**Hungarian University of Agriculture and Life Sciences**

**PhD School of Animal Biotechnology and Animal Science**

**Organizational and Operational Rules**

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Section I.

## 1. Introduction

* Parallel to the socio-economic development following the regime change, animal husbandry, encompassing animal breeding and animal product production, has undergone significant evolution, attained national economic importance and shaped societal perceptions. Emphasis has been placed on the preservation and development of biological (genetic) bases, the application of contemporary molecular biology and biotechnology procedures and methods, and addressing concerns related to raw materials, feed, and food safety. Additionally, the production of products from economically valuable animal species and breeds, as well as the development of production technologies, are key areas of ongoing research in animal husbandry.
* The national economic significance of animal husbandry primarily derives from the burgeoning demand for animal-based food products that cater to evolving societal needs and the substantial contribution to export production. Furthermore, animal husbandry increasingly plays a pivotal role in preserving the population retention capacity of rural settlements and providing employment opportunities for rural populations. In conjunction with these factors, the consideration of environmental management and environmental protection aspects of sustainable agricultural production has gained increasing prominence.
* The training program of the MATE PhD School of Animal Biotechnology and Animal Science (ÁÁDI) is structured in accordance with the programs of its legal predecessors, including the GATE doctoral program “Biological Basis of Animal Husbandry” and the training program of the SZIE PhD School of Animal Husbandry Science. The PhD School’s curriculum encompasses a broad spectrum of animal sciences.
* Following preliminary consultations with supervisors, thematic groups were formed within the PhD School. The thematic groups are outlined in Annex 1.

## 2. Basic Information on the Organisational and Operational Rules of the MATE PhD School of Animal Biotechnology and Animal Science

The Organizational and Operational Rules of the PhD School of Animal Biotechnology and Animal Science (hereinafter: ÁÁDISz) have been developed in accordance with the Doctoral Regulations and Habilitation Regulations (hereinafter: DSz and HSz), Act CCIV of 2011 on National Higher Education (FTV), Government Decree No. 266/2016 (VIII. 31.), and the resolutions of the Hungarian Accreditation Committee (hereinafter: MAB). These regulations are based on the provisions outlined in the aforementioned documents.

Scope of the Regulations:

These regulations govern the tasks and responsibilities pertaining to doctoral training and habilitation procedures that are under the purview of the PhD School of Animal Biotechnology and Animal Science (hereinafter: ÁÁDI), as delegated by the Doctoral and Habilitation Council (hereinafter: DHT) of the Hungarian University of Agriculture and Life Sciences (hereinafter: the University), as well as the DSz and HSz.

## 3. Structure of ÁÁDI

### 3.1 Establishment of ÁÁDI

The ÁÁDI was established under its current name in June 2022. Its predecessors are the “A” type doctoral program “Basic of Animal Breeding Biology,” which was accredited on September 15, 1993, as No. 229, and founded by Prof. János Dohy. Additionally, the Szent István University PhD School of Animal Science received a new name after the establishment of MATE on February 1, 2021, while maintaining its unchanged organizational structure.

### 3.2 Name and classification of the PhD School

The PhD School is called **MATE PhD School of Animal Biotechnology and Animal Science, Gödöllő. MAB identification number: 67**; the predecessor of the MAB is the MAB 2024/5/XIV/4 which meets the requirements for a PhD School according to the decision of the ÁVDI.

Validity of the decision: 27.09.2026. The classification of the ÁÁDI is: 4. Agricultural science, within which the scientific discipline 4.3 Animal husbandry science.

Master's degree courses:

1. Master of Science in Animal Husbandry
2. Master of Science in Animal Nutrition and Feed Safety
3. Master of Science in Wildlife Management
4. Master of Science in Biotechnology
5. Master of Science in Environmental Management
6. Master of Science in Agricultural Engineering

#### 3.2.1 ÁÁDI identifiers

Location:

 Hungarian University of Agriculture and Life Sciences, 2100 Gödöllő, Páter Károly u 1.

Postal address:

 MATE, 2103 Gödöllő, Pf. 303.

