



**NEMZETI  
KÖZSZOLGÁLATI EGYETEM**  
A HAZA SZOLGÁLATÁBAN  
HADTUDOMÁNYI ÉS HONVÉDTISZTKÉPZŐ KAR

**DOCTORAL SCHOOL OF MILITARY SCIENCES**  
Founded in year 1996

**ACADEMIC AND EXAMINATION RULES**

**DOCTORAL SCHOOL OF**

**MILITARY SCIENCES**

**(AER DSMS)**

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## SECTION 1

### GENERAL PROVISIONS

These Rules (hereinafter referred to as the AER DSMS) were prepared based on the Government Decree no. 387/2012 (XII.19.), the NUPS Doctoral Rules (hereinafter the DR), as well as the NUPS Academic and Examinations Rules (hereinafter the AER) and the Operational Rules of the Doctoral School of Military Sciences (DSMS).

The further legal background of the AER DSMS are constituted by the following laws and regulations:

- **Act CCIV of 2011** on national higher education;
- **Act CXXXII of 2011** on the National University of Public Service and on the higher education of public administration, law enforcement and military sciences;
- **Government Decree no. 387/2012. (XII. 19.)** on the doctoral schools, the rules of doctoral procedures and habilitation;
- **Government Decree no. 237/2006. (XI.27)** on the admission procedures of higher education institutes;
- **Government Decree no. 51/2007. (III.26.)** on the grants of students participating in higher education and the various expenses payable by them.

## SECTION 2

### SCOPE OF THE AER DSMS

- (1) The scope of the AER DSMS includes the training and examination issues of the PhD students studying within the organised doctoral training (hereinafter the Students).
- (2) In case of individual training, the student is only obliged to participate in the organised sessions and the research work to the extent it is prescribed by the doctoral council.

## SECTION 3

### BASIC CONCEPTS RELATED TO THE DOCTORAL TRAINING

- (1) doctoral student: a student participating in the organised doctoral (PhD) training, entitled to and bound by the rights and obligations described in the government decrees related to higher education, those of the Ministry of Defence and other government decrees;

- (2) doctoral student's legal relationship: the legal relationship existing between the doctoral student and the institute, the contents of which are constituted by the rights and obligations described in the government decrees related to higher education, those of the Ministry of Defence and other government decrees and determined in these rules;
- (3) doctoral candidate: a person under the procedure of obtaining the doctoral degree. If the doctoral student starts the doctoral degree procedure within the training period, then he is a doctoral candidate in addition to his student's legal relationship. The doctoral candidate's legal relationship is established when the Doctoral and Habilitation Council (DHC) approves the student's application to the doctoral degree procedure;
- (4) doctoral training: the training cycle of an academic period of three years (36 months) conducted by the doctoral school, built on the master's degree training and resulting in the doctoral student's legal relationship, which prepares the student to obtain the doctoral degree. The doctoral training is a regular activity of academic, research and reporting tasks, which includes the fulfilment of the obligations prescribed in the Doctoral Rules of the university and thus the successful participation in the doctoral examinations with the exception of the doctoral exam;
- (5) doctoral theme: a research field that is suitable for the doctoral student and later the doctoral candidate to acquire the practical application of the scientific methods with the guidance of the theme leader while elaborating it; arrive at appreciable scientific results; and show evidence of this in the form of scientific publications, scientific presentations and then a doctoral thesis (work);
- (6) academic point (credit) in the doctoral training: the measurement unit of the academic, research and, if the doctoral student also undertakes teaching tasks, teaching work, aimed at fulfilling the student's obligations;
- (7) doctoral degree procedure: a sequence of activities aimed at obtaining the doctoral degree and based on the doctoral training regarding its contents but legally and procedurally unrelated thereto, which is described in the University's Doctoral Rules;
- (8) doctoral thesis: a written work prepared by the doctoral candidate with which the doctoral candidate proves during the doctoral degree procedure that he is capable of independently completing the scientific task adjusted to the requirements of the degree;
- (9) council of the doctoral school: a frequently meeting body, elected by the core members of the doctoral school and intended to assist the work of the leader of the doctoral school; its members are mandated and released by the University's Doctoral Council;
- (10) doctoral theme leader: the teacher or researcher with a scientific degree, whose theme announcement has been approved by the Doctoral Council and who responsibly directs and helps the studies and research work of the doctoral student working on the theme and also helps the doctoral candidate to prepare to obtain the degree;
- (11) part-time training completed at a foreign or other domestic university: part of the doctoral training, in which the doctoral student can participate in such a work program, related to his doctoral theme and approved by the theme leader, that ensures the validity of the given academic period within the doctoral training program of the university. The council of the doctoral school is entitled to decide about the approval of the work program of the part-time training programs;
- (12) semester: it means the credit value to be accomplished in a half-year in case the student processes at an average pace. The workload of one semester is needed to collect 30 credit points;

- (13) half-year: a five-month educational period consisting of one registration week, at least 15 weeks of academic period and not more than 6 weeks of examination period. During one half-year the student may accomplish less or more than the workload of one semester (they may accumulate less or more than 30 credit points). We distinguish active and passive half-years;
- (14) active half-year: a half-year to which the student has enrolled or where they have announced their intention to continue their studies and during which they have accomplished at least 21 credit points;
- (15) passive half-year: the half-year to which the student has not enrolled or where they have not announced their intention to continue their studies. The passive half-years do count into the possible total duration of the doctoral training (72 months).

## SECTION 4

### COMMITTEES AND PERSONS ACTING ON TRAINING AND EXAMINATION ISSUES

- (1) The following committees and persons act on training and examination issues:
  - Rector
  - University Doctoral Council (UDC)
  - University Science Organisation Centre (USOC)
  - Dean
  - Doctoral School of Military Sciences (DSMS)
  - Doctoral School of Military Sciences Council (DSMSC)
  - Doctoral School of Military Sciences Leader (DSMSL)
  - Research Field Leader (RFL)
  - Department Head (DH)
  - Theme Leader (TL)
- (2) The rector:
  - carries out supervision of the doctoral training and the process of awarding decrees
- (3) The University Doctoral Council:
  - a.) Approves:
    - the composition of the doctoral school council;
    - the themes announced by the doctoral theme leaders;
    - the requirements of independent scientific activities;
    - the training program of the doctoral schools;
    - the controls ensuring the operation of the doctoral schools.
  - b.) Decides about:
    - admission to the doctoral training and the individual preparation;
    - the exemptions;
    - the approval of applications to enter the doctoral degree procedure;
    - the modification of the doctoral theme;
    - the subjects of the doctoral examination;
    - the award of the doctoral degree;

- any conflicts of interest or bias arising during the doctoral procedure;
- the termination of the student's legal relationship.

c.) Appoints:

- members of the doctoral admission committee;
- members of the evaluation committee,
- the official assessors;
- the doctoral examination committee.

d.) Takes a position:

- on the ethical violations arising during the doctoral processes.

e.) Provides its opinion:

- on proposals to award doctoral degrees with honour.

(4) The University Science Organisation Centre:

- performs the verification of the applications to the training and the application materials of the doctoral degree procedure regarding their format;
- performs the registration tasks related to the doctoral degree process;
- arranges the enrolment of students participating in the training and the individual preparation program and collects the documents related to the payment of the training fee;
- issues the diplomas and certificates;
- performs the financial administration tasks related to the doctoral degree procedure.

(5) The dean:

- carries out the legal supervision of the operation of the Doctoral School of Military Sciences;
- ensures the infrastructural and professional conditions needed for the academic and research activities of the doctoral students.

(6) The Doctoral School of Military Sciences:

a) is intended to plan, organise and implement the training that prepares the students to obtain the scientific (PhD) degree in the discipline of "Military Sciences".

b) its responsibilities include:

- elaborating the doctoral research themes with the inclusion of the research fields and presenting them to the University Doctoral Council for approval;
- preparation, organisation and conduct of the admission hearings;
- elaboration of the structure and documents of the organised doctoral training;
- elaboration and publication of the information materials related to the training;
- administration and control of the academic issues of the doctoral students and individually preparing candidates;
- registration of the results the students achieve in their academic, scientific research and teaching activities;

- managing the 3-year training and research programs and the half-year training and research plans, as well as retaining one copy of the plans;
- maintaining the students' record books, document folders and the student records;
- collecting and processing the "Informational data" prepared by the students in each half-year and the reports of their theme leaders and, simultaneously, requiring the students and their theme leaders to submit their reports in every half-year;
- supervision of the theme leaders' activities;
- preparing proposals to the sessions of the University Doctoral Council and the Doctoral School of Military Sciences Council;
- coordinating and managing the activities of the research fields;
- preparing reports and accounts about the activities of the doctoral school;
- notifying the concerned persons about the decisions made by the Doctoral School Council;
- keeping both websites of the doctoral school up-to-date;
- organising scientific conferences;
- issuing the PhD pre-degree certificates;
- participation in the degree award procedures of the doctoral students;
- planning and using the collected training expenses.

(7) The Doctoral School of Military Sciences Council:

a.) makes decisions about:

- the training program of the doctoral school and the subject programs;
- the subjects and the related credit points;
- the approval of the credit points achieved at other universities or during foreign study trips (partial training);
- the rules of approving credit points;
- the modification of doctoral themes;
- the students' issues related to year postponement, discipline and examinations.

b.) Makes proposals on:

- doctoral research themes;
- changing the doctoral theme and the persons of the theme leaders;
- admission to the doctoral training;
- admission of applicants to the individual preparation;
- modifications needed in the contents of the doctoral themes;
- approval of applications to the doctoral degree procedure;
- the composition of the doctoral examination and assessment committees;
- the subjects at the doctoral examination of students applying to the doctoral degree procedure;
- termination of the students' legal relationship;
- the establishment of a new research field or the termination of an existing one.

c.) The forum of appeal of the Doctoral School of Military Sciences Council is the Doctoral Council of the NUPS.

(8) The Doctoral School of Military Sciences Leader:

- is responsible for the scientific standards of the doctoral school and its training work;
- coordinates the doctoral training;
- controls the work of the doctoral school council and is responsible for the implementation of the decisions brought by the council;
- represents the doctoral school.

(9) The research field leader:

- is responsible for the quality of work conducted in the research field;
- makes recommendations on admissions to the doctoral training;
- makes recommendations on the approval or modification of the person of the theme leader;
- makes recommendations on the changes related to the training and the new research themes;
- approves the individual training and research program of the doctoral students and their half-yearly training and research plans;
- jointly with the theme leader, he makes recommendations about the subjects of the doctoral examination, as well as the appointment of the presidents and members of the Doctoral Examination Committee and the Evaluation Committee;
- manages the professional work of the research field.

(10) The department head:

- organises and registers the assumption of the doctoral subjects belonging to the given department;
- countersigns the 3-year training and research program of the students who have assumed the subjects of the department, as well as their half-yearly training and research plans;
- approves or refuses the modification of the assumed subjects upon request of the students.

(11) The theme leader:

- announces the doctoral themes;
- certifies the accomplishment of the performed tasks with his signature in the half-yearly report and record book of the doctoral student in every half-year;
- countersigns the contract signed by the doctoral student and the leader of the organisational unit (department) responsible for the given training activity about the training provided to the doctoral student;
- assists the doctoral students in writing the scientific publications and preparing the doctoral and supports them in winning foreign scholarships;
- makes recommendations about the training and research plans of the doctoral students and takes responsibility for their standard and implementation;
- prepares a written report as part of doctoral student's half-yearly report at the end of each half-year about the activities performed by the doctoral student;
- reports on the activities performed by the doctoral student jointly with the student in each half-year;

- prepares a summary report at the end of the training about the work of the doctoral student and makes recommendations about the issue or refusal of the pre-degree certificate;
- prepares and conducts the workshop dispute of the completed doctoral thesis;
- requesting the opinion of the research theme leader, he makes recommendations about the subjects of the doctoral examination, as well as the appointment of the presidents and members of the Doctoral Examination Committee and the Evaluation Committee;
- assists the doctoral students in their preparation for the doctoral decree procedure.

