

Registration number.: MATE-K/3582-1/2025.

Institutional identification: FI51129



**DOCTORAL SCHOOL OF AGRICULTURAL AND FOOD SCIENCES
(DSAFS)**

OPERATIONAL REGULATIONS

(The requirements of these regulations apply to doctoral students who begin their studies after September 1, 2025)

Budapest – Gödöllő – Kaposvár - Keszthely

1 September 2025

Abbreviations Used in the Regulations:

DSAFS	Doctoral School of Agricultural and Food Sciences
DS	Doctoral School
DHC	Doctoral and Habilitation Council
DHCe	Doctoral and Habilitation Centre
DSG	Doctoral Student Government
DP	Doctoral Program
DR	Doctoral Regulations
MATE /University	Hungarian University of Agriculture and Life Sciences
HACHE/MAB	Hungarian Accreditation Committee for Higher Education
HSB/MTMT	Hungarian Scientific Bibliography
NEPTUN TR	Neptun Unified Study System
PC	Program Council
Q	Quartile
OOF	Organisational and Operational Framework of the University
OOR	Organisational and Operational Regulations of MATE
DCDS	Disciplinary Council of the Doctoral School

1. Introduction

This regulation has been prepared in accordance with Government Decree No. 387/2012 (XII.19.) on Doctoral Schools, the doctoral procedure, and habilitation. It also takes into account Act CCIV of 2011 on National Higher Education, the Organisational and Operational Regulations of the Hungarian University of Agriculture and Life Sciences, as well as the Doctoral and Habilitation Regulations of the Hungarian University of Agriculture and Life Sciences

The new Doctoral School was established based on Resolution No. 66/2025 (V.21.) of the Senate of the Hungarian University of Agriculture and Life Sciences. It was formed by merging the relevant disciplinary subprograms of the Doctoral Schools of Animal Biotechnology and Animal Science, Animal Science, Food Sciences, Horticultural Sciences, Plant Sciences, and the Festetics Doctoral School. Its research activities build upon the scientific profiles, achievements, and professional networks previously developed within these Doctoral Schools.

2. Data of the Doctoral School

Name of DS: Doctoral School of Agricultural and Food Sciences

Abbreviation: DSAFS

HAC identification: 232

Director of DS: Dr. Melinda Kovács, university professor, full member of HAS

7400 Kaposvár, Guba S. u. 40. Laboratory Building, Ground Floor, Room 006

kovacs.melinda@uni-mate.hu

+36 82 505 800 / 2201

Scientific Secretary of DS: Dr. Júlia Halász, university professor, Doctor of the Hungarian Academy of Sciences (DSc)
1118 Budapest, Villányi út 29-43. Building A. Raised Ground Floor
+36 1 3057267

Discipline: Agricultural Sciences

- Animal Science
- Food Sciences
- Crop Production and Horticultural Sciences

The Doctoral School operates within the framework of the Hungarian University of Agriculture and Life Sciences, independently of campuses, institutes, and departments.

3. Organisational Structure of Doctoral School

The DSAFS comprises four doctoral programs (DPs):

Name of program	Disciplinary classification	Research areas
Doctoral Program of Animal Science	Animal Science	Biology and breeding of economically important animal species and related scientific fields (animal physiology, animal nutrition, animal husbandry and genetics, animal biotechnology, wildlife management, aquaculture, and fisheries management)
József Farkas Doctoral Program of Food Sciences	Food Sciences	food quality assessment, food safety, food technology, food physics, food chemistry, food processing operations, food biotechnology, nutritional physiology
Doctoral Program of Horticultural Sciences	Crop Production and Horticultural Sciences	physiology, biology, genetics, breