

Kaposvár University

# **DOCTORAL REGULATIONS**

Kaposvár  
2017

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**The rules of doctoral training and degree obtainment procedure commenced after 1 September 2016.**

# **DOCTORAL REGULATIONS OF KAPOSVÁR UNIVERSITY**

Pursuant to Act CCIV of 2011 on Higher Education and Act CCVI of 2015 amendments of certain laws referring to the regulation of education (hereinafter: the Higher Education Act), also Government Decree No. 387/2012 (19 December) the Doctoral and Habilitation Council and the Senate of Kaposvár University regulates the doctoral programmes and the doctoral (PhD) degree obtainment according to the followings:

(Other existing legislations relating to the obtainment of a doctoral degree and training are included in Annex 1).

## **I. General provisions**

### **1.§ The organized framework of the doctoral training**

Kaposvár University (hereinafter referred to as: University) performs organised training in fields of science – Animal Sciences and Management and Business Studies – accredited by the Hungarian Higher Education Accreditation Committee (hereinafter referred to as MAB). Within this framework or by individual preparation – as the highest level of university qualification – the University awards doctoral degree to recognize and certify at the same time that the holder of the degree has the aptitude for individual (high standard) research work at a given research field yielding new valuable results.

The two accredited doctoral schools at the University:

Animal Science Doctoral School - DI 125

branch of science: agricultural sciences

discipline: animal sciences

Doctoral School of Management and Business Studies - DI 126

branch of science: social sciences

discipline: science and management

### **2.§ The University Doctoral and Habilitation Council**

1) The doctoral training and the obtainment of the degree at the University shall be governed by the University Doctoral and Habilitation Council (UDHC) the rules for establishment, scope and competence of which shall be included in the Doctoral Regulations (hereinafter: DR) in accordance with KU Organisational and Operational Regulations vol. I. 17.§.

The chair of the UDHC shall be a professor of KU. The chair of the UDHC shall be assisted by two vice-chairs (professors core members).

The members of the UDHC with voting rights are the chair of UDHC, vice-chairs of UDHC, Heads of Doctoral Schools (hereinafter: DS), one core member from each DS, individuals from each DS meeting core member conditions but not employed by the University (one third of members) and one doctoral student representing the KU Doctoral Student Union (KU DSU). Members of UDHC with the rights of consultation and proposal: members of the Hungarian Academy of Sciences employed by KU, the rector, vice-rectors responsible for doctoral training, one representative from each Faculty without a DS, occasional invited.

UDHC members with voting rights – except for the KU DSU representative – shall only be individuals meeting core member conditions.

Removal of UDHC members may be initiated by the UDHC or those delegating the member:

- in case of permanent incapacitation,
- in case of permanent absence from UDHC sessions,
- in case of becoming unworthy of membership for any reason.

The removal of UDHC members is subject to a UDHC proposal and the decision of the Senate.

The UDHC meets at least 2 times a year, (usually October, February) called by the Chair. The agenda of the UDHC meeting and the related written documents shall be sent to the members of the UDHC at least 10 days before the meeting. The chairperson of the meeting is the chair of the UDHC.

The UDHC meeting has quorum if at least the 50% +1 member possessing the right to vote attend the meeting. Otherwise, a qualified majority is necessary, which means a 67% presence, if the committee comes to a decision in connection with the launch of doctoral school.

Procedures shall feed into decisions; sessions shall be recorded in minutes. Decisions shall be published by the UDHC secretariat electronically (on UDHC homepage). Decisions and minutes shall be sent by the DS Office by email – within 5 working days of the session – to all members of UDHC with voting and consultative right.

On request of the majority of the lecturers and/or students of the doctoral school, the Senate, the rector, one third of UDHC members and KU DSU may initiate an extraordinary meeting of the UDHC and make an agenda proposal stating the reasons. The chair of UDHC shall call the extraordinary meeting as soon as possible but not later than within 30 days.

2) The UDHC takes decision on the strategic issues affecting the degree obtainment and training, including the following:

- forms opinion in connection with the initiative of the establishment of doctoral schools and initiates their termination in justified cases,
- makes decision on the person of the head of the doctoral schools,
- may decide on establishing a doctoral council for a branch of science,
- appoints the admission committee as proposed by the doctoral schools,
- sets conditions for foreign citizens' participation in trainings,
- makes decisions in the distribution of state funded positions among doctoral schools,
- approves of the PhD thesis topic supervisors as proposed by the heads of doctoral schools,
- accepts applications for complex exams,
- approves of initiation the degree obtainment procedure,
- appoints the final examination committee, the review committee (chair, secretary, members) and the official reviewers as proposed by the Doctoral Schools Council,
- determines the list of the languages that may be accepted as the first foreign language (first language certificate) with regard to the language proficiency requirements for obtaining a PhD degree,
- takes decisions regarding the award, rejection and withdrawal of a PhD degree,
- submits proposal to the Senate for awarding the titles of doctor et professor honoris causa,
- takes decision regarding the nostrification of the degrees obtained abroad,
- submits proposal to the Senate about the funds of operating conditions to support

- primarily the management of the doctoral training and scientific research,
- defines the procedural charges of doctoral training and obtainment of doctoral degree, also the extent of tuition fee,
- makes decision regarding the cooperation with other higher education and research institutes participating in the doctoral training,
- taking into account the opinion of the general members, takes decision regarding the commission and the recall of the members of the Doctoral School Councils,
- in justified cases, electronic voting may be used, exempting the award of the Doctor of Philosophy (PhD) degree and the title of the doctoral habilitation,
- presents annual assessment of the status of the PhD programme, with special attention at the research/dissertation phase,
- decides on the application for a closed defence based on the opinion of the review committee.

### **3. The Chair of the UDHC**

The rector shall publish a call for applications to fill the chair's position. Application is open for DS core member professors with "Doctor of the Hungarian Academy of Sciences" titles. The applications shall be evaluated by an expert board appointed by the rector consisting of a chair and three members not holders of the powers of appointment or agency. The applicants shall present their programmes at an UDHC session evaluated by the body by secret ballot. In case of a single candidate the absolute majority of the positive votes of those in attendance with voting right is needed for support. In case of several candidates, the UDHC shall establish an order of priority. The Senate shall decide on the ranking of the applications at the first session following the UDHC meeting. The rector shall make their decision on issuing the chair's appointment within 10 days from the session taking the opinions of the expert board, UDHC and the Senate into account before informing the MAB and the National Doctoral Council. The mandate of the chair is for 5 years and may be extended by a further two times for a period of up to five years. Recall of the chair may be initiated at the rector by the positive votes of two thirds of all UDHC members.

The responsibility of the Chair of UDHC

- organizes, supervises the work of the UDHC,
- represents the UDHC at the National Doctoral Council,
- delegates the chair, the secretary and the members of Doctoral School Council,
- delegates the chair of the ad hoc committees, the chair and the members of the admission - and complex exam -, and review committees and the supervisors,
- defines the programme of the UDHC, convenes and leads the UDHC meetings,
- submits the application of doctoral schools for accreditation to the MAB in cooperation with the rector,
- undertakes all the tasks referred to his/her authority by the UDHC and delegated by the rector,
- decides on appeal requests,
- his/her direct assistants are the secretary of the UDHC and the secretary of doctoral (PhD) affairs.

### **4. The Vice-Chair of UDHC**

The Chair's work is assisted by a vice-chair representing each DS, both academic doctors complying with core membership conditions. Their appointment by the rector for 5 years is preceded by the UDHC chair's proposal, UDHC opinion and a Senate Decision. Their mandate may be extended two times for a period of up to five years.

The responsibility of the UDHC vice-chair:

- chairing the meetings of the UDHC in the chair's absence,
- with the chair's authorization, represents the University at DSC meetings and other occasional forums,
- has signatory power according to the entitlement of the president of the UDHC,
- undertakes, on request of the chair of the UDHC, all the tasks referred to his/her authority.

### **5) The secretary of UDHC**

- takes care of the university level administration of doctoral training and degree obtainment,
- pursuant to legislation, complies with the data service requirements to ODT, MAB, EMMI, OFIK,
- is responsible for the administrative preparation and documentation of UDHC meetings,
- annually publishes the DS doctoral training bulletins according to central and university requirements,
- sends the files of doctoral applicants to the heads of competent DS,
- organises the public defence of PhD dissertations, sends printed and soft copy of the theses to the individuals and institutes selected, and uploads them to the selected homepages,
- regular maintenance of the UDHC portal dedicated to doctoral training,
- takes care of the publication of defended dissertations.

## **3.§ The Doctoral Schools**

A DS is a HAC-accredited organisational unit of the University established to facilitate the ability to set up an organised framework in preparation for obtaining a PhD degree and perform academic work.

The University operates Doctoral Schools per branch of science. Other higher education institutions or external research institutions may co-operate in the activities of the Doctoral School.

### **Establishment of a new Doctoral School**

The establishment of a new doctoral school shall be submitted to the Education Authority according to the proposal of the UDHC based on the relevant statutory provisions and regulations.

Following the decision taken by the UDHC on founding the DS, the Senate approves of and the Rector requests the registration of the DS with the Education Authority.

The work of the DS shall be directed by a Head with UDHC approval and appointed by the rector, who is assisted by the Doctoral School Council (DSC).

### **The Head of the Doctoral School**

The head of the Doctoral School shall be elected from the core member university professors holding the "Doctor of the Hungarian Academy of Sciences" or equivalent

scientific titles by the proposal of the majority of the core members.

The appointment may be extended several times.

The rector shall inform the MAB on the appointment of a new head of DS.

The responsibilities of a DS Head:

- general representation of the DS, responsibility for the school's academic quality and educational performance,
- manages DS,
- work supported by the Council of the DS,
- making proposal for DS core and invited members and their replacement if necessary,
- making proposal for Council members,
- defines the operational method of the Council,
- informs UDHC members on results of admission procedures,
- invites course manager lecturers and supervisors and monitors their work,
- decides on student applications submitted on individual academic matters,
- convenes the teachers and the supervisors participating in the doctoral school at least once a year to evaluate the scientific and educational activities in the framework of the programme,
- requests lecturers to hold lectures and organize other events,
- bears responsibility for organizing the preliminary defence and invites the chair, the secretary and the opponents (one of them shall be an external person) for the preliminary defence on the basis of the proposal of the supervisor,
- prepares an annual report accounts on the operation of the DS to the UDHC.

### **The core member**

- holds an academic degree,
- performs continuous, high-level scientific activities in the branch of science and research field of the Doctoral School which shall be further examined on the basis of the database of the Hungarian Scientific Works Library (hereinafter: HSWL),
- shall undertake to conduct supervisory activity at the Doctoral School,
- has proven his ability to direct PhD candidates via at least one PhD candidate who has obtained a PhD degree under his supervision or as the co-supervisor of at least two PhD students who have obtained a PhD degree,
- is a lecturer or a scientific researcher in full-time employment of KU or holds the status of a public servant at the University and who designated Kaposvár University for the purpose of budget funding in his/her accreditation statement in accordance with Section 26 (3) of the Act on Higher Education,
- is not permanently on leave or a foreign trip longer than a year at the time of the entry to the Doctoral School,
- on meeting the criteria set forth above, an academic consultant or research professor holding the title "Doctor of the Hungarian Academy of Sciences" working at the research institute on a full-time basis under an employment contract or a public service contract may become a general member if the University has entered into an agreement with the research institute to that effect,
- upon meeting the criteria set forth above, a Professor Emeritus may become a core member, if (s)he is an active research attendee of the Doctoral School in which (s)he became a Professor Emeritus.

### **The core member emeritus**

According to the Doctoral School Council the core member emeritus is a founding member in the same doctoral school or a person having been accepted as a core member at least five years



earlier, and:

- has documented relation with the institution and
- is not bound by an obligation to act as a supervisor in the following semesters.

There are two doctoral schools at Kaposvár University that operate in one discipline and have continuously at least 7 “passed” qualification general members with locally employed full time university professors in majority, one member may be a professor emeritus and maximum 2 of them may be external researchers of a research institute (Doctor of the Hungarian Academy of Sciences in scientific advisor position).

### **Doctoral Programmes**

The doctoral schools of Kaposvár University are entitled to launch doctoral programmes. Launching of doctoral programmes takes place according to the proposal of Doctoral School Committee following the decision of UDHC. A DS core member may only be nominated to become the head of doctoral programme if (s)he is internationally acknowledged in the respective and restricted field of science covered by the doctoral programme.

### **Research topic for PhD study**

The PhD thesis topic is a research area that is suitable for the PhD student to acquire the application of scientific methods and obtain appreciable scientific results under the direction of the supervisor during the development process, as well as to prove them in the form of scientific papers, academic presentations, and a doctoral dissertation.

### **The PhD thesis topic supervisor (supervisor)**

- the PhD thesis topic supervisor is a lecturer or researcher holding an academic degree, whose topic offered has been approved by the UDC and who, on this basis, responsibly directs and assists the studies and research activities of PhD student(s) working on the thesis topic and the preparation of PhD candidate(s) for obtaining a degree. The supervisor shall be a person working in full-time employment holding the status of a public servant at the University and it can also be a Professor Emeritus;
- in this case the supervisor is responsible for the financial management. If the supervisor is not employed by the KU then a co-supervisor is required who is in full-time employment at the university. In this case, the co-supervisor is responsible for the financial management;
- the approval of the supervisor is based on the evaluation of the candidate’s professional performance on the basis of HSWL and on the filling out the professional form which should include: the supervisor’s position, workplace, diploma, academic degree, language knowledge, the 10 most important academic publications (5 of these have to be published in the last five years) and their citations, the cumulative impact factor; furthermore, the most important successful projects (title, duration, source, amount), the brief description of professional activities, professional recognition, more than one month study tours, international relations, as well as the declaration, in which (s)he, as an invited member, assumes to participate regularly in the teaching and research work of Doctoral School and has not stayed permanently abroad (no longer than one year);
- the supervisor shall meet the following requirements:
  - a) continuous publication activity in the branch of science based on his/her topic on the level desired by his/ her degree,
  - b) a supervisor may be simultaneously responsible for the activity of up to six doctoral students,
  - c) a supervisor’s priority is to develop a personal work contact with the student including monitoring, controlling and supporting their research work according to necessity,

- d) regularly checks the student's research work, gains information on arising problems and difficulties and helps solving them,
- e) the supervisor must notify any problems, delays occurring in the student's work or its successful performance within due time be at risk,
- f) the supervisor is responsible for the financial management of the student's research work,
- g) (s)he forms opinion about the academic activity of the PhD student on an evaluation sheet once a year and takes decision on the further research work of the student, as well as confirms the completion of the research work in the registration book at the end of the semester,
- h) prepares an annual self-evaluation, in which (s)he gives account of the time proportional fulfilment of the doctoral programme and of the work done in favour of the doctoral school to the head of the Doctoral School (Annex 22),
- i) (s)he declares about the publication performance of the PhD student in standard written form before the open debate of the PhD thesis,
- j) The supervisor of the doctoral dissertation shall be rewarded after the defence with the amount decided by the UDHC,
- k) a PhD student or a doctoral candidate may simultaneously have two supervisors, with the approval of EDHT.

### **Teaching Staff**

- a university professor or researcher, shall hold an academic degree or be employed by other institutions and is a recognized expert with academic degree at his/her professional discipline. (S)he controls the education of the required courses in the Doctoral School within the framework of the accepted subject programme,
- the person of the lecturer and the subject are approved by the head of the Doctoral School taking into account the opinion of DSC,
- the professional requirements of the lecturer are similar to the supervisors,
- the lecturer, acting as supervisor, may test the PhD student's knowledge only if another competent and qualified teacher in the given discipline participates in the exam,
- lecturers not employed as a public servant at the university are remunerated according to their work as included in the labour contract.

## **4.§ The Doctoral School Council**

Pursuant to Govt. Decree 387/2012 (XX.19.), in the doctoral schools of Kaposvár University the Heads of the Schools are supported by bodies called Doctoral School Councils.

The chair, the secretary and the members are appointed and recalled by the chair of the UDHC on the basis of the proposal of the head of the Doctoral School upon the proposal of the majority of the general members and based on the decision of the UDHC for a period of 5 years.

The DSC members shall hold an academic degree and be external or internal experts at the discipline of the doctoral school. At least 30% of the membership are external members.

### **Tasks of the DSC**

- a) submits proposal for the members of the admission committee,
- b) the admission committee appointed by the UDHC decides on the admission or refusal on the basis of ranking and the head of the Doctoral Schools informs the member of the UDHC about the results,

- c) makes proposal for the persons offering PhD topics,
- d) approves of the offered PhD topic,
- e) approves the PhD topic and the working plan of the PhD student,
- f) evaluates the request for the exam exemptions and recognition of credits,
- g) provides opinion on the training plan of the doctoral school, as well as the personal documentation of the supervisors, co-supervisors, and lecturers,
- h) approves of the persons of lecturers,
- i) makes proposal for the composition of the Comprehensive Exam Committee and for the Review Committee,
- j) takes commitment on the nostrification of the academic degree obtained abroad,
- k) takes commitment on the allocation of funds not related to scholarship concerning the doctoral school,
- l) in addition to the above mentioned tasks, takes commitment and provides opinion on all other issues asked for resolution by the UDHC or by the head of the UDHC.

DSC performs professional work independently from the programme of UDHC to the extent possible. The meetings of the DSC have quorum if the 50% + 1 person possessing the right to vote are present. The votings of the DSC are public (except for those related to personal issues). The decision may be accepted only if 50% + 1 person are present and vote affirmative.

#### **The chairs of the DSC**

- draw up the programme of the DSC meetings in agreement with the head of doctoral school and conduct the meetings,
- provide the minutes of the meetings and send them to the members of the DSC.

#### **The secretaries of the DSC**

- help the work of the chair of the DSC and the Head of the School,
- prepare the meetings of the DSC,
- draw up the memorandum of the UDHC meetings
- undertake all the tasks remitted to them by the DSC, respectively those they are specially requested to do.

#### **The PhD students**

Enrolled PhD students who were admitted upon the decision of the UDHC to the scholarship doctoral training and to the tuition fee doctoral training or were admitted trainings based on individual curriculum.

- a) the provisions of the Doctoral Regulation contains their status, their tasks, the state and institutional subsidies, the payable fees and charges as set forth in the Act on Higher Education and the Government Decree,
- b) the representation of the scholarship in accordance with the students' status is done by the Doctoral Students Government (DSG) the PhD students delegated by the DSG participate in the meetings of the UDHC and the DSC.

## **II. Detailed regulations concerning the doctoral trainings**

### **5.§ The forms of the doctoral training and the doctoral degree obtainment**

- 1) The doctoral training is available in the form of:

- a) scholarship (state or other e.g. provided by a company or institution)
  - b) self-funded
  - c) individual curriculum in the form of organised study programmes (only in justified cases)
- 2) Forms of the doctoral degree obtainment:
- a) organized training
  - b) individual preparation.
- 3) The head of the doctoral school in compliance with the proposal of DSC makes decision on organised training with individual curriculum on the basis of a request in exceptionally justified cases.