## SECTION 5

### DURATION AND PLACE OF THE DOCTORAL TRAINING

- (1) The organised doctoral training takes place during the whole calendar year.
- (2) Forms of the organised training:
  - a.) *full-time* (daytime state-funded or fee-charging courses);
  - b.) *part-time* (fee-charging correspondent course or individual training).
 Besides the organised training, it is possible without training to participate in:
  - a.) *individual preparation*.
- (3) The language of the doctoral training is Hungarian. In addition to this, the training may also take place in foreign languages, primarily in English. The foreign language course may not differ from the approved program in its themes. In this case, the teachers delivering the subjects and the appointed theme leaders may be people accredited on the website of the Hungarian Accreditation Committee (HAC) who can give lectures in the given language and who hold a scientific degree.
- (4) The organised doctoral training consists of a uniform training period of thirty-six months, which contains six active half-year terms.
- (5) The duration of the doctoral training may exceed the six active terms in case the student has not fulfilled the provisions in Points (d., e.), Paragraph (8), Section 6, with the exception of those participating in individual preparation, and has to repeat the term because of this. The repeated term shall be counted in the possible total duration (72 months) of the training.
- (6) The doctoral student may participate in partial training at a foreign or at another Hungarian university. The student may take part in the partial training based on a work program, approved by the theme leader, which ensures the validity of the given academic period in the program of the doctoral training. The student's partial training is to be appreciated with credit points.
- (7) The location of the doctoral training is the university campus in Hungária Bld. Deviations are only possible in case of off-site trainings approved according to the expert opinion of the HAC.



## SECTION 6

### THE STUDENT'S LEGAL STATUS

- (1) The legal status of the students is determined in the Doctoral Rules of the NUPS.
- (2) Students establish legal relationship with the university when they enrol in the Doctoral School following their admission or transfer from another institute. During the validity of the students' legal status no further enrolment is necessary. Before starting a new term, during the registration week the students are obliged to make a statement if they continue their studies or if they suspend their student's legal status in the given term. In case of continuing their studies, students participating in fee-charging courses should also give proof of their payment of the training fee.
- (3) In case the student fails to make this statement during the registration period by his fault, the student's legal status must be suspended and a passive term must be registered for him. The passive term also means a postponed year as missing a term would result in an academic year starting in the winter term.
- (4) The student may only exercise his right to suspend his student's legal status three times, for a total period of three years. The student's legal status may not be suspended continuously for more than two terms. The first suspension is only possible after the successful accomplishment of the first term. During the passive terms the student's legal status is suspended but these terms are still counted in the possible total duration (72 months) of the training.
- (5) The student's legal relationship shall also be suspended if the student is unable to fulfil the obligations resulting from the student's legal status through no fault of their own, for example because of giving birth, accidents, illnesses or other unexpected reasons (longer foreign placements). In the cases determined in this paragraph, the restrictions prescribed in Paragraph (4) need not be applied. In these cases, too, the student has the obligation to report the suspension, which shall be approved by the council of the doctoral school.
- (6) 72 months (the possible total duration of the training) after the student's admission, the doctoral student's legal status terminates and the student is deleted from the list of students.
- (7) During the passive term and in case of a postponed year, the student may not participate in the training or obtain credit points. Students with a scholarship may not receive a grant. They shall not pay tuition fees, training expenses or any other administrative fees. They may perform data collection and scientific research work and they may also participate in scientific conferences and enter competitions.
- (8) Students may have a continuous legal status if they meet the following conditions:
  - a.) they enrol in the first term;
  - b.) they announce the continuation of their studies in the subsequent terms and prove the payment of their training expenses;
  - c.) they obtain at least 21 credit in each term (Sections 11-14 contain provisions about the distribution of the credit points), which does not apply to those participating in the individual training;

- (9) With the exception of students taking part in individual training, students not meeting the conditions in Point c. Paragraph (8) must repeat the term in a way that the credit points they obtained during the invalid term shall be granted for them during the repeated term. In this case, students participating in fee-charging courses must pay the tuition fee of the term in the repeated term, too.
- (10) The student's legal status shall also be continuous if the student participates in a partial training at a foreign or another Hungarian university for a prolonged period, where he fully completes the partial tasks agreed on with the theme leader, which can be appreciated with credit points.
- (11) The student's legal status is terminated:
- a.) at the end of the training at the same time the student receives the pre-degree certificate;
  - b.) on the day of reporting if the student submits a statement in writing to suspend their student's legal relationship;
  - c.) by way of exclusion, based on the ruling of the University Doctoral Council, on the day the ruling becomes final;
  - d.) by way of deletion from the list of students 72 months after the student's admission;
  - e.) at the student's request, if the student applies to the doctoral training of another university, on the day of admission.
- (12) Based on the recommendation of the DSMSC, the University Doctoral Council may also terminate the student's legal status by means of a unilateral declaration if the student:
- a.) fails to meet the obligations related to the training course and determined in the academic and examination rules;
  - b.) fails to make his statement before starting the term out of his fault on two subsequent occasions;
  - c.) fails to start his studies in the academic period after the termination of the delayed year approved for him.
- In all cases, it is a condition that the doctoral school has notified the student that he should meet his obligations within the given deadlines and informed him about the legal consequences of his failure in writing.

## **SECTION 7**

### **TASKS OF THOSE PARTICIPATING IN INDIVIDUAL TRAINING**

- (1) The goal of the individual training is to make it possible for professionals with significant researcher experience and documented scientific activities (dr. univ. title, publications of appropriate quantity and quality, outstanding practice in the organisation or higher education of defence and law enforcement) to obtain the doctoral (PhD) degree with lighter conditions.
- (2) The duration of the individual training is three years (36 months).

- (3) Those participating in individual training are exempted from attending contact lectures; however, their training involves consultation and examination obligations. According to the rules of organised training, participants in individual training shall also conduct their preparation under the provisions of the credit system. They are also required to obtain a minimum of 180 credit points to obtain the pre-degree certificate.
- (4) Participants of individual training establish a student's legal relationship for the duration of the training.
- (5) Based on their academic and research results, achieved before their admission, participants of individual training may be approved credit points by the doctoral school as follows:
  - academic obligations: maximum 12 credit points;
  - scientific research work: maximum 60 credit points.

The credit points approved this way must be referred to in the notification sent to the participants of individual training about their admission. In case of individual training, the approval of previous performance described in Section 15 may not be applied.

- (6) The same number of credit points is obligatory for participants of individual training as described in Paragraph (1), Section 11 of these rules as are the subjects determined in Points a.), b.) and c.) in Paragraph (1), Section 12.
- (7) The further academic and research tasks to be completed during the training period shall be determined by the theme leader following coordination with the student and consideration of his scientific history and previous performance.
- (8) Participants of individual training shall prepare a training and research program for the three years, which they must submit to the doctoral school before the end of the first term (31<sup>st</sup> January) with the agreement of their theme leader and the approval of the research field leader.
- (9) There is no minimum amount of credit points determined for participants of individual training to be obtained during each term as they perform their activities based on their own plan under the direction of their theme leader. At the end of the terms they must submit the report about the collected credit points to the doctoral school based on Paragraph (6) Section 20 (even if no points were obtained).
- (10) Similarly to participants in other types of training, participants of individual training may also apply for a year postponement according to Paragraph (4) Section 6.
- (11) If it is useful for the elaboration of their thesis, participants of individual training may enrol in other subjects and research seminars in addition to the credit points determined of them and they may also perform and complete scientific research beyond the prescribed 120 credit points. However, they are allowed to complete a maximum of 198 credit points during the whole period of the training.
- (12) In case of successful preparation, if the participants of individual training has met the conditions determined in Section 22, the doctoral school issues a pre-degree certificate for them at the end of the 3<sup>rd</sup> academic year.

- (13) The candidate who has finished the individual training and received the pre-degree certificate may enrol to and complete the doctoral degree procedure according to the general rules of the procedure.
- (14) For those participants of individual training who already hold a doctoral (PhD) degree in another scientific discipline, the UDC may approve more credit points than what is determined in Paragraph (5), based on individual consideration.

## **SECTION 8**

### **TASKS OF THOSE PARTICIPATING IN INDIVIDUAL PREPARATION**

- (1) The goal of the individual preparation is to make it possible for professionals holding a degree obtained in masters training at a domestic or foreign university and a certificate proving their qualification; having a minimum of 5 years of documented teaching or scientific researcher experience in the field of military sciences or especially outstanding practice in the organisation of law enforcement bodies or the higher education thereof, to obtain the doctoral (PhD) degree without participation in the organised training. Obtaining the degree based on individual preparation shall only be approved in especially justified cases!
- (2) Participants of individual preparation shall be exempted from the tasks of doctoral training and they may enrol to the doctoral degree procedure without training if they have the plan of the doctoral thesis suitable for a debate.
- (3) The general rules of the admission of participants of individual preparation are included in the Doctoral Rules.
- (4) Following their admission, participants of individual preparation shall apply for the doctoral degree procedure even if they do not yet meet all the conditions of obtaining the degree (e.g. completed thesis, second language exam). Their admission requires the supportive statement from one member of the doctoral school;
- (5) In case participants of individual preparation do not meet any of the admission conditions, they have the opportunity to apply for the individual training. After spending at least one academic year in individual training, they may request their transfer to individual preparation if they have met the requirements they missed at the time of their admission. The UDC shall decide about the transfer of the student based on the recommendation of the DSC.
- (6) Requirements of individual preparation:
  - a) participants of individual preparation do not have a student's legal status as they only participate in the doctoral degree procedure and no pre-degree certificate shall be issued for them;
  - b) application for the individual preparation is continuously possible;
  - c) their preparation shall be directed by the appointed theme leader;
  - d) all other requirements of the doctoral degree procedure are identical with those of students participating in organised training;
  - e) the fee charged for the degree procedure is only payable at the time of submitting the entire documentation in case the candidate was admitted with an unfinished material;

- f) no year postponement may be allowed for participants of individual preparation.

## **SECTION 9**

### TRAINING AND OTHER FEES

- (1) With the exception of daytime training with state scholarship, participants in all other training forms are to pay the university tuition fees in order to cover their training expenses, as well as administrative and other fees for the administration of their other issues.
- (2) Tuition fees are only payable after the active terms.
- (3) The currently valid amount of the tuition fees shall be determined in the Doctoral (PhD) Admission Bulletin issued for the given academic year, while the administrative and other fees shall be determined by the Management Rules of the university.
- (4) Doctoral students who are professional members of the armed forces may sign a contract with their superior acting as their employer in order to reimburse them for their tuition fees.
- (5) In case of doctoral students participating in fee-charging training or individual preparation, their workplace may assume payment of the expenses of training and the degree procedure at the students' request.
- (6) The university may assume partially or in full the tuition fees, expenses and costs payable by its own employees (with the exception of the application and supplementary fees).
- (7) Students participating in the training shall prove payment of the tuition fee or present the statement on the assumption of their expenses issued by their workplace at the time they enrol to the first term and later at the beginning of each term, at the same time they submit the statement determined in Point b.) Paragraph (8) Section 6.
- (8) No fees shall be paid by the doctoral student whose exemption from the tuition fee or other expenses is provided by a legal regulation, an international agreement or the Doctoral Rules of the university.
- (9) The fees and other administrative expenses shall be paid as determined by the Scientific Organisation Centre.

## **SECTION 10**

### THE STUDENT'S OBLIGATIONS AFTER ENROLMENT

- (1) The doctoral student shall prepare a 3-year training and research program in 3 copies according to the sample document in Appendix 2 by the end of the last month in the

first term (31<sup>st</sup> January) under the direction of the theme leader. (Participants in individual preparation are exempted from this task)

- (2) The training and research program shall be approved by the competent research field leader based on the recommendation of the theme leader.
- (3) The 1<sup>st</sup> copy of the training and research program shall remain with the student, while its 2<sup>nd</sup> and 3<sup>rd</sup> copies shall be stored by the theme leader and the secretariat of the doctoral school.
- (4) It is advisable to compile the training and research programs those participating in organised training based on the sample plan but students may also divert from that.
- (5) Students participating in the training shall prepare half-yearly detailed training and research plans in 3 copies based on the sample document in Appendix 3 by the 20<sup>th</sup> day of each term starting from the second term (20<sup>th</sup> September and 20<sup>th</sup> February), which they shall have countersigned by the theme leader and then approved by the research field leader. After approval the plans shall be distributed and stored according to Paragraph (3).
- (6) In case the student fails to submit the research plan by the determined date, they may supply it until the end of the fifth week of the given term at special request. If the research plan is submitted after this date, the term of the student shall be considered a passive term.
- (7) In case the student spends the given term at another institute of higher education and wishes to have their performance achieved there approved within the doctoral training, the relevant provisions of the AER and this AER DSMS related to partial training shall apply. They shall have to consult with their theme leader about their training and research plan in such cases, too.