Phone, fax, e-mail:

 +36-28-410-735, +36-28-522-000/1791; +36-28-410-804; Mezes.Miklos@uni-mate.hu and/or Urbanyi.Bela@uni-mate.hu

#### 3.2.2 Head of ÁÁDI

The founder of the PhD School and the predecessor doctoral program was Prof. János Dohy, member of the Hungarian Academy of Science. He retired in 2001. He was succeeded by Prof. László Horváth, DSc). In 2008, when prof. Horváth retired, he handed over the leadership of the ÁTDI to Prof. Miklós Mézes, member of the Hungarian Academy of Science, who is currently the head of the ÁÁDI.

* The Head of the School of Animal Biotechnology and Animal Science is always a full-time professor, a Doctor of the Hungarian Academy of Sciences, or a corresponding or full member of the Hungarian Academy of Science. This head is approved by the Senate and confirmed by the Council of the PhD School of Animal Biotechnology and Animal Science (hereinafter: ÁÁDIT), who serves as the general representative of the School. In the case of absence of the Head, the duties of the Deputy Head shall be carried out by the Secretary of the ÁÁDI.
* The Head of the ÁÁDI shall be assisted in their work and management of the ÁÁDI by the Council of the ÁÁDI.
* The Head of the ÁÁDI shall be assisted in their professional work by a Secretary, whose appointment shall be made by the Head of the ÁÁDI.
* At the conclusion of the term of office, the Head of the ÁÁDI shall propose the Head for the next term. The ÁÁDI shall forward the proposal to the DHT. In the case of agreement, the DHT shall submit the proposal to the Senate and the Rector and shall submit it to the MAB.

### 3.3 Members of ÁÁDI

A minimum of seven core members is required for the operation of the MATE ÁÁDI, in accordance with the applicable regulations. A member may only be affiliated with one PhD School at a time. A member may be a qualified lecturer or researcher who:

1. holds a scientific degree (PhD) in the discipline of the PhD School;
2. holds a doctoral degree (PhD) in a discipline or research field of the PhD School and has a high level of documented and continuous scientific activity in that discipline or research field;
3. lecturer or scientific researcher employed on a full-time basis by the higher education institution, which has designated as a higher education institution for the purpose of determining the budget support pursuant to Article 84 (5) of the Higher Education Act.

**Core members**

1. shall meet the requirements of the qualification as lecturer for a master's degree program for at least one training cycle and for the duration of the degree procedure for that cycle, and
2. shall undertake to act as a course leader in the PhD School.
* Individuals who meet the criteria outlined in points (a) to (b) may also become core members of the ÁÁDI. Subject to the approval of the DHT, a core member may also be appointed as Professor Emeritus in the PhD School of the higher education institution in which they are currently serving, pursuant to Article 92 (1) and 149 (14) of the Higher Education Act.
* If the conditions set out in points (a) to (b) are met, a full-time academic advisor or research professor employed in a research institution on a full-time basis, paid, or civil service basis may also be a core member, provided that the higher education institution has concluded an agreement with the research institution pursuant to Article 31(1) of the Higher Education Act.
* Furthermore, the members of the ÁÁDI may also be experts who are invited by the ÁÁDI as **internal or external invited members** and who actively participate in the professional work of the ÁÁDI.
* The members of the ÁÁDI recognize that neither MATE nor the ÁÁDI shall provide honoraria for their contributions, except for the reimbursement of travel expenses incurred by pre-proposers invited to judge papers for the workshop.
* The members of the ÁÁDI are committed to organizing, on request, courses, consultations, supervising doctoral students, assisting in the organization of complex examinations, and conducting doctoral activities.

### 3.4 Council of ÁÁDI (ÁÁDIT)

* The PhD School Council (hereinafter referred to as the ÁÁDIT) serves as the advisory body to the Head of ÁÁDI. It comprises members of the PhD School’s staff, who are appointed and dismissed by the DHT.
* The ÁÁDIT becomes quorum if two-thirds of its members participate in a vote. It is empowered to propose initiatives if at least half of the members participate in the vote.
* The Chair of the ÁÁDIT is the incumbent Head of ÁÁDI, while the Secretary of the ÁÁDIT is responsible for overseeing the organizational and operational aspects of the council’s activities.
* Doctoral students are also represented in the ÁÁDIT.

### 3.5 Supervisors in the ÁÁDI

A supervisor in the ÁÁDI is a lecturer or researcher with an academic degree who:

* obtained his/her scientific degree (PhD) at least three years before the date of proposal of the topic (in exceptional cases, he/she may be invited to act as co-supervisor earlier than three years after obtaining PhD degree, but at least two years afterwards)
* fully uploaded and updated their data in the National Doctoral Council database;
* has a continuous scientific record over the last five years, as attested by international indicators, i.e. at least one first-author or corresponding author of a scientific publication in a D1-Q3 SciMago ranking of scientific periodicals and three first-author or corresponding author of scientific publications in journals accepted by the Section of Agricultural Sciences of the MTA.

### 3.6 ÁÁDI Forum (meeting)

* The ÁÁDI Forum serves as the broadest plenum of the ÁÁDI. It is open to all registered members and doctoral students of the ÁÁDI. Forum participants are afforded the opportunity to comment on pre-set agenda items, express their views freely, and vote on issues presented for consideration.
* The ÁÁDI Forum may support the decisions of the ÁÁDI head and the proposals of the ÁÁDI by expressing its opinion. It takes a stance on organizational, educational, research, and economic matters. It is recommended to convene the Forum every semester, with at least one meeting per year.
* The convening of the Forum is initiated by the Head of the PhD School and organized by its Secretary.

## 4. Rules of operation of the ÁÁDI (tasks, powers)

The tasks of the ÁÁDI shall be organized and managed by the Head of the ÁÁDI, with operational and administrative assistance provided by the Secretary and professional support from the ÁÁDI.

The core members are responsible for:

(1) The core members shall prepare the documents for the establishment of the PhD School, which shall include:

a) The discipline and discipline classification of the PhD School;

b) The Master’s degree programs based on which the higher education institution fulfils the conditions of Article 67(1) of the Higher Education Act;

c) Offer a research field of the PhD School;

d) The doctoral degree that may be awarded as a result of the doctoral degree awarding procedure;

e) The name of the person nominated to head the PhD School, the members of the PhD School, the proposed subject leaders of the PhD School, the other lecturers at the PhD School, the names of invited domestic and foreign lecturers and researchers, their academic curriculum vitae, and documentation of their most important academic achievements and works of the previous five years;

f) The training plan of the PhD School;

(g) The international relations of the PhD School that are likely to be considered in its operation;

h) The quality assurance plan of the PhD School;

i) The operational rules of the PhD School.

(2) The dossier shall be accompanied by a declaration from the persons concerned that they accept the invitation and fulfil the conditions laid down for them in the Regulation in force.

(3) The cooperation agreement pursuant to Article 31 (1) and (2) of the Higher Education Act shall form part of the documentation for the establishment of the PhD School.

(4) The preliminary opinion of the MATE DHT shall be required before the person proposed to be the head of the DI submits the application for the establishment of the DI to the Senate for approval through the Rector.

The Role of the Management of the ÁÁDI

1. To oversee the annual **admission procedures** for the Animal Husbandry discipline, which are referred to the school;

2. Evaluate the scientific merit of applicants for the **habilitation procedure** in the Animal Husbandry discipline and, upon a positive assessment, issue the declaration of acceptance;

3. Establish the organizational structure of the ÁÁDI, elect its officers, and supervise its operations;

4. Organize the comprehensive examination and the tasks related to it;

5. Organize the tasks entrusted to it during the degree award procedure.

The management, acting on behalf of the PhD School, holds the **authority to make decisions regarding** the following matters pertaining to doctoral training:

* The allocation of the normative material support provided to doctoral students from public funds, including general operating costs and monthly material support per student.
* The **selection and publication of research topics, as well as the appointment of the topic leader.**
* The organization of **interviews for admission** to various forms of doctoral training and the establishment of the examination board.
* The approval of doctoral **detailed research plans** and the appointment of course leaders.
* **The assignment of courses** to doctoral students for each semester.
* The Head of the ÁÁDI proposes the allocation of the budget for the operation of the ÁÁDI.