In this training form, excepting participation in course studies, the doctoral training rules of the organisation are normative.

### **Individual preparation out of organised training**

- 1) Studies for the doctoral degree obtainment may be done individually out of the organised training. The procedure commences with taking the complex exam.
- 2) The work of the students admitted to individual PhD preparation out of the organised training is controlled by a supervisor assigned by the head of the Doctoral School. The supervisor compiles the preparation plan and after getting acquainted with the skills of the candidate, (s)he submits it to the Doctoral School Council within three months after the admission.
- 3) The preparation plan extends to stating whether it is necessary to take further courses considering previous experience, whether it is necessary to complete the research work and what time schedule the doctoral comprehensive exam and the workplace debate should be accomplished.

## **6.§ The requirements of the admission to the doctoral trainings**

- a) Master degree (graded at least “good”) according to the chosen branch of science (in case of a five-year or earlier dated degree),
- b) a comprehensive, state-accredited, at least B2 (intermediate) level certificate or equivalent from one of the world languages (English, or German, French, Spanish and Russian) is required,
- c) a research plan of the topic agreed with the prospective supervisor,
- d) literature awareness in the chosen topic,
- e) experience in experimental and in methodological issues,
- f) the recommendation of a renowned expert,
- g) the declaration of the head of the workplace about the existence of the research (working) condition in case of the applicants admitted to self-funded programme in the form of individual preparation,
- h) in case of the applicants of individual preparation several years of research, proven language proficiency and publication activity representing an effective academic career are required,
- i) filling out the application form,
- j) certification of the payment of the entrance procedure fee.

## **7.§ The admission procedure**

The detailed list of the Doctoral School and the training programme of the Doctoral School are published in a uniform Doctoral School brochure on admission by the Ministry of Human Capacities.

The Doctoral Schools of Kaposvár University provide regular and public information on the programme and the entry requirements on its website in the usual manner, on an annual basis. The annually published information relating to the admission, the list of the HAC-accredited Doctoral Schools and the “Application form” shall be published for the applicants.

The applications for admission shall be filed to the secretariat of the UDHC, because the entrance procedure is adjusted to the cross semester. The current admission dates will be published on the home pages of the doctoral schools. (The application form is available in Annex 2.)

- 1) The following shall be attached to the applications for admission
  - a) a professional curriculum vitae,
  - b) the certificate that proves the university degree, the diploma obtained in a Master’s programme, the report cards or their authenticated copies,
  - c) certificate of no criminal records, not older than three months,
  - d) verification of a comprehensive, state-accredited, at least B2 (intermediate) level certificate or equivalent from one of the world languages (English, or German, French, Spanish and Russian) is required,
  - e) certification of the payment of the entrance procedure fee,
  - f) list of publications and other documentations proving scientific activity (e.g. SSA)
  - g) recommendation of a scientific expert of the discipline,
  - h) all of the documents entitling to extra points.
  
- 2) The applications for admission are evaluated by EDHC approved scoring system (Annex 3).

The entrance procedure is organised in front of the admission committee. In case of applicants with Stipendium Hungaricum, the admission procedure may be carried out by oral interview or via internet portal. The admission committee consists of the chair, and at least two members, one of them shall be an external member. The member of the admission committee with the right of consultation is a representative of the doctoral students. The admission committee is appointed by the UDHC for a year taking into consideration the proposal of the DSC.

The admission committee appointed by the UDHC forms opinion on the entrance procedure on the basis of the submitted documents and oral examination approved by the DSC by electric voting. The candidates are ranked according to the total score by the admission committee. The order is determined separately in case of scholarship, self-funded programme and in individual preparation. The candidates are informed about the results within 8 days from the entrance exam.

An appeal may be filed against the DSC negative decision, if it infringes university law regulations. The appeal shall be filed to the UDHC within eight working days from the receipt of the negative decision. The chair of the UDHC takes decision within fifteen days from the appeal. There is no opportunity for further appeal after the decision.

## **8.§ PhD programme**

The PhD training is a complex procedure involving training, research and report activities embedded in individual or team preparation adjusted to the characteristics of the science field and the candidate's needs. The programme is divided into two phases one focussing on training and research, the other on research and thesis development. On course of the PhD training, at the end of the fourth semester a complex exam is to be taken to finish the training/research phase and as a requirement of commencing the research/thesis development phase. The complex exam is to assess and evaluate the academic, research progress. At least 240 credits are due until the end of the 8-semester-long training.

### **Enrolment**

The PhD students participating in scholarship or self-funded programme shall enrol at the beginning of the semester. The enrolment of the students in their first year is organised together. The PhD students are informed about the procedural rules and the study system. The enrolment intention different from the date of enrolment shall be required in advance (in case of staying abroad)

The PhD students admitted to individual preparation do not participate in organised programme, they have no registration obligation.

The student status of the PhD student is established by the registration. The master file on the PhD student is issued by the higher education institution.

The PhD student shall submit his/her personal details necessary for the enrolment and electronic information to the university. On the basis of his/her request the student card is issued for him/her.

The PhD student announces in the electronic study registration whether (s)he continues his/her studies in the following semesters.

After registration the administrator of the doctoral school will prepare the student's file in the national database. The student concerned is responsible for keeping the file in the national doctoral database up-to-date.

### **Registration**

In further semesters the student - by registration – shall report during the first week (September of March) of the given semester to the SIS their intent to continue their studies in the semester in question or not.

In justified case set forth in the regulation of the higher education institution, the PhD student may withdraw his/her announcement within one month after the commencement of the term of study. If the PhD student does not request the suspension of his/her study until that date, his/her semester will be an active semester even if the PhD student does not participate in lectures and does not meet the requisites of any subjects.

The PhD student is obliged to announce the changes in his/her personal details over the registration. If this change is proved by documents, (s)he shall personally announce the change simultaneously with the presentation of the original document to the PhD secretary.

If the self-funded PhD student withdraws his/her registration until the given deadline, (s)he may require that the paid tuition fee be accounted for the next semester, or be transferred to the bank account of the PhD student with the deduction of the handling fee. Without a declaration, the tuition fee is transferred to the bank account of the student by the University.

The registration is only accepted if the PhD student:

- a) fulfils his/her time proportionate paying obligation,
- b) fulfils his/her obligation referring to choosing the subjects.

## **8.1.§ Organised training**

In the organised training, the state-financed, self-financed and individually scheduled PhD students proceed along the same training programme, though according to different timetables.

#### **8.1.1.§ Organised programme - The PhD student participating in the state-financed organised programme**

- 1) The full-time PhD student participating in the state-financed programme is eligible to state scholarship for 8 semesters. The state scholarship is valid for 12 months per year.
- 2) The PhD student participating in the state-financed doctoral programme of Kaposvár University shall not work on a full-time basis or under a full-time employment contract because of the specifics of the relevant branch of science. Therefore, (s)he shall declare the termination of their full-time employment in the course of the entrance procedure
- 3) Language learning is not the part of the organised programme, so no credit may be obtained for it.
- 4) The training and the research of the PhD student receiving state-scholarship participating in organised programme is financed by scholarship. The amount is set forth in the existing legislation.
- 5) The course of a study programme abroad and the research work may be included in the study period if they meet the requisites of the objectives of the doctoral programme.
- 6) The supervisor of the PhD student and the head of the Doctoral School prepare a written statement about the work of the candidate at the end of the 1st and 2nd year. In the Animal Sciences Doctoral School, the student shall give an account of their work before a committee at the end of the first and third years. At the end of the second year of the training/research phase the student shall take a complex exam. Passing the exam is a requirement of continuing the programme with the research/thesis development phase.
- 7) The university may enter into a written agreement with social, ecclesiastical, and other business organization set forth in paragraph c) of Section 685 of the Civil Code, furthermore with foundations, public foundations, public bodies, and private persons about establishing doctoral scholarship.

#### **8.1.2.§ The self-funded PhD students participating in organised programme**

- 1) The training, research and thesis requirement system is identical with that of the state-financed.
- 2) The supervisor and the head of the research institution shall declare the availability of the financial and research conditions required for the programme in written form.

#### **8.1.3.§ Individual study programme**

A student enrolled in an individual study programme is partially or fully exempted from visiting contact classes of the subjects set forth in the working plan. In exceptionally justified cases, this form of tuition may be approved by the head of the Doctoral School considering the opinion of the lecturer and the approval of the Doctoral School Council alike.

#### **8.1.4.§ The regulations of the doctoral procedures**

##### **Academic year postponement**

Once in the training/research phase (in two consecutive semesters) students are eligible for postponement. Within three years after the complex exam the doctoral thesis prepared according to specifications laid down in the regulations shall be submitted. The regulations allow a maximum of one year extension of this deadline in cases with special appreciation. In addition, the deactivation of student status shall not exceed two semesters.

##### **Participating in doctoral programme at other higher education institution**

The PhD student may request on the basis of the proposal of the supervisor and the DSC and upon the decision of the UDHC to continue his/her studies at another higher education institution.

##### **Transfer of the PhD student from other higher education institution**

The transfer of the PhD student may happen upon his/her request in accordance with meeting the legal requisites (if the conditions of the study and research activity are provided in the framework of the doctoral programme), on the approval of the prospective supervisor, on the proposal of the head of the DS and the DSC and the decision made by the UDHC.

##### **The termination of student status**

- a) if the student fails the complex exam,
- b) by completing the requisite number of credits in the doctoral programme (absolutorium),
- c) at the end of the eighth semester of the doctoral training that the student registered for.

##### **Part-time programme**

The head of the Doctoral School may permit the recognition of the not more than six- month study abroad and the disbursement of the scholarship for this period. Regarding the study abroad lasting for 6 months but not longer than 12 months, the PhD student participating in the state-financed programme shall request the disbursement of the scholarship and the recognition of the study abroad by the UDHC on his/her request submitted to the chair of the UDHC. The scholarship shall not be disbursed for a study abroad exceeding 12 months.

##### **Tuition fee**

The UDHC takes decision (at least before the last meeting in the calendar year) on the amount of the tuition fee paid by the PhD students participating in self-funded programme.

The payment of the tuition fee is due at the beginning of the current semester, or monthly (by the 15<sup>th</sup> of the subject month) on special request.

The head of the doctoral school disposes of the use of the funds as set forth in the principles of the Doctoral Regulation.

The PhD students participating in self-funded organised programme may request partial or full exemptions of the amount of the tuition fee at the beginning of each semester (by 15 September and 15 March).

The decision is taken by an ad hoc panel consisting of the head and the secretary of the Doctoral School and the representative of the students on the basis of the proposal of the supervisor.

Payment exemption may be given to PhD students participating in individual preparation only in exceptional circumstances.

##### **Credit**



The measurement unit of study, research work and other professional achievements performed towards the fulfilment of student obligations are called credits. (Each obtainable credit value is included in Annex 4 and 5)

### **Working plan**

The PhD student participating in organised programme shall prepare a detailed working plan by the instructions of their supervisor, on the basis of the guidelines including the study, research and financial plan (Annex 7). The working plan shall contain the scheduling of the required language exam obtainment.

### **Animal Sciences Doctoral School**

1. The PhD student, the supervisor, furthermore the head of the workplace validate the working plan by 15 October of the given academic year and submits it to the secretary of the UDHC in two copies.
2. Two (one of them external) reviewers are requested by the head of the DS to evaluate the working plan in written form.
3. The DSC takes commitment on the acceptance of the working plan, the acceptance of the working plan with supplementation or on the rejection of the working plan taking into consideration the opinion of the reviewer. The head of the DS validates the accepted working plans.
4. The chair of the DSC (or the secretary) notifies the supervisors regarding the resolution of the DSC by distributing the review.
5. The working plans not accepted or proposed for rework in accordance with the previous procedure shall be submitted within 1 month from the receipt of the review.
6. The secretary of the DSC shall have the working plan reviewed again and remits it to the DSC at their next meeting.
7. In case of a repeated rejection of the working plan, the UDSC shall make a decision on the appointment of a new supervisor or on the change of the topic. If a serious default of the PhD student may be proved, (s)he may be excluded from the programme.
8. The PhD thesis topic may only be changed, on the basis of a written request, within the time period of the study.

### **Management and Organisational Sciences Doctoral School**

1. The PhD student, the supervisor, furthermore the head of the workplace validate the first draft of the working plan by 15 October of the given academic year and submits it to the secretary of the UDHC in two copies, also sends the „Research methodology” to the professor responsible for the subject that semester.
2. In the framework of „Research methodology” subject the student shall revise the research plan taking the supervisor’s and the lecturer’s opinion into consideration, and prepare the first draft of the literature review. On the basis of the evaluation (comments provided by the supervisor, the research methodology professors and the head of the doctoral school) the student shall submit their research plan to the doctoral school for approval by 15 January of the first semester the latest.
3. The DSC takes commitment on the acceptance of the working plan, the acceptance of the working plan with supplementation or on the rejection of the working plan. The head of the DS validates the accepted working plans.
4. The chair of the DSC (or the secretary) notifies the supervisors regarding the resolution of the DSC by distributing the review.
5. The working plans not accepted or proposed for rework in accordance with the previous procedure shall be submitted within 1 month from the receipt of the review.

In case the work plan is rejected again, DSC shall make a decision whether a new supervisor needs to be appointed or the topic needs to be changed. If the doctoral student's gross negligence is proven, they may be expelled from the programme.

### **Evaluating sheet**

The PhD students participating in organised programme shall prepare an annual evaluation about their study and research work. This obligation is to be fulfilled by filling out the Evaluation sheet (Annex 8).

1. At the relevant point of the evaluation sheet, the supervisors evaluate the activity of the PhD student in written form and make proposals for the continuation of the training or the exclusion of the PhD student.
2. The head of the Doctoral School checks and signs the evaluation sheets.
3. A copy of the evaluation sheets filled in and reviewed by the supervisor and the Head of the DS is submitted at the UDHC secretariat.
4. The DIT secretary shall make a comprehensive report on the activity of the PhD students and draw attention to possible deficiencies.
5. The DSC, the head of the Doctoral School, the supervisor and the representative PhD student of the given faculty carry out an examination of the cases in which the information sheet contains the declaration of the supervisor and the head of the Doctoral School concerning the exclusion of the PhD student or his/her incompetence to do research work. The proposal of the DSC is submitted to the UDSC by the head of the Doctoral School. The UDSC takes decision on the continuation or the termination of the doctoral work.

### **The offered courses**

The lecturer responsible for the subjects takes decision on the offered subjects in accordance with the approval of the head of the Doctoral School.

Lecturers not in the employment of the university shall be paid individual fees to the debit of the training budget.

### **Choosing the subjects, visiting the contact lessons**

The PhD students participating in organised programme shall apply for the subjects offered by the Doctoral School in NEPTUN set forth in the study plan during the first week of the given semester.

The courses of the PhD programme are public. Signing up for subjects in NEPTUN not indicated in the working plan is possible if supported by both the head of school and the supervisor.

### **Recognition of exam taken in other institutes of higher education**

Part of the obligatory subjects may be completed in other (inland, foreign) universities. The certification thereof in the knowledge of the course syllabus is the competence of the Head of DS taking the opinion of the DSC into account. In case of a compulsory subject, the credit counted is equal with the value given in the DS training plan. In optional courses 4 credits per item may be considered. Credits received in other institutes may not exceed 50% of the total credits.

### **Participation in the preliminary defence and the public defence**

The scholarship students all the time, the self-funded students at least once a semester shall participate in the preliminary and public defences. The absence of the scholarship PhD students may only be proved by the permission of the head of the doctoral school on the basis of the consultation with the supervisor. (In case of default, the withdrawal of research credits is possible.)

### **New subjects**

The head of the Doctoral School is eligible for approving the subjects not included in the

Doctoral School. The syllabus prepared by the lecturer shall be submitted to the head of the Doctoral School at the secretariat of the UDHC, addressed to the head of the Doctoral School. The lecturer is informed about the decision by head of the Doctoral School.

### **Examination**

Examining of the knowledge may be organised in ways set forth in the syllabus of the subject. The grading of the subject/course/exam course shall be registered on the NEPTUN exam page and the student's course performance page by the lecturer responsible for evaluation. The deadline for registering the grades is three workdays in case of an oral exam and four in case of a written exam.

### **The rules of organising exams**

On the basis of the University Organizational and Operational Rules (volume III.– The Rules of Organizing Exams and The Requirement System).

### **Absolutorium**

In case of the PhD students participating in organized training and research programme meet the training requirements (minimum 240 credits) and the complex exam is successful, they obtain the absolutorium. The conditions of the issuance of the absolutorium:

- the fulfilment of the study and research obligations,
- the payment of the tuition fee,
- the payment of other arrears,
- the declaration of the supervisor, the head of the Doctoral School, the chair of the UDHC on the issuance of the pre-degree certificate.

### **Teaching activity of the PhD students**

The PhD student carries out his/her research work at the department, research place (usually at the work place of the supervisor) appointed by the head of the Doctoral School.

In exceptional cases, the research place may be appointed at other national and foreign universities or research institutes.

The UDHC takes decision on the acceptance of the research place on the basis of the proposal of the supervisor in case of the approval of the DSC.

The PhD student may be involved in the teaching activity or other departmental tasks by the supervisor or the head of the department. This activity shall not impede the PhD student in carrying out his/her tasks. The schedule of the PhD student shall provide him/her to fulfil the research obligations and the preparation for the exams. The details of the teaching activity of the PhD student (name of the subject, hours, student fee) is set forth in the PhD student contract (Annex 23). The working hours of this activity shall not exceed the 50% of the weekly full-time working hours in a semester. On the basis of the PhD student contract the PhD student is eligible for student fee. Its amount shall not be less than the minimum wage in case of the PhD student is employed in the 50% of the full-time working hours. In case of different employment, the time proportionate amount shall be paid.

### **9.§ Individual Preparation**

- 1) The request for admission application shall be submitted to the Head of the Doctoral School if the doctoral degree is to be obtained in the framework of the individual preparation. Admission application can be submitted continuously during the year.
- 2) The conditions of the participation in individual preparation:
  - a) university degree or Master degree obtained in Master Programme,
  - b) at least 10 years of teaching, research work,
  - c) proper level of the publication activity on the basis of the unique character of the

- scientific discipline,
- d) a comprehensive, state-accredited, at least B2 (intermediate) level certificate or equivalent from one of the world languages is required,
  - e) an official extract from the judicial records evidencing a clean criminal record, issued up to three months earlier,
  - f) successful final exam.
- 3) The opinion of an internationally recognised expert shall be enclosed to the request.
  - 4) The doctoral training is organised on the basis of an individual programme.

### **10.§ Foreign language training**

Foreign citizens may also participate in the doctoral training if they meet the same requisites as the Hungarian students. Doctoral programme may be organised and offered in foreign languages by the university. The Doctoral School organising a foreign language PhD programme shall provide the relevant quality level and credit value in the foreign language course.

### **11.§ Complex exam**

The condition of application for final exam is the performance of at least 90 credits. Acceptance for final exam in the “training and research” phase depends on gaining all (120) credits expected in the first four semesters prescribed in the training plan of the doctoral school (except students preparing for PhD obtainment individually whose student status is established through application for the final exam and its acceptance.)

A final examination shall be taken in public before a committee. The committee comprises at least three members with at least one member not employed by the institute running the doctoral school. The chair is a professor or Professor Emeritus or lecturer, researcher with the title “Doctor of the Hungarian Academy of Sciences”.

All members of the committee have academic titles. Excluded from membership is the supervisor of the candidate who shall be allowed opportunity to pass evaluation of the student in writing in advance or at the exam/orally.

The complex exam has two main parts: in Part One the examinee’s theoretical proficiency is measured (“theoretical part”), while in Part Two the examinee shall present their progress in their academic/artistic field (“dissertation part”). In the theoretical part the examinee takes an exam in at least two subjects/topics. A list of the subjects/topics is available in the training plan of the doctoral school. The theoretical exam may have a written part, too.

In the second part of the final exam the examinee shall give evidence of their knowledge of the special literature in the form of a presentation; they shall give account of their research results, put forth their research plan for the second phase of the doctoral programme as well as a schedule of preparing the dissertation and publishing the results. The committee shall evaluate the theoretical and the dissertation parts of the exam separately. A record with a written evaluation shall be prepared of the complex exam. The result of the exam shall be announced on the day of the oral exam. The final exam is considered successful if a majority of the committee judges both parts of the exam successful. In case of a failed theoretical part the examinee shall be allowed a repeat exam in the current exam period. The dissertation part may not be repeated in case of failure; the candidate shall be expelled in this case. The evaluation of the complex exam is two-stage, the possible ratings being “satisfactory” or “unsatisfactory”.

Further details on the two doctoral schools are available in Annexes 4 and 5, respectively.

## **12.§ Foreign language proficiency**

1) The certificates proving the language proficiency shall be submitted at the admission prior to the semester (first foreign language) and at submission of the doctoral dissertation (second foreign language). Candidates deaf or with impaired hearing shall present certificates of non-Hungarian sign language proficiency

2) The first language exam shall be a state-accredited comprehensive intermediate or a B2 level language certificate in one of the world languages (English, German, French, Spanish or Russian) and shall be proved by a complex state-accredited intermediate language exam or with an equivalent certificate.

**Foreign students, who are not native speakers of the English language, shall obtain a B2 level English language exam in accordance with the European frame of reference.**

3) The UDHC takes decision on the second language exam depending on the doctoral thesis topic approved by the DSC. If the first language exam is not in English, the second exam shall be in English. Any (basic) level comprehensive language certificate issued by an accredited examination centre shall be accepted as proof of foreign language proficiency.

If the first intermediate language exam is in English, any other basic level language exam certificate shall be accepted to prove the other foreign language proficiency.

## **III. Doctoral Degree Obtainment**

### **13.§ Registration for degree obtainment**

The doctoral thesis prepared on the basis of the rules laid down in this document shall be submitted within two years after the complex exam – the end of three years the latest in case of special appreciation.

The initiation of the process for the doctoral degree obtainment shall be applied for in writing at the head of the doctoral school with the following conditions:

- obtaining pre-degree certificate, performance of publication minimum and successful preliminary defence,
- certificates of the proficiency of two languages necessary for the cultivation of the academic field in question (see: 13.§.),
- submitting dissertation.

On submitting the dissertation the candidate shall present a written declaration that their dissertation in the same academic field has not earlier been submitted to or rejected by any other institutes. The declaration shall stress that the candidate is not subject of a procedure of rejecting a doctoral degree or withdrawing an earlier granted degree. The declaration shall also state that the dissertation is the candidate's own product and the references to the special literature are unambiguous and complete.

### **14.§,Preliminary defence**

The PhD candidate shall prepare the draft dissertation and the theses draft taking into consideration the requisites on contents and form on the basis of Annex 13 of the Doctoral

Regulation. The above mentioned documents shall be submitted in 4 copies to the head of the Doctoral School and organising the preliminary defence shall be requested.

In case of a foreign language dissertation, a thesis draft in Hungarian shall be prepared for the preliminary defence.

The preliminary defence shall be fulfilled at the department or at the organisational unit where the research activity of the PhD candidate was performed. After the approval of the supervisor, the head of the doctoral school invites one external and one internal (if required more) reviewer to evaluate the dissertation.

Having been approved by the head of the doctoral school, the preliminary defence is chaired by the head of department. In case of incompatibility or impeding, a university professors or a professor emeritus in full-time employment may fulfils his/her position. In exceptional cases a habilitated associate professor or a college professor may also lead the defence. The head of the department shall make sure that the theses are available for those invited.

Relating to the preliminary defence, the following criteria have to be met:

- the dissertation meets the requisites of form and content set forth in the Doctoral Regulation,
- the results in the dissertation are the PhD candidate's own results,
- the dissertation contains sufficient new scientific results,
- the publication activity of the PhD candidate meets the minimum requisites set by the UDHC and is verified by the database of the HSWL.

Minimum 3 scientific publications from the topic of the dissertation shall be published. Details on the expectations concerning publications are included in Annex 14. of DR.

On the basis of the opponents' review and the defence, the experts, (at least 6 people apart from the supervisor and the co-supervisor) holding academic title, form opinion to decide whether the dissertation may be submitted to the UDHC. The repetition of the preliminary defence and the rework of the dissertation and the thesis are proposed if further experiment, new data collection and substantial changes are required on the basis of decision taken over the defence.

Minutes of the preliminary defence shall be prepared. The signatories of the Minutes of the preliminary defence are: the chair and the secretary (keeper of the Minutes). The Minutes of the preliminary defence (its extent: 2-3 pages), the list of attendants and the opinion of the opponents shall be enclosed to the documentation at the application for the defence. One copy of the preliminary defence shall be sent to the opponents.

## **15.§ The review procedure and the public defence**

### **The doctoral dissertation**

the document, creation or work completed by the PhD candidate, serving for the PhD candidate to prove, over the course of the doctoral degree procedure, that (s)he is able to solve a scientific task proportionate to the requirements of the academic degree, on his or her own. The dissertation shall be written in Hungarian or English, but – in special cases justified by the topic – other languages may also be accepted.

### **Doctoral theses**

It is a summary work prepared for the academic public on the basis of the doctoral dissertation, presenting the PhD candidate's scientific achievements that serve as a basis for the candidate to prove over the course of the doctoral degree procedure, that (s)he has prepared for obtaining the academic degree. The thesis is prepared in Hungarian and in English (and in exceptional cases in any other language appropriate to the specifics of the relevant

science).

The content and formal requirements of the doctoral dissertation are included in Annex 13. The candidate shall make sure before registering that their academic database is updated for it shall be checked (Annex 12).

The doctoral degree obtainment for PhD students admitted to foreign language courses is organised in the permitted language (final examination, dissertation, thesis, open debate)

PhD students participating in Hungarian language training shall require the foreign language defence and dissertation from the Head of School. On the basis of the opinion of the DSC, the Head of School takes decision on the permission.

An English language thesis shall be required in cases when it is written in a foreign language other than English along with the Hungarian language transcript.

### **Review of the doctoral dissertation**

The submitted doctoral dissertations and theses are formally checked by the secretary of the DSC and the substandard dissertations are sent back to the PhD candidates for rework or completion.

The chair of the UDHC shall appoint two official external reviewers holding a scientific title (in exceptional cases one of them may be internal) for reviewing the doctoral dissertation.

The opponents preferably shall not be the same as the opponents appointed to the preliminary defence. In exceptional cases maximum one of them may be appointed as a reviewer.

On the basis of the aspects (Annex 15) approved by the UDHC, the reviewers form their written opinion and make proposal for defence of dissertation. In order to clarify the contradictions and ambiguous statements, the reviewers may raise questions to the PhD candidate. The review shall be prepared within two months of the academic period and shall be submitted to the chair of the UDHC.

If one of the reviewers has a negative recommendation, the chair of the UDHC shall appoint a third reviewer.

The reviews are sent to the candidates by the secretary of the UDHC. The candidate shall send his/her written answers to the questions and opinions raised by the opponent to the secretariat of the UDHC and they shall be addressed to the chair of the UDHC within 2 weeks.

The time of the defence shall be set forth only if the answers given to the opponents' opinion are received at the secretariat of the UDHC. The open debate shall be organized at least 2 weeks later and within two months of the academic period of the graduate training.

The review committee and the candidate are informed by the UDHC prior to the defence. The dissertations, the thesis, the opinions of the opponents and the answers given to them are forwarded to the members of the review committee.

On the basis of the coordination with the supervisor and the head of the department, the secretary of the UDHC shall inform the members of the UDHC and the experts of the relevant branch of science and send them the thesis and the invitation. The invitation of the defence shall be sent to the faculties by the secretary of the UDHC and it shall be published by the faculties.

- 1.) The doctoral dissertation shall be defended in a public debate in front of a defence committee.
- 2.) The review committee consists of the chair, the secretary, 3 members and 2 official reviewers (opponents).
- 3.) The chair of the committee shall be a professionally competent university professor or a Professor Emeritus of the University. In exceptionally justified cases a habilitated

associate professor or a habilitated college professor may fulfil this position.

4.) At least 3 external experts holding an academic title shall be requested to the review committee.

5.) Upon the request of the PhD candidate and on the basis of the supporting opinion of the review committee and the approval of the Doctoral Council of the University, a closed debate may be held if the doctoral dissertation has to do with a patent procedure or refers to qualified data for the purposes of national security.

6.) The open debate shall be held if the chair or their substitute, one of the opponents and at least 3 committee members (one of them shall be an external member) and including the secretary are present. The chair shall conduct the open debate as laid down in Annex 16.

7.) The PhD candidate shall elaborate on the thesis of his/her dissertation over the open debate and shall verbally answer (not reading) the questions raised by the opponents, review committee and the participants at the thesis discussion.

8.) After closing the debate, the members of the review committee, present along the entire defence, shall decide on the acceptance or refusal of the dissertation in a closed session and by secret voting, using a scoring system from 1 to 5. The review committee shall subsequently announce the result of the voting in public.

9.) The acceptance of the dissertation requires at least 66% of the available scores.

10.) The Minutes shall be made concerning the defence of the doctoral dissertation in the language of the defence (Annex 17).

11.) In case of unsuccessful defence a new procedure may be implemented after at least two years and just once for the same doctoral topic. After the approval of the UDHC, the doctoral degree is evaluated on the basis of the simple arithmetic average of the score of the final examination and the defence, and it may be *summa cum laude*, *cum laude*, or *rite* (the 91, 80 or 66% of the available points) or „non sufficiente” (below 66%).

**An official reviewer or a member of the committee may not be those, who are:**

- a) a close relative of the candidate,
- b) or any other person from whom the objective adjudication of the case may not be expected.

### **16.§ Awarding of the doctoral degree**

The award of the doctoral degree is decided by the UDHC. The members of the UDHC take decision on the award by secret voting on the basis of the Minutes of the final examination and the defence and on the information given by the member of the review committee. The meeting of the UDHC has quorum when the 2/3 of the attending reviewers vote supportive.

The qualification of the doctoral degree is determined by the arithmetic average of the scores of the final examination and the defence.

### **17.§ The publicity of the doctoral dissertation**

1) The doctoral dissertation is open for everyone. The higher education institution bears responsibility for the registration of the electronic and printed dissertation and thesis and the publication of these documents in full length in the database of the doctoral dissertation and thesis on its homepage.

2) One copy of the doctoral dissertation shall be deposited in a catalogued manner in the central library of the university where the degree was awarded.

3) The doctoral dissertation and thesis shall be registered in electronic format in the Repertory of Hungarian Scientific Works marked with the DOI identifier in compliance with the



generally accepted international practice, readily available for everyone.

Upon the request of the PhD candidate and subject to the positive opinion of the review committee and the approval of the UDHC, the publication of a doctoral dissertation or doctoral thesis affected by a patent or trademark procedure may be postponed up to the date of registration of the patent or trademark. A doctoral dissertation or doctoral thesis including data qualified for national security reasons shall be published after the period of qualification becomes over.

### **18.§ Conferring doctoral degree**

- 1) The conferment of the doctoral degree is held in a solemn graduation ceremony at least twice a year.
- 2) At the solemn conferment of the doctoral degree the PhD candidates take the doctoral oath, while the foreign candidates make a statement (Annex 20).
- 3) If the PhD candidate is impeded and is not able to participate in the ceremony, the doctoral degree shall only be conferred at the next solemn ceremony.
- 4) The doctoral degree (Annex 18) is conferred by the rector, the chair of the UDHC and the dean of the relevant faculty. The secretariat of the UDHC bears responsibility for issuing the degrees and for the registration of the degree in the Ledger of Doctoral Degrees of the university.

### **19.§ Nostrification of scientific degrees obtained abroad**

The Doctoral Council of Kaposvár University is entitled to nostrificate of scientific degrees obtained abroad (on the basis of the Act C of 2001 on the recognition of foreign certificates and degrees and Act LXXX of 1993 on Higher Education).

The recognition and the naturalization of the degree shall be initiated at Kaposvár University. The university will take conclusive decision on the award of the scientific degree (Annex 19). The scientific degree obtained abroad is naturalized by the UDHC if it meets the given requisites and may be obtained on the basis of the doctoral scientific training organised at the University. The courses of the training shall be adoptable to the syllabus of one of the accredited doctoral schools or may become adequate by the fulfilment of some additional conditions.

To the naturalization request the following shall be enclosed:

- professional CV,
- one copy of the dissertation,
- the list of the publications from the topic of the dissertation (if they are not included by the dissertation),
- the original certificate or its authenticated copy,
- the authenticated copy of the document (e.g. report card), issued by the foreign higher education institution proving the term and the criteria of the studies (subjects, exams, theses, final examination),
- the Hungarian authenticated translation of the above mentioned documents,
- the certificate on the payment of the fee of the procedure.

The following documents may be required from the applicant over the recognition and

naturalization procedure:

- the copy of the diploma or the certificate proving his/her previous studies obtained before the actual degree procedure,
- if the documents, submitted to the request do not give the sufficient information to the evaluation, the copies of those documents giving information about the institution, the study order and the study programme shall also be submitted.

The UDHC evaluates the submitted naturalization request from formal and content aspects. The UDHC makes the relevant DSC opponents form opinion on the submitted documents. This opinion will be forwarded to the UDHC. The opinion shall contain the statement of the head of the relevant doctoral school.

In case of the naturalization of the postgraduate course obtained abroad, the DSC examine whether the time, the subjects, the exams of the course, the final examination, the dissertation and other criteria meet the requisites set forth in the Doctoral Regulation.

In case of a lower level fulfilment, the naturalization shall be accepted only with meeting the given requisites (taking the final examination, defence of the doctoral dissertation).

Taking into consideration the opinion of the DSC, the members of the UDHC vote for the acceptance of the request by show of hands (yes/no). The rejection of the request shall be justified specifically. The UDHC of Kaposvár University takes decision on the naturalization.

## **20.§ Science Ethics determination**

1) In the doctoral procedure the University shall accept and apply the principles and procedures relevant to plagiarism of the Science Ethics Code of the Hungarian Academy of Sciences (MTA). The general rules of the administrative procedure shall not be applied and the decisions may be challenged neither in the courts of justice nor by administrative bodies.

2) A doctoral degree may be withdrawn if it was partially or fully obtained by the entitled person by presenting the intellectual creation of another person as his own, or used untrue or forged data in the dissertation, thus misleading or keeping deceived in this way the body or person acting in the doctoral procedure. The procedure for the withdrawal of a doctoral title may only be conducted if the holder of the title is still alive at the start of the procedure.

3) The acts referred to the paragraph (2) above shall not lapse and the impeachment shall affect only the person entitled to the title.

4) The procedure for the withdrawal of a doctoral degree may be requested from the chairman of the UDHC having issued the title by the person that proves or makes the statements probable on good grounds as included in paragraphs (2-3) above, or has a doctoral scientific degree or equivalent in the field of science related to the topic of the challenged dissertation.

5) The withdrawal of a doctoral degree shall be decided by the UDHC. The chair of the UDHC makes proposal for the withdrawal of a doctoral degree and shall request the decision from the Doctoral Council operating at the relevant branch of science whether the content of the 2 paragraph is relevant to the holder of the title. Experts may be appointed over the withdrawal procedure of the doctoral degree and the aspect of the concerned person shall also be taken into consideration. If the concerned person does not participate against the official notification or requests the dismissal of his/her hearing, the UDHC is eligible to take decision on the merits. If in a procedure, launched upon the request of the original author, it is found by a valid decision that the copyrights were infringed before the commencement of the procedure, the UDHC is not required to conduct a procedure in this matter since such valid

decision shall be sufficient to withdraw the degree. The appeal against the decision shall be submitted to the HAC. The HAC takes decision after the opinion of the NDC.

6) The valid decision to withdraw a degree shall be published by the University.

7) If a doctoral degree is withdrawn, the affected individual shall not apply for a new degree procedure for five years

## **IV. The management of the doctoral schools**

### **21.§ The incomes and the expenses of the doctoral school**

#### **The Animal Sciences Doctoral School**

The regulation refers to all the incomes and the expenses of the doctoral school except the scholarships.

1. The incomes of the doctoral training:

- a) training support given by the number of the state-funded (home and foreign) students (975.000 HUF/year/student for ASDS). Source: budgetary support,
- b) tuition fee paid by the self-funded students,
- c) other incomes (the fee of the procedure, support of foundations and sponsors),
- d) 1% of the income from university research projects belonging to the doctoral school research fields, which the university allocates to the support of the doctoral school against the central budget (30%).

2. The expenses of the doctoral training:

- a) the salary of the doctoral administrator (proportionally),
- b) the staff expenditure of the doctoral degree obtainment,
- c) the material expenditure of the doctoral degree obtainment,
- d) expenditures in the framework of doctoral research work,
- e) expenses of researches done in the framework of the doctoral programme.

3. The allocation and utilization of each income in the Animal Sciences Doctoral School:

- a) 30% of the incomes of the DS serves the general expenses of the university (maintenance of infrastructure, etc.),
- b) 35.000 HUF/month (annual 420.000 HUF) goes to the support of students' research work. The registry of the costs per student is done with a separate topic code, its use is decided on the supervisor's proposal and the Head's approval. A monthly allocation may only be allocated for the PhD student's research costs.
- c) all amounts beside the separated ones laid down in Sections a) and b) shall cover the operational costs of the doctoral school (fees of non-resident lecturers, travel, NDC membership fees, etc.).

4. Other regulations

On using the grants the regulations of the university are to be taken into consideration especially the one on commitment of expenditures and the one on management.

