

**Extract from the Operation Order of the University of
Agriculture and Life Sciences
Doctoral School of Economics and Regional Sciences**

**(The requirements of this Operation Order apply to
doctoral students who start their studies after 1 September 2023)**

Gödöllő, Kaposvár, 2023.

PREAMBLE

The research area of the doctoral school builds on the research profiles, scientific results and network of the two doctoral schools previously operating within the framework of the Hungarian University of Agricultural and Life Sciences (MATE), namely the Doctoral School of Economic and Regional Sciences (operating site: Gödöllő) and the Doctoral School of Management Organisational Science (operating site: Kaposvár).

Information on the doctoral school:

name:	Gazdaság- és Regionális Tudományi Doktori Iskola
English name:	Doctoral School of Economics and Regional Sciences
short name:	GRDS
English short name:	DSERS
Discipline: branches:	Social sciences - Management and Business Administration Sciences - Regional sciences
Programmes:	- Regionális gazdaságfejlesztés és Menedzsment - Fenntartható Üzlet és Menedzsment
English names of programmes:	- Regional Economic Development and Management - Sustainable Business and Management
Title of the degree conferred	- in Hungarian: PhD, Gazdálkodás- és szervezéstudományok és Regionális tudományok - in English: PhD in Management and Business Administration and PhD in Regional Sciences
site of operation:	Gödöllő, Kaposvár
postal address:	2100 Gödöllő, Páter Károly u. 1. 7400 Kaposvár, Guba Sándor u. 40.
Length of training programme	8 semesters
Form of training	full time
Languages of instruction	Hungarian, English
Total credit number	minimum 240 credits

Subject matter and scope of the Regulations

(1) Doctoral studies shall prepare students for the conferment of a doctoral degree in the discipline of management and business administration or regional sciences and shall lead to the conferment of a doctoral degree (Doctor of Philosophy - PhD in Management and Business Administration, PhD in Regional Sciences). The doctoral programme is based on the master's and bachelor's degrees as defined in the Curriculum of the Doctoral School. The procedure for obtaining a doctoral degree includes the conferment of an absolutorium (pre-doctoral degree certificate), a complex examination, proof of aptitude for independent research, the achievement of new scientific results, proof of knowledge of the required foreign language, and the public presentation and disputation of a dissertation containing the solution of an independent scientific problem.

(2) The name of the doctoral school shall be the Doctoral School of Economics and Regional Sciences (hereinafter referred to as the Doctoral School, DS).

(3) The language of doctoral studies: Hungarian and English

(4) Forms of doctoral training: full-time state scholarships and self-financed

THE ORGANISATION OF THE DOCTORAL SCHOOL

(1) The Doctoral School (DS) shall operate under the direct supervision of the Rector, with full professional autonomy.

(2) The DS is subordinate to the MATE University Doctoral and Habilitation Council (UDHC), which oversees the training and procedures of the doctoral school.

1.1. Head of the Doctoral School

(1) The DS shall be managed by the Head of the DS. The Head of the DS shall be appointed by the Rector from among the members of the DS, on the recommendation of the majority of the members, for a term of up to five years, in accordance with Article 5(1) of the University Doctoral Regulations. The appointment may be renewed several times.

(2) The current head and core members of the DS are listed in the general data of these rules.

(3) The responsibilities of the Head of the DS, in addition to those set out in the University Doctoral Regulations, are as follows.

a) The Head is responsible for the management of the DS Council and is responsible for the implementation of its decisions;

- b) coordinates and is responsible for the quality of the professional work, operates the quality assurance system, prepares an annual self-evaluation to assess the effectiveness of the DS and submits it to the UDHC;
- c) The Head represents the DS, and is personally involved in promoting DS trainings at home and abroad;
- d) coordinates the preparation for the DS accreditation and manages the successful completion of the accreditation work;
- e) manages the ongoing review of the rules of procedure, and is responsible for ensuring that they are fully enforced;
- f) participates in the work of the UDHC;
- g) is responsible for the use of the doctoral training grant per school and other financial resources awarded by the DS in accordance with the University's management regulations;
- h) countersigns the minutes and notes of Council meetings.

The Head of the Doctoral Programme

(1) The Doctoral School has two doctoral programmes: the Regional Economic Development Management Programme (based in Gödöllő) and the Sustainable Business and Management Programme (based in Kaposvár), for organisational and logistical reasons, taking into account the cost-effectiveness requirement and the needs of the students.

(2) The DS Programme Manager's main tasks are to prepare proposals for the DS and the DS Council

- a) on the doctoral topic for doctoral students;
- b) on approving the doctoral research plans of doctoral students, the courses and their credits;
- c) on the PhD topic announcers, supervisors and DS instructors;
- d) on the conferral of the title of emeritus to its members;
- e) on controlling the use of resources.
- f) on all strategic issues concerning the DS's training programmes and degree acquisition;

Doctoral School Council (DSC)

(1) The Doctoral School Council (hereinafter: DSC) is the governing, decision-making and proposing body of the DS and the degree conferment process, which - on the basis of the guidelines of the UDHC - supervises the disciplinary system of doctoral training, degree conferment and habilitation, ensures the quality of the academic degree and the international equivalence of the degrees to be conferred, in accordance with the rules in force.

(2) The DSC shall be a body assisting the Head of the DS, whose members shall be elected by the DS's core members. The DS's ordinary members may elect additional members with academic degrees to the Board. The representative of the Doctoral Students' Self-Government (hereinafter referred to as DSSG) shall be a non-voting member of the DSC.

(3) The tasks and powers of the DSC are regulated by Article 5§ (4) of the Doctoral Regulations.

(4) The DSC shall meet and decide on matters within its competence as necessary and in accordance with the meetings of the UDHC, but at least twice a semester.

(5) The head of the DS and its voting members are entitled to vote, except for the election of members of the DSC, where only the DS's core members are entitled to vote. The quorum of the DSC shall be constituted if more than half of its voting members participate in the vote. The DSC normally takes its decisions by simple majority and by open ballot. In the event of a tie, the Chair shall have a casting vote. In justified cases, any member may request a secret ballot, or the Chair may initiate one. The DSC shall take its decisions on voting on personnel matters (except for the approval of individual committee members) by secret ballot. The nominee or nominees receiving the highest number of votes shall be proposed according to the subject of the vote. In the case of more than one tied nominee, the Chair shall decide. In the case of personal issues, the person who

- a) has a direct work relationship (manager-employee relationship in the same institution), or
- b) has a close family relationship, or
- c) has been a scientific co-author in the last three years, or
- d) who, for other reasons, cannot be expected to give an objective ruling may not take part in the decision-making process about the person concerned.

(6) On the proposal of the DSC Chair, the DSC may, in justified cases, decide by secret ballot by electronic means.

(7) The issues of the agenda for a DSC meeting requiring a decision shall be made available to members at least three working days before the meeting. Publication may take place by electronic means. The dates of the meetings, including the agenda, shall be communicated to the members at least 5 working days before the meeting. The deadline for submission of meeting materials to the Secretary of the DS and the UDHC shall be 3 days before the meeting. The minutes of the DSC meetings shall be drawn up and the relevant part shall be made public within 10 days after the meeting.

Instructors and supervisors of the doctoral school

(1) The instructors of the DS shall be professors and researchers with a doctoral degree who have taught or conducted research in higher education for at least three years after obtaining the degree. The DS may also include full-time employees with a doctoral degree of a domestic or foreign research institution, university, company or other institution (external instructor) who have concluded a written cooperation agreement with the DS for the purpose of achieving the objectives of the doctoral programme.

(2) DS instructors are listed in the school's NDC (National Doctoral Council) database and, if they teach in more than one DS, they declare on the NDC form the percentage of their share to which DS they belong. DS instructors are expected to teach in a foreign language and to have a record of continuous publication activity in the relevant disciplines and fields.

(3) Members of the DS, those in charge of a subject and instructors may also be appointed as lecturers and course leaders in other doctoral schools, provided that the head of the DS is informed.

(4) A doctoral topic may be announced by a professor or researcher with an academic degree who fulfils the requirements for the position of a supervisor (8§ (5)) and who, on this basis, responsibly guides and supports the studies, research work and preparation for the academic degree of the doctoral student working on the topic. When approving the appointment of a supervisor, the DSC shall take into account the effectiveness of the previous work of the supervisor.

(5) The supervisor may be a full-time staff member of MATE with a teaching or researcher status, or a professional with outstanding academic achievements who has signed a voluntary contract, or a staff member of an institution with a cooperation agreement with MATE for doctoral training with a teaching or researcher status. The supervisor may be a faculty member or research staff member with a doctoral degree who, after obtaining his/her doctoral degree, has at least two articles with Q1-Q4 ranking or published in Scopus and/or WOS. The supervisor must have an active research activity in the last 5 years in the subject area he/she supervises, as documented by publications in the Hungarian Scientific Works Repository (MTMT), and, in the case of a foreign language supervisor, oral and written communication skills in the relevant discipline in a foreign language, which may be verified by the DS in a professional interview with the supervisor in a foreign language. Supervisors are approved by the DSC.

(6) A supervisor may not have more than six doctoral students at the same time, the co-supervisor shall be credited with 0.5.

(7) A co-supervisor may be selected if the doctoral student requires the joint assistance of two experts in the development of the research topic. At the request of the doctoral student, a doctoral student may have up to two supervisors at the same time. Only persons who are employed by MATE or have a voluntary employment contract with MATE to act as a supervisor may be appointed as supervisors. The title page of the doctoral dissertation must clearly indicate the names of the supervisor and the co-supervisor.

(8) If a doctoral student's employment with MATE is terminated prior to the complex examination, the doctoral student shall have the opportunity to find a new supervisor. If the doctoral student is unable to find a supervisor on his/her own, the DSC will decide on the supervisor, and the former supervisor may become a co-supervisor. If, after the doctoral student has passed the complex examination, the supervisor's employment with MATE is terminated, the supervisor must sign a voluntary contract with MATE.

(9) Responsibilities of the supervisor are as follows.

- a) Formulating the research problem, preparing a proposal for a topic description;
- b) Contributing to the final research plan, which is signed and approved;
- c) Communicating DS standards, scientific requirements;
- d) Managing and monitoring the research work. If the doctoral student is late with the tasks he/she has undertaken, fails to complete them continuously (at least once a month), or if there are changes in his/her behaviour that jeopardise the continuation of the work, the supervisor must inform the head of the DS in writing without delay,

but no later than within three months. This information shall also be communicated to the students concerned;

- e) Reporting at least once a semester, monitoring and checking the fulfilment of the commitments set out in the research plan;
- f) Proposing the composition of the committee for the preliminary and the public disputation;
- g) Checking full compliance with formal requirements in the preparation of the doctoral dissertation;
- h) Signing a declaration of recognition of the doctoral student's performance, certifying that the dissertation meets the requirements of the DS in terms of content and form;
- i) Preparing the student for the preliminary and public disputation;
- j) Updating details on the NDC data sheet.

Course leader

(1) The course leader of a doctoral school may be a full-time professor or associate professor with a doctoral degree, recognised in the topic of the subject.

Secretary of the Doctoral School

(1) The Head of the DS shall be assisted in the administrative and operational tasks of the DS by a DS Secretary.

(2) Duties of the Secretary of the DS:

- a) Coordinating and cooperating with programme leaders, subject announcers and supervisors;
- b) Organising DSC meetings, drafting DSC meeting resolutions, collecting proposals, drafting meeting minutes;
- c) Preparing the admission procedure, organising the interview, checking the form of the documents submitted, compiling the relevant documentation, preparing the proposal for the decision;
- d) Preparing and organizing the complex exam;
- e) Formal checking of papers submitted for the preliminary disputation;
- f) Formal checking of papers submitted for public disputation;
- g) Contributing to the annual performance evaluation and self-evaluation of the DS;
- h) Contributing to the quality assurance activities of the DS according to the guidelines of the Head of the DS;
- i) Liaising and coordinating with the Centre for Doctoral and Postdoctoral Studies and the Directorate of Education;
- j) Liaising with students and supervisors;
- k) Performing the administrative tasks of the DS
- l) Managing DS cases in the doktori.hu database and
- m) Performing any other tasks assigned or requested by the Head of the DS.

(3) To coordinate the teaching and scientific activities of the DS, the Head of the DS may appoint foreign programme coordinators and doctoral programme coordinators, who shall work under the authority of the competent programme leader.

(4) If appointed, the tasks of a coordinator of the foreign programme are as follows.

- a) In cooperation with the Head and Secretary of the DS, the coordinator helps to promote the international profile of the doctoral school;
- b) Manages the incoming students programme abroad;
- c) Prepares the admission procedure: organises the interview, checks the form of the documents submitted, compiles the related documentation, prepares the proposal for the decision;
- d) In the case of the Stipendium Hungaricum programme, the coordinator liaises with the University coordinator and students, records and sends out decisions, manages the application and registration system;
- e) Prepares the necessary data on students (Tempus, diplomatic missions, etc.);
- f) Supports the involvement of international trainers in training, coordinates and implements the related organisational tasks;
- g) Assists in the preparation and organisation of the complex exam in cooperation with the DS Secretary;
- h) Organises annual reports;
- i) Liaises with the supervisors;
- j) Liaises and coordinates with the Centre for Doctoral and Postdoctoral Studies and the Directorate for Education;
- k) Maintains contact with students;
- l) Sends information to the DS website and keeps it up to date; monitors applications for training programmes abroad, assists in the preparation of applications.

The structured training programme

(1) Doctoral students participating in structured training must register before the start of the first semester and thereafter register every semester in the NEPTUN TR system. Upon enrolment, the enrolled student must sign a declaration that he/she has read the DS regulations and the DS requirements, that he/she is aware of his/her rights and obligations and that he/she agrees to the processing of his/her personal data. Upon enrolment, the doctoral student will receive a university e-mail address, which will be used as a basis for further communication.

(2) The general provisions applicable to doctoral students are contained in § 18 of the Doctoral Regulations.

(3) The rules for the eight semester and individual preparatory training are contained in §§ 15, 16 and 17 of the Doctoral Regulations.

(4) The unit of study requirements is the study point (credit). A credit is a unit of study, research and (if the student is undertaking) teaching work aimed at fulfilling the obligations of doctoral students in doctoral studies. A doctoral student is required to complete a total of

240 credits during the entire 8 semester training period, in accordance with the Doctoral Regulations and the DS Training Plan.

(5) If the doctoral student - through his/her own fault - does not obtain the required minimum number of 20 credits in a given semester, the DSC shall decide on the suspension of the doctoral scholarship and on the reclassification to a self-financed status. If the doctoral student fails to make up the shortfall within one year, the DSC may decide to terminate the student's status.

(6) Other provisions are outlined in the Training Plan.

(7) No credits may be obtained in doctoral studies through language learning.

(8) The output requirement for the doctoral student's research activity is at least 2 scientific articles published in journals listed in the journal list of Section IV and IX of the Hungarian Academy of Sciences, or in journals recognised by Scopus or the Web of Science database, at least one of which must be in a foreign language.

(9) The majority of the 240 credits required during the doctoral studies shall be research and publication credits. Following the complex examination, the research credits are certified on the basis of the scientific publication performance and the research work performed, which is approved and certified by the supervisor in the NEPTUN TR system.

(10) No credits may be earned through teaching activities during the training and research phase, but a maximum of 6 credits per semester (24 credits in total) may be earned during the dissertation phase.

(11) The detailed rules for credit acquisition are set out in the Training Plan.

The complex examination

(1) The complex examination shall be a summative overview of the doctoral student's knowledge in the field of research.

(2) The conditions for the complex examination are set out in Article 12/A of Government Decree 387/2012 (XII. 19.) and regulated by Article 23 of the Doctoral Regulations.

(3) Applications for the complex examination must be submitted in writing via the Neptun system (§ 23 of the Doctoral Regulations), except for individual candidates who apply using the application form in Appendix 4b of the Doctoral Regulations. As the student enters the degree conferment procedure after passing the complex examination, the application for the complex examination also means the application for the degree conferment procedure at the same time.

(4) The prerequisite for participation in the complex examination is that the doctoral student must have acquired at least 90 credits during the first four semesters of his/her doctoral studies, including all the training credits as required by the DSC, and have at least 1 publication in accordance with the publication requirements for the degree. A prerequisite for

passing the complex examination is that the supervisor of the doctoral candidate must evaluate in writing the performance of the doctoral candidate and recommend the initiation of the degree procedure.

(5) The complex examination consists of two main parts, the details of which are set out in the DS Training Plan. The complex examination shall be taken in public before a committee. The composition of the committee for the complex examination is set out in the Doctoral Regulations 14§ (3) and (4) and in the Training Plan.

(6) The doctoral student shall be notified of the date of the complex examination, and a record of the complex examination shall be drawn up (Annex 5.b of the D). The complex examination board shall evaluate the two parts of the complex examination separately, according to a two-stage evaluation system, the details of which are set out in the Training Plan. A doctoral student may repeat a failed complex examination once in the same examination period. The examination shall be graded in two stages, pass or fail. The result of the examination shall be announced on the day of the examination.

(7) Doctoral candidates shall submit their doctoral dissertation within three years of the complex examination, both in the case of structured training and in the case of individual preparation.

Absolutorium (pre-doctoral degree certificate)

(1) The doctoral student shall be conferred a diploma upon successful completion of eight semesters and a minimum of 240 credits. The diploma shall attest that the doctoral candidate has fulfilled the study and research obligations of the doctoral programme. According to the provisions of the Act on Higher Education, the higher education institution issues a final certificate (absolutorium) to doctoral students who have completed the required credits in the doctoral programme. The detailed procedure for issuing the diploma is laid down in § 15(2) of the Doctoral Regulations.

Suspension and termination of student status

(1) The general provisions applicable to doctoral students are set out in § 18 of the Doctoral regulations.

(2) Continuous student status is conditional on:

- a) per semester: minimum 20 credits;
- b) in the first two active semesters: a minimum of 40 credits;
- c) in the first four active semesters: at least 90 credits and successful completion of the complex examination.

(3) The interruption of the period of study on the basis of appropriate reasons shall be determined by the Act on Higher Education § 53 (4).

(4) Student status shall be terminated

- a) at the end of the fourth semester of doctoral studies, if the doctoral student fails the complex examination;
- b) by obtaining an absolutorium;
- c) on self-declaration;

d) at the end of the eighth semester of the doctoral programme for which the student is registered.

(5) Doctoral students may participate in part-time studies abroad. The doctoral student may participate in the part-time study on the basis of a work programme approved by the subject supervisor, which ensures the validity of the study period in the doctoral training programme of the university. The duration of the part-time study abroad is included in the duration of the doctoral studies, the student's status is not interrupted, and the state scholarship is paid.

Topic announcement, supervisor and topic change

(1) The DS shall invite proposals and announce PhD topics every academic year (every semester in the case of cross-semester announcements). The DSC shall evaluate all new topic proposals submitted to it and shall only agree to the publication of those proposals for which the following conditions are simultaneously met:

- a) a new research result on the topic, preferably of interest to the international scientific community, is available within four years;
- b) there are no ethical, legal or intellectual property constraints on the achievement and/or communication of these results;
- c) the intellectual and infrastructural background is available at MATE or at the research centre where the dissertation is being written. Co-supervision and research at an external research centre is possible at institutions with a cooperation agreement with the doctoral school, where the conditions necessary for the achievement of the doctoral student's research objectives are available and the research centre undertakes to provide them;

The decision will be communicated to the parties concerned by the DS Secretary.

(2) The titles of the PhD research topics and the names of the supervisors are announced on the website of the DS and on the website of the National Doctoral Council www.doktori.hu, following the DSC's resolution, on the basis of the proposals received in writing by the deadline for the academic year or the cross semester, or the Stipendium Hungaricum and other scholarship applications. The supervisors will submit a short and detailed topic description. Short topic proposals should be summarised in a maximum of 500 characters, including a short title, the field of research and the problem area. A detailed topic description should be written in up to 2 000 characters and should include:

- a) the title of the topic;
- b) a definition of the problem under study; a more detailed description of the topic a definition of the discipline, a definition of the location;
- c) the international and national novelty of the proposed work;
- d) the expected method of the research.

(3) The topic may be written in Hungarian or English.

(4) A change of topic may be made once until the complex examination at the initiative of the supervisor or the doctoral student. The doctoral student shall submit the request for the change to the secretary of the DS. The DSC will decide on the change of topic.

(5) The studies and research work of the doctoral student shall be supervised by the supervisor. The doctoral student may, for duly justified reasons, request the DSC to appoint a new supervisor once during the entire period of training. A change of supervisor is possible for a variety of objective (leave of absence, death, etc.) and subjective (communication difficulties, loss of confidence, etc.) reasons, at the written initiative of both the supervisor and the doctoral student. The request must include the name of the new supervisor(s). The application must be signed by both the current supervisor(s) and the proposed supervisor(s) and the doctoral student.

The doctoral dissertation

(1) In the case of a PhD degree, the general rules for the doctoral dissertation are laid down in Article 24 of the Doctoral Regulations.

(2) The doctoral dissertation may be submitted in accordance with Article 24 of the Doctoral Regulations if the student has obtained the pre-doctoral degree certificate (absolutorium) during the structured training programme, has completed the preliminary disputation phase and fulfilled the publication requirements of the DS. The submission of the dissertation is subject to the presentation of the minutes of the preliminary disputation. The doctoral dissertation must be submitted no later than three academic years after the complex examination.

(3) In the case of individual preparation, the submission of a dissertation is subject to the complex examination, the fulfilment of the language and publication requirements for the degree.

(4) The doctoral dissertation may be submitted if the student has no pending degree in the field of management and business administration and regional science and has not had an unsuccessful doctoral disputation within two years.

(5) The formal and content requirements of the doctoral dissertation are set out in Annex 6 of the Doctoral Regulations. A template for the preparation of the dissertation is available to doctoral students on the DS website. The dissertation may be written in Hungarian or English.

(6) Students enrolled in a Hungarian-language programme must attach an extract of the dissertation (thesis booklet) in Hungarian and English to their dissertation. The thesis booklet shall present a summary of the results of the independent scientific work. The results should be presented in a coherent and self-explanatory manner, with new findings presented in detail, building on the candidate's professional publications. The formal requirements for the dissertation are set out in Annex 6 of the Doctoral Regulations. A template for the preparation of the dissertation is available to students on the DS website. The dissertation is written in Hungarian and English.

(7) The Candidate shall have the completed dissertation checked by the competent staff member of the Library. The results of the concordance check and a brief assessment of the results will be sent by the Library to the Secretary of the DS and must be enclosed with the dissertation at the same time as the dissertation and the thesis booklet are sent to the reviewers.

The reviewers will also declare their review of the dissertation during the evaluation process.

(8) In the case of suspected plagiarism, the head of the DS must be informed immediately. The University's rules on ethical misconduct and plagiarism are set out in Chapter 6, Section 60 of the University Regulations for Studies and Examinations.

The preliminary disputation

(1) According to Doctoral Regulations 24§ (1)b), the dissertation shall be submitted for a preliminary disputation before submission, where the Candidate shall present the draft of the dissertation.