In addition:

For **doctoral training**:

1. It shall propose to the DHT the admission of **full-time** and **self-financed** Hungarian and non-Hungarian doctoral students on scholarships, as well as those who are pursuing **individual preparation**, and the topics they may cover. The DHT will approve the number of students and the list of those admitted, depending on the training capacities and conditions.
2. Reviews and submits applications for the **naturalisation** of academic degrees obtained abroad to the DHT for decision.
3. Proposes the **courses for the complex examination** and the **composition of the complex examination board.**
4. In the case of students who have completed the previously training (3 years), it proposes to the DHT the **courses or topics for the doctoral examination** and the **composition of the examination committee**.
5. As a prerequisite for the start of the **doctoral procedure**: (a) the supervisor, on the basis of a proposal from the subject leader, will first check and provide the DHT with a written statement as to **whether the candidate has met the publication and professional requirements of the PhD School** (review of new scientific results), and (b) the start of the doctoral procedure by collecting the candidate's material, as detailed below, and sending it to the DHT.
6. In collaboration with the supervisor, organise a public workshop discussion of the dissertation (in-house defence) and invite two pre-opponents to comment on the dissertation.
7. Based on the proposal of the topic leader, he/she proposes to the DHT the **official reviewers** of the thesis and the **composition of the refereeing committee** for the public defence.

During **habilitation procedures**:

1. When evaluating the academic and teaching activities of the applicant for the procedure, it acknowledges their **acceptance** within the discipline of the DI.
2. A statement indicating whether the candidate **meets** **the** professional, publication, and language **requirements** established by the HS as prerequisites for the conduct of the habilitation procedure in the specific discipline.
3. Submits a proposal to the DHT for the commencement of the qualification procedure, the formation of the Committee of Experts (hereinafter referred to as the CoE), or the termination of the procedure.

The **ÁÁDI**, the **ÁÁDIT** and the persons responsible for its administrative activities are obliged to provide **information** to the DHT and **data** to the Centre for Doctoral and Postdoctoral Studies (hereinafter referred to as the Centre) on the following matters:

1. the announced doctoral topics and the proposed supervisors;
2. information on the persons admitted to the various forms of doctoral training and details of their training (name of the supervisor, title of the topic, expected duration of training for individual candidates);
3. information on interruption of doctoral training or dismissal from doctoral training.

The number of meetings of the ÁÁDIT is aligned with the number of meetings of the DHT. On this basis, it shall meet at least 4 times a year but may be increased as necessary by the Chair and Secretary of the ÁÁDI in view of the tasks to be performed.

## 5. The registration system and financial management of the ÁÁDI

The administrative tasks of the ÁÁDI are divided between its own registers and those of the Centre.

The ÁÁDI maintains a register of ÁÁDI members, a register of doctoral students affiliated with the ÁÁDI, and a financial framework for scholarship students. The head of the ÁÁDI, in consultation with the subject leader, determines and authorizes the utilization of the doctoral student’s normative funding envelope.

The ÁÁDI keeps its own case file: it registers, maintains and stores pending cases with deadlines. It handles the correspondence relating to the operation of the PhD School.

* The ÁÁDI may allocate funds for its operation from the monthly budget of each full-time student, which may not exceed **10%** of the monthly budget.
* The amount withdrawn shall be managed by the School's management under the direction of the Head of the ÁÁDI. This amount may be used to cover the costs of the organisation of the ÁÁDI (telephone, office supplies, etc.).
* The amount of the semester fees paid by students on self-financed courses, which is allocated to the ÁÁDI, is managed by the School management and used for the running of the School, the payment of fees and salary supplements.
* It is the responsibility of the doctoral student to keep an itemised account of the use of the financial envelope, which is checked by the supervisor. The financial envelope must be used for its intended purpose before the annual financial closure of the University.
* The doctoral training process must ensure that all doctoral students have access to the full intellectual potential of the school and all its material conditions (information duties).

## 6. Alumni policy of the PhD School of Animal Biotechnology and Animal Science

* The ÁÁDI is committed to continuously monitoring the career development and professional development of graduates.
* To this end, the ÁÁDI organises a professional meeting to which graduates are invited to present their career development. At the same time, they will have the opportunity to express their views on the work of the School and their experiences during their training. Students in training are also invited to these meetings to gain experience.
* The School evaluates what is said and incorporates the comments into its work, which can improve the quality and effectiveness of the training.

Section II.

## 7. The role of the ÁÁDI in the admission procedure

### 7.1. Admission procedure for full-time scholarship holders in organised training and for fee-paying training in organised training

#### 7.1.1. Requirements

7.1.1.1 Students applying for doctoral studies may apply for research topics approved by the ÁÁDIT. The ÁÁDI publishes these topics by **20 November** and **31 March** each year. Exceptions to this rule are foreign doctoral students in self-financed training and doctoral students in individual training, for whom the ÁÁDIT may decide on a different date.

7.1.1.2 The general rules laid down by the DHT apply to admission to the ÁÁDI.

7.1.1.3 The language requirement for admission to the ÁÁDI is a state-recognised certified intermediate level of language proficiency. The language of the admission procedure for applicants for English-language courses is English.

7.1.1.4. When applying for a full-time scholarship at the ÁÁDI, documented participation in a Scientific Student Conference (hereinafter referred to as "TDK") shall be a preference for admission. In the absence of a TDK activity, applicants will be assessed based on their scientific achievements (publications, papers, conference participation, patents, know-how products, etc.).

7.1.1.5 When applying for the ÁÁDI, cases of conflict of interest arising from personal (family) relationships or economic influence will be treated as grounds for exclusion of the subject leader.

#### 7.1.2. Admission interview procedure

7.1.2.1 The interview shall take place in front of a committee of at least 5 members. The members of the committee shall be selected from among the members of the ÁÁDI, considering the specificities of the field of study, and shall include the representative of the ÁÁDI doctoral student, or, in case of his/her absence, his/her proxy. The chairperson of the admissions committee shall be the head of the ÁÁDI and, in the event of a conflict of interest, the member of the committee appointed by the ÁÁDI. Candidates' files shall be prepared by the Secretary of the ÁÁDI, who shall draw up minutes of the admission interview. The President, the Secretary and the members of the Committee shall take part in the assessment of the candidates. If any member of the Committee is involved as the subject leader of the candidate for admission, he/she may not take part in the vote concerning him/her.

7.1.2.2 The research plans of the students applying for the course shall be sent by the Secretary of the ÁÁDI to the designated members of the Admissions Committee before the date of admission. Based on the materials submitted in advance, the Secretary shall establish the value of language skills, degree and academic record on the basis of objectively measurable parameters on the day of admission, which shall be submitted to the members of the admission committee before the admission interview.

7.1.2.3 The general principles set out in the DSz apply to the assessment of the admission interview. During the interview, the members of the selection board will score the candidates. The scoring is based on the information given on the application form and on what is said at the interview.

7.1.2.4. Non-Hungarian native speakers will be interviewed in English before an *ad hoc* committee of at least three members.

7.1.2.5 After the interview, the committee will rank the applicants and make a recommendation to the DHT to fill the available slots.

### 7.2. Individual preparation form of training

The general rules for obtaining a doctoral degree by individual preparation are set out in the DSz. Candidates must meet the minimum requirement of 40 points for the degree, as set out in the structured training.

7.2.1 Candidates must have at least **5 years of teaching and/or research experience** from the date of their Master's degree, which must be highlighted in their CV.

7.2.2 Candidates must have a certified intermediate level of English, except for candidates from countries where English is the official language.

7.2.3. Candidates for individual training must have a minimum of **5 peer-reviewed publications in refereed journals**, which must be highlighted in the list of peer-reviewed publications submitted as an annex to the application. Out of the 5 peer-reviewed publications, at least 3 publications in foreign languages must have been published in a journal of Q1-Q4 SciMago ranking of scientific periodicals in the year of publication, and the candidate must be first author (or shared first author if clearly indicated in the publication) in one of these publications. The Web of Science, Scopus, SciMago and the "class list" of the Section of Agricultural Sciences of the MTA are considered as credible for the recognition of journals as scientific journals.