Commitment on expenditures may be applied for against the research envelope provided for PhD students during the training period until a successful defence but within 12 months maximum after the termination of the student status. Following this, the theme code shall be

cancelled. Any possible remainder may be used for covering general expenses of the doctoral programme or not foreseen other costs related to the doctoral training, based on a special application. Commitments on PhD students' research envelopes shall be approved and the performance certified by the Head of School. The Directory of General Finances shall prepare an account of current monthly envelopes ready to be used for the Secretariat of the Doctoral Council, while the School shall brief the Secretariat on the date of the preliminary defence and the expiry date of the budget.

### **Management and Organisational Sciences Doctoral School**

Incomes of the Doctoral School:

1. budgetary supports (for state-financed day students),
2. other supports (for FAO and Stipendium Hungaricum scholarship winners),
3. tuition fees after home and foreign students participating in doctoral programmes,
4. 1% of the income from university research projects belonging to the doctoral school research fields (management sciences), which the university allocates to the support of the doctoral school against the central budget (30%),
5. incomes originating from different procedural fees of doctoral training:
  - fees of the doctoral exam and the complex final exam,
  - fee of the preliminary defence,
  - fee of defence and issuing of the certificate,
6. incomes from fees of the habilitation procedure:
  - application fee for habilitation,
  - defence fee of habilitation and issuing of certificate,

The budgetary support is accepted early every year together with the university annual budget. The amounts of other supports are specified on the basis of the support deed.

Expenses of the Doctoral School:

Incomes flowing in from budgetary and other supports and tuition fees (home and foreign students) shall be used in the following breakdown:

- 60% for academic and administration expenses related to the doctoral programme (pays and contributions of university employees participating in the programme, fees and contributions of non-resident lecturers employed by special contract, travel, fees for supervisors,
- 25% for expenses directly related to doctoral students' individual research activities: acquisition of databases, softwares, books, participation fees of conferences and incurring travel costs, fees of lectors and translators for publications, questionnaire surveys, etc. (expenses counted here are to be registered for each student separately),
- 15% is a decentralised envelope used by the doctoral school for covering research and material costs related to conferences and study trips, book and periodical acquisitions initiated by the school as well as further research expenses not covered by the students' individual envelopes.

Incomes originating from different procedural fees of the doctoral programme and the habilitation may be used to cover the following expenses incurring during the doctoral procedure:

- fees of members of doctoral and Habilitation committees,
- travel and accommodation costs of members of committees as well as representation and other expenses related to the organisation of the defence.

The envelope allotted for individual research may be used on the basis of the supervisor's proposal and the Head's approval. The financial framework for individual research and academic activities

is available for doctoral students until maximum one year after the expiry of the training period (8 semesters). Following to this, the student's theme code is cancelled and any remainder shall increase the decentralised budget of the doctoral school.

In case of costs against incomes originating from other supports provisions laid down in the support deed shall prevail.

In using the allotted cost envelopes one shall follow the university regulations especially the Codes of Management and Commitments for expenditure.

## **22.§ Supports and grants provided for the PhD candidate**

The Doctoral Council set forth the state and institutional funding for the PhD student paid by Kaposvár University and the amount, the conditions and the title of the charges (at the last council meeting before the current year). More information is published to provide further information to the PhD candidate in the university brochure on admission, on the basis of the Regulation of Fees and Receipts.

- 1) State-funded doctoral scholarship may be provided for:
  - Hungarian citizen PhD students of the university participating in organised full-time doctoral programme,
  - in accordance with a statute or an international treaty, for foreign PhD students under equal treatment with Hungarian national PhD students.
- 2) The amount of the monthly transferred scholarship is set forth by Government Decree.
- 3) The deadline of the transfer of the scholarship is the 10<sup>th</sup> of the given month.
- 4) If the student status is suspended, the PhD candidate is not eligible for the scholarship.
- 5) Scholarship during studies abroad shall be paid for maximum six months and may be disbursed for a maximum 12 months.
- 6) The training support of PhD students shall only be utilized for covering expenses related to PhD students.
- 7) A PhD student who is entitled to state-scholarship with regard to the PhD programme is also eligible for textbook grants.
- 8) The scholarship PhD students are eligible for accommodation in the dormitories.
- 9) The scholarship PhD student may be eligible for regular social scholarship and for exceptional social scholarship. The exceptional social scholarship is a one-time receipt on the basis of the principles and the order of procedure set forth in the Regulation of Fees and Receipts.
- 10) The Student Welfare Committee of each faculty and the representatives of the PhD students take decision on the amount of the social scholarship and the exceptional social scholarship.
- 11) The PhD students participating in organised programme are eligible for other allowances (study leave, working time reduction, exemptions from certain costs).
- 12) Natural and legal persons may support the study of the PhD student with the countersignature of the university.

### **Services available to students participating in state scholarship**

- a) to support their studies in fulfilling the training and academic requirements of the doctoral programme, their first chosen lectures, seminars, consultations, research practice

and on-site work, to acquire the doctoral comprehensive examination, reports, examinations, the retake on one occasion of failed reports and examinations during the procedure of obtaining a degree,

b) the use of the equipment of the institution relating to the charge free service (library, the base service of the library, laboratory, information technology, sport and leisure activities),

c) student counselling.

### **23.§ The fees, charges and other allowances paid by the PhD students**

- 1) The scholarship PhD student is exempted from paying the procedural fee if (s)he commences the degree obtainment procedure within the term of study.
- 2) The self-funded PhD students and the PhD students participating in individual preparation pay tuition fee. Its amount is determined in each academic year.
- 3) The tuition fee shall be paid in a lump sum in each semester (till 1st September or 28th February) or in each month (till 15th of the given month). The administrator informs the PhD students about the order of the tuition fee.
- 4) If the tuition fee payment is delayed by the PhD student, special procedural fee shall be paid. If the payment of the tuition fee is missed, the PhD student shall not enrol to the next semester and shall not obtain the pre-degree certificate.
- 5) In justified cases, the PhD student may require the postponement of the tuition fee payment once in a semester till the commencement of the following semester.
- 6) The PhD student shall not pay tuition fee if (s)he is eligible for exemptions from payment of the costs on the basis of a procedural rule or an international treaty.
- 7) Upon the request of the PhD student (s)he may become eligible for exemptions from the payment of the costs or releases if (s)he fulfils the time proportionate studies and research tasks set forth in the working plan and his/her social circumstances makes it justified .
- 8) The amount of the paid tuition fee shall be managed separately.
- 9) The amount of the tuition fee of the self-funded PhD students and the PhD students participating in individual preparation shall be utilised for hourly rates, charges of the supervisors, the operating expenses of the doctoral training, the organizational costs of the doctoral programme, public educational purposes and other material expenditures.
- 10) The PhD students participating in self-funded foreign language training shall pay tuition fee and research fee on the basis of a personal financial plan.
- 11) In case of the PhD student requiring accommodation in student hostels, charges shall be paid. (The amount of the charge is different in each dormitory.)
- 12) The UDHC takes decision on the fees of the PhD students and on the charges of the doctoral degree obtainment of the PhD candidate annually.

## **V. The appeal**

### **24.§**

- 1) The appeal may be filed against the admission procedure and in all the fields of the doctoral degree obtainment.
- 2) The appeal shall be filed against procedural error or law infringement to the chair of the UDHC in written form.
- 3) The appeal shall be filed within 8 working days from the notification of the objected procedure. The appeal shall be accounted for with the attached written documents serving as legal basis.
- 4) The UDHC takes decision on the appeal.
- 5) The relevant person is notified about the decision by the rector within 15 days.
- 6) The appellant bears the costs of the appeal.

## **VI. The disciplinary procedure**

### **25.§**

- 1) Disciplinary procedure may be launched against the PhD student by the head of the doctoral school on the basis of the proposal of the supervisor or the lecturer.
- 2) The least serious form of the disciplinary procedure is the written notification.
- 3) If the misconduct of the PhD student is proved, depending on its seriousness, the work of the PhD student may be suspended or (s)he may be excluded from the doctoral programme on the basis of the initiation of the head of the doctoral school. The relevant DSC may take proposals and the decision is taken by the UDHC.

## **VII. Other provisions**

### **26.§**

The title of the candidate of sciences is equal to the doctoral (PhD) degree.

### **27.§**

Foreign students participate in the doctoral programme on the basis of a certain regulations of the law. (Section 39 (1) of the Act CXXXIX of 2005 on Higher Education)

### **28.§**

- 1) With the preliminary approval of the President of the Republic of Hungary, Kaposvár University awards the title of **Promotio sub auspiciis presidentis Rei Publicae** for those who meet the requisites of the Act CXC (11) of 2011 on National Public Education and the Act LXXIX (29) of 1993 on Public Education. The relevant person requires the award of the Honours doctorate title by submitting it to the UDHC. The chair of the UDHC submits the proposal of the request to the UDHC and forwards it to the Senate on the basis of the resolution of the UDHC. The Senate takes decision on the approval of the request. The request is submitted with the resolution of the Senate to the Minister for Education. (S)he submits it to the President of the Republic to approve the award of the Honours doctorate title. The certificate is issued by the Senate. The higher education institution, making proposal to the award of the Honours doctorate title, covers all the costs relating to the award.

- 2) Kaposvár University may initiate the award of the title of Doctor Honoris Causa and Doctor et Professor Honoris Causa for the relevant Hungarian and foreign people (annually for 1-5 persons). People with outstanding international-level public activities and close relationship with the University may be awarded the title of Doctor et Professor Honoris Causa if (s)he is not employed as a public servant. The award of the title of the Doctor Honoris Causa and the Doctor et Professor Honoris Causa is initiated by the professors of the university, the deans of the faculties, or the rector of the university. The Senate takes decision on the submission on the basis of the opinion of the UDHC. The laudation is prepared by a committee consisting of three professors. The certificate of the Doctor Honoris Causa and the Doctor et Professor Honoris Causa shall be published in Hungarian, in English and in Latin. For the award of the title of the Doctor Honoris Causa and the Doctor et Professor Honoris Causa a ceremonial public Senate meeting is organised.

## **VIII. The quality assurance**

### **29.§**

Doctoral training and degree obtainment is a multi-level procedure with the participation of the PhD student, the UDHC, the members of the DSC, the supervisors, the reviewers and the lectures and researchers supervising the work of the PhD student. The principle of the quality assurance determines all the phases of this procedure. The quality is guaranteed by the personal criteria, the infrastructure of the university, the national and international relations.

The chair of the UDHC bears responsibility for the quality assurance of the doctoral training and the degree obtainment. The head of the DS bears responsibility for the quality assurance of the DS. The doctoral training and the degree obtainment involves the trainings offered by the university, thus its quality assurance system is part of the quality assurance system of the university and is continuously supervised by the University Quality Evaluation Committee.

The students are admitted on the basis of their admission application, the entrance exam taken in front of a committee, and their other documented scientific work carried out over the graduate training (Scientific Students' Conference publications, etc...) The DSC takes decision on their admission on the basis of the proposal of the Admission Committee appointed by the UDHC. Their performance is controlled by the working plan approved by the UDHC and evaluated by the DSC.

The final examination is the first part of the doctoral degree procedure and is a form of examining the knowledge acquired by a PhD candidate in a summarised and comprehensive manner as well as the assessment of the students' scientific performance during the first two years. A final examination shall be taken in public before a committee whose members are among the most outstanding experts of the branch of science, nominated by the chair of the UDHC. The public defence is organised and its committee is appointed only after the preliminary defence, the positive reviews and proposals. The PhD student shall meet the minimum publication requisites of the topic of the dissertation set forth by the UDHC (Annex



14). The UDHC takes decision on the award of the doctoral degree.

The wide range of professional publicity is aimed to be reached in all parts of the doctoral training and the doctoral degree obtainment. The best known representatives of the relevant branch of science actively participate in the final examination, the preliminary defence and the public defence. The minimum number of the external members is set forth in the DR.

The monthly organised “PhD Round table talks” provides the publicity, where the PhD candidates provide information about their scientific work and results to the students and the lectures of the two doctoral schools. A professional debate is organised after the presentation.

The main points of the quality assurance of the doctoral training and the degree obtainment are summarised in a table (Annex 21).

## **IX. Closing provisions**

### **30.§**

- 1) the Doctoral Regulation is public and is published on the homepage of the university and the Hungarian Doctoral Council,
- 2) a register about the doctoral degree procedure shall be recorded,
- 3) the doctoral certificate is issued after the successful doctoral training and degree obtainment making the PhD candidate eligible for owning the title of “PhD” or “Dr.”,
- 4) the doctoral degree is issued in Hungarian and in English,
- 5) a central registration on the awarded doctoral degrees shall be recorded, thus making them public on the internet and available for anyone.

The present Doctoral Regulations of the University is amended by the Senate in compliance with the 44/2013. (VI.26.) modified regulation at its meeting of 26 June 2013 in accordance with the submitted procedure. The amendments enter into force from the date of the decision.

Kaposvár, 26th June 2013.

On behalf of the Senate

Prof. Dr. Ferenc Szávai DSc  
rector

The present Doctoral Regulations of the University is amended by the Senate with the 112/2013. (X.15.) modified regulation at its meeting of 15 October 2013, in accordance with the submitted procedure. The amendments enter into force from the date of the decision.

Kaposvár, 15th October 2013.

On behalf of the Senate

Prof. Dr. Ferenc Szávai DSc  
rector

14.§ and Annex 16. of the present Doctoral Regulations of the University are amended by the Senate with the 45/2015. (VI.26.) modified regulation at its meeting of 26 June 2015., in accordance with the submitted procedure. The amendments enter into force from 1 September 2015.

Kaposvár, 26 June 2015.  
On behalf of the Senate

Prof. Dr. Ferenc Szávai DSc  
rector

3.§ of the present Doctoral Regulations of the University (modification of the person of the supervisor) are amended by the Senate with the 91/2015. (XII.18.) modified regulation at its meeting of 18 December 2015, in accordance with the submitted procedure. The amendments enter into force from the date of the decision.

Kaposvár, 18 December 2015.  
On behalf of the Senate

Prof. Dr. Ferenc Szávai DSc  
rector

The present Doctoral Regulations of the University is amended by the Senate with the 58/2016. (VIII.30.) modified regulation in accordance with the modifications of Act CCVI. of 2015. The amendments enter into force from 1 September 2016.

Kaposvár, 30th August 2016.  
On behalf of the Senate

Prof. Dr. Ferenc Szávai DSc  
rector

The present Doctoral Regulations of the University is amended by the Senate with the 71/2016. (X.27.) modified regulation in accordance with the Government Decree No. 266/2016 (VIII.31.). The amendments enter into force from the date of the decision.

Kaposvár, 27th October 2016.  
On behalf of the Senate

Prof. Dr. Ferenc Szávai DSc  
rector

The present Doctoral Regulations of the University is amended by the Senate with the 69/2017. (VIII.29.) modified regulation in accordance with the submitted procedure. The amendments enter into force from the date of the decision.

Kaposvár, 29th August 2017.  
On behalf of the Senate

Prof. Dr. Ferenc Szávai DSc  
rector

The present Doctoral Regulations of the University is amended by the Senate with the 36/2018. (IV.12.) modified regulation in accordance with the submitted procedure. The amendments enter into force from the date of the decision.

Kaposvár, 12 April 2018.  
On behalf of the Senate

Prof. Dr. Ferenc Szávai DSc  
rector

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**THE REGISTRY OF THE EXISTING LEGISLATION RELATING TO THE  
DOCTORAL TRAINING AND DEGREE OBTAINMENT**

- Act CCIV of 2011 on Higher Education
- Government Decree No. 387/2012 (19 December) on doctoral schools, the award procedure and the habilitation
- Act C of 2001 on the recognition of foreign certificates and degrees
- Government Decree No. 19/2012 (22 February) on higher education quality assessment and some aspects of its development
- Government Decree No. 51/2007 (26 March) on scholarship and charges to be paid by the students participating in higher education.
- Government Decree No. 50/2008 (14 March) on financing the higher education institutions on the basis of educational, scientific and sustaining normative.
- Government Decree No. 423/2012. (29 December) on the higher education entrance procedure

**Other regulations:**

- HAC Resolution No. 2016/6/V/2  
The review aspects of the establishment and operation of the Doctoral Schools  
In force from 1<sup>st</sup> September 2016.
- Organizational Rules of the HAC

<b>APPLICATION FOR PHD TRAINING</b>
-------------------------------------

Name of the applicant:	
Place and date of birth:	
Mother's name:	
Nationality:	
Permanent address:	
Mailing address:	
Phone number:	
E-mail address:	
Workplace:	
Position:	
University diploma (number, date, rating, trade, issuing institution):	
Language skills (degree, type, exam time):	
The applied doctoral school:	
Training form: scholarship, self-funded (with full-time employment) individual:	
Title of the proposed doctoral topic:	
Supervisor:	
The co-supervisor of the doctoral topic:	
Other remarks:	

**Attention!** The following shall be enclosed to the application:  
the university diploma (certificate of school attendance), the copy of the language certificate, the proof of payment of the admission procedure fee, a recommendation from a recognised expert, the statement of the head of the workplace to support and provide the conditions of research in case of the self-funded PhD students and the PhD student participating in individual preparation.

## KAPOSVÁR UNIVERSITY

Professional CV

### *Scientific activity*

Scientific Student Association

	Branch of science, section	Year	Rank
University			
National			

**Publication activity (numbers of the publications)**

	in Hungarian:	in foreign language:
Published in peer-reviewed scientific journals:		
Presentation published in congress proceedings		
Poster:		
Published in informative journal:		
Other:		

**Attention!** The verification of the result of the Scientific Student Association and the publication list shall be attached to the application.

**KAPOSVÁR UNIVERSITY**

*The schematic exposition of the planned doctoral topic  
(on a separate sheet if necessary)*

As the undersigned I declare that no admission application was submitted to a different university this year ..... year ..... month ..... day

.....  
The signature of the applicant

The statement of the supervisor on the conditions:

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.....

The opinion of the head of the workplace of the supervisor (head of the department, director of the Institute)

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The opinion of the head of the doctoral school:

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.....

**Attention!** *The draft of the topic shall be agreed by the supervisor and the head of the doctoral school and the application shall also be signed*



KAPOSVÁR UNIVERSITY

Name: \_\_\_\_\_

Training form: \_\_\_\_\_

The written evaluation and proposal of the admission or the rejection by the entrance examination committee:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The proposed training form:                      scholarship/ self-funded/individual preparation\*

The admission scores of the applicant:

University diploma:	
SSA activity:	
Publication activity:	
Entrance interview: - professional knowledge	
- other professional knowledge	
Extra points – further language knowledge	
<b>ALL POINTS:</b>	

Kaposvár, 201.....

