* Military logistics and defence economy;
- h)* Security technology;
- i)* Disaster management;
- j)* Aviation and Aeronautics.

(6) The supervisor assists doctoral students in the preparation and high quality implementation of their academic and research activities.

Head of the DSME Section 6

(1) The head of the Doctoral School may be a core member of the DSME - not older than 70 years during the operation of the doctoral school and not older than 66 years at the foundation of it - who is a full-time university lecturer and holds the title of Doctor of the Hungarian Academy of Sciences. The HAB shall examine the professional competence of the head of the doctoral school at establishment or at any subsequent change. The head of the doctoral school shall be elected by the doctoral council from among the staff members of the doctoral school, on the proposal of the majority of the core members, and shall be appointed by the rector for a period not exceeding five years. The mandate can be extended several times.

(2) Tasks of the head of the doctoral school:

- a)* ensure that the high quality scientific activities of the doctoral school, as well as the education are continuously maintained;
- b)* provide financial, infrastructural and professional conditions necessary for doctoral students to pursue their study and research activities.
- c)* coordinate the doctoral programme;
- d)* supervise the scientific secretary;
- e)* direct the work of the Council of the DS and bear responsibility for the implementation of the Council resolutions;
- f)* harmonize and support high quality professional work;
- g)* represent the Doctoral School;
- h)* direct and represent the operation of the doctoral school and cooperate with the UDHC;

(3) The head of the DS is assisted by a deputy elected by the UDHC, a scientific secretary, a deputy secretary and a scientific desk officer.

Deputy head of the DSME Section 7

On the recommendation of the DCD, the UDHC may select a deputy head of DS. The requirements and tasks are the same as for the head of the DS, except for the possession of a doctoral title of the Hungarian Academy of Sciences. In his absence, the deputy head of the DS replaces the head of the DS with voting rights on the meetings of the UDHC. In the event of the permanent absence of the head of the DS, the Rector may, at his request and on the recommendation of the UDHC, appoint a full replacement for a given period.

Scientific secretary Section 8

(1) The scientific secretary is elected from the lecturers of the DSME, who has the right to supervise doctoral students and is employed by the university. The scientific secretary, who is a full-time university lecturer or associate professor, is nominated by the DCD, following the proposal of the head of the doctoral school.

(2) Tasks of the scientific secretary:

- a)* coordinate the preparation of accreditation documents of the DSME;
- b)* prepare DCD meetings;
- c)* is responsible for announcing the decisions and decrees of the DCD;
- d)* is responsible for uploading the data and documents of DSMR - provided by scientific desk officers - to the NDC website, and for keeping the DSME website up to date.
- e)* consolidate and direct the planning, training and scientific research activities of the research areas;
- f)* participate in the preparation of documents;
- g)* coordinate the professional work of the scientific desk officers and the deputy secretary;
- h)* verify the doctoral student credit reports in each semester;
- i)* check the validity of issuing the absolutorium;
- j)* arrange the combined exam in the first semester, the comprehensive examination;
- k)* complete organization of exams, workshops and degree procedures;
- l)* continuously maintain contacts with the OSA and other organizations collaborating with the DSME;
- m)* coordinate the organization of doctoral conferences and scientific forums within the DSME.
- n)* coordinate and control the execution of the doctoral degree procedure related tasks.

(3) Based on the proposal of the head of the doctoral school the DCD may elect a deputy scientific secretary. The requirements and tasks are the same as for the head of the DS, except for the scientific secretary of the Doctoral School of Military Engineering.

Scientific desk officers Section 9

(1) The scientific desk officers are employed by the Dean's Office, must have completed secondary education, have the required IT skills and possess a basic English language proficiency.

(2) Tasks of the scientific desk officers:

- a)* perform the administrative activities of the doctoral school;
- b)* prepare the proposals to be submitted for the DCD;
- c)* conduct a precise documentation of training records of the doctoral students;
- d)* support doctoral students in educational and administrative questions;
- e)* update the lecturer and student database;
- f)* keep the accreditation documents and notes up-to-date;
- g)* provide data for the reports and accreditation documents of the DSME;
- h)* participate in event organization;

- i) carry out organizational and administrative tasks related to doctoral studies within the DSME.

Further details about the requirements are defined in the relevant job description. The work of the scientific desk officers is directly supervised by the scientific secretary.

Core members Section 10

(1) A core member may be who

- a) holds a scientific degree;
- b) b) is engaged in continuous high-level scientific activity in the discipline and research field of the doctoral school, which scientific activity, not including artistic activity, shall be examined in accordance with the National Scientific Bibliographic Database (hereinafter referred to as Database) as defined in Article 3 (1) (o) of Act XL of 1994 on the Hungarian Academy of Sciences.
- c) demonstrates the ability to lead doctoral students by supervising at least one doctoral student who obtains doctoral degree;
- d) is employed as a lecturer or research staff members at the university, full-time, in employment or as civil servant, who has marked this higher education institution for concerning the existence of operational requirements of higher education institutions, pursuant to Article 26 (3) of Act CCIV of 2011 on National Higher Education; (hereinafter referred to as NHE Act).

(2) If the conditions of Paragraph (1) a) and c) are met, a Professor Emeritus or Professor Emerita (hereinafter referred to as Professor Emeritus) may become a core member if the Emeritus title has been previously awarded at the DSME. One of the Professor Emeritus members may be considered for the core members defined in Article 2 (1).

(3) In addition to the conditions set forth in 1 (a) to (d), a core member may also be a research advisor or research professor employed full-time, in employment or public-service with the title "Doctor of Hungarian Academy of Sciences", if the higher education institute has entered into an agreement with the research institute concerning this topic. Up to two of them may be considered for the core members defined in Article 2 (1), and for the core members defined in Article 2 (2), one member per discipline.

(4) The core member

- a) must have complied with the requirements of Article 2 for at least one programmes cycle and for the duration of the cycle qualification procedure, and
- b) has to undertake to carry out supervision at the doctoral school.

(5) The conditions for becoming a core member shall be fulfilled in accordance with the legislation in force at the time of the decision and the HAC criteria.

(6) A lecturer may take on teaching duties in several doctoral schools, but may only be a member of a single doctoral school in a higher education institution where pursuant to Article 26 (3) of the NHE Act, the lecturer was taken into consideration when considering the existence of the operating conditions of a higher education institution.