(2) The organisation and announcement of the preliminary disputation is the responsibility of the supervisor and the Candidate, and the DS Secretary shall assist the supervisor in this task. The minimum requirement is that the preliminary disputation should be attended by at least 5 experts with scientific degrees and expertise in the field of the discipline concerned. An attendance sheet must be drawn up for all participants, indicating their academic degree and place of work. The Candidate's supervisor will propose the reviewers for the preliminary disputation to the Head of the DS. At least one reviewer must not be employed by the University. The reviewers must hold an academic degree. If the supervisor and the DS leader do not reach a consensus on the identity of the reviewers, the DSC will decide on the persons to be invited. The preliminary disputation will be chaired by a habilitated associate professor, college professor or university lecturer with full-time employment with the university and expertise in the subject of the doctoral dissertation, invited by the head of the relevant doctoral programme. The chair of the preliminary disputation must also be a member of the public disputation committee.

(3) The Candidate shall send the dissertation and the thesis booklet in electronic form to the Head of the DS and the Secretary of the DS. The Secretary of the DS shall send the dissertation to the Library for peer review, and the Library shall send a peer review report to the Secretary. The DS Secretary checks in the MTMT whether the doctoral student has met the publication minimum. The DS supervisor checks the dissertation for compliance with the requirements of the doctoral dissertation and reports back to the doctoral student and the supervisor within 10 working days on approval or possible corrections. In case of completion, the dissertation will be sent to the reviewers recommended by the supervisor and approved by the DS supervisor. A maximum of 30 days is allowed for the preparation of the reviewer's opinion for the preliminary disputation. Once the reviewer's comments have been received, the DS leader will arrange a date for the preliminary disputation with the supervisor and invite the chair, members and the secretary of the committee. The date of the preliminary disputation shall be announced at least one week in advance.

(4) The preliminary disputation shall follow the scenario set out in Appendix 1. The course of the disputation and, in particular, the opinions and findings relating to the revision of the dissertation shall be recorded in the minutes. The reviewer's opinion shall be annexed to the minutes.

(5) In the preliminary disputation, the committee decides whether the dissertation

- a) is suitable for submission for public scrutiny in unchanged form;

- b) with modifications, with further changes, including a change of title, is suitable for submission without further preliminary disputation;
- c) a new preliminary is required before the dissertation is submitted.

In the case of a major revision of the dissertation, the preliminary disputation must be repeated.

Public disputation

(1) General rules on public disputation are set out in Article 24 of the Doctoral Regulations. The documents required for organizing the public disputation are

- a) as listed by Annex 4c of the University Doctoral Regulations;
- b) a co-author's statement indicating the percentage of publications that can be considered (Appendix 2).

(2) The proposal for the public disputation committee shall be submitted by the doctoral student's supervisor to the DSC, which shall submit them to the UDHC for approval after its resolution. The rules for the composition of the evaluation committee are laid down in Doctoral Regulations 25§ (2)-(3). One of the two official reviewers shall be an external invitee not employed by the University. No more than one of the official reviewers may be the same as the reviewer of the preliminary disputation.

(3) 4 bound copies of the dissertation signed by the supervisor and the head of the DS, 15 copies of the thesis booklet in Hungarian, 1 copy of the thesis booklet in English, and 1 copy of the document issued by the University library certifying the validity of the publications uploaded to the Hungarian Scientific Works Repository (MTMT) must be submitted to the Centre for Doctoral and Habilitation Studies. In accordance with the requirements of the Doctoral Regulations, doctoral candidates must also upload their publications to the publication database of MTMT to prove their independent scientific work. The publication list must be included at the end of the thesis booklets.

(4) At the time of the announcement of the public disputation, the dissertation and the thesis booklet will be made public on www.doktori.hu, on www.uni-mate.hu and on the DS website. The date of the public disputation shall be agreed with the members of the committee by the candidate's supervisor. In determining the date of the disputation, it should be taken into account that a period of at least two weeks must elapse between the announcement of the dissertation and the public disputation, which is called the announcement period.