7.2.4. The candidate must indicate that he/she has presented at least one scientific conference paper or poster as first author on the topic of the dissertation to be submitted.

7.2.5 The candidate must provide documentary evidence of having participated in the development of at least one research or research and development programme;

7.2.6 If the candidate has worked or is working at an institution of higher education, he/she must demonstrate his/her teaching activities as a lecturer, tutor, or as a consultant or co-consultant for a TDK work, thesis or dissertation.

7.2.7. Candidates may apply for admission using the **application form** provided for this purpose. The application form is valid if it bears the signature of the proposed supervisor. If the required annexes are not included in the application form, the applicant may be required to provide a supplementary application form.

### 7.3. Admission interview procedure for students with individual preparation

7.3.1 The interview takes place in front of a committee of at least 3 members. The procedure for the entrance examination is the same as for the admission of doctoral students in structured training.

7.3.2 At the admission interview, the committee members shall assess whether the applicant's professional background and qualifications appear to ensure that (a) he/she will complete his/her individual preparation by the statutory deadline and (b) he/she will subsequently submit a doctoral dissertation in accordance with the requirements of the discipline in which he/she is working within the statutory deadline for the award of the degree.

7.3.3 On the basis of the above, the number of credits is determined by the ÁÁDIT and the candidate can apply for the complex examination if he/she has the minimum number of credits (90 credits). Otherwise, the individual preparation application may be rejected.

## 8. Specific requirements for PhD training

* During their studies, students must acquire the number of credits (minimum 240 credits) set out in the DSz and the MATE PhD Schools' Credit System Regulations (minimum 90 credits), of which at least 90 credits must be acquired by the end of the fourth semester, i.e. by the time of application for the complex examination.
* **One compulsory core course** is selected by decision of the ÁÁDI and is compulsory for all full-time and self-financed students enrolled in the ÁÁDI.
* Within each subject group, the subject group leaders may designate the subjects which are strictly necessary for the mastery of that subject group, and which are also compulsory for the students in that subject group. In addition, doctoral students may, in agreement with their supervisor, take optional subjects to enhance their professional knowledge and to contribute to the professional basis of the dissertation.
* On the recommendation of their supervisor and with the approval of the Head of the PhD School, students at the ÁÁDI may also take or take courses at other higher education institutions in their home country or abroad. These subjects may be recognised as electives by filling in the form issued by the Centre and signed by the Head of the ÁÁDI. Courses intercepted at other institutions may be counted as elective credits at the ÁÁDI.
* The supervisor is obliged to monitor and follow the research and academic progress of the student. In the event of inadequate performance, he/she is obliged to inform the ÁÁDIT, which will investigate the matter at its own discretion and may recommend the **exclusion of the student from the ÁÁDI and the termination of his/her doctoral status**.

## 9. The role of the ÁÁDI in relation to the complex examination

At the end of the fourth active semester, all students must pass a complex examination, which they must take before a committee. The Committee is chaired by the Head of the ÁÁDI or, in case of conflict of interest, by a member of the ÁÁDI staff.

The complex examination consists of two parts:

 - a theoretical examination covering the subjects set out in Annex 2 to these Rules

 - a report on research achievements to date

 The application for the complex examination is conditional upon the acquisition of 90 credits.

The complex examination shall be conducted in Hungarian. Exceptions to this rule are doctoral candidates who, at the time of admission to the PhD School, do not hold a state-recognised language certificate in English.

## 10. Expectations at the research and dissertation stage

* In the research phase following the complex examination, the doctoral student may not take any other subjects, except for Publication and Education.
* During the research phase, the doctoral student is required to carry out research work under the supervision of his/her supervisor according to the timetable agreed in the work plan. The ÁÁDIT will monitor the research progress and publication activity of doctoral students on an annual basis. To this end, students are required to submit a short (max. 2 pages) report to the ÁÁDIT secretary each year, with the agreement of their supervisor. Deviations from the work plan may be called to account by the ÁÁDIT.
* In justified cases, the topic leader may, no later than the end of the sixth semester, request a change in the research topic if he/she considers that no valuable results have been achieved in the area concerned. The request for modification must be submitted in writing to the ÁÁDIT.
* The topic leader may request a change of the title of the assigned topic in justified cases, if it does not cover the content of the candidate's research work. The title of the dissertation to be submitted may be changed only before the application for the degree procedure. The change of title must be requested in writing, with a detailed justification, from the ÁÁDIT.
* At the end of the organised 4-year training and research period, the supervisor will provide a written declaration that the student has fulfilled the research tasks set out in the work plan. This declaration, in addition to the 240 credits required, is a prerequisite for the award of the diploma.