.....  
 Chair of the entrance examination committee

.....  
 Member of the entrance examination committee

.....  
 Member of the entrance examination committee

.....  
 Member of the entrance examination committee

.....  
 Member of the entrance examination committee

The decision of the DOCTORAL SCHOOL COUNCIL:

**The applicant was admitted/was not admitted\* to a scholarship/self-funded/individual\* doctoral (PhD) training.**

**Remarks:**

Kaposvár, 201.....

.....  
 Head of the Doctoral School

.....  
 Chair of the UDHC

*\*Suitable shall be underlined!*

## EVALUATION SCORES AT THE ENTRANCE EXAMINATIONS OF THE PHD STUDENTS

**1. The value of a university diploma obtained within 5 years: 0-30 point**

(Calculation: after each tenth 2 points is given over the 3,5 average)

**2. Scientific Student's Association activity:**

	<u>departmental SSA</u>	<u>university SSA</u>	<u>national SSA</u>
1st place	4 points	5 points	10 points
2nd place:	3 points	4 points	9 points
3rd place:	2 points	3 points	8 points
participation:	1 point	2 points	7 points

At the dissertation written in one topic only the highest SSA activity shall be counted. The points shall not be merged

**3. Publications:** - according to the credit table– 1 credit = 1 point

**4. Professional knowledge, aptitude ( oral examination)**

**4.1. In case of the applicants graduated within 5 years:**

- habitus (professional knowledge), general intelligence, presentation skills) 0-25 point
- on the basis of other additional performances 0- 5 point  
(teaching, research, second degree etc.)

**4.2.\* In case of the applicants graduated later than 5 years ago:**

- Knowledge, habitus 0-50 point
- on the basis of other additional performances 0-10 point  
(teaching, research, second degree etc.)

**5. Language knowledge**

- First foreign language - advanced level 5 point
- Second foreign language - basic level 2 point
- intermediate level 4 point
- advanced level 6 point

The maximum points for language knowledge: 10 point

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**Total scores available: 80 + points for the publication**

\*The available 30 additional points for the applicants graduated later than 5 years ago is equal to the available points given for the academic achievements of the applicants graduated within 5 years.

## THE TRAINING PLAN OF THE DOCTORAL (PHD) SCHOOL OF ANIMAL SCIENCE FROM THE 2016/17 ACADEMIC YEAR

From September 2016, the Higher Education Act modified the training period of doctoral schools from six semesters to eight and divided them into two phases. The first four semesters make the training/research phase, while the second four make the research/dissertation phase. At the end of the fourth semester, to close down the training/research phase and as a requirement to commence the research/dissertation phase, a complex exam is to be taken, which is supposed to measure academic and research progress. The doctoral student is expected to submit their dissertation within three years from the complex exam.

As intended by the legislator, the doctoral training must change not only in its structure but also research work and preparation for efficient publication work must receive a role even more pronounced than before. In this spirit the training plan of the Animal Science Doctoral School was prepared based on the following main directives: at least 30% but maximum 50% of the 240 credits to acquire in 8 semesters shall be research credits with the course (academic) credits comprising only 18-27%. The teaching overload of doctoral students is no goal, which is why credits to acquire through teaching is maximum 10%.

### **The distribution and redeeming of credits needed for degree obtainment**

Registration for degree obtainment shall be preceded by acquiring the absolatory, which is issued after doing at least 240 credits. In the first four semesters of the programme (the “training/research” phase) at least 90 credits and 100% of the academic or training credits undertaken within the working plan are compulsory. The first phase of the training is closed down with a complex exam.

During the 4 years’ training, candidates shall acquire 30 credits per semester, a total of 240 minimum. The minimum number of credits to acquire per semester is 16. In lack of that the candidate is not allowed to continue their studies. If more than 30 credits are acquired during a semester, the candidate may transfer it to the next semester(s).

**Table 1. Summary of the credit requirements needed for issuing the absolatory**

<i>Credit type</i>	<i>Number of credits to acquire</i>
<b>Course (academic) credits</b>	minimum 35+12; maximum 35+32 kredit
<b>Teaching credits</b>	minimum 2 kredit; maximum 24 kredit
<b>Research credits</b>	minimum 72, maximum 120 kredit
<b>Number of credits to acquire</b>	minimum 240

**Courses taught within the doctoral Doktori (PhD) programmes and their credit numbers in the Animal Science Doctoral School**

Course	Credit	Hours	Semester			
			I.	II.	III.	IV.
The planning and statistical evaluation of experiments I.	3	30	30			
The planning and statistical evaluation of experiments II.	6	60		60		
IT in research I.	6	60	60			
IT in research II.	4	40		40		
The biochemistry and physiology of the production of animal products	10	100		100		
The preparation of scientific contributions and dissertations	6	60			60	
<b>Registration for optional subjects shall be done according to individual workplan. No optional subjects are offered in the first semester. Suggested times for those are semesters II, III, IV.</b>						

**Courses, lecturers, credits**

Course	Lecturer	Credit	Hours
<b>Compulsory courses</b>			
Statistical procedures and experimental design I.	Dr. Csaba Hancz CSc, professor emeritus, Dr. István Nagy DSc, professor	3	30
Statistical procedures and experimental design II.	Dr. György Kövér PhD, associate professor	6	60
Informatics in scientific research I.	Dr. György Kövér PhD, associate professor	6	60
Informatics in scientific research II.	Dr. György Kövér PhD, associate professor	4	40
Production physiology	Melinda Kovács MHAS, professor	10	100
Publishing	Dr. András Szabó DSc, professor	6	60
<b>Optional courses</b>			
Agricultural research and consulting in the European Union	Dr. Dávid Mezőszentgyörgyi PhD, honorary professor	4	40
Poultry genetics	Péter Horn MHAS, professor emeritus	4	40
Poultry nutrition	Dr. Veronika Halas PhD, associate professor	4	40
Digital imaging (CT, MR) in animal breeding	Dr. Róbert Romvári DSc, professor	4	40
Ethology	Dr. Vilmos Altbäcker DSc, professor	4	40
Pigeon breeding	Péter Horn MHAS, professor emeritus	4	40
Grassland production and management	Dr. Richard Hoffmann PhD, assistant professor	4	40

Freshwater aquaculture	Dr. Csaba Hancz CSc, professor emeritus	4	40
Fish genetics	Péter Horn MHAS, professor emeritus	4	40
Biology of the Rabbit	Zsolt Szendrő MHAS, professor emeritus	4	40
Genetics of the Rabbit	Dr. Zsolt Gerencsér PhD, research fellow	4	40
Rabbit nutrition	Dr. Zsolt Matics PhD, associate professor	4	40
Hydrobiology	Dr. Csaba Hancz CSc, professor emeritus	4	40
Ruminant nutrition	Dr. Tóthi Róbert PhD, assistant professor	4	40
Horse breeding	Dr. Árpád Bokor PhD, associate professor	4	40
Population genetics	Dr. István Nagy DSc, professor	4	40
Pig genetics	Péter Horn MHAS, professor emeritus	4	40
Pig nutrition	Dr. Csaba Szabó PhD, associate professor	4	40
Pig production technology	Péter Horn MHAS, professor emeritus	4	40
Cattle breeding	Dr. József Stefler CSc, professor emeritus	4	40
Deer breeding and farming	Péter Horn MHAS, professor emeritus	4	40
Feed analytics	Dr. Éva Vargáné Visi PhD, associate professor	4	40
Management technologies in chicken production	Péter Horn MHAS, professor emeritus	4	40
Qualification of Animal Products	Dr. Bázár György PhD, research fellow	4	40
Lipids in the animal organism	Dr. András Szabó DSc, professor	4	40
Ethical guidelines for research in animal science	Dr. Szilvia Metzger PhD, associate professor	4	40
Research methods of wild mammals	Dr. József Lanszki DSc, professor	4	40
Swine as an animal model in animal- and medical sciences	Dr. Zsolt Petrási PhD, associate professor	4	40
Ecology and conservation of carnivores	Dr. József Lanszki DSc, professor	4	40
Applied mammalian embryology	Dr. Elen Gócza DSc, chief scientific advisor	4	40
Conservation genetics	Dr. Tamás Gergely Molnár PhD, associate professor	4	40
Detecting ecotoxic compounds through analytical methods	Dr. György Végvári CSc, professor	4	40

Course (academic) credits: a maximum of 35 credits are available by doing the compulsory subjects. On course of the four semesters of the training/research phase at least 3 optional subjects must be accomplished. Students have the possibility to increase the number of educational credits: maximum 2 per semester, during the training/research phase an aggregate maximum 8 optional subjects may count as extra credits.

We suggest that in the case of optional subjects audited and completed in a foreign language in the home or any other doctoral schools (4 credits are due for optional subjects) students receive extra credits (+ 2 credits) and that the DS recognise the proportional credit value of MSc courses, provided the student can prove that the audited gradual course supports the progress of the research work.

Teaching credits: minimum 2 credits must be acquired; maximum 6 credits may be redeemed for maximum 4 semesters (during the entire doctoral training period), that is maximum 24 credits during 8 semesters.

As lecturer of a course a candidate may offset 6 credits for a subject taking 2 hours or more weekly (based on Neptun). Active participation in the teaching of a course not exceeding 2 hours per week but taking minimum 6 hours/semester (based on lecturer's certificate) offsets 3 credits. In case of a course taught in a foreign language students are eligible for extra credits (+ 2 credits). A maximum of 6 teaching credits per semester and maximum 4 semesters may be redeemed.

Research credits: minimum 72, maximum 120 credits.

An accepted work plan is worth 8 credits. Research work may count for maximum 14 credits a semester (28 credits a year) but it shall be assessed by an ad hoc committee called by the Head of the DS. The first year gone, the requirement of continuing doctoral studies is the acquisition of 8+16 research credits (accepted work plan + research progress in year 1).

Credits for publication: maximum 24 credits

Credits are granted for publications as below:

- Presentation at a professional event in Hungarian 2 credit
- Presentation at a professional event in a world language 4 credits
- Abstract or poster published in a proceeding of a national conference 2 credits
- A full-length publication in a proceeding of a national conference 3 credits
- Abstract or poster published in a proceeding of a foreign conference 3 credits
- A full-length publication in a proceeding of a foreign conference 4 credits
- Article in a foreign scientific (peer-reviewed) journal 8 credits
- Hungarian article in a scientific (peer-reviewed) journal 4 credits
- Foreign language article in a scientific journal not marked in Scopus 6 credits
- Professional article in other journals or proceedings in Hungarian 2 credits
- Professional article in other journals or proceedings in a foreign language 3 credits
- Thesis consultation as the supervisor of a graduate student\* 4 credits
- Preparation of a student for the local session of the Academic Student Conference\* 2 credits
- Preparation of a student for the national session of the Academic Student Conference\* 4 credits
- Final report, part of a book, or note 4 credits/sheet, max. 8 credits

\*In case of co-supervision, students are entitled to 50% of the credit value.

In case of conference publication credits are redeemed for both the written and the oral version. A paper at a round-table session can also be redeemed (presentation at a professional event in Hungarian, 2 credits)

### **Weighting works published in peer-reviewed journals on credit approval**

- The value of a scientific article depends on in which journal of the scientific field it is published. The earlier comparison on the basis of the impact factor did not take differences between academic fields into consideration, which is why it is suggested that the DS do the weighting of publications according to the already introduced quartile scoring in the future ([https://researchassessment.fbk.eu/quartile\\_score](https://researchassessment.fbk.eu/quartile_score)). Works published in journals of Q1-Q4 are granted with the coefficients as follows: Q1: 4X, Q2: 3X, Q3: 2X and in Q4: 1X. If the student is indicated in a prominent place in the list of authors i.e. first, last or correspondent, they will accordingly be granted the value they are entitled to based on the table of credits.
- If the student is not indicated in the first, last or correspondent position in the list of authors, they are entitled only to 50% of the weighted credit value.

The following example illustrate the calculation of the redeemable credits in the case of a professional article published in journals of different Q categories.

Author's position	Credit base	Journal category	Type of article	Q coefficient	Total credits
prominent*	8	Q1	Professional article	4 (100%)	32
prominent*	8	Q4	Professional article	1 (100%)	8
not prominent	8	Q1	Professional article	4 (50%)	16
not prominent	8	Q4	Professional article	1 (50%)	4

\* First, last or correspondent author

### Other credits

Support won by a student or candidate by subjective right (participation at a conference, publication, scholarship), granted to them by a national or international scientific board or professional body: 4 credits

Participation in patent application: 10 credits

### The complex exam

The complex exam is a comprehensive, reviewing form of testing the knowledge of a student received in their special academic field throughout an organised doctoral training. The testing also extends to the academic and research progress made during the training/research phase (first four semesters) of the doctoral programme.

Taking the complex exam is prerequisite to the commencement of the research/dissertation phase (the second four semesters of the doctoral programme). Students individually preparing for obtainment may join the second phase by taking the complex exam.

Requirements of registering for the complex exam:

- Meeting the foreign language obligations of the obtainment (see: NHEA. 53.§ (5) b): „certification of proficiency in two languages suitable for cultivating their academic field as laid down in the doctoral regulations”);
- During the training/research phase (first four semesters), the acquisition of at least 90 credits AND all “training credits” prescribed in the training plan of the doctoral school (except for those preparing for obtainment individually whose student status will be generated through registering for the complex exam and its approval).

Registering for the complex exam is done through submitting the application form with the documents certifying the performance of the above requirements (language certificate, acquired credits) attached.

The complex exam is taken publicly, in front of an exam board, which contains 5 members (chair, secretary, one internal and two external members). The chair is a professor, or a professor emeritus or research fellow or lecturer of KE with the title “Doctor of the Hungarian Academy of Sciences”. All members of the board shall have an academic degree. The examinee candidate’s supervisor must not be a member. The exam shall be carried out if at least the chair and two members (one of them being external) are present. (When the composition of the board is decided on, an alternate chair and member are also appointed).

The composition is subject to the opinion of the DSC and the approval of the UDHC. The chair and the members are invited by the chair of the UDHC. Decision on the time and place of the exam is the competence of the head of the DS after an agreement with the members of the board. The complex exam consists of two parts: in one the examinee’s theoretical knowledge is tested (“Part One: Theory”), while in the other the examinee shall give account of their scholarly progress (“Part Two: Dissertation”).

The theory part of the complex exam tests the candidate in a main and a subtopic. A list of topics and related bibliographies for the theory test shall be compiled by the Head of the DS discussed with the supervisor. The topics are supposed to inform the board on the content of the student’s training, they should not go into excessive details.

In the dissertation part of the complex exam, the candidate gives a 20 minutes’ long presentation about the results of their research, their research project for the second part of the doctoral programme as well as the schedule of preparation of the dissertation and the publication of the results. The examinee shall receive the supervisor’s evaluation in written form in advance or orally at the exam.

The board at a closed session shall assess the exam in the main and the subtopic separately, calculate an average to establish a grade for the theory part of the complex exam, then consider the dissertation part. The evaluation is done by secret ballot, scoring on a scale of 1 to 5 (5 - largely supported, 4 – supported, 3 – unsatisfactory, 2 – rejected, 1 – largely rejected). Should the candidate fail to achieve 60% in any one part, the complex exam will qualify unsuccessful.

The final score of the exam: satisfactory or unsatisfactory.

The complex exam shall be evaluated in written form in the records. The result shall be announced on the day of the oral exam.

In case of failure the dissertation part of the exam cannot be repeated. The “Theory Part” may be repeated once within a semester. Until a successful exam, the student status and the payment of the scholarship shall be suspended. No exemption shall be given from the complex exam.



## KAPOSVÁR UNIVERSITY FI72153

**THE TRAINING PLAN OF THE MANAGEMENT AND  
ORGANISATIONAL SCIENCES PHD SCHOOL OF KAPOSVÁR  
UNIVERSITY FROM AC. YEAR 2016/17**

The training schedule of the doctoral school lasts four years (eight semesters). The first period takes four semesters and ends with a complex examination. The complex exam is a prerequisite of the continuation of studies. The second period focuses exclusively on research work and publication activity and also takes four semesters.

The research activity is connected to three special topics:

1. **Finances and macro-economic problems.**

Leader: Dr. Oroszi Sándor CSc

2. Certain aspects of **organisational science, and marketing** with a special focus on the specificities of agricultural and food economy.

Leaders: Dr. Borbély Csaba PhD, Dr. Fertő Imre DSc

3. **Selected chapters of management science:** international management, regional economics, environmental management.

Leader: Dr. Gál Zoltán PhD

With regards to the requirements, the curriculum is as follows:

**Table 2. The compulsory subjects of the programme**

Subject	Teacher	Hours	Credit
Statisztikai elemzések és ökonometria Quantitative methods I.	Dr. Kövér György PhD	60	12
Informatika a kutatásban Quantitative methods II.	Dr. Farkas János PhD Dr. Kövér György PhD	30	6
Kutatásmódszertan Research methodology	Dr. Fertő Imre DSc	30	6
Közgazdasági elmélet és gazdaságpolitika Economic theory and economic policy	Dr. Oroszi Sándor CSc Dr. Meyer Dietmar CSc	30	6
Paradigmaváltás a közgazdaságtanban, vítaszeminárium A paradigm shift in business and economics , seminar discussion	Dr. Szávai Ferenc DSc	30	6
Monetáris makroökonómia Monetary macroeconomics	Dr. Oroszi Sándor CSc Dr. Varga József PhD	30	6
Vállalkozás-menedzsment Managerial economics	Dr. Borbély Csaba PhD	30	6
Vállalati fenntarthatóság és társadalmi felelősség Corporate Sustainability and CSR	Dr. Kerekes Sándor DSc	30	6

**Table 3. Optional and specialization subjects (every subject takes 30 hours and 6 credits)**

<b>1.Organisational science, management, marketing</b>		
Agrár és élelmiszeripari marketing Agricultural and food marketing	Dr. Sente Viktória PhD Dr. Szigeti Orsolya PhD	6
Marketing management	Dr. Sente Viktória PhD Dr. Szigeti Orsolya PhD	
Tercier szektor menedzsment Tertiary sector management	Dr. Repa Imre PhD Dr. Parádi-Dolgos Anett PhD	6
Vezetői számvitel és controlling Management accounting and controlling	Dr. Wickert Irén PhD	6
Humánerőforrás gazdálkodás és menedzsment Leading people, HR	Dr. Bertalan Péter PhD Dr. Podráczky Judit PhD	6
Network science	Dr. Stettner Eleonóra PhD	6
Decision making and conflict resolution in business	Dr. Stettner Eleonóra PhD	6
Business strategy	Dr. Konrad Wetzker DSc	6
<b>2.Pénzügyek és makrogazdasági problémák Finances and macro-economic issues</b>		
Vállalatfinanszírozás és kockázatkezelés Corporate financing and risk management	Dr. Parádi-Dolgos Anett PhD Dr. Wickert Irén PhD	6
Pénzügyi adatok kezelésének speciális kérdései Special issues of the handling of financial data	Dr. Kövér György PhD	6
<b>3.A gazdálkodás tudomány válogatott fejezetei Selected chapters of management science</b>		
A világgazdaság a 21. században. The world economics in the 21 <sup>st</sup> century	Dr. Szávai Ferenc DSc	6
Global trends in business	Dr. Szávai Ferenc DSc	6
Rationality and intuition in management	Dr. Konrad Wetzker DSc	6
Regionális gazdaságtan, területi tervezés Regional economics and policy	Dr. Gál Zoltán PhD	6
Innovation policy and management	Dr. Gál Zoltán PhD	6
Financial globalization	Dr. Gál Zoltán PhD	6
Agrárgazdaságtan és vidékpolitika Agricultural management and regional policy	Dr. Udovecz Gábor DSc, Dr. Fertő Imre DSc Dr. Sarudi Csaba CSc	6
Fenntartható fejlődés, környezetbarát vállalatirányítás Sustainable development, environment friendly corporate governance	Dr. Kerekes Sándor DSc	6

### **The distribution and counting of credits necessary for obtainment of degree**

A prerequisite of obtainment is the absolatory, the condition of which is at least 240 credits. Entry to the complex exam presupposes at least 90 credits received in the first four semesters of the programme. The minimal amount of academic credits (72 credits) must be performed in the first four semesters. During the obtainment procedure the candidate is expected to show evidence of ability to do higher education teaching work, which is why 12 credits must be received for teaching. Teaching credits may occasionally be swapped for participation at academic conferences and workshop discussions as speaker.