(7) At the proposal of the head of the DS, a founding member or a person accepted at least 5 years previously as a member of the DS who has a documented relationship with the University,

but no longer supervises the subject, may be awarded a core member emeritus title. Core member emeritus is not involved in HAC assessment procedures, nor do they count into requirements on the number of core members. Core member emeritus is not required to meet the HAC criteria for 5 new notices and to include publication and citation information in the MTMT Database. The core member emeritus title is assigned by the UDHC for a definite or indefinite period of time and is displayed in the doctoral database by the head of the DS. Neither a HAC resolution nor a separate notification is required for the granting of a Core Member Emeritus title. The title will be revoked by the UDHC if the emeritus member's relationship with the University is terminated. The revocation of the title may also be requested by the emeritus member. After revocation, core member emeritus data is no longer visible in the public doctoral database, but will continue to be retained and credited to the DS's performance.

Heads of research areas Section 11

(1) The head of the research area may be a full-time university lecturer or associate professor considered at the University for the conditions of operation of the higher education institution. A person at the University can be the leader of one research field.

(2) Tasks of the head of the research area:

- a)* responsible for the quality of work in the research field;
- b)* make a proposal for admission to doctoral studies;
- c)* make a proposal to approve or change the supervisor;
- d)* make a proposal to changes in programmes and new research topics and the inclusion of new subjects in the research field;
- e)* approve the doctoral student's individual study and research program and semester study and research plan;
- f)* supervise the professional work of the research area and coordinate the activities of the lecturers of the research area;
- g)* guide, supervise and annually evaluate the activities of the supervisors on the guidance of the DCD.
- h)* coordinate and document the dissertation report of doctoral students in each semester;
- i)* participate in the execution of doctoral degree procedure related tasks.

(3) The head of the research area, in agreement with the supervisor and the head of the department, shall assist in the implementation of the individual study and research programme of the student enrolled in the doctoral programme, and in obtaining research and publication credits.

The supervisor of the DS and the topic publisher Section 12

(1) The publisher of the doctoral topic shall be the lecturer or researcher with a scientific degree whose topic offer has been approved by the Council of the Doctoral School.

(2) The supervisor of the doctoral topic shall be a lecturer or researcher with a scientific degree, who, on this basis shall be responsible for directing and assisting doctoral students prepare for their studies, research activity and preparation for the scientific degree.

(3) A doctoral school supervisor or lecturer can be someone who has a scientific degree for at least 3 years.

(4) Tasks of the supervisor:

- a) responsibly supervise the study and research activities of the doctoral student;
- b) constantly oversee the publication activity of the doctoral student and review the draft article prior to final submission;
- c) assesses the professional literature summary prepared by the doctoral student in the first semester according to a defined set of criteria;
- d) certify the completion of the completed study and research tasks by signing the semester information and markbook (electronic markbook);
- e) support doctoral students in obtaining foreign scholarships;
- f) assist doctoral students in the preparation and high quality implementation of their study and research plans;
- g) prepare a summary report on the study and research work carried out by the doctoral student before and after completion of the comprehensive examination, and then make a proposal for admission to the comprehensive examination, or the issuance or refusal of the absolutorium;
- h) liaise with the head of the department designated to assist the doctoral student;
- i) prepare and conduct, in cooperation with the head of department, a workshop discussion of the final draft of the doctoral dissertation;
- j) is responsible for checking that the doctoral student has met the minimum PhD research requirements and has considered the scientific evaluation of the workshop discussion when applying for the degree. when applying for a degree, recommends that the DCD shall approve or reject it;
- k) propose, with the agreement of the Head of Research, the subjects of the comprehensive examination, the chair, the members and the official reviewers of the comprehensive examination committee and the jury;
- l) prepare the doctoral student to present the research plan and research results at conferences organized by the DSME;
- m) responsibly manage the preparation of doctoral students for the degree procedure;

(5) The supervisor is responsible for the effective promotion of the dissertation's research results in the form of scientific publications and for the high quality preparation of the doctoral dissertation.

(6) One supervisor (at the University) can publish up to 6 topics and can supervise 6 doctoral students at a time.

(7) The subject publisher coordinates the given doctoral topic with the relevant department of the University.

(8) A co-supervisor may be selected if the assistance of two professionals is required in the development of the doctoral student's research topic. A doctoral co-supervisor may also be an active researcher or lecturer with a scientific degree who is not yet eligible for independent supervision and topic announcement.

Lecturer of the doctoral school Section 13

(1) The teaching staff of the doctoral school shall be the lecturers and researchers of scientific degree who, on the proposal of the head of the doctoral school, are considered by the doctoral council to be capable of performing teaching, research and supervising duties within the

doctoral school. The lecturers of the doctoral school are appointed and approved by the DCD. In the framework of the organized training programme, the lecturer of the doctoral school shall announce research topics and subjects and hold educational sessions.

(2) Further requirements for the lecturers:

- a)* must have a publication not older than two years which has been published in an at least B category scientific journal (category defined by the Committee on Military Science of the HAS) or in an equivalent peer-reviewed journal;
- b)* shall have an updated, accessible profile in the NDC and Repository of Hungarian Scientific Works databases;
- c)* the approved course should be related to the given research area;
- d)* must have a course programme evaluated and approved by the head of the research area;

Other organizational units and individuals Section 14

(1) Doctoral students are educated on the basis of the doctoral student's four-year individual study and research programme. The education is provided by lecturers of institutes, research institutes, departments with scientific degrees and guest lecturers with scientific degrees.

(2) The Dean:

- a)* is responsible for providing the necessary resources and conditions for the basic operation of the doctoral school;
- b)* provides the financial, infrastructural and professional conditions necessary for doctoral students to pursue their study and research activities.

CHAPTER IV

BOARDS AND FORUMS OF THE DSME

Section 15

(1) The boards and forums of the DSME are:

- a)* Military Engineering Doctoral Council of the Discipline (DCD);
- b)* Leadership Board of the Doctoral School of Military Engineering (LBDSME);

(2) The Doctoral Council of the Discipline is the highest governing body of the Doctoral School of Military Engineering.

(3) The operation of the DSME may be assisted by temporary and specific committees. These committees cease to exist once the members present the activities completed to the DCD and the DCD accepts the report(s).

Doctoral Council of the Discipline; Section 16

(1) The DCD is a disciplinary body established by the UDHC and has its own responsibilities and competencies.

(2) DCD members are ex officio core members of the DS. Further members are proposed by the head of the DS. Among the proposed members, at least two person shall be an external individual who are not employed by the university. The dean and vice dean for scientific affairs are regularly invited to the DCD with consultation rights. The composition and staffing of the DCD shall be governed by the provisions of Article 9 (1) of the Decree. Voting members of the DCD are required to participate in the sessions. Non-attendance shall be reported prior to the meetings.

(3) The DCD is chaired by the head of the DS. A member of the DCD is also a doctoral student with consultation rights called upon by the Doctoral Student Union (hereinafter referred to as DSU). The permanent invitees of DCD - with consultation rights - are the dean of the faculty of the discipline and leaders of the research areas of the DS. Depending on the agenda items, other persons may be invited to attend the DCD meetings.

(4) If not a core member, the DCD may request a scientific secretary to attend meetings of the DCD with consultation rights.

(5) If the president of the DCD is prevented from exercising the rights to vote, then it is authorized to appoint a member of the DSME in writing. In the absence of the president, the council session shall be conducted by the deputy head of the doctoral school or to any of the core members if the latter is also prevented from exercising its rights.

(6) The composition of the DCD is proposed by the head of the DS and approved by the UDHC.

(7) The term of office of members shall be five years and may be renewed several times.

(8) The appeal forum for DCD is the UDHC.

Tasks and responsibilities of the Doctoral Council of the Discipline Section 17

(1) 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 comprehensive 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.

(2) The DCD fulfils the role of the council within the DSME.

(3) The chair of the DCD is responsible for the technical preparation and content of the meetings, as well as for the enforcement of decisions.

(4) The call, operation and decision-making procedures of the DCD shall be regulated by the order of operation approved by the UDHC.

(5) The decisions of the UDHC are public and must be published on the DSME website.

(6) One copy of the academic and research programme shall remain with the doctoral student, the second one is with the supervisor, and the third copy shall be stored by the secretariat of the DS.

Leadership Board of the DSME Section 18

(1) The members of the Leadership Board of the DSME (DSMELB) are: head of the DSME, scientific secretary of the DSME, leaders of the research areas and a doctoral student representative.

(2) The DSMELB shall operate as a decision-making, commenting and coordinating body under the head of the DSME, which shall meet ad-hoc, at the request of the head of the school.

CHAPTER V

DOCTORAL TRAINING SYSTEM OF THE DSME

Forms of programmes for doctoral programmes and degrees Section 19

(1) The doctoral programme 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.

(2) During the doctoral programmes, after the comprehensive examination, the doctoral student shall take part in the doctoral decree procedure by completing the research and dissertation phase, the aim of which is obtaining a doctoral degree.

(3) Forms of the doctoral 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)* Unorganised training: individual preparation

(4) In all forms of doctoral programmes, the fulfilment of the requirements for the award of an absolutorium must be measured in terms of credits.

Applying for doctoral programmes

Section 20

(1) One can enter into a doctoral program by applying for admission. Organizing and conducting the application process is the responsibility of the DSs and OSA, in accordance with the division of responsibilities set out in the Regulations.

(2) Applicants can be holders of a master's degree and professional qualification or equivalent university degree or professional qualification and at least one state-recognized general-level (B2-level) 'C' complex, or equivalent language exam on the language defined in Paragraph (3).

(3) Application for organized doctoral programmes shall be submitted through Appendix 1. - Application Form to the OSA, as published in the selection leaflet and by the deadline. Applicants who have been awarded a scholarship under an interstate treaty or international cooperation can be admitted after the closing date.

(4) Each form of the doctoral training programme are available for new application. External applicants, if a public scholarship programme scheme is announced in the recruitment leaflet, may also apply for full-time programmes.

(5) Applicants must in any case provide proof of their master's degree or equivalent university degree and professional qualification and the existence of at least one level B2 (intermediate) state-recognized language exam or equivalent of at least one of the languages specified in Section 22, Paragraph (3) and results of scientific research, possible student groups, and publication activities so far.

(6) Doctoral programmes are primarily open to announced DS topics that must be accepted by the topic's advertiser, but it is also permitted to apply for an unpublished research topic if the supervisor undertakes to conduct the doctoral research with the approval of the DCD.

(7) If the applicant is not applying for a research topic approved and published by the DCD, its acceptance must be approved (clarified) by the supervisor, the head of the research area and the head of the research unit - in case of a university research workplace with the head of department, prior to the submission of the application, which they sign on the application form, and admission is decided by the DCD.

(8) When applying for individual programmes, applicants must document the publication results of their scientific research work of at least 10 publication points.

(9) Concurrent to the doctoral application, the students in individual programme apply for a comprehensive examination by submitting the necessary documents.

(10) Further requirements of the application and the necessary documents are defined in the relevant paragraphs of the DHR.

Admission procedure Section 21

- (1) Applicants who meet the formal requirements will be invited by the head of the DS to an admission interview in May (if necessary in August). The only exception to this is the interview of candidates for individual preparation.
- (2) The aim of the admission interview is to assess the capability of the applicant to develop the chosen research topic.
- (3) The annual schedule of admission hearings and the composition of the admission committees in accordance with paragraph 5 shall be proposed by the Head of DS and approved by the DCD.
- (4) The task of the DSs is to prepare and organize the admission hearings and to ensure the conditions of their implementation.
- (5) During the admission interview, the habitus, scientific activities and foreign language knowledge of the candidates will be assessed. During the habitus examination, applicants are required to prove their preliminary knowledge on military engineering and deep understanding of their research area. One can receive a maximum of 100 points during the admission interview. The procedure for evaluating the selection process and the scores for each area are set out in the relevant paragraphs of the DHR.
- (6) The admission committee shall consist of at least three members. It shall be chaired by the head or deputy head of the DS, who shall not be the chair of the committee, and shall be composed of the head of the research area and an invited expert. The supervisor concerned may attend the admission interview without voting rights. A doctoral student representative shall participate in the work of the admission committee, by invitation and must have consultation rights.
- (7) The following scores are required for admission:
 - a) a minimum of 60 entry points for full-time and part-time programmes;
 - b) at least 70 entry points for individual programmes;
 - c) at least 80 points for individual preparation.

The DSs comment, rank the applicants and formulate their position: they recommend, conditionally recommend or not recommend the admission of the applicant.

The admission decision Section 22

- (1) The DCD will decide whether to accept or reject admission based on the recommendation of the selection committee and the number of points awarded for scholarship programmes, self financed programmes and individual preparation. The DCD shall decide on the admission of applicants, whether organized or individual, by the normal recruitment procedure by 30 June and on the admission in the case of individual preparation twice a year. The DCD is not bound by the admission committee's proposal during the decision-making process. In the case of an extended call for applications, the deadline for admission decisions is 15 September. Reasons shall be given for the rejection of applicants.

Applicants will be notified of the decision by the DS within 8 working days.

(2) The decision may be appealed against to the Rector within fifteen days of receipt of the decision or, failing this, of its knowledge through the Chair of the UDHC. The Rector shall decide on the matter within fifteen days of receipt of the appeal.

Successful applicants must be sent a programme handout and associated regulations.

(3) The DSs provide regular and public information on the doctoral programmes each year; admission requirements are published annually on the DSs website and in the usual manner at the University.

Organized programmes Section 23

(1) Organized programmes help doctoral students to acquire the knowledge and independent research experience needed to obtain a doctoral degree. To this end, the doctoral student is engaged in scientific programmes, as well as doing individual research and undertaking teaching assignments.

(2) 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 DI SER, are mandatory. 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.

(3) In the case of scholarship programmes, the duration of the doctoral scholarship is up to eight semesters.

(4) 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.

Student Status Section 24

(1) The doctoral student's legal status is established through enrolment and, in the case of individual preparation, by the completion of the comprehensive examination.

(2) No new enrolment is required until the student status of a doctoral student is active. Doctoral students enrol in the Neptun system during the enrolment period from the second semester and declare whether they will continue their studies or suspend it. In justified cases registration can take place in the DS in person during the registration period. If doctoral students fails to register during the registration period they shall pay a registration fee. A doctoral student participating in self-financed programmes shall, at the time of enrolment, provide proof of payment of the tuition fee.

(3) 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. Any work completed during the suspension period shall only be taken into account for credit points in the first active semester following the suspension.

(4) At the request of the doctoral student, the suspension of the student status can be granted pursuant to Section 45 (2) by the DCD, subject to the doctoral student duly certifying the existence of certain circumstance.

(5) The doctoral student has a permanent legal status if the following conditions are fulfilled:

- a) enrolls in the first semester;
- b) announces the continuation of studies in the following semesters and certifies the payment of the programmes costs in the case of self-financed doctoral studies;
- c) obtains at least 20 credits per semester, defined in the Academic Regulations of the DSME.

(6) A PhD student who does not fulfil the requirements of Paragraph (5) (c) 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.

(7) The student status is continuous even if the doctoral student takes part in part-time programmes at a foreign or other Hungarian university, where one completes the part tasks agreed with the supervisor and which can be evaluated with credit points.

(8) The University shall terminate, by a unilateral statement, the student status of a doctoral student who fails to fulfil the academic advancement obligations as specified in the Regulations, in the DS SER or in the DS curriculum, provided that the doctoral student has been warned in writing in advance to comply with the obligations within the deadline and was advised of the legal consequences of the omission.

(9) Rights and obligations of the doctoral student are detailed in the relevant paragraph of the DHR.

Full-time doctoral students Section 25

(1) Doctoral student taking part in the scholarship programme will be grouped in an educational organizational unit according to their research topic. This organizational unit is to provide - in accordance with the university regulations - the use of university infrastructure and the necessary work conditions. The doctoral student participating in the scholarship programmes

shall carry out the study and research tasks under the supervision of the supervisor and under the supervision of the head of department.

(2) A doctoral student participating in the scholarship programmes may be placed in a dormitory under the same conditions as a master's degree student.

(3) No scholarships shall be awarded to doctoral students participating in organized part-time self-financed programmes.

(4) In case of organized part-time self-financed programmes, the number of courses shall be at least 30%, but not more than 50% of the full-time courses.

(5) Part-time doctoral students may also carry out individual research at their workplace, provided the conditions are met.

Different provisions for individual programmes **Section 26**

(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) 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 in individual programmes shall be exempt from contact hours, but their preparation shall entail consultation and examination requirements.

(3) On the basis of the academic and research achievements of the individual programme prior to enrolment, DS's may award credit points as follows:

- a) study obligation: up to 16 credit points;
- b) scientific research work: up to 80 credit points.

Recognized credits shall be communicated to the participant of the individual programme in the admission notice.

(4) 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.

(5) Otherwise, the general rules shall apply to doctoral students in individual programmes.

Individual preparation **Section 27**

(1) 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 status is created by passing the comprehensive examination.

(2) 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 defined by the

Regulation that allow applicants - with a master's degree from a national or international university - to obtain a PhD degree without attending an organized doctoral programme.

(3) General rules of the individual preparation and the requirements of the admission procedure are detailed in the relevant paragraph of the DHR.

(4) With the admission to individual preparation, the University defines the minimum credits required for admission to the comprehensive examination, with the possibility that additional credits may be granted based on previously acquired knowledge and competencies. The post-admission comprehensive examination is part of the first semester of the research and dissertation phase.

(5) After completing the comprehensive examination, doctoral students in individual preparation shall obtain the missing credits required for the completion of the absolutorium and complete the doctoral thesis. If all required credit points are obtained for the absolutorium based on the results of the credit recognition process, the university will issue the absolutorium after the comprehensive examination has been successfully completed.

(6) Doctoral students in individual preparation shall be directed by a designated supervisor.

(7) Otherwise, the general rules shall apply to the student in individual preparation.

Planning, organization and implementation of the doctoral programme **Section 28**

(1) The doctoral student's curriculum is independently compiled and implemented according to the instructions of the DS, with the assistance of the supervisor.

(2) At the end of the first semester, doctoral students must submit their "Study and Research Plan" by 31 January, which includes their course enrolment, research work, and planned publications. The academic and research programme shall be approved by the head of the relevant research field on the recommendation of the supervisor.

(3) The individual study and research programme, divided into semesters, shall be updated every six months with the approval of the head of research area and it is required to be submitted to the secretary at the beginning of the semester. The lecturers of the DS announce the courses planned for the semester in the Neptun system, for which doctoral students shall apply individually.

(4) The planning, publication and enrolment to the mandatory course of the first semester shall be centrally performed by the DSME secretary.

(5) Doctoral students submit a copy of their individual study and research programme to the selected departments to allow departments organizing their teaching activities. The student may deviate from the admission procedure of the approved individual study and research program subject to the permission of the head of the research area, the request for which has to be submitted by October 30 of each year for the next calendar year, in order to ensure the budget planning, upon approval of the supervisor.

(6) Doctoral students must select the courses from the course list included in the DSME curriculum and updated annually. If justified and related to the research topic, doctoral students may register for courses announced by other doctoral schools. The actual course list is available on the website of the Doctoral School of Military Engineering.

(7) The training conditions of individual courses and research seminars are provided by course leaders, research field leaders and heads of departments.

(8) Completion of the course and exam requirements fall under the responsibility of the course responsible. The supervisor shall confirm the fulfilment of the research activities in the electronic markbook while the completed semester will be closed by the head of the DSME.

(9) 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. 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 the programme Section 28

(1) During the doctoral training programme, the knowledge of doctoral students in each academic subjects is tested in accordance with the Curriculum. The content of each tests is described in the Course Programs.

(2) At the end of each term, doctoral students are obliged to submit a personal "Credit report". This report shall contain all academic, scientific or teaching activities of the doctoral students including the approved credits and the marks received. It shall also contain the written evaluation of the supervisor. The performance of the doctoral student are assessed by the leader of the research area and by the leadership of the DSME.