## SECTION 11

### ALLOCATION OF CREDIT POINTS, GENERAL TRAINING REQUIREMENTS

- (1) Sub-areas of the doctoral training:

Credit points may be obtained with the following activities (sub-areas) in the doctoral training:

a.) Academic obligations	min.	50 credits
b.) Scientific research work	min.	120 credits
c.) Delivery of lectures (teaching)	max.	10 credits

- (2) General training principles:

- a) The three-year training consists of six terms, where an average of 30 credits per term or a total of 180 credits must be obtained. Students participating in individual training may collect the required number of credit points in any distribution per term;

- b) the workload that may be planned for each term is equivalent to a minimum of 27 or a maximum of 33 credit points. An exception to this rule is if the student failed to obtain the 30 credit points in the previous term for some reason. In this case, the missing credits may also be planned in addition to the 33 credit points;
  - c) if the student has no missing credit points (i.e. they have completed their studies according to the sample plan), they may complete a maximum of 33 credit points in each term;
  - d) at the end of the training students may outperform the required 180 credit points by a maximum of 10%, which means that no more than 198 credit points may be approved for them;
  - e) students may continue their studies if they have obtained a minimum of 21 credit points (90% of the required amount) during the term and if they have also satisfied the required criteria. In especially justified cases, based on individual consideration and only on one occasion during the training period, the doctoral school council may grant exemption from the requirement of obtaining 21 credit points; however, the missing points shall be collected during the following term;
  - f) with scientific research work, students shall obtain a minimum of credit points 9 during the first term and a minimum of 12 credit points in the following terms in a way that they must have a minimum of 120 credit points at the end of the training;
  - g) students employed as teachers may not obtain credit points through lessons held at their own universities;
  - h) the deadline for “approving” the credit points for all students participating in organised training shall be the last business day of each term.
- (3) The requirements shall be determined by the theme leader in case of scientific research, while in case of academic obligations and teaching tasks, they will be determined by the responsible teacher of the training field (head of the department competent about the doctoral training) in agreement with the theme leader.
- (4) In case of completing the scientific research tasks, the related credit points shall be certified by the theme leader; credit points related to the academic obligations and teaching tasks shall be certified by the responsible teacher of the training field (the competent had of department) or, in case of subjects, the lecturer of the given subject as listed in the record book, considering the general principles determined by the DSMS Council.
- (5) The requirements of training are identical in case of daytime (scholarship) and correspondent students. The contents of Points b.), c.), e.), f.) and g.) Paragraph (2) in this section shall not apply to those participating in individual training.

## **SECTION 12**

### **REQUIREMENTS OF MEETING THE TRAINING OBLIGATIONS**

- (1) As for training, all doctoral students participating in organised training are to enrol to or choose subjects in the total value of 50 credit points in the following order:
- a.) In terms 1-4 all doctoral students of the university participating in organised training shall enrol to the compulsory subjects determined by the doctoral school council for the given academic year;
  - b.) During terms 1-2 students shall enrol to 1 optional colloquium subject per term, preferably related to the research theme, in the value of 3 credit points per subject.<sup>1</sup>
  - c.) During terms 3-4 students shall enrol to 1 optional research seminar per term, preferably related to the research theme, in the value of 2 credit points per subject (the researcher seminars conclude with term marks).<sup>2</sup>  
The goal of the research seminar is to let the doctoral student be immersed in the theme of their choice, related to their research field. They should explore and process the relevant academic literature and they should be able to form and synthesise their own opinion on the theme. The seminars shall be evaluated and the term marks shall be awarded by the teacher announcing the theme. The marks shall be recorded in the record book as term marks.
  - d.) Provisions in Points a-c. above also apply to students in individual training but they may accomplish these requirements according to their individual training plans.<sup>3</sup>
- (2) No more than a total of 60 credit points of the minimum 180 credit points prescribed for the training may be obtained through academic (training) obligations. An exception to this rule is if the student collected more credit points than required, based on Point d.) Paragraph (2) Section 11.
- (3) Numbers of contact lessons of the various subjects:
- in daytime training:
 

— subjects ending with colloquium and mid-term evaluation	30 lessons,
— researcher seminars	20 lessons;
  - in correspondence and individual training:
 

— subjects ending with colloquium and mid-term evaluation	10 lessons,
— researcher seminars	6 lessons;
  - with the exception of the subjects titled “Scientific research” and “Teaching” outside the research field, to which no contact lesson numbers are determined.
- (4) Those students who cannot attend the subjects ensuring the accomplishment of their academic obligations due to prolonged absence (e.g. foreign placement) may apply for exemption from such subjects (individual training plan). However, they shall also take their examinations in the examination period of the given term.

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<sup>1</sup> Amended according to the 27th March 2014 ruling of the DSMS

<sup>2</sup> Amended according to the 27th March 2014 ruling of the DSMS

<sup>3</sup> Amended according to the 27th March 2014 ruling of the DSMS



- (5) Enrolment to the subjects must be planned with the agreement of the theme leader and the leader of the relevant research field and the department head, choosing from the announced subjects. The list of the available subjects and researcher seminars, as well as the other necessary information shall be published on the NEPTUN system by the DSMS and also send to the students under the title "Informative data" before the beginning of each term or publish them on the website of the school.

## **SECTION 13**

### **REQUIREMENTS OF MEETING THE RESEARCH OBLIGATIONS**

- (1) In order to accomplish the scientific research activities, students shall in each term enrol to the subject titled "Scientific research", related to the given term, from the subjects outside the research field. The Roman numbers after the name of the subject indicate the number of the term when the given subject becomes available for enrolment. These subjects carry a basic amount of credit points, which is also indicated in the sample plan. Accomplishment of the basic credit points ensures the average progress of the student. The credit values of these students can be modified in the NEPTUN system depending on what the student accomplished in reality by the end of the term. This means that the administrator of the doctoral school shall enter the credit values, accomplished by the student and indicated in their half-yearly report, in the system and in the student's record book.
- (2) During the first term a minimum of 9 points must be obtained through scientific research activity and 12 credit points in every subsequent term in a way that the student must have a minimum of 120 credit points by the end of the training period.
- (3) Credit points can be obtained through activities determined in Appendix 1 of this AER DSMS.
- (4) A certain publication or scientific activity may only be credited once during the whole training period.
- (5) A publication can be accepted as professional publication if its length is minimum 0.3 printed sheet (approx. 12,000 characters, which results in approx. 6 pages in case of 27 lines per page). An exception is the poster and the coreference issued in the publication of a scientific conference, where a shorter length is allowable.
- (6) Rules of accounting publications in the given term:
  - a.) publications already submitted but yet to be evaluated or publications where the editor requests significant modifications, which are yet to be performed, shall be considered as non peer-reviewed articles;
  - b.) in case of submitted but still unpublished publications, the editor's authentic acceptance statement must be attached but it must be submitted after publication;