**Table 4. Summary of credit requirements**

<i>Type of credit</i>	<i>Number of credits to be performed</i>
<b>Academic credits</b>	minimum 72; maximum 90 credits
<b>Teaching credits</b>	minimum 12 credits; maximum 48 credits.
<b>Research credits</b>	minimum 140, maximum 160 credits.
<b>Total</b>	minimum 240

Academic credits: 3-4 courses per semester; min. 72, maximum 90 credits are counted.

The subjects are taught in one time band through 14 weeks as contact hours supplemented by individual and group assignments. 6 credits are counted for the performance of each subject.

Teaching credits: minimum 12 credits must be performed. Maximum 48 credits of the total 240 may be counted for teaching.

12 credits may be counted for the teaching of a full course (based on the Neptun SIS). Active participation in the teaching of one course (based on the certificate of the subject manager) earns 2-4 credits. Active participation means exam supervision, evaluating tests, fragmented teaching (1-2 seminars per semester). Maximum 18 credits per semester may be counted as performance of teaching credits.

As teaching credits, if applicable, participation at conferences and workshop discussions as speaker may be considered, but only up to a maximum of 12 credits.

Research credits: minimum 80 credits are compulsory.

Maximum 48 credits out of the 270 may be counted as research credits. Within this, 8 credits per semester in the first four semesters (a total of 32) may be granted by the supervisor for achievements in research, but minimum 16 out of this must be performed by everybody.

Candidates are expected to take part at the symposium organised at the end of the 3d semester with papers and written studies. The performance is evaluated by a jury, which may initiate the acceptance of maximum 20 credits depending on the quality. Candidates must take part at minimum one symposium prior to the exam earning at least 10 credits.

The rest of the credits in this category must be obtained with publications. The counting of the research credits may be initiated by the student at the head of the doctoral school as seen in Table 4.

**Table 5. The credit values of publication activity**

<b>Type of publication</b>	<b>Publications</b>	<b>Credit value</b>	<b>Credits per category</b>
Articles in Periodicals	Hungarian language “A” category article	30	minimum 15, maximum none
	Hungarian language “B” category article	25	
	Hungarian language “C” category article	15	
	Hungarian language “D” category article	10	
	Other article written in Hungarian	5	
	Foreign language “A” category article	50	
	Foreign language “B” category article	40	minimum nines, maximum 40
	Foreign language “C” category article	30	
	Foreign language “D” category article	20	
	Other article written in a foreign language	15	
Conference proceedings	Hungarian (full paper)	10	minimum 12 credits are required and the maximum allowed is 35 credits to be counted in this category
	International conference (full paper)	15	
	International conference (abstract)	5	
	Hungarian (abstract)	3	
Book, part of a book	Foreign language book or chapter, note	(15/sheets, max. 45)	
	Hungarian language book or chapter, note	(12/sheets, max. 36)	
	Book editing, international	10	
	Book editing, Hungarian	8	
Research study	Published research study	5	
	Research study within institute	7/ sheets (max. 14)	

In case of several authors, a pro rata share of the points above will be counted: in case of two authors 75%, three authors 50%, four authors: 30%, five or more authors 25%.

Note: In foreign language articles, where the departments of the Hungarian Academy of Sciences do not classify their periodicals, the ranking of the SCimago (<http://www.scimagojr.com/>) is applied.

### **The complex exam**

The complex exam must be performed at the end of the fourth semester. The exam is to be taken before the committee specially organised for this purpose. The composition of the committee is as follows:

Chair: (preferably the head of the doctoral school or professor core member)

Secretary: lecturer with degree

Members: (maximum 5, minimum 3 persons)

The leader of the specialisation involved

The teacher of research methodology and/or quantitative research methodology subjects

1 external expert (PhD or Academic doctor)

The complex exam has three parts:

1. Presentation of the prepared research project (10 minutes) and its defence (evaluated by the four members of the committee, 10 points max. given by each, total max. 40 points)
2. Examination of ability of critical analysis of compulsory reading annually compiled in the field of the specialisation (the processing of at least 10 English and at least 10 Hungarian articles from periodicals); (evaluated by the four members of the committee, 10 points max. given by each, total max. 40 points).
3. Evaluation of the professionalism (qualitative and quantitative) of the empirical analysis related to the research project. (Study in writing previously submitted. Max. 20 points)

The total of points received at the complex exam is 100.

Evaluation of the complex exam: fail (below 55 points), satisfactory

Students receiving below 55 points at the complex exam are not allowed to begin the second phase of the programme. The complex exam may be repeated once.

**Table 6. Sample curriculum of the doctoral school for 8+2 semesters**

Semesters	Assignments	Credits to perform	Expected and countable result
<b>I. semester</b>			<b>min. 18 credits – max. 24 credits</b>
Research methodology	14*90 min. contact+ individual tasks	6	
Quantitative methods	28*90 min. contact+ individual tasks	12	
Economic theory and Economic policy	14*90 min. contact+ individual tasks	6	
Optional subject (Depends on specialisation)	14*90 min. contact+ individual tasks	6	
<b>Research credit certified by supervisor</b>			<b>max. 8</b>
<b>Teaching credit certified by head of institute</b>			<b>max. 8</b>
<b>II. semester</b>			<b>min. 18 credits – max. 24 credits</b>
Quantitative methods	14*90 min. contact+ individual tasks	6	

Corporate Sustainability, CSR	14*90 min. contact+ individual tasks	6	
A paradigm shift in business and economics, seminar discussion	14*90 min. contact+ individual tasks	6	
Optional subject (Depending on specialisation)	14*90 min. contact+ individual tasks	6	
<b>Research credit certified by supervisor</b>			<b>max. 8</b>
<b>Teaching credit certified by head of institute</b>			<b>max. 8</b>
<b>III. semester</b>			<b>min. 18 credits – max. 30 credits</b>
Academic writing	6*180 min. workshop activity	6	
Enterprise management	14*90 min. contact+ individual tasks	6	
Optional subject (Depending on specialisation)	14*90 min. contact+ individual tasks	6	
Optional subject (Depending on specialisation)	14*90 min. contact+ individual tasks	6	
Workshop discussions of research projects			<b>6+12 credits</b> min. 12 credits
<b>Research credit certified by supervisor</b>			<b>max. 8</b>
<b>Teaching credit certified by head of institute</b>			<b>max. 8</b>
<b>IV. semester</b>			<b>min. 18 credits – max. 24 credits</b>
Academic writing	6*180 min. workshop activity	6	
Monetary macro-economics	14*90 min. contact+ individual tasks	6	
Optional subject (Depending on specialisation)	14*90 min. contact+ individual tasks	6	
Workshop discussions of research projects			<b>6+12 credits</b> min. 12 credits

<b>Research credit certified by supervisor</b>			<b>max. 8</b>
<b>Teaching credit certified by head of institute</b>			<b>max. 8</b>
<b>Complex exam at the end of Semester IV</b>			<b>min. rite result</b>
<b>V. Semester</b>	part training abroad	Paper contribution at research conference	Special bibliography ready
<b>VI. Semester</b>	part training abroad	Paper contribution at research conference	Home and international publications prepared
<b>VII. Semester</b>			Home and international publications prepared, preliminary defence
<b>VIII. Semester</b>			home and international dissertations prepared, submitting and defence of thesis
<b>IX. Semester</b>		unfinanced	Delayed preliminary defence, perhaps defence
<b>X. Semester</b>		unfinanced	Delayed defence

**THE TRAINING PLAN OF THE MANAGEMENT AND  
ORGANISATIONAL SCIENCES PHD SCHOOL OF KAPOSVÁR  
UNIVERSITY FROM AC. YEAR 2018/19**

The training schedule of the doctoral school lasts four years (eight semesters). The first period takes four semesters and ends with a complex examination. The complex exam is a prerequisite of the continuation of studies. The second period focuses exclusively on research work and publication activity and also takes four semesters.

**Field specialisations and heads of research activity:**

- *Finances and macro-economic issues specialisation*
  - Manager: Prof. Dr. Gál Zoltán
- *Selected chapters of business administration specialisation*
  - Manager: Prof. Dr. Nagy Imre
- *Management science, management and marketing specialisation*
  - Manager: Prof. Dr. Szenté Viktória
- *Agricultural economics specialisation*
  - Manager: Prof. Dr. Fertő Imre

**The structure of the doctoral school curriculum**

The curriculum of the doctoral school was developed to suit the research profile. The curriculum of the Business and Management Doctoral School was built on four modules. The subjects of the methodology and professional subjects modules are compulsory for all students.

**Compulsory methodological module**

The backbone of the training is constituted by methodological subjects that are compulsory for all. Three of the methodological subjects (Research methodology, Methods of qualitative research, Communication of scientific results) focus on qualitative research methodology. Another four, Multivariate statistics, Informatics in research and Econometry 1,2) deal with the processing of quantitative research methods. The multivariate statistics and econometry subjects highlight for PhD students the expedient quantitative methods to use in their research and the methodological conditions of their application. The emphasis is placed on modelling and the practical application of methods. By successful completion of the subjects, the students will be able to select quantitative methods for the analysis of the data collected in the course of their research, select the appropriate software, carry out the computations, interpret and communicate the results.

Qualitative research methodology subjects familiarise students with the main methods of social science research and the opportunities provided by individual methods. The significance of critical processing of the literature as well as the methods of creating and testing hypotheses shall also be discussed. The methodological training includes preparation for the publication of the results.

**Compulsory professional subjects module**

The three subjects belonging to this module (Economics theory and economic policy, organisational



behaviour, corporate sustainability) serve a dual function. The educational background of students admitted to the programme shows a high degree of diversity. The great majority of students hold master's degrees in economic science, but their theoretical preparedness is highly varied even if only Hungarian students' economics knowledge is taken into consideration. At the moment nearly two thirds of our students are international. Some graduated from European business schools, but there are students coming from the Far East or other regions. One purpose of the compulsory subjects is to compensate the differences in the educational background. The other is to have students reading standard works – e.g. those written by Nobel Prize laureates – in the subject of economic science.

### **Compulsory specialisation subjects module**

The core members constituting the doctoral school achieved remarkable research results in four fields of economic science. The four specialisations concentrate on these fields. Compulsory specialisation subjects become compulsory by the student's decision in which field they would do their research. It is often difficult to categorise a given topic in one of the specialisations. Such border area researches are supported by the opportunity to register for compulsory specialisation subjects as optional courses by students participating in other specialisations. While *Monetary macro-economics*, one of the compulsory subjects of the *Finances and macro-economic issues* specialisation is rather theoretical, the other, *Special issues of managing financial data*, is of more practical nature. The compulsory subject of the specialisation is *Economic theory economic policy*. The *Selected chapters of business administration* comprises subjects concerning regional economics on the one hand and sustainable development and the economic role of the space-dimension on the other. The compulsory subject is *Corporate sustainability*. Optional subjects of the *Organisational science, management and marketing* specialisation are *Marketing theory* and *Consumer behaviour*. Its compulsory subject is *Organisational behaviour*. Two optional subjects of the Agricultural economics specialisation are *Agricultural development theory* and the *Analysis of prices in agriculture*.

### **Optional subjects module**

The range of optional subjects may change according to demands. Taking present students into consideration, there are two methodological options: *Introduction into effectiveness analysis* and *Network science*. Among professional subjects, seven (Agricultural policy, Management accounting and controlling, Human resources management, Business strategy, World economy in the 21<sup>st</sup> century, Innovation policy and management, Public economics) are offered in the programme. It is a welcome fact that half of the subjects are taught by the core members of the doctoral school, most of whom hold professor's titles.

### **The distribution and calculation of credits necessary for the obtainment of the degree**

The attainment of a total of 240 credits is needed for degree obtainment. In the first four semesters at least 120 credits must be taken. To be admitted to the complex examination until the end of the fourth semester, a minimum of 84 training, 4 education, 24 research and 8 publication credits must be completed. The prerequisite of application for the complex exam (early fourth semester) in the "training and research stage" of the doctoral programme is the attainment of at least 90 credits, and the completion of all "training credits" prescribed in the doctoral school curriculum by the end of the fourth semester. The complex examination is to be organised at the end of the exam period of the fourth semester, so the training credits completed in that semester can be calculated.

Credit over-attainment may be transferred to the 5-8 semesters, but more than the maximum laid down cannot be counted in the first two semesters. Publication credits may also be achieved in the ninth and tenth semesters.

### Summary of the credit requirements

<i>Credit type</i>	<i>Number of credits to be completed in Semesters 1-4</i>	<i>Number of credits to be completed in Semesters 5-8</i>
<b>Training credits</b>	minimum 84; maximum 90	
<b>Education credits (replaceable with academic or publication credits)</b>	minimum 4	maximum 24
<b>Research credits (maximum 8 supervisor's credits per semester, adoption of research plan 8 credits)</b>	minimum 16+8	minimum 24
<b>Publication credits (according to table below)</b>	minimum 8	minimum 60
<b>Number of credits to be completed</b>	<b>minimum 120</b>	<b>minimum 120</b>

**Training credits:** Most of the subjects cover a single time band for 14 weeks and take 6 credits. The completion of “Compulsory methodological subjects”, “Compulsory subjects” shown in the table and the subject of the student’s own specialisation is mandatory for all. (These are 11 subjects, a total of 66 credits.) In addition to this, registration for the rest of the compulsory specialisation subjects and three optional subjects is mandatory but the latter is elective in the first four semesters.). The completion of 3-4 courses per semester means min. 84, max 90 credits in the first four semesters.

**Educational credits:** minimum 12 credits; maximum 48 credits in eight semesters.

The teaching of one course (14x 1 time band) (lectures, seminars) is worth 6 credits (based on Neptun). Active participation in the teaching of a course (course manager’s certificate) is worth 2-4 credits. Active participation may include exam supervision, correcting tests, part-time teaching (e.g. 1-2 seminars/semester). A maximum of 18 educational credits may be counted.

Educational credits may be replaced (with supervisor’s approval) with training or publication credits if necessary.

**Research credits:** minimum 42, maximum 72 credits. Within this, 8 credits per semester may be allotted by the supervisor for research performance. In the first 4 semesters maximum 32, but a minimum of 16 credits must be completed. The adoption of the research plan counts as 8 research credits. At least 6+8=24 credits must be attained in the first four semesters.

In the research stage (Semesters 5-8), the supervisor may allot 8 credits per semester depending on the progress of the research. The attainment of minimum 24 credits is required.

### Calculation of publication credits:

Publication type	Publications	Credit value	Credits to attain per category
Articles in periodicals	Category "A" article in Hungarian	30	minimum 30, no maximum
	Category "B" article in Hungarian	25	
	Category "C" article in Hungarian	15	
	Category "D" article in Hungarian	10	
	Other article in Hungarian	5	
	Category "A" article in foreign language	50	
	Category "B" article in foreign language	40	minimum 10, no maximum
	Category "C" article in foreign language	30	
	Category "D" article in foreign language	20	
	Other article in foreign language	10	
Conference proceedings	Hungarian (full paper)	5	no limit
	International conference (full paper)	10	
	International conference (abstract)	5	
	Hungarian (abstract)	3	
Book, part of a book	Book, chapter of a book, reader in foreign language	(15/sheet, max. 45)	
	Book, chapter of a book, reader in Hungarian	(12/sheet, max. 36)	
	Book editorship, international	10	
	Book editorship, domestic	8	
Research study	Published research study	5	
	Research study within the institution	7/ sheet (max. 14)	

In case of five or more authors, the pro rata share (35%) of the above points shall be calculated.

In case of foreign students, the publications appearing in their native languages shall count as publications in Hungarian. Publications appearing in English or perhaps Hungarian shall be considered equal with foreign language ones.

### **The requirements of the complex examination**

The final exam ("szigorlat") will be replaced with the complex examination taken at the end of the fourth semester. The exam shall be taken before a custom organised exam board. Membership of the board requires an academic degree.

### **The composition of the board of the "Complex Examination":**

**Chair:** (preferably the head of the doctoral school or a core member with professor's title)

**Secretary:** associate professor or lecturer with PhD degree, who does not take part in the assessment.

**Members:** (maximum 5, minimum 3). The Board shall not include the student's supervisor or a co-

author or anyone else incompatible for other reasons.

The manager of the specialisation involved

Teacher of the quantitative research methodology subject

1 external specialist (PhD or DSc)

The complex examination has three parts:

1. Presentation of the completed research plan (10 minutes) and defence (3 teachers score, maximum score 10-10 points, 30 points in total)
2. Testing aptitude for critical analysis of the compulsory literature compiled annually in the field of the specialisation (processing at least 10 general and 10 specialisation-related articles from periodicals) (3 teachers score, maximum score 10-10 points, 30 points in total)
3. Assessing the professionalism of the empirical analysis concerning the research topic (qualitative and quantitative). (Based on previously submitted study in writing. Max. 20 points)

The maximum total score of the complex examination is 100 points. The result of the exam is “pass” over 60 points. Any student with a score less than 60 points is not allowed to commence the second stage of the programme. The complex exam may be re-taken only if their research plan was declared admissible by the board (scored over 6 points by at least two members).