(3) After the completion of the first four semesters of the doctoral training programme - i.e. as a conclusion of the training and research phase - doctoral students are required to take a comprehensive examination.

(4) At the end of the eighth semester, the DSME will issue the absolutorium for the doctoral student. The issue of the absolutorium is subject to the completion of the 240 credit points required by the degree plan and the research and other criteria requirements.

Comprehensive examination

Section 28

(1) During the doctoral programme, 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. The comprehensive examination shall be designed to provide a summary of the theoretical knowledge acquired in the programmes and research phase and to assess the level of preparedness for the research and dissertation phase.

(2) One shall apply for the comprehensive examination in the DS on the application form specified in Appendix 3. Admission to the comprehensive examination requires at least 90 credits in the PhD programmes and research phase, as well as all additional programme credits and other criteria required by the DS curriculum. The latter requirement does not apply to students in individual preparation for a doctoral degree.

(3) Prior to the application for the comprehensive examination, doctoral students are required to submit their "Research report" that consists of the result of researches conducted during the research and dissertation phase (semesters 1-4) as well as of the research and dissertation phase plans (semesters 5-8). The supervisor shall evaluate the candidate in writing in advance according to the criteria set by the DS, as a condition for admission to the comprehensive examination.

(4) The comprehensive examination must be taken in publicly before a committee. The examination committee shall consist of three members, one of whom shall not be employed by the University. The chair and members of the committee shall be experts in the subjects and subjects covered. The chair of the committee may be a university professor, a habilitated associate professor, a professor emeritus, or an educator or researcher with the title of Doctor of the Hungarian Academy of Sciences. The supervisor of the doctoral student taking the examination, a close relative or someone who is not expected to evaluate the examination objectively for any other reason may not be a member of the committee.

(5) Subject to the requirements set out in paragraph (4), the DS shall propose the composition of the committees and the subjects or topics for each research area, to be proposed to the DCD by the head of the DS. The proposal for the composition of the comprehensive examination board shall be submitted to the DCD by nominating two alternates in addition to the three members, one of whom shall be non-employed by the University. The composition of the committees and the admission for the comprehensive examination are decided by the DCD. The examination is organized by the DS.

(6) The comprehensive examination consists of two major parts:

- a) The first part assesses the theoretical knowledge of the candidate;
- b) The second part describes the scientific progress of the candidate (dissertation part).

(7) In the theoretical part of the comprehensive examination, the candidate shall take an examination in two subjects or subject areas. The topics covered by the theoretical examination may differ by research areas. The first topic serves to assess the general knowledge of doctoral students on the main courses of their research areas while the second topic helps to evaluate their knowledge on the research topic. The exact topics of the theoretical examination are approved by the DCD following the recommendation of the head of the research area. The theoretical exam may also have a written part.

(8) In the dissertation section of the comprehensive examination, the candidate shall present the scientific and topic-specific literature knowledge in the form of a presentation. Furthermore, the doctoral student is required to report on the achieved research results and to present the research plan for the second phase of doctoral programme, as well as the planned schedule of the doctoral dissertation and the result publication.

(9) The examination committee shall evaluate the theoretical and dissertation part of the examination separately. The members of the committee evaluate the exam in part and within the theoretical part of the subject on a scale from 0 to 5. The comprehensive examination is successful if the majority of the committee members deem both parts of the examination to be successful, i.e. the candidate has received at least 60% of the points obtained in total and in part. The result of the evaluation of the comprehensive examination may be either pass or fail.

(10) Minutes shall be made of the comprehensive examination, which shall include a written assessment. The test result must be announced on the day of the oral test. The registry of exam results is the responsibility of the DS.

(11) The credits of a successful comprehensive examination are taken into account for the 5th semester, during the research and dissertation phase.

(12) A failed comprehensive examination may be retaken once, in the same term.

The absolutorium Section 29

(1) The University shall issue a final certificate (absolutorium) to the doctoral student who has obtained the required credits in doctoral studies.

(2) The absolutorium certifies the completion of the study obligation, scientific research and classroom instruction required by the curriculum, as specified in the AER and curriculum, the successful completion of the required exams (other than the language exam) as well as the obtaining of 240 credit points required. It furthermore certifies, without qualification and evaluation, that the doctoral student has fully complied with the required programme requirements.

(3) As a prerequisite to the issue of the absolutorium, the doctoral student must prepare a final closing report that is supplemented by a written evaluation of the supervisor and signed by the head of the research field.

(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 absolutorium shall be signed by the head of the DS.

Acceptance, change of supervisor, title and research topic

Section 30

(1) Students enrolled in PhD programmes of other higher education institutions may apply for acceptance to a doctoral school at the University, provided that the conditions of their research activity are met and the credits obtained there (in whole or in part) may be counted into the DS programmes, and one of the supervisors of the DS undertakes to supervise the student.

(2) A doctoral student applying for acceptance must enclose to the application a certificate from the previous higher education institution stating that the doctoral student has left the previous institution. The acceptance procedure is governed by Rector's Decree.

(3) 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. The DS asks for the opinion of the head of research before making any statement. The decision will be made by the DCD on the basis of a proposal from the Head of DS.

(4) The title of the doctoral dissertation may be modified by with the approval of the DCD, at the request of the supervisor or the doctoral student, or at the request of the workshop discussion, no later than at the workshop discussion, but this shall not imply any modification of the research topic.

(5) 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.

CHAPTER VI

OBTAINING A DOCTORAL DEGREE

General conditions for obtaining a doctoral degree

Section 31

(1) Applying for the degree shall be subject to the submission of the completed doctoral thesis (work) and the annexes provided for in these Regulations, subject to the conditions for granting the degree. Applicants must submit their doctoral dissertation within three years of completing the comprehensive examination. If doctoral candidates are unable to meet the deadline due to childbirth, accident, illness or any other unexpected cause, the deadline may be extended by one more year;

General conditions for obtaining a doctoral degree:

- a) documentation of independent scientific work, in particular publications in scientific journals, books, scientific conference publications, mostly related to the research topic of the applicant for the doctoral dissertation. The proof of scientific work shall be achieved by obtaining a minimum of 20 publication points, summarized on the basis of the points table, of which at least one peer-reviewed foreign language publication and at least four peer-reviewed publications are required;
- b) proof of knowledge of two foreign languages. Certification of two of the languages of at least B2 level (intermediate) state-recognized language examinations or equivalent. In the case of a level C1 (advanced) complex state-level examination (or equivalent

- certificate) from another language, another level B1 (Basic) complex state-recognized language examination (or equivalent) is sufficient;
- c) applicants of non-Hungarian nationality must pass at least two state-recognized intermediate level language examinations in their mother tongue, or one state-recognized advanced level and one state-recognized elementary complex language exam;
 - d) acquisition of the absolutorium;
 - e) solving the scientific task independently, preparing a dissertation, creating a work and defending the results in public debate.