- c.) a publication issued in conference publications shall mean the entire transcription of the conference presentation or its shortened version and not the draft of the presentation;
  - d.) in case of publications written as a co-author, the co-author's statement must be attached, indicating the proportion of authorship. The credit points shall be calculated based on the proportion of authorship in a way that fractions shall be rounded up to full points according to the rules of rounding. An exception is five tenths of percentage, which shall be rounded upwards;
  - e.) scientific activities can only be credited if the doctoral student can effectively prove them (e.g. with copies of the article published in a journal or a publication certified with the time of downloading in case of online journals).
- (7) It is a requirement that doctoral students must have a minimum of four articles in Hungarian and one article in a foreign language published in peer-reviewed journals (of class A, B or C), presenting their own research results. This shall not apply to those involved in individual preparation as they already meet the minimum conditions of scientific research work at the time of their admission according to the Doctoral Rules. Nevertheless, they may publish articles or perform other scientific work during the doctoral degree procedure, which shall be credited for them when they submit their thesis and the complete procedure material.

## SECTION 14

### REQUIREMENTS OF MEETING THE TEACHING OBLIGATIONS

- (1) Holding lessons is an optional and not compulsory opportunity to obtain credit points.
- (2) Doctoral students employed in teaching positions may not obtain credit points through lessons held at their own universities.
- (3) Credit points may only be obtained through holding lessons from the 3<sup>rd</sup> term onwards, with the exception of students participating in individual training.
- (4) Those students who wish to obtain credit points through holding lessons must enrol to the subject titled "Teaching" from the subjects outside the research field in the given term. The Roman numbers after the name of the subject indicate the number of the term when the given subject becomes available for enrolment. These subjects carry **modifiable** credit values so similarly to the subjects of "Scientific research" so their accomplishment takes place similarly.
- (5) Lessons shall only be held with the permission of the competent department head in the research theme of the student or a closely related other theme.
- (6) 1 credit point may be awarded for holding 4 lessons.
- (7) A maximum of 5 credit points may be obtained in one term, and a total of 10 credit points during the entire training period.

- (8) The delivery of the lessons shall be acknowledged by the department head responsible for the theme (research theme leader - teacher).
- (9) Provisions of this Section do not apply to participants in individual preparation.

## **SECTION 15**

### CREDITING PREVIOUS PERFORMANCE

- (1) Results of scientific research work performed in the three years immediately preceding admission to the doctoral school and related to the research theme of the doctoral student may be appreciated with credit points in the doctoral training according to Appendix 1. In case the previous performance is not related to the theme of the student, 50% of the credit points listed in Appendix 1 may be awarded.
- (2) A maximum of 18 credit points may be awarded in this context and only in the first term of the training.
- (3) The doctoral school council shall decide about awarding credit points for scientific research work at the student's request and with the agreement of the theme leader.
- (4) Students must submit this request to the secretariat of the doctoral school before the beginning of the first term examination period.
- (5) Academic activities (e.g. subjects completed as students) or teaching activities cannot be approved as previous performance.
- (6) In case of students in individual training, the rules of approving previous performance may not be applied.

## **SECTION 16**

### TRANSFER, CHANGE OF THEME LEADER, TITLE OR RESEARCH THEME

- (1) Students participating in doctoral training organised at other universities may request their transfer to the DSMS if the conditions of the research activity they perform are ensured and the credit points (or part of them) can be approved in the DSMS training. The Procedural Rules of transferring are determined in the Doctoral Rules. During the procedure of transfer a committee shall decide about approving the previous credit points, the members of which shall be the scientific secretary, the research field leader and the head of the given department.
- (2) If the relationship between the student and the theme leader is not sufficient or if the theme leader cannot perform his tasks out of no fault of his own or due to other reasons, the student or the theme leader may initiate a change of theme or theme leader at the DSMS Council. Before making its decision, the school council shall request the research theme field leader's opinion and the final decision shall be made by the NUPS Doctoral Council based on the proposal of the DSMS leader.

- (3) At the request of the theme leader or the student or proposed through the workshop debate, the title of the doctoral theme can be modified if approved by the doctoral school council.

## SECTION 17

### PARALLEL TRAINING

- (1) With the theme leader's permission, the student may participate in parallel training at another doctoral school. Participation on parallel training must be reported to the secretariat of the Doctoral School of Military Sciences.
- (2) Based on the recommendation of the theme leader, the doctoral school council shall decide about the approval of the subjects and the research activity completed in the parallel training.

## SECTION 18

### CREDIT TRANSFER AND PARTIAL TRANSFER

- (1) Students participating in doctoral training may request the transfer of the credit points after the subjects enrolled to and completed at the doctoral school of another department or institute, where the decision will be made by the doctoral school based on the recommendation of the theme leader.
- (2) The value of the credit points obtained at other institutes and approved in each training sub-area during the period of daytime and correspondence training may not exceed the following limits:
- in case of academic obligations: 7 credits;
  - in case of scientific research work: 18 credits;
  - in case of holding lessons: 2 credits.

Individual training:

- in case of academic obligations 12 credits;
- in case of scientific research work 60 credits;

Exceptions from this rule include partial training completed at other doctoral schools of the NUPS or other domestic or foreign universities, where the DSMS Council may approve the subjects with higher credit values.

**In case the student received a pre-degree certificate at the DSMS but he was repeatedly admitted to the daytime or correspondence course of the school due to the expiry of the final certificate, the following maximum credit points may be**

**awarded to him at his request (if the pre-degree certificate was issued not earlier than 5 years ago):**

- **in case of academic obligations: max. 14 credits;**
- **in case of scientific research work: max. 36 credits;**

- (3) Two subjects are to be considered identical if at least 75% of the material involved is identical.
- (4) In case the material involved is identical, students may be awarded as many credit points for the substituting subject as what is listed in the DSMS doctoral training plan. When the subject is approved, the obtained grade may not be modified.
- (5) Students must submit their request for credit transfer after making their statement to continue their studies and before the end of the registration period. The doctoral school council shall make its decision on approval or refusal within one month.