### Table of curriculum

<b>Compulsory methodology module</b>	<b>Subjects</b>	<b>Lecturer</b>
	Research methodology	Fertő Imre
	Multivariate Statistics	Kövér György
	Informatics in Science	Kövér György
	Econometrics 1	Bakucs Zoltán
	Econometrics 2	Bakucs Zoltán
	Communication of research results	Csutora Mária Molnár Adrienn/ Nemes Gusztáv
	Qualitative research methodology	
<b>Compulsory professional subjects module</b>		
	Economic theory and policy	Oroszi Sándor/Tóth Gergely
	Organisational Behaviour	Borbély Csaba/Berke Szilárd
	Corporate Sustainability	Kerekes Sándor
<b>Compulsory specialization subjects module</b>		
1. <i>Finances and macro-economic issues specialization</i>		
	Monetary Macroeconomics	Varga József/Kürthy Gábor
	Special topics on financial data analysis	Kövér György
2. <i>Selected chapters of business administration specialization</i>		
	Regional Economics	Gál Zoltán
	New Economic Geography	Nagy Imre
3. <i>Organisational science, management and marketing specialization</i>		
	Marketing theory	Szigeti Orsolya

	Consumer behavior	Szente Viktória
4. <i>Agricultural economics specialization</i>		
	Agricultural Development	Podruzsik Szilárd
	Analysis of agricultural prices	Fertő Imre
<b>Optional methodological subjects module</b>		
	Introduction to efficiency analysis	Baráth Lajos
	Network science	Stettner Eleonóra
<b>Optional professional subjects module</b>		
	Agricultural Policy	Udovecz Gábor Wickert Irén Bertalan Péter Podráczky Judit
	Business strategy	Konrad Wetzker
	World economy in 21st century	Szávai Ferenc
	Innovation policy and management	Gál Zoltán Parádi-Dolgos Anett
	Public Economics	Tóth Gergely

## GUIDE FOR COURSE DESCRIPTION

<b>The name of the course</b>				
<b>The name of the course in English</b>			<b>The language of the teaching:</b>	
<b>Compulsory pre studies:</b>				
<b>Name of the lecturer:</b>	<b>All compulsory hours:</b>		<b>Kind of the course:</b> (compulsory or optional)	
	<b>lecture:</b>	<b>practice</b>	<b>credit value</b>	
<b>Part courses</b>			<b>Conditions of choosing the part courses</b>	
<b>name</b>	<b>Lecturer</b>	<b>Hours</b>		<b>Credit value</b>
		<b>lecture</b>	<b>practice</b>	
<b>Participating teachers:</b>				
<b>The description of the course and part courses</b> (maximum of 10 lines form each one)				
<b>Compulsory bibliography:</b>				
<b>Recommended bibliography:</b>				
<b>Course announcement</b>	<b>Even year</b>		<b>Autumn semester</b>	
	<b>Odd year</b>		<b>Spring semester</b>	
The type of the exam: (written, oral, essay writing)				
<b>Rating Scale:</b> (classified by a pentavalent scale or may be differently from this)				

**Remark:** non-bold text may be deleted having the only purpose for providing information. If necessary, the description of the subjects and the list of the bibliography may be continued on a separate sheet

**GUIDE FOR PREPARING THE WORKING PLAN  
FOR THE PHD STUDENTS PARTICIPATING IN ORGANISED  
DOCTORAL PROGRAMME**

<b><i>Cover</i></b>	
Name of the PhD student	
Name and head of the doctoral school	
Supervisor	
Co-supervisor	
Title of the doctoral thesis topic	
Training form (scholarship, self-funded):	

***Study plan:***

- Courses (compulsory, optional), lecturers, credits, subjects in each semester

<b><i>Research plan</i></b>	
Title of the research topic	
Antecedents of the research topic with bibliographic reference:	
Objective, method, the description of experiments:	
Schedule of the preparation of the thesis:	
Publication plan	
Schedule of the study tour (national and foreign)	
Schedule of the obtainment of the necessary language exam	

***Cost Plan (describing the sources):***

- Experimental costs, study tours, events and the other major material costs.

<b><i>Clause</i></b>	
The opinion of the supervisor:	
The opinion of the head of the workplace of the supervisor (head of the department, director of the institute)	
The opinion of the head of the doctoral school.	
Opinion of the head of the workplace (only necessary in case of the PhD students participating in self-funded programme)	

Date, signature

***Remark:***

1. The acquisition of the opinions expressed in the first clause is the responsibility of the PhD student.

KAPOSVÁR UNIVERSITY FI72153

**THE EVALUATION SHEET OF THE STUDY AND RESEARCH WORK  
OF THE PHD STUDENTS PARTICIPATING IN SCHOLARSHIP AND  
SELF-FUNDED PHD PROGRAMME**

Name of the PhD student:

year:

academic year:

Training form:	
Doctoral School:	
Supervisor:	
Co-supervisor:	
Title of the doctoral thesis topic:	
Research place:	

The value of the credits earned so far	Year:	I.	II.	III.	IV.
	<b>Accepted working plan</b>				
	<b>Academic credit:</b>				
	<b>Research credit:</b> Research work:				
	<b>Other credits:</b> Presentation: Publication: Doctoral thesis consultation: Preparation of a student for SSA:				
Summa:					
Language proficiency: The level, the type, the date and number of the language exam:					
Number of the published publications (the list of the publication and the copy of the publications shall be enclosed)	In English		In other language		
Presentations held (venue, date, titles of the presentations)					
National study tour (venue, date, source)					
Foreign study tour (venue, date, source)					
Teaching activity: (course, hour):					
The total cost used so far from the PhD budget					
The summarised evaluation of the experimental work already carried out					
Other remarks:					



PhD student

*For PhD students participating in organised programme I-II. year*

**The written evaluation of the supervisor:**

**Statement:**

..... PhD student has fulfilled his/her time proportionate duties, (s)he is suitable for continuing the doctoral training and research work on the basis of the scientific activities carried out so far.

**Remarks:**

.....

.....  
supervisor

.....

.....  
head of the doctoral school

*Remarks:*

*The first page of the evaluation sheet shall be filled in by the PhD student participating in organised programme at the end of the academic year and shall be submitted to the supervisor and the head of the doctoral school. The 2 copies of the evaluated and signed sheets shall be submitted to the secretary at the end of every September.*

*For PhD students participating in organised programme 4th year*

**The written evaluation of the supervisor:**

**Statement:**

..... PhD student has fulfilled his/her training duties, so on the basis of the earned ..... credit value and the scientific research work, the issuance of the pre-degree certificate is proposed.

**Remarks:**

....., .....  
supervisor

....., .....  
head of the doctoral school

....., .....  
the chair of the University Doctoral  
and Habilitation Council

*Remarks:*

*The first page of the evaluation sheet shall be filled in by the PhD student participating in organised programme at the end of the academic year and shall be submitted to the supervisor and the head of the UDHC. The 2 copies of the evaluated and signed sheets shall be submitted to the secretary at the end of every September.*

**APPLICATION FORM  
FOR THE COMPLEX EXAM**

Undersigned

PhD candidate apply for the final examination

Personal details:	
Name:	
Maiden name:	
Mother's name:	
Permanent address:	
Mailing address:	
Workplace:	

The institution issuing the university diploma:	
The number and the date of the diploma	
The faculty providing the doctoral programme	
Training form	scholarship, self-funded, individual*
Registry number	
Date of the absolutorium	
Name of the Doctoral School	
Name of the supervisor	
Name of the co-supervisor	
Title of the doctoral thesis topic	
The major subject of the final examination	
The minor subject of the final examination	
Remark (the required period of the final examination)	

<p><b>The opinion of the head of the Doctoral School</b></p> <p align="right">.....</p>
---

....., .....day ..... month ..... year.

.....

PhD candidate

*\*Suitable shall be underlined!*

*Remark: During the application for the final exam, the provisions of the Doctoral Regulation shall be followed.  
Annexes: The copy of the pre-degree certificate, the certificate on the payment of the procedural fee.*

KAPOSVÁR UNIVERSITY FI72153

**THE SUBJECTS OF THE COMPLEX EXAM OF THE DOCTORAL  
SCHOOLS OF KAPOSVÁR UNIVERSITY**

**DOCTORAL SCHOOL OF ANIMAL SCIENCE**

<b>Major subject:</b>	The biology and environmental contexts of livestock breeding
<b>Minor subject:</b>	Research and evaluation methodology

**DOCTORAL (PHD) SCHOOL OF MANAGEMENT AND ORGANIZATIONAL SCIENCE FROM  
ACADEMIC YEAR 2016/2017**

1.) Testing professional skills	<p><b>Testing the aptitude for critical analysis of the annually compiled compulsory reading with reference to the field of the specialisation (processing at least 10 English and at least 10 Hungarian papers from periodicals.) The three fields:</b></p> <ol style="list-style-type: none"> <li>1. Finances and macro-economic issues</li> <li>2. Certain issues of organisation science, management and marketing <b>with special focus on specifications of agricultural and food economy.</b></li> <li>3. Selected chapters of management science: <b>international management, regional economics, environment economics and management.</b></li> </ol>
1.) Testing the quality of the final research plan	Presentation (10 min.) and defence of the research plan!
2.) Testing skills of research methodology and data analysis	Evaluation of the professionalism of the empiric analysis (qualitative and quantitative) connected to the research plan. (Based on a previously submitted study, in writing).

**DOCTORAL (PHD) SCHOOL OF MANAGEMENT AND ORGANIZATIONAL SCIENCE FROM  
ACADEMIC YEAR 2018/2019**

1.) Testing professional skills	<p><b>Testing the aptitude for critical analysis of the annually compiled compulsory reading with reference to the field of the specialisation (processing at least 10 English and at</b></p>
---------------------------------	---

	<p><b>least 10 Hungarian papers from periodicals.) The three fields:</b></p> <ol style="list-style-type: none"> <li>1. Finances and macro-economic issues</li> <li>2. Selected chapters of business administration specialisation.</li> <li>3. Management science, management and marketing specialisation</li> <li>4. Agricultural economics specialisation</li> </ol>
3.) Testing the quality of the final research plan	Presentation (10 min.) and defence of the research plan!
4.) Testing skills of research methodology and data analysis	Evaluation of the professionalism of the empiric analysis (qualitative and quantitative) connected to the research plan. (Based on a previously submitted study, in writing).

**MINUTES  
OF THE COMPLEX EXAM**

The name of the PhD candidate/ Student ID	
Maiden name	
Graduation	
Discipline of the degree obtainment	
The branch of science of the degree obtainment	
Name of the Doctoral School	
Name of the supervisor/ Teaching ID	
Name of the co-supervisor	
Major subject of the complex exam	
Minor subject of the complex exam	
Members of the complex exam committee	
Chair/ Teaching ID	
Secretary/Teaching ID	
Members/Teaching ID 1st	
Teaching ID 2nd	
Teaching ID 3rd	

**Theory part**

The questions of the complex exam committee:

Major subject:

\_\_\_\_\_

Minor subject:

\_\_\_\_\_

The evaluation of the answers of the PhD candidate:

\_\_\_\_\_

<b>The result of the theory part of the complex exam</b>					
	5 points given	4 points given	3 points given	2 points given	1 points given
Major subject					
Minor subject					
The average of the total points available from the major and minor subjects is....., the .....% of the available points.					

**Dissertation part**

**Evaluation of the student** \_\_\_\_\_

<b>The result of the dissertation part of the complex exam</b>					
	5 points given	4 points given	3 points given	2 points given	1 points given
Dissertation part					
Average of the points: is....., the .....% of the available points.					

The qualification of the final examination:

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

P.S.

.....  
chair of the final examination committee

.....  
secretary of the final examination committee

.....  
member of the final examination  
committee

.....  
member of the final examination  
committee

.....  
member of the final examination  
committee

KAPOSVÁR UNIVERSITY FI72153

REGISTRY NUMBER:

## APPLICATION FORM FOR THE DOCTORAL THESIS DEFENCE

Undersigned.....PhD candidate apply for the doctoral thesis defence.

Personal details	
Name	
Maiden name	
Mother's name	
Permanent address	
Mailing address	
Workplace	

Name of the Doctoral School		
Name of the supervisor		
Name of the co-supervisor		
Title of the doctoral topic		
The time and the result of the complex exam		
Language proficiency	1.	2.
Level		
Date of the certificate		
Registration number of the certificate		
Time and venue of the preliminary defence		
The name of the chairman		
The name of the nominated reviewers		
Remarks		

The opinion of the head of the Doctoral School
--

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

.....  
PhD candidate

*Remark: During the application for the degree, the provisions of the Doctoral Regulation shall be followed.  
Annexes: List of the publications, copies of the language exam certificates, professional CV, 10 dissertations, 10 theses in Hungarian and 10 in English, the documents of the preliminary defence, the declaration of the co-authors, 2 CDs containing the dissertations and theses, the certificate on the payment of the fee of the procedure.*



KAPOSVÁR UNIVERSITY FI72153

## **THE FORMAL AND CONTENT REQUISITES OF THE DOCTORAL DISSERTATION AND THESES**

### **1. The size of the dissertation and thesis:**

The size of the doctoral (PhD) dissertation and the Hungarian and English theses are in the same B5 size.

### **2. The cover, the title page and the font size**

**The following information shall be written in black capital bold letters on the cover (cardboard, any pastel colour shades):**

- **DOCTORAL (PhD) DISSERTATION – 20**
- **NAME OF THE AUTHOR – 20**
- **THE PLACE OF THE SUBMISSION BY FACULTIES - 14**
- **THE YEAR OF THE SUBMISSION - 14**

The subtitles of the inner cover:

- UNIVERSITY – 14, below the FACULTY - 12, below or next to the Institute – 12 or Department - 12
- The head of the Doctoral School - 11, below the NAME - 12, below or next to his/her academic degrees (normal member of the Hungarian Academy of Sciences, correspondent member of the Hungarian Academy of Sciences, D.Sc., the scientific candidate of ..... or PhD) - 11
- Supervisor - 11 below the NAME - 12 and below or next to his/her academic degree - 11
- TITLE OF THE DISSERTATION - 14
- Created - 12, below the NAME OF THE AUTHOR - 14
- VANUE OF THE SUBMISSION - 11
- Year of the submission - 12

The subtitle of the cover of the thesis is homologized with the subtitles of the inner cover

### **3. Layout of the dissertation**

#### **A) type dissertation**

- 3.1. Contents (decimal number)
- 3.2. Introduction (antecedents)
- 3.3. Literature review (the evaluation and the literary processing of the research topic). The literary references are in accordance with the usual manner
- 3.4. Objectives of the dissertation
- 3.5. Materials and methods (the place of the experiments, circumstances, conditions, materials, tools, the used databases and methods)
- 3.6. Results and their evaluation (the results summarised in tables, illustrated by figures, mathematical-biometric calculations; written evaluation of the results)
- 3.7. Conclusions and recommendations (reference to other studies, both theoretical and practical utilization)
- 3.8. New scientific results
- 3.9. Summary (concise summary of the results and conclusions). Summary in foreign language (English) (2-3 pages)
- 3.10. Acknowledgements
- 3.11. References (in alphabetical order, taking into consideration the references in the text)
- 3.12. The published dissertation relating to the topic of the publications
- 3.13. The published dissertation not relating to the topic of the publications
- 3.14. Short (maximum half a page) professional CV

## **B) type dissertation**

1. General introduction with bibliography (literary review)
2. Conclusions based on the literature
3. The objectives of the dissertation
4. The methodology summary of the dissertation
- 5 . Chapter 1 (article sent for publication or published in a scientific journal)  
    Chapter 2 (article sent for publication or published in a scientific journal)  
    Chapter n (article sent for publication or published in a scientific journal)
6. General discussion with references (the summarised discussion of the previous chapters depending on the topic of the dissertation)
7. Conclusions
8. New scientific results
9. Summary in English and in Hungarian
10. Acknowledgements
11. Publications related to the topic of the dissertation \*
12. Publications not related to the topic of the dissertation
- 13 Short professional CV

\* The minimum requisites are the same as at the A) type dissertation

## **4. Typing, word-processing proposals**

- Microsoft Excel
- Font: Times New Roman, line spacing 1.5, justified, two-sided printing
- Font size: 12, 14 (title), 10 (footnote)
- Margins: top 2 cm, bottom: 2.5 cm, inner: 3.0 cm, outer: 2 cm
- The chapters shall be written on a separate page
- The number and title of tables are placed over, and the number and title the figures are placed below
- Tables: single line spacing, font size: 10, font: Times New Roman
- The full content of the thesis should not exceed 120 pages

## **5. Theses**

Above the outer cover: THESES OF THE DOCTORAL DISSERTATIONS - 18; and subtitles of the inner cover of the thesis: see previous page

Layout of the thesis:

- Research backgrounds and objective
- Materials and methods
- Results
- Conclusions
- New scientific results
- Conclusions and suggestions (theoretical and practical use)
- Publications written in the topic of the dissertation; educational publications; presentations (conferences, symposia, discussions, meetings)

KAPOSVÁR UNIVERSITY FI72153

## **PUBLICATION REQUISITES SET FORTH FOR THE SUBMISSION OF THE DOCTORAL DISSERTATION**

The PhD student shall meet the minimum publication requisites form the topic of the dissertation set by the UDHC.

***The following qualify as publication:*** scientific publication, university textbook, technical book or their separate chapters and complete materials (proceedings) of a presentation held at a scientific conference. Beyond these other, not scientific publications e.g. the summary of conference proceedings (abstracts) or publications published in educational journals may be the part of the publication list.

### ***Scientific publication:***

A publication is deemed to be a scientific publication if it meets the following requisites: it is published in the year when the journal possesses impact factor, or journals that have an editorial committee, the submitted manuscripts are revised, the entire bibliography is found at the end of the thesis and in case of a thesis in Hungarian a foreign language summary is available. The journals accepted by the relevant branch of science of the Hungarian Academy of Sciences shall be deemed to be scientific journals.

The UDHC and the DSC (from the topic of the dissertation) set forth following publication minimum:

### **In the Doctoral School of Animal Science:**

- at least 3 scientific publication shall be published from the topic of the dissertation,
- one of them shall be in foreign language, published in a recognized scientific journal,
- at least two of them shall be published in a scientific journal registered in a scientific database (WoS, Science Direct, Scopus, PubMed), one should be a journal with impact factor (IF),
- at least in one scientific publication the candidate is the first author.

In a justified case, the proceedings of two international conferences can be considered equal to an article published in a scientific journal.

The publications may be accepted if the editorial committee issues a certificate that they have been accepted for publishing.

### **In the Doctoral School of Management and Organizational Science:**

- at least 3 scientific publication shall be published from the topic of the dissertation,
- one of them shall be in foreign language, published in a recognized scientific journal,
- at least in one scientific publication the candidate is the first author.

~~In a justified case, the proceedings of two international conferences can be considered equal to an article published in a scientific journal.~~

The publications may be accepted if the editorial committee issues a certificate that they have been accepted for publishing.