The doctoral dissertation

Section 32

(1) The doctoral dissertation presents the research objectives, the summary of the research literature of the research subject, the hypotheses, the research methods and results, the individual conclusions and the new scientific result (results), as well as the practical applications, and recommendations of the author in a summary work, whereby the doctoral candidates demonstrate the capability of solving a scientific task in line with the requirements of the degree.

(2) The dissertation should contain the scientific problem, the appropriate scientific methodology and the research methods applied, the research objectives, the hypotheses, the evaluation of the relevant national and international scientific literature, the individual conclusions, the new scientific results interpretable for the domestic and international scientific community, with their practical applications.

(3) The length of the doctoral dissertation can be at least 130 pages and not more than 200 pages in the field of military engineering sciences. The following parts are not included in the scope: annexes, appendices, bibliography; Further requirements on the format and the content are determined in the relevant paragraph of the DHR.

(4) In the field of military engineering science, doctoral students are required to prove the ability to independently solve a scientific task. The procedure for qualifying for a work of art is the same as the general rules, except that the qualification is based on the work itself and a description of the work, which demonstrates its essence and experience of its practical application. Requirements for the work to be completed are defined in the relevant paragraph of the DHR.

(5) The thesis booklet of the doctoral dissertation summarizes the results of independent scientific work and independent artistic creative activity.

(6) The doctoral dissertation and the thesis booklet should be made available to the public electronically, which is provided by the DSME. The author of the doctoral dissertation is responsible for the preparation of the thesis booklet. Further requirements on the format and the content are determined in the relevant paragraph of the DHR.

Preliminary defence of the doctoral dissertation

Section 33

- (1) before submitting the dissertation, a preliminary defence shall be conducted; The aim of the preliminary defence is to have a professionally competent community familiar with the topic of the dissertation, to identify the deficiencies of the dissertation, to confirm its values and to assist in the final quality of the final dissertation.
- (2) At the suggestion of the head of DS, and with the agreement of the head of the research area, two qualified and experienced preliminary reviewers should be invited for the workshop discussion.
- (3) The application to the preliminary defence shall be submitted to the DSME secretary through the form included in Appendix 5. The draft dissertation is required to be sent at least 15 days prior to the preliminary defence to the jury and to be published on the DS website.
- (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 6.
- (6) The organization and facilitation rules of the preliminary defence are detailed in the relevant paragraph of the DHR.

Applying for a degree

Section 34

- (1) Applying for a degree procedure must be made using the form indicated in Appendix 7. The application must be submitted to the OSA, which will carry out a formal check and will accept only the complete application and forward it to the relevant DS. The OSA will return the form that is incomplete to the applicant for completion. The application must be accompanied by a certificate from the head of the DS certifying that the applicant for the doctoral dissertation has fulfilled all the conditions required for applying for the degree programme, in addition to completing the course, and that the application material is in full compliance with the requirements.
- (2) The full application form shall be submitted to the DCD for approval by the members of the DS and subsequently submitted to the DCD for approval by the head of the DS.
- (3) The doctoral dissertation submission must be accompanied by the documents listed in the relevant paragraph of the DHR.
- (4) Based on the proposal of the DS, the DCD will decide whether to accept the application and start the procedure (to submit the dissertation for review). The DCD may not reject an application for a graduate who has successfully completed a doctoral programme (obtained an absolutorium) at the university, given that all prerequisites are met.

(5) Graduation activities shall be suspended from 15 July to 31 August and from 15 December to 5 January. The preliminary defence is no exception to this.

(6) It is the responsibility of the OSA to register the application and the DS to register the decision of the DCD.

Review of the doctoral dissertation Section 35

(1) Two opponents are invited by the DCD to review the doctoral thesis. Preliminary reviewers should be invited as opponents for the final review of the dissertation. Concerning the invitation of the opponent, the provisions of the DHR shall apply.

(2) Opponents shall not have any employment relationship with the University. Depending on the specificities of the discipline, the DCD may waive this requirement for one of the opponents.

(3) It is the responsibility of the DSME to invite opponents, send and register a dissertation, receive the review and administrate them.

(4) The requirements for the review are set out in the Guidelines for opponents, as adopted by the DCD.

(5) The doctoral dissertation shall be defended in public debate before the jury.

(6) The doctoral jury shall be a committee appointed by the DCD to conduct the public debate on the doctoral dissertation and to decide on its acceptance and evaluation of the public defence.

(7) Minutes shall be taken of the defence and sent to the DSME secretary. An example of the minutes can be found in Appendix 8.

(8) The awarding of the degree shall be decided by the UDHC, taking into account the comprehensive examination and the minutes of the defence, by a two-thirds majority of those present.

(9) The detailed criteria for the appointment of official jurors and the jury members, the requirements for a doctoral dissertation, the procedure for conducting a public defence and the rules for awarding a doctoral degree are detailed in the relevant paragraphs of the DHR.

(10) The DS maintains records of comprehensive examinations and doctoral defences and the OSA maintains records of awarded doctoral degrees. Anyone can consult the doctoral degree records, subject to personal data protection laws and university regulations.

(11) Further questions not related to obtaining and awarding a doctoral degree are regulated by the DHR.

CHAPTER VII

OTHER RULES IN THE FIELD OF DOCTORAL PROGRAMMES AND DEGREE PROCEDURE

Finance of the DSME

Section 36

(1) The DSME does not undertake business activities separately from the University. The allocation of financial resources are handled by the Faculty with the supervision of the Dean. The head of the DSMS is involved in making decisions regarding the use of available funds. The rules of business activities are detailed in the University's Operating Regulations and Business Regulations.

(2) The fees, allowances and exemptions regarding the doctoral training programme and the degree procedure are regulated by the relevant paragraphs of the DHR.

Quality assurance for doctoral programmes and degrees

Section 37

Quality management tasks related to doctoral programmes are part of the quality management system of the University. The quality management system of the University is regulated by the Quality Management Regulations.

(1) The DSME operates a functional quality assurance system within the unified quality assurance system of the University and the Faculty of Military Sciences and Officer Training. A fundamental criteria for quality assurance is a system that accurately measures the performance of doctoral students and the faculty, that sets high standards for each assessed individual. The DSME does not employ an independent quality assurance expert. The DCD assigns quality assurance activities to the quality assurance representative.