(5) After the submission of the dissertation, the reviewers shall receive the dissertation and the thesis booklet in electronic form, and on request also in printed form. Pursuant to Article 24 (5) of the Doctoral Regulations, the duly submitted dissertation is sent by the Centre for Doctoral and Postdoctoral Studies to the reviewers, who, within two academic months of the request, prepare a written evaluation of the dissertation and the theses and state whether they recommend that it be submitted for public disputation. Two signed copies of the evaluation must be sent to the Centre for Doctoral and Postdoctoral Studies. The criteria for the evaluation of the doctoral dissertation are set out in Appendix 6 of the Doctoral Regulations.

(6) The Candidate will receive the evaluations in advance and will have a maximum of one month to reply. He/she shall send his/her written answers to the questions posed in the written answers to the Centre for Doctoral and Postdoctoral Studies organising the defence and shall ensure that the members of the evaluation committee receive the reviewers' opinions in electronic form after receipt of both evaluations and the Candidate's answers to them at the latest 10 days before the disputation. The dissertation sent to the reviewers cannot be subsequently modified. If the committee objects to technically incorrect issues or do not accept thesis points, the relevant part of the committee minutes will be appended to the dissertation (also in electronic form) and the defended dissertation will be published with this appendix (library, etc.).

(7) The dissertation may be submitted for public disputation only if there are two supporting proposals. If the proposal of one of the reviewers is negative, the UDHC President invites the substitute of the accepted reviewer (internal substitute instead of internal reviewer, external substitute instead of external reviewer) to referee the dissertation. In the case of two negative evaluations, the conferment procedure is terminated by the UDHC President. In the case of two negative reviews or an unsuccessful disputation, a new disputation procedure may be initiated at the earliest after two years, and at the latest once for the same doctoral topic. The President of the UDHC shall invite the Chair, Secretary and members of the Committee to take into account the opinions of the reviewers and the replies of the Candidate.

(8) The dissertation must be submitted for public disputation within two months of the receipt of the two supporting reviews within the academic period. The rules for the date of the public disputation of the dissertation are set out in Doctoral Regulations 25§ (5). The dates of the public disputation are published on the websites of the DS, MATE and the National Doctoral Council.

(9) The dissertation may be defended in Hungarian by native Hungarian-speaking doctoral students, however, upon the request of the supervisor, the dissertation may also be defended in English with the permission of the UDHC. If the dissertation is written in a foreign language and the defence is also in a foreign language, the evaluation must be written in a foreign language. The relevant rules are set out in Doctoral Regulations 25§ (6).

(10) The Chair of the committee shall conduct the public disputation. The procedure for the public disputation is set out in Doctoral Regulations 25§ (9) - (10). Except in the case of public disputation, the candidate is excluded from the doctoral procedure and may not take part in the examination of the merits of the case or be present at the hearing of the case,

- a) who is the applicant's direct supervisor or a subordinate, employee in the same organisational unit (the same unit is deemed to be the same department, institute department, research group or applied research group, but not the university, its institute, research institute, museum or other institution) or a relative as defined in Section 8:1 of the Civil Code;
- b) in addition to the above, the applicant must not be an official reviewer or a member of the evaluating committee who is a co-author of any work used in the doctoral dissertation on which the procedure is based;
- c) or who for other reasons cannot be expected to give an objective assessment of the candidate.

(11) After the disputation, the Committee shall decide on the doctoral dissertation, the candidate's independent scientific work and his/her performance in the doctoral examination by secret ballot in a closed session. The procedure and rules for the evaluation are set out in Doctoral Regulations 25§ (11).

(12) The minutes of the public disputation shall be drawn up in accordance with Annex 5.c) of the Doctoral Regulations. The decisions of the committee and the reasons for them shall be recorded in the minutes. At the request of the Candidate, the President of the UDHC may issue a certificate on the outcome of the public disputation.

(13) If the dissertation is related to national security or involves delayed disclosure (protection of intellectual property, patenting, etc.), it is necessary to ensure appropriate confidentiality throughout the public disputation, both for the parties involved and for all participants in the proceedings. In such a case, the Candidate shall submit a preliminary request, on which the UDHC shall decide whether a closed session may be ordered, after having sought the opinion of the panel. The Candidate shall document the support for the request for secrecy with appropriate declarations.