## **SECTION 19**

### **SUBJECT ACCREDITATION**

- (1) Doctoral students participating in organised doctoral training may request the accreditation of a subject they enrolled (or plan to enrol) to at the doctoral school of another institute of higher education that does not exist at the university, where the decision shall be made by the doctoral school council based on the recommendation of the theme leader.
- (2) A subject may be accredited in case its course material is at least 75% different from that of all the existing subjects at the doctoral school.
- (3) The credit points related to the accredited subject shall be determined by the doctoral school council.
- (4) Based on the recommendation of the relevant research field leader, the DSMSC shall decide about the accreditation of the subjects newly introduced by the Doctoral School of Military Sciences.

## **SECTION 20**

### **EXAMINATION PERIOD**

- (1) Doctoral students participating in organised training may take their examinations during the examination period determined by the university.
- (2) In case of cases deserving special judgment (e.g. stay abroad), the examination can also be taken before the examination period if it is requested by the student and approved by the leader of the doctoral school. In case of an examination not completed until the end of the examination period, the whole subject shall be transferred to the next term.

- (3) During the first and second terms the lectures of the compulsory subjects are organised and conducted by the doctoral school in cooperation with the owners of the subjects, while the further lectures and examinations shall be organised and conducted by the department responsible for the given subject.
- (4) 30 days before the beginning of the examination period, students shall get informed at the department teaching the given subject, request an examination date or enrol to the examination through the NEPTUN system. Modification of a previously determined exam date shall be approved by the department head.
- (5) Credit points may only be awarded in case the examination was successfully passed. The value of the credit points is independent of the result obtained at the successful exam.
- (6) For the approval of the credit points obtained during the term, the student must submit the report on the performed activities and the detailed report by the theme leader in the format according to Appendix 4 to the secretariat of the doctoral school by the end of the examination period.

## **SECTION 21**

### VERIFICATION OF THE OBTAINED KNOWLEDGE

- (1) The forms of verifying the knowledge related to the individual subjects during the training period are determined in the Sample Training plan, while the related formal requirements are described in the Subject Programs.
- (2) The obtained knowledge may be verified as follows:
  - a.) In case of academic obligations:
    - colloquium with five-grade rating;
    - mid-year assessment with five-grade rating;
    - term mark with five-grade rating;
  - b.) In case of scientific research and holding lessons:
    - completion of the obligations related to the given subject shall be evaluated with five-grade rating.
- (3) In case of examinations at the end of the terms, the grade/mark (in case of colloquium, mid-year assessment or term marks) may be determined and verified with his signature in the record book by the examiner or leading teacher; by the theme leader in case of “Scientific research” subjects; and the department head responsible for the taught subject (or the leading teacher appointed by them).
- (4) The provisions of the NUPS Academic and Examination Rules shall apply to the tasks to be completed in case of repeating unsuccessful exams or the correction of successful exams.

## SECTION 22

### CLOSING THE TRAINING

- (1) The pre-degree certificate certifies the completion of the academic obligations determined in the training plan and the obligations of scientific research and teaching (optional for students) as determined in Sections 11-14; it also certifies the successful completion of the prescribed examinations (with the exception of the language exam) and the collection of the prescribed 180 credit points, certifying without qualification or evaluation that the doctoral student has fully met their pre-determined obligations related to the training and preparation.
- (2) After successfully completing the 6<sup>th</sup> term, in case all the conditions of issuing the pre-degree certificate are met, the doctoral school shall issue the pre-degree certificate. However, the student shall only receive this certificate if they have submitted the 3-year summary report of their own and of their theme leader to the school. Students may apply to the doctoral degree procedure from the day the pre-degree certificate is issued within the time period determined in the NUPS Doctoral Rules.
- (3) The three-year training period may not be shortened, with the exception of the rule described in Paragraph (5) Section 8, and the pre-degree certificate may not be issued earlier; however, the workshop debate may be held in the last year of the training and the student may start the doctoral degree procedure according to the provisions of the Doctoral Rules.
- (4) Paragraphs 1-3 of this Section shall not apply to participants of individual preparation as they only participate in the doctoral degree procedure.
- (5) The doctoral examination may not be taken before closing the training period (the issue of the pre-degree certificate).
- (6) The pre-degree certificate shall be signed by the leader of the doctoral school in the record book of the doctoral student.
- (7) On the day the pre-degree certificate is completed and signed the doctoral student's legal status as a student terminates. From the day the application to the doctoral degree procedure is accepted to the day of receiving the doctoral title, the candidate shall be addressed as "doctoral candidate".

## SECTION 23

- (1) In matters not regulated in these Doctoral Academic and Examination Rules, provisions of the NUPS Academic and Examination Rules and the Doctoral Rules of the University shall apply.

\* \* \*

These Doctoral Academic and Examination Rules were approved by the Doctoral School of Military Sciences Council at its session held on 27<sup>th</sup> March 2014, in accordance with the Government Decree no. 387/2012 (XII.19.) and the modified Doctoral Rules of the NUPS that became effective on 1<sup>st</sup> August 2013.

Budapest, 12<sup>th</sup> September 2013

Colonel Dr. Tamás Csikány  
DSMS leader  
sk.



**Credit values of scientific researcher activities** (in case of 100 % authorship)

<b>Name of the activity</b>		<b>Credit points</b>
Books, lecture notes, textbook	Scientific book of Hungarian publication	32
	Book chapter of Hungarian publication	20
	Scientific article in edited book	20
	Printed or electronic foreign language university note or textbook	24
	Printed or electronic own language university note or textbook	20
	Teaching material based on scientific research	12
Peer-reviewed journal article	In foreign journal of foreign language	24
	In domestic journal in a foreign language	20
	In a journal in own language	16
Non peer-reviewed journal article	In foreign journal of foreign language	16
	In domestic journal in a foreign language	12
	In a journal in own language	10
Participation in international (foreign language) scientific conference	Peer-reviewed publication of the lecture in foreign language	24
	Non peer-reviewed publication of the lecture in foreign language	16
	Own language publication of the lecture	14
	Holding lecture in a foreign language /1.	6
	Foreign language poster	6
	Coreference submitted in writing and featured in foreign language conference publication	4
Participation in domestic scientific conference	Foreign language publication of foreign language lecture	16
	Publication of lecture in own language publication of international level conference	12
	Own language publication of the lecture	8
	Holding lecture in a foreign language /1.	6
	Foreign language poster	4
	Holding lecture in own language /1.	4
	Own language poster	2
	Coreference submitted in writing and featured in own language conference publication	2
Scientific competitions	Participation in international (foreign language) scientific competition	14
	Participation in scientific competition of national level	10
	Participation in scientific competition of university level	6
Patent, invention	Foreign patent or application for a patent	30
	Patent or invention recorded in Hungary	20
Other scientific activity	Doctoral thesis draft prepared for the workshop debate during the training period	30
	Collection and exploration of scientific literature related to the research theme /2.	9
	Study prepared in the research theme, which is researchable in the library /3.	6

Remark: In case of co-authorship, the credit points shall be determined according to Section 13.