(2) Tasks of the quality assurance representative:

- a)* make a proposal about the yearly quality goals of the DSME;
- b)* prepare for discussion the annual quality and compliance assessment of the DSME;
- c)* participate in the annual review of SWOT analysis of the doctoral school;
- d)* annually review and evaluate the coverage of compulsory major courses within the research areas;
- e)* monitor student feedback, summarize and evaluate results.

(3) The quality assurance system of the DSME enforces the specific requirements for scientific activities. To this end, DSME has an independent quality assurance plan.

(4) It evaluates the training programme, research, student and lecturer performance, organizational structure, training material as well as the actual status of the educational infrastructure, then it defines the extent deviation from the requirements.

(5) The quality assessment proposes to the head of the Doctoral School of Military Engineering, UDHC, Vice-Rector for Science and DCD a recommendation for action or regulation.

(6) The DSME strictly enforces and assists in the process of elaboration of dissertations and the proper implementation of preliminary defences. It supervises the activities of the comprehensive examination and the designated committees, determines their composition according to regulations and ensures the publicity of dissertation and defences.

(7) The DSME operates a functional quality assurance system within the unified quality assurance system of the University and the Faculty of Military Sciences and Officer Training.

Relations And Cooperation Rules Of The DSMS Section 38

(1) In terms of the doctoral training programme and degree procedure, the Doctoral School of Military Sciences strongly cooperates with the Office of Scientific Affairs, the other doctoral schools of the university, the departments organizing the courses in the given research area as well as other institutes of the university. The DSME maintains its professional relation with other doctoral schools outside of the university. The DSME also works together with the Ministry of Defence and other ministries, research locations of the MoD, law enforcement officers and national security services representatives, Committee on Military Science of the Hungarian Academy of Sciences as well as the Hungarian Military Science Society.

(2) Cooperation agreements with other institutes concerning doctoral training and the award of degrees shall normally be concluded at University level. The University may participate in the following forms of cooperation:

- a) general cooperation with domestic or foreign organizations;
- b) cooperation of the University with a domestic higher education institution;
- c) cooperation of the University with a foreign higher education institution;
- d) cooperation with other research institutes in the field of doctoral programmes or research, provided that the doctoral degree is always awarded and issued by the University;

(3) The foundation of a joint doctoral school with other national or foreign universities or a jointly awarded doctoral degree (Joint Degree) shall be governed by the relevant paragraphs of the DHR.

(4) The DS can liaise - with regard to doctoral education and degree - with the doctoral schools of other universities and with those involved in doctoral studies in foreign educational institutions.

(5) The research areas of the DS also liaise independently with other organs of the University and with organizations outside the University in the fields of education they pursue.

CHAPTER VIII

MISCELLANEOUS AND CLOSING PROVISIONS

Section 39

(1) In matters not regulated by the Regulation, the provisions of the NHE Act., the Decree and the university regulations concerning students and doctoral studies and the habilitation procedure shall be applied accordingly.

(2) Handling the personal data of doctoral candidates and doctoral students is in compliance with the NHE Act.

(3) The present Regulations have been discussed by the DCD on the 12 September 2019 session and it is hereby proposed for the approval of the UDHC. The Regulations were accepted by the Senate decision .../2019. (...). The Regulations entered into force on that day.

(4) A doctoral student, doctoral candidate whose doctoral or doctoral candidate status was established before July 1, 2019 shall be subject to the provisions of the Doctoral Regulations in effect at the date of the establishment of the legal relationship, with the tasks and scope of the organisational units and bodies participating in the doctoral procedure governed by the provisions entering into force on 1 July 2019.

(5) For doctoral students and doctoral candidates who have established their PhD and PhD candidate status prior to the first semester of the 2016/2017 academic year, and are subject to a doctoral examination, Section 14 of the Doctoral Regulation, which entered into force on February 1, 2016, - shall prevail for the composition of the doctoral examination jury, except that the members of the jury do not have to meet the conditions for core membership. The DCD is entitled to decide on the approval of the subjects of the doctoral examination and the appointment of the examination jury.

APPENDICES

- No. 1: Application Form for doctoral training (Sample)
- No. 2: Publication Score Table
- No. 3: Applying for the Comprehensive Examination (Sample)
- No. 4: Minutes of the Comprehensive Examination (Sample)
- No. 5: Approval request for preliminary defence (Sample)
- No. 6: Minutes of the preliminary defence (Sample)
- No. 7: Applying for Doctoral Degree Procedure (Sample)
- No. 8: Protocol of the Public Defence (Sample)

APPLICATION FORM FOR DOCTORAL TRAINING

1. Personal information

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. Education, scientific activity

University degree (specialization):
 Institution issuing the diploma:
 Degree number:
 Time of issue:
 Language proficiency:

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

Numerical data from previous scientific activities *1

NCSS paper:
 Scientific notice:
 Conference presentation:
 Other:

3. Applied training programme:

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

4. Name of the doctoral school to which the applicant is applying:**

Doctoral School of Military Sciences Doctoral School of Public Administration
 Doctoral School of Military Engineering Doctoral School of Law Enforcement

*Applicants must enclose the scientific and publication activities to date (subject, place and date of publication, place of invention, extent) and their copy as a separate attachment.

5. Applied research area:***

.....

6. Announced research area of the application:

.....

7. Preliminary title of the dissertation:

.....

.....

8. Other notes:

.....

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:, .. monthday, 20.... year

.....
(Signature of the applicant)

9. Resolution on ensuring the material conditions of the training and the inclusion of the unannounced subject of the individual preparation:

.....

.....

.....

Done at:, .. monthday, 20.... year

.....
(signature of the head of department/head of research)

10. Assessment of the dissertation topic applying for:

.....

.....

.....

.....

Done at:, .. monthday, 20.... year

.....
(signature of head of department)

.....
signature of the supervisor)

11. In case of internal applicant, opinion and recommendation of the employer:

.....

.....

.....

Done at:, .. monthday, 20.... year

.....
(signature of supervisor)

12. Notes of the applicant:

.....

.....

.....

Done at:, .. monthday, 20.... year

.....
(Signature of the applicant)

13. Submission of the proposer: *

.....

*** In compliance with the numbers indicated in the Selection leaflet.

.....
Done at:, .. monthday, 20.... year

.....
(signature of the proposer)

* *Proposer:* For MoD and HDF subordinate applicants for government scholarship programmes, the MoD and HDF Scientific Working Group. In the case of other internal or sectoral applicants, the head of the body permitting enrolment.

14. Result of the admission interview:

- a) habitus:points
 - b) language proficiency:points
 - c) previous scientific activity:points
- Total:.....points

15. Summary opinion of the Selection Committee:

.....
.....
.....
.....