**KAPOSVÁR UNIVERSITY FI72153**

**PROPOSAL  
TO THE EVALUATION OF THE DOCTORAL DISSERTATION**

Please, mention the following questions in the written evaluation of the dissertation:

- The novelty, the actuality and the scientific and economic importance of the topic of the doctoral dissertation.
- The standard of the literature review
  - Does the processing contain the important scientific antecedent relating to the topic?
  - Did the PhD candidate process the literature of the topic in an analytical and critical way?
  - Did the PhD candidate rely on already known scientific results in the composing the experimental objective?
- Is the experimental methodology sufficient? Is the chosen methodology suitable for the examination of the objectives?
- The modernity and reliability of the research method applied in the experiments.
- The level of the processing of the experimental results and the mathematical-statistical evaluation of the results.
- Does the PhD candidate compare his/her results with the literature (debate)?
- The relevance of the conclusions on the basis of the experimental results.
- Does the dissertation contain new scientific results? Which results of the PhD candidate are accepted as new results by the opponent?
- Does the publication activity of the PhD candidate relating to the dissertation meet the requisites?
- Does the dissertation meet the formal requisites?
- The structure and the division of the dissertation
- Are the tables and figures of the dissertation clear?
- The style of the dissertation and the correct use of the terminology.
- Are the references made according to the rules?
- The appearance of the dissertation.

**THE SCENARIO OF THE DOCTORAL DEFENCE  
PRIOR TO THE CLOSED MEETING OF THE REVIEW  
COMMITTEE**

The members of the Review Committee share their opinion and questions relating to the dissertation and theses. The chair summarises the raised questions and issues to be clarified. If necessary, the chair request information from the supervisor or from the PhD candidate.

*The open debate*

The Chair welcomes the participants in the debate, and announces:

The Doctoral and Habilitation Council of Kaposvár University releases the procedure of the dissertation of .....(Name of the PhD candidate) with the.....title.

The PhD candidate succeeded in the departmental defence and took a successful final examination in front of the final examination committee

*on the ..... of....., 20.....  
qualification (.....points - .....%)*

The PhD candidate was admitted to scholarship – full time/correspondence, self-funded (PhD) programme/individual preparation at the Doctoral School of Animal Science/ Doctoral School for Management and Organizational Science of Kaposvár University in .....  
(S)he completed his/her doctoral work at the Doctoral School of Animal Science/Doctoral School for Management and Organizational Science of Kaposvár University.

**The head of the Doctoral School:.....**

The scientific work of the PhD candidate was carried out with.....(PhD, Csc, DSc) the supervisor, co-supervisor (at the.....Department).

The following Review Committee was appointed for evaluating the dissertation by the UDHC

Chair:  
Secretary:  
Opponents:  
Members:

I announce that I have not received any information related to incompatibility or partiality either from the candidate or from the Review Committee in advance, so I declare that the debate may be held.

- The secretary of the Review Committee is asked to present the professional CV of the PhD candidate
- The PhD candidate is asked to expose briefly the main thesis of his/her dissertation in a free presentation.
- The opponents are asked to share their opinion and questions about the PhD dissertation.
- The PhD candidate is asked to answer the review questions.
- The opportunity for rejoinder is given to the reviewer.

- The secretary of the Review Committee is asked to present the questions of the committee (the secretary gives the questions over to the PhD student in written form.)
- The committee is asked whether the answers of the PhD candidate are accepted
- The members of the committee are asked to put their questions. (The chair also asks questions in accordance with his/her intention)
- The opportunity is given to the participants to ask questions from the PhD candidate.
- The PhD candidate answers the questions raised as agreed, separately or all of them at the same time.
- The chair asks the audience if anyone wishes to comment
- The secretary of the committee is asked to present the written opinions and reflections after the comments. (in case they exist)  
The opponents are asked separately to declare their supportive opinion or rejection.
- It is announced that the committee withdraws for decision making..... and the result will be announced at .....

### **Closed meeting, evaluation**

The qualification of the defence and the filling of the minutes are set forth in the Doctoral Regulation and the procedural rules of the UDHC. The minutes (and the annexes) shall emphasise the results accepted by the committee

### **The announcement of the results, the closure of debate**

- The numerical evaluation and resolution of the committee is presented by the chair.
- The chair asks the secretary to read the written evaluation relating to the defence.
- The chair draws attention to the fact that the UDHC bears responsibility for the award of the doctoral degree, and the PhD candidate will be informed about the decision of the council at a later time.
- The chair closes the meeting (congratulates the PhD candidate).

Kaposvár, .....day.....month, 20.....

**KAPOSVÁR UNIVERSITY FI72153  
DOCTORAL AND HABILITATION COUNCIL**

**MINUTES  
ABOUT THE PUBLIC DEFENCE OF THE DOCTORAL DISSERTATION**

The name of the PhD candidate/Student ID	
Maiden name	
University degree	
Name of the Doctoral School	
Supervisor /Teaching ID	
Co-supervisor /Teaching ID	
Time of the public defence	
Venue of the public defence	
Language of the public defence	
The title of the dissertation	
The members of the review committee and their academic title	
Chair/Teaching ID	
Secretary/Teaching ID	
Members/Teaching ID: 1.	
/Teaching ID: 2.	
/Teaching ID: 3.	
The official reviewers and their academic title	
1. Teaching ID	
2. Teaching ID	

The questions discussed in the public defence:



The evaluation of the answers of the PhD candidate:

Questions raised after the defence at the closed meeting of the review committee

The proposal of the official reviewers:

Proposal to the award of the doctoral degree:

Proposal to the rejection of the dissertation:

The opinion of the review committee on the dissertation and the new scientific results accepted by the committee:

<b>The result of the secret voting of the review committee</b>	
5 points were given:	member
4 points were given:	member
3 points were given:	member
2 points were given:	member
1 point was given:	member
The available maximum points are....., the total number of the given points is....., the .....% of the available points.	

The qualification of the defence

The proposal of the review committee

....., ..... day.....month 201....

P.S

.....  
the chair of the review committee

.....  
the secretary of the  
review committee

.....  
the opponent of the  
dissertation

.....  
the opponent of the  
dissertation

.....  
the member of the  
review committee

.....  
the member of the  
review committee

.....  
the member of the  
review committee

FI 72153

**PHD DIPLOMA**

We, the Rector and the Doctoral and Habilitation Board of Kaposvár University hereby announce that

\_\_\_\_\_

born in \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, mother's maiden name \_\_\_\_\_, has conducted special studies,

\_\_\_\_\_ acquired a high standard knowledge, completed his doctoral training, defended his thesis with success and proved his ability to carry out independent research.

The afore-named person is awarded the scientific degree of

***Doctor of Philosophy (PhD)***

in \_\_\_\_\_ science.

The classification of his diploma is: \_\_\_\_\_

The afore-named person is authorized to use the abbreviation PhD or Dr in accordance with the legal regulations.

In witness whereof we have affixed to this Doctoral (PhD) Diploma the seal of the University and our own signature, and have delivered the same to his hand.

Kaposvár, on the \_\_\_\_\_ day of \_\_\_\_\_,

Chairman of the Doctoral and Habilitation Board  
of the University

Rector of the University

FI 72153

**NOSTRIFICATION**

Doctoral and Habilitation Council of Kaposvár University  
for.....  
nationalisation the doctoral (PhD) degree issued by the  
.....University on the ..... discipline  
on the .....of ....., .....  
making the named person entitle to using the abbreviation of  
"Doctor of Philosophy (PhD)," or "Dr.".

**JUSTIFICATION**

The decision of the Doctoral and Habilitation Council of Kaposvár University is taken on the basis of the Act C (3) of 2001 on the recognition of foreign certificates and degrees and on the Doctoral Regulation (19).

Kaposvár, .....

The chair of the University Doctoral  
and Habilitation Council

The Rector of the University

**STATEMENT  
(for foreign citizens)**

I, ..... declare, that I shall behave in a manner worthy of the doctors of the University, I shall comply with the ethics of sciences, I shall also in the future continue to work on developing my discipline, I shall serve with my knowledge my country and the universal human culture. I endeavour through all this to further the reputation of Kaposvár University, which conferred the degree of doctor on me. I shall bear with due respect towards the University at all times.

I shall endeavour to gain reputation with my professional attainments to my country, to Kaposvár University and to myself.

(signature)

Kaposvár, ..... of ....., .....

**QUALITY CONTROL POINTS IN THE PROCEDURE OF THE  
DOCTORAL (PhD) DEGREE OBTAINMENT**

<b>Control point</b>	<b>Responsibilities</b>
Admission	DSC (on basis of the proposal of the Admission Committee approved by the UDHC)
The acceptance of the working plan	Head of the DS (on the basis of the proposal of the DSC taking into consideration the opinion of the two opponents)
The annual evaluation sheet	UDHC (on the basis of the proposal of the DSC)
Report in front of a board at the end of year 1 and 3.	Head of DS
Final examination	UDHC
The issuance of the pre-degree certificate	The chair of the UDHC (on the basis of the statement of the supervisor and the head of the DS)
Preliminary defence	Head of the DS
Open debate	UDHC
The award of the degree	UDHC

**SELF-EVALUATION SHEET FOR SUPERVISORS**

Name of the supervisor: \_\_\_\_\_ position: \_\_\_\_\_

Name of the co-supervisor: \_\_\_\_\_ position: \_\_\_\_\_

The supervised PhD candidate's	name	
	training form	
	year	
	academic year	
Title of the doctoral topic		
Research place		
Place of the experimental work		
The already obtained credits of the PhD student		
The credits obtained by the PhD candidate in the given year		

Dissertations published in the given year (together with the student and the student's own dissertations) The publication list and the copy of the publications shall be enclosed / appended	in Hungarian	in Foreign Language:
Conference participation		
- together		
- the student alone		
Study tour contributing to the doctoral programme		
National study tour (time, venue, source)		
Foreign study tour (time, venue, source)		
Tender contributing to the doctoral programme	submission:	obtainment

Involving the student into the departmental work: (teaching, practice control, final examination consultation)

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

Cost management \_\_\_\_\_ planned cost for the relevant year:  
 \_\_\_\_\_ utilised costs of the relevant year

What time proportional stage is the doctoral procedure in?

.....  
 .....

What other sort of challenges (material-personal) have occurred?

.....  
 .....



How do you rate the chances of the successful completion of the program?

## PHD STUDENT CONTRACT

concluded between Kaposvár University (7400 Kaposvár, Guba Sándor u 40, Ministry of Education Identifier. FI 72153, represented by ..... rector, hereinafter referred to as the University)

and ..... (name) .....  
 (maiden first and surname) ..... (address)  
 ..... tax identification number ..... (student registration number code) hereinafter referred to as PhD student at the present date with the following conditions:

### 1. Content of the Contract

1.1. The parties state that the PhD student holds student status with the University at the ..... doctoral programme. The parties agree that the PhD student - as a liability arising from the student status - participates in the University's teaching and research-related activities.  
 In applying this contract, the research-related activities of the parties shall be considered separately from the research topic of the PhD student.

1.2 The PhD student participates in the teaching and/or research activity of the University set forth by this contract.

1.3. The PhD student is entitled to the allowances referring to his/her student working fee on the basis of his/her work carried out in his/her first doctoral training during the specified training period.

The PhD student states, by signing this contract, that (s)he establishes student status with the University and

participates in his/her first doctoral programme  
 participates in his/her second or further doctoral programmes  
 as well as

the activity specified in this contract which will be fulfilled within the training period set forth by the qualification requirements.

the activity specified in this contract which will be fulfilled over the training period set forth by the qualification requirements.

### 2. The duration of the contract

2.1. This contract entered into force for a fixed period from ..... to ..... in the 20..... / 20..... academic year within the I/II semester.

### 3. The time and venue of the work

3.1 The venue of the PhD student is (Name and address of the department and faculty)

.....  
 .....

The PhD student acknowledges that (s)he is obliged to carry out his/her research activity in other places and addresses indicated by his/her work manager if the activity requires it.

- 3.2. The PhD student is obliged to fulfil ..... working hours in each month as his/her working hours may be a maximum of 87 hours a month on the basis of the present contract.
- 3.3 Set forth in the Section 48 (4) of the Act CXXXIV of 2005 on Higher Education in the view of the limit of his/her employment within the framework of this contract and on the basis of all the PhD contracts between the parties for the given semester and also considering the work determined and involved in the present contract, the PhD student work shall not exceed the present ..... working hours.

#### **4. Student fee**

- 4.1. The PhD student is entitled to remuneration in case of the fulfilment of his/her tasks on the basis of the present contract. This is gross ..... Ft/ hour, a total of ..... Ft/month which is the personal base salary according to the Labour Code.
- 4.2 The amount of the net student fee is transferred to PhD student's bank account at the .....Bank or by postal order to the address given in the present contract until the 10<sup>th</sup> day of the month following the current month.
- 4.3 The PhD student fee in the view of the section 46 (6) Act on Higher Education and determined in a separate law is exempted from the charges to the extent of the lowest prevailing compulsory wages and salaries.
- 4.4. The PhD student states that apart from the income of the present contract (s)he is not on the pay list of any other organisations set forth in the Act CXVII. of 1995 on Personal Income Tax and the extent of his/her present remuneration does not exceed the amount to be taxed. The PhD student takes liability to report forthwith if the sum of his/her student fee earned from any other organisations exceeds the value limit to be tax free. According to his/her decision (s)he either terminates the other legal relationship or forthwith reimburses the University for any payment obligations arising from exceeding the tax free value limit. The responsible dean may exempt the PhD student in writing from this obligation if the faculty undertakes the additional costs charged from the University. The failure of this obligation means the serious breach of the contract and in addition to the existence of the reimbursement of the obligation, the contract may be forthwith terminated.
- 4.5 By signing this contract, the PhD student acknowledges that the information has been received relating to him/her set forth in the section 76 (7) on the Act of Labour Law. The PhD student acknowledges on the basis of the present contract that (s)he does not claim any other allowances or preferment from the University in addition to the student fee.

#### **5. The work tasks that shall be carried out**

- 5.1 The PhD student is liable to carry out the work tasks set forth in the present contract:
- a) participates in.....course education tasks, holds particular seminar, practical sessions and consultations, supervises written examination, assists in the evaluation of the examinations and the administration of his/her educational activities.
  - b.)participates in the research of the ..... subject

## **6. Working time schedule, management**

- 6.1. The PhD student working time schedule and the educational, research task .....  
.....(name, title, department) – is determined by the direct superior manager (manager of work) in the present contract.
- 6.2 The Rector of Kaposvár University is eligible to enter into a contract with the PhD student or to terminate it.
- A./ In case of uneven working schedule, not determined in the contract in advance:**
- 6.3 In case of the working schedule of the PhD student is not determined in details in the present contract, the PhD student shall be informed about the schedule at least 7 days (one week) before. In case of failing that, the last working schedule shall prevail.
- 6.4 The working hours of a working day may be assigned unevenly. The parties agree that the working hours may be less than four hours a day. On the basis of the agreement of the parties the minimum working hour may be 1 hour a day in case of uneven working schedule.
- 6.5. The schedule of the PhD student shall be determined in such manner to provide him/her the opportunity to fulfil the exam-taking and exam preparatory obligations.  
PhD student is liable to inform forthwith his/her direct superior about the date of the exam and initiates a consultation about the necessary duration of the exam preparation in order to these may be taken into consideration relating to the assembling of the working schedule. The PhD student shall not work during the above mentioned periods. The parties agree that in case of the PhD student participates only in educational activities, it does not considered to be the work, impeding the preparation if this does not exceed the .....hours a week.

### **B./ In case of pre-defined working schedule:**

- 6.3. The PhD student is liable to work from .....to.....on  
.....day(s) on the basis of the instructions of his/her superior set forth in the present contract.

## **7. Other provisions**

- 7.1** The Parties agree that the PhD student is liable to keep the business secrets of Kaposvár University without time limitation.  
All intellectual property including any other facts, information, solutions or data set forth in the prevailing Intellectual Property Management Regulations of the University are regarded as business secrets, making them public, their acquisition or use by unauthorized persons would harm and risk the legitimate financial, economic or market interests of the University.  
In addition to keeping the business secrets, the PhD is obliged to adopt a behaviour that does not harm the legitimate economic interests or endangers the reputation of the University.
- 7.2 The PhD student is obliged to carry out his/her activity on the basis of the prevailing laws, the prevailing internal rules of the University, the regulations of the organisational and Operating Regulations and the instructions of the person exercising the Employer's rights.

- 7.3 The PhD student acknowledges and contributes to submit all the necessary documents for accounting (the present contract, the certificates of the accounts and the documents) to the responsible department of the University if his/her student fee is financed with the resources of a project.
- 7.4 In case of the issues not determined by the present contract, the regulations of the Act IV of 1959 on the Civil Code and the Act XXII of 1992 on the Labour Code shall be applied.
- 7.5. In case of disputes arising from the present contract, if the parties are unable to agree with each other, the legislation on labour disputes shall be applied.
- 7.6. The PhD student is informed by the University if the content of the present contract is deemed to be prejudicial for him/her, (s)he may turn for legal redress to the Labour Court of Kaposvár within 30 days from the announcement.

Kaposvár, .....day .....month, 201 .....

.....  
PhD student

.....  
University

.....  
Countersign

## DECLARATION

Being aware of my legal liability I declare that the above data are truthful.

1. Name: .....
2. Maiden first and surname: .....
3. Place and date of the birth (day/month/year) .....
4. Mother's maiden name: .....
5. Permanent address:.....
6. Temporary address: .....
7. Nationality:.....
8. Full-time workplace: .....
9. Full-time position: .....
10. The number of the working hours at the full-time workplace<sup>1</sup>: ..... hours/month
11. Highest level of education.....
12. Social Security Number ..... Tax identification number<sup>2</sup>: .....
13. Pensioner: yes/no          Commencement of the retirement.....
14. Member of a private pension fund: yes/no, Commencement of the private pension fund membership: .....
15. Name of the private pension fund: .....
16. ....% of the membership fee supplementation undertaken voluntary by the employee<sup>3</sup>
17. The number and the date of the certificates of residence in case of a foreign individuals<sup>4</sup>:.....

I am obliged to announce the occurred change in my data in written form within 15 days at the Human Political Office and at the Department of Labour and Wage. (The 1. – 5. points and the changed data shall be refilled in the present document)

I bear responsibility for the failure of announcement if it causes damage to anyone.

Kaposvár, .....day.....month, 20.....

signature

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<sup>1</sup> In case of a person not in full time employment at KU, a certificate shall be attached from the full time workplace about the payment of the health care contribution. The certificate shall not be older than one month.

<sup>2</sup> Tax ID is also required for non-Hungarian citizens.

<sup>3</sup> On first payment at KU the private pension fund entry form and a copy of the membership deed shall be attached.

<sup>4</sup> In case of non-Hungarian citizens, the certified translation of the document issued by the foreign tax authority (certificate of residence) shall be attached.

**SUPERVISOR'S DECLARATION**

..... doctoral candidate has completed the minimum publication requirement laid down in the Doctoral Regulations. The dissertation meets the formal and content conditions laid down in the Doctoral Regulations.

Kaposvár, 20.....

.....

Signature of supervisor