### 10.1. In-house defence of the dissertation

* It is up to the topic leader to initiate, organise and run the in-house defence.
* The task of the **in-house defence** is to take a position on whether:
	1. the dissertation is based on the candidate's own work, whether it contains new or novel scientific results that have been evaluated and proven;
	2. whether, in the judgement of the professional community participating in the workshop, the quality of the scientific work carried out and its results reach the level required as a prerequisite for the award of a degree in the field of animal sciences;
	3. the candidate is sufficiently prepared and has mastered the subject;
	4. can present his/her main research findings in an informal presentation.
	5. the position of the participants in the in-house defence on the issues listed above must be clearly recorded in the minutes.
* The in-house defence should be attended by the **supervisor** and **members** of the PhD School of Animal Biotechnology and Animal Science, preferably with professional competence.
* The chairperson of the in-house defense shall be the head of the doctoral student's workplace or, in the case of a conflict of interest, the head or a member of the staff of the PhD School.
* The draft dissertation prepared for the in-house defense shall be evaluated by an external and an internal pre-reviewer, who shall give their written opinion on the candidate's preliminary version of the dissertation available at the time of the defense. One of the pre-reviewers may be the same as one of the reviewers proposed for the public defense.
* The participants in the in-house defense must be present and 2 copies of the **minutes of the defense** must be drawn up (Annex 4). The minutes must include the **attendance sheet** and the written and signed detailed opinion of the invited re-reviewers.
* The minutes shall be authenticated by the signatures of the chairman of the in-house defense and the notary. A copy of the minutes shall be sent to the Centre **within 3 working days** of the defense and a copy to the topic leader.
* The main findings of the in-house defense must be considered by the candidate when drafting the final version of the thesis and dissertation for submission.

### 10.2 Publication requirements for public defense

* The publication activity expected of a full-time student in an organised course:
	1. A **minimum of one peer-reviewed first-authored article in a Q1-Q4 SciMago ranked journal** in a foreign language or, if clearly indicated in the publication, a shared first-authored article, which must be a publication based on research results only, i.e. no review article is accepted,
	2. an **additional minimum of one non-first authored article** published in a **peer-reviewed journal**, which may be a review paper,
	3. **additional** article(s) and communication(s) published in a **Hungarian or foreign language journal**,
	4. at least one presentation at an **international conference**.
* The list of peer-reviewed journals is the same as that of Web of Science/SciMago and the "class list" of journals of the Section of Agricultural Sciences of the MTA.
* An international symposium held in Hungary is also **considered an international conference**.
* The publications mentioned in (c) and (d) may be substituted for each other, i.e. 3 publications in Hungarian are acceptable. The requirements in (a) and (b) must be fulfilled in any case, but if the candidate has more than the minimum requirement of publications in refereed journals, the requirements in (c) and (d) may be waived by the ÁÁDIT.
* When applying for a degree, a peer-reviewed publication may be accepted even if the candidate has received an **"accepted"** from the publisher or editorial office or is available in pre-publication (**online first**) form. In this case, a manuscript of the accepted publication must also be attached.
* For doctoral candidates in **individual preparation**, the publication requirements are set out in section 6.2.3 of these regulations.

### 10.3 Publication requirements for habilitation

* The publication requirements for the habilitation must meet 50% of the academic performance and 50% of the professional criteria for the appointment of a university professor as defined by the MAB.
* The publication requirements are calculated based on the minimum requirements for the submission of the title of Doctor of Science of the section and the scientific committee of the section of MTA to which the candidate for habilitation is registered as a member of the public body.