16. Proposal of the Committee:

recommends / partially recommends / does not recommend

Done at:, .. monthday, 20.... year

.....
(Signature of the Chair of the Selection Committee)

17. Decision of the Doctoral Council of the Discipline:

- a) Has been admitted to training programme
- b) Has not been admitted:.....because of lack of places
.....Failed.

Done at:, .. monthday, 20.... year

.....
(President of the Doctoral Council of the Discipline)

Annexes

1. For graduate students, a copy of the lesson book (s), for those with graduate title, a copy of the diploma (s) of the master's or equivalent university degree, or, in the case of a master's degree obtained abroad, a certified translation; In case of a student, confirmation of the previous academic achievements, recommendation of the Scientific Student Council. (The presentation of original documents are required.)
2. Copy of the language certificate (s). (state level c intermediate state level examination - intermediate level (b2 level) general language examination, complex, or equivalent.) (the presentation of original documents are required.)
3. Official certificate of not less than three months' criminal record or equivalent in the case of foreigners.
4. Proof of payment of the admission fee.
5. Formal declaration of commitment for doctoral studies (can also be done under Section 8 of the Application Form)
6. Professional Curriculum vitae.
7. Research topic plan published by the supervisor or agreed with the supervisor and proposed for adoption by the Doctoral Council of the Discipline, in up to five pages.
8. In the case of an internal or sectoral applicant, the opinion and suggestion of the competent employer or supervisor for participation in the programmes.
9. In the case of placements at a national scientific student conference, their diplomas or copies of the diploma, in the case of scientific publications their list and their special copies (photocopies).

PUBLICATION SCORE TABLE

Publication type	Participati on rate (%)	Points
Book, competition, note:		
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 (ON-LINE TOO)		
In a foreign language journal (6 points)		
In a foreign language journal appearing in Hungary magazine (4 pont)		
In a Hungarian-language (MTA category A, B, C, D) renowned periodical (2 points)		
III. NON-PEER REVIEWED JOURNAL ARTICLE (ON-LINE TOO)		
In a foreign language journal (3 points)		
Foreign language article published in a Hungarian journal (2 points) magazine (2 pont)		
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 (ALSO ONLINE)		
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)		

* Only during the application or programme period.

SUPPLEMENT TO THE PUBLICATION SCORE TABLE² 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) Periodicals: a publication published periodically, typically at least four times a year, but in any case at least twice a year, articles with volumes for the periodical in question.
- 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 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 knowledge:	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 Public Administration
Doctoral School of Military Engineering	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:, .. monthday, 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 .. monthday, 20.... year

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

**MINUTES ON 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	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: 1. List of publications and references
2. Copies
3. Declarations on Co-authorship

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

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 found that the candidate had fulfilled the examination requirements in full and that all publishing activities had reached a level which allowed the preliminary defence 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

APPLYING FOR A DOCTORAL DEGREE PROCEDURE**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	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 issuing the absolutorium (research area):

.....

Date of issue of the absolutorium:

** Please underline what is applicable.*

4. Doctoral Procedure:

Discipline area/discipline:

Research area:

5. Title of the dissertation:

.....

.....

6. 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:

7. Declaration by the applicant:

I apply for a degree in accordance with Article 46 (1) of the Doctoral and Habilitation Regulations.

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:, .. monthday, 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 .. monthday, 20.... year

	ANNEXES	Status
1.	Application Form	
2.	Proof of payment of the procedure fee (or approved exemption request)	
3.	Absolutorium copy	
4.	Copy of university diploma or equivalent certificate (presentation of original document)	
5.	I. Copy of state recognized or equivalent language exam certificate (B2, C1, C1 complex) (presentation of original document)	
6.	II. Copy of state recognized or equivalent language exam certificate (B2, C1, C1 complex) (presentation of original document)	
7.	Official certificate of not more than 3 months' official certificate / equivalent in the case of foreigners.	
8.	Declarations	
9.	Preliminary defence minutes in 3 copies	
10.	Professional curriculum vitae as a written text	
11.	Publication Score Table	
12.	List of publications (detailed, MTMT) and publications, as well as co-authors' declarations and special prints	
13.	9 copies Author's thesis in Hungarian; 10 copies in case of co-supervisor	
14.	9 copies Author's thesis in Hungarian; 10 copies in case of co-supervisor	
15.	Dissertation in 8 copies	
16.	CD in one copy (containing the dissertation, Author's Guide (in Hungarian and English))	
17.	Submission for comprehensive examination subjects / topics and committee, defence committee and opponents	
18.	Request for a foreign language diploma and proof of payment	
19.	Request for foreign language proceedings (if any)	
20.	Certificate issued by the Office of Scientific Affairs certifying that the doctoral thesis to be submitted has been examined for equivalences.	

National University of Public Service
.....
Institution identification number: FI 99859

Student ID:

Record Number:

**MINUTES ON THE
DOCTORAL DEFENCE PROCEDURE**

1. Personal data:

Name of the doctoral candidate:.....
Military rank:(Maiden name):
.....
Mother's maiden name:
.....
Place and date of birth:
Nationality:.....
University degree:

2. Discipline area/discipline:

3. Form of doctoral programme:

4. Name and academic degrees of the supervisor:

5. Title of the dissertation, work:

genre: dissertation, work

6. Place of the public defence:

date:

language (if not Hungarian):

7. Members of the jury and their scientific grade:

Chair:
Secretary:
Members:.....
.....
.....

Opponents and their scientific degrees:

.....
.....
.....

8. Questions raised during the public defence (summary of the questions and comments):

.....
.....
.....
a) name of the participants in the debate:

.....
.....
.....

b) the essence of the answers of the person submitting the doctoral dissertation:

.....
.....
.....

9. Suggestions made by the opponents after the debate is closed:

a/ recommends the award of scientific degree: (name)

.....
.....

b / recommends rejecting the application: (name)

.....
.....

10. Questions that arose after the public debate, in closed session of the jury, information that may have been requested from the applicant of the doctoral thesis and opponents in closed session, and the jury's position on the issues in question:

.....
.....
.....

11. Summary of new scientific findings, content and methodological evaluation of the work, possible dissenting opinions, jury resolution on the issues discussed in the public disputation:

.....
.....
.....

12. Results of the secret ballot conducted by the official jurors and the evaluation committee:

- 5 points awarded by members
- 4 points awarded by members
- 3 points awarded by members
- 2 point awarded by members
- 1 point awarded by members
- 0 point awarded by members

Maximum score available:, total points awarded:, meaning the % of points available

Qualification of the doctoral dissertation:

Summa cum laude

Cum laude

Rite

Done at: Budapest monthday, 20.... year

Opponents and jury members:

.....
official juror

.....
official juror

.....
member of the jury

.....
member of the jury

.....
member of the jury

.....
Jury Chair

.....
Secretary of the jury