/1. Only approvable if the material of the lecture was not published!

/2. Only approvable in the first term.

/3. Only one study may be approved in each academic year.

**NATIONAL UNIVERSITY OF PUBLIC SERVICE**  
**Faculty of Military Sciences and Officer Training**  
**Doctoral School of Military Sciences**

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Approved on

..... day ..... month ..... 20...

.....  
research field leader

**THREE-YEAR**  
**INDIVIDUAL TRAINING AND RESEARCH**  
**PROGRAM**

for organised doctoral training

*from 1<sup>st</sup> September 20... to 30<sup>th</sup> August 20...*

for

.....  
*(name, rank)*

.....  
(the student's signature)

## PERSONAL DATA

**Name (rank):**  
**Mother's name:**  
**Nationality:**  
**Personal ID number:**  
**Address, telephone number:**  
**Postal address, telephone number:**  
**Workplace:**  
**Position, job title:**  
**Telephone numbers:**  
    Landline:  
    HM  
    Mobile:  
**Email address:**

## UNIVERSITY DEGREE

**University name:**  
**Name of degree:**  
**Number/year or certificate:**

## LANGUAGE KNOWLEDGE

<b>Language:</b>	<b>Language:</b>
<b>Knowledge level:</b>	<b>Knowledge level:</b>
<b>Certificate number:</b>	<b>Certificate number:</b>
<b>Issuing institute:</b>	<b>Issuing institute:</b>

## DOCTORAL TRAINING

**Form of training:**  
**Research field:**  
**Theme:**  
  
**Theme leader's name:**  
**Telephone number:**  
**Email address:**

## **THREE-YEAR RESEARCH PLAN**

The main content units of the research plan:

- planned title of the thesis
- listing and introducing the most important Hungarian and international literature dealing with the research history of the theme
- definition of the research problem; outlining its connections to military sciences; introduction of its significance and novelty
- goal of the research
- compilation of such research questions that will be answered based on the results of the research
- methodical paradigms and methods supporting the realisation of the research goal; justification of the choice of the methods; introduction of the planned empirical and/or theoretical examinations; drawing up hypotheses and ideas related to the planned sample
- resource demand and feasibility of the research
- usability of the results of the research.

### **Planned schedule of the research.**

Term 1:
Term 2:
Term 3
Term 4
Term 5
Term 6

**Other tasks undertaken:**

**Opinion and suggestions of the theme leader:**

..... day ..... month 20...

.....  
Theme Leader

**NATIONAL UNIVERSITY OF PUBLIC SERVICE**  
**Faculty of Military Sciences and Officer Training**  
**Doctoral School of Military Sciences**

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**Approved on:**

..... day ..... month ..... 20...

.....  
research field leader

**HALF-YEAR**

**TRAINING AND RESEARCH PLAN**

**for term ..... of the academic year 20...../20.....**

**for ..... (name, rank)**

**..... year student**

.....  
(the student's signature)

**PLANNED ACADEMIC OBLIGATIONS**

<b>Subject code</b>	<b>Name of the subject / name and signature of the subject owner</b>	<b>Credit points</b>
Total:		

## PLANNED RESEARCH ACTIVITIES

Subject code	Name of the research subject

### IN DETAILS

*Publications:*

Publication title	Name of journal (year / number)	Language	Credit points

*Participation in scientific conferences or competitions:*

Name of the theme	Name and place of conference or competition	Language	Credit points

*Other scientific activities*

Name of scientific activity	Credit points



**PLANNED TEACHING ACTIVITIES** (if selected)

Subject code	Name of taught subject

**IN DETAILS**

Faculty	Subject name	Theme	No. of lessons	Credit points

**TOTAL PLANNED CREDIT POINTS**

SUB-FIELDS OF TRAINING	Credit points
Academic obligations	
Researcher activities	
Teaching activities	
TOTAL	

**Other tasks undertaken:****Opinion and suggestions of the theme leader:**

..... day ..... month 20...

.....  
Theme Leader

**NATIONAL UNIVERSITY OF PUBLIC SERVICE**  
**Faculty of Military Sciences and Officer Training**  
**Doctoral School of Military Sciences**

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## INFORMATIVE DATA

*about the activities of*

..... (name)..... year student

*performed in term ..... in the academic year 20..... / 20....*

This information sheet must be submitted before the end of the half-yearly exam period!

### 1. ACADEMIC OBLIGATIONS

Subject, researcher seminar		Assessment		Credits
code	name	form (comprehensive exam (C), examination (E), term mark (T))	grade	

### 2. SCIENTIFIC RESEARCH ACTIVITY

#### a) Publication(s):

Publication			Name, year and issue of the journal or publication	Credits
title	language	Proportion of authorship*		

\*In case of co-authorship

In case the prepared publication has not yet been published but you wish to have it credited this term, please attach the acceptance statement of the editor. In case of publications you wrote as a co-author, you also need to attach the co-author's statement (Section 13 AER DSMS).

**b) Presentations delivered at scientific conferences:**

Presentation				Credits
title	language	place	date	

**c) Other scientific activities (approval of preliminary credits, competitions, etc.):**

Activity			Credits
name	place	date	

**3. HOLDING LESSONS**

Lessons held		Signature of the competent department head	Credits
themes	quantity		

**4. CREDIT POINTS OBTAINED DURING THE TERM**

Sub-areas of the doctoral training	Credits
Academic obligations	
Scientific research work	
Lessons (teaching)	
<b>TOTAL CREDITS</b>	

..... day ..... month 20..... year

.....  
doctoral student

**THEME LEADER'S PRELIMINARY REPORT  
about the doctoral student's activities during the term**

**a) Academic obligations met:**

**b) Scientific research activity:**

**c) Teaching activity (if selected):**

**d) Summarised evaluation:**

..... day ..... month 20..... year

.....  
Theme Leader