ANNEXES

## Annex 1: Thematic groups of the PhD School of Animal Biotechnology and Animal Science

Animal biotechnology and molecular genetics theme group

Poultry breeding theme group

Fish biology and fish farming theme group

Meat farming theme group

Breeding and production of ruminant farm animal species

Animal nutrition and feed toxicology theme group

Wildlife biology and management theme group

## Annex 2: Courses of the complex examination

*Two of the courses in the complex examination must be chosen, considering the recommendation of the supervisor.*

**Animal Biotechnology and Molecular Genetics Theme Group**

Application of molecular genetic methods and their practical methods in animal breeding

Genetic mapping in domestic animals

Applied mammalian embryology

Reproductive biotechnology - assisted reproductive techniques, genetic reprogramming and stem cell technologies

Methodological possibilities and main applications of genetic modification in domestic animals

**Poultry breeding theme group**

Poultry genetics

Alternative poultry breeding

Poultry meat quality

Hatching biology

**Fish biology and fish farming theme group**

Applied fish genetics and fish biotechnology

Intensive fish farming

Fish reproductive biology

Fish Farming

**Meat farming theme group**

Carnivores and meat quality

Poultry meat quality

New trends in meat processing

**Breeding and production of ruminant farm animal species**

Ruminant livestock breeding and production

Nutrition of farmed ruminants

Farming technology for dairy and beef cattle

Technology for sheep milk and meat production

Goat husbandry technology

**Animal nutrition and feed toxicology theme group**

New trends in animal nutrition

Feed toxicology

Mycotoxicosis

**Wildlife biology and management**

Small game management

Big Game Management

Habitat protection and improvement

Behavioural Ecology

Wildlife biology and conservation

## Annex 3: Assessment table for degree applications

**PhD School of Animal Biotechnology and Animal Science**

Minimum requirement for submission of the dissertation for defense

Minimum score: 40

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Weight factor** | **XY** |
| 1.\* | Impact factor (Q1-Q4) first author article | × 10 |  |
| 2.\* | Peer-review article | × 5 |  |
| 3.\* | Hungarian article | × 2 |  |
| 4. | Book, chapter, editorial | Foreign language book | × 20 |  |
| Hungarian language book | × 10 |  |
| Foreign language book chapter | × 10 |  |
| Hungarian language book chapter | × 5 |  |
| 5. | Other valuable professional articles | × 1 |  |
| 6.\* | Oral presentation at an international conference | × 5 |  |
| 7. | Oral presentation at a national conference | × 2 |  |
| 8. | Poster presented at an international conference | × 3 |  |
| 9. | Poster presented at a national conference | × 1 |  |
| 10. | Proceedings at international conference | × 3 |  |
| 11.  | Proceedings at national conference | × 1 |  |
| 12. | Thesis supervision: thesis completed | × 3 |  |
| 13. | Thesis supervision: thesis in progress | × 2 |  |
| 14. | Thesis supervision: TDK work completed | × 5 |  |
| 15. | Thesis supervision: TDK work in progress | × 3 |  |
| 16. | Participation in teaching: lecture, assistant | × 2 |  |
| 17. | Participation in teaching: seminars held | × 2 |  |
| 18. | Participation in research projects: international | × 2 |  |
| 19. | Participation in research projects: national | × 2 |  |
| **Total** |  |

\* Fulfilment is a prerequisite for the defense

 MINIMUM REQUIREMENT

From publication activity: ≥ 25

From research: ≥ 5

From teaching: ≥ 10

Total: ≥ 40

## Annex 4: Minutes of the In-house defense



**MINUTES**

of In-house defense of dissertation

**1.**

 Name of PhD student:

 Name of supervisor:

 Name of co-supervisor:

 PhD School Name: **PhD School of Animal Biotechnology and Animal Science**

**2. Proposed title of the doctoral dissertation:**

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

**Committee**

**Chairperson:**

**Reviewers:**

**Notary:**

3. The salient topics of discussion presented in the debate: .............................................................................

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

 a) the names of the participants in the debate:

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

4. possible title change proposal:

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

5. Committee's position on the admissibility for public defense:

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

Date, .....

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

 (Chair)

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

 (referee) (referee)

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

 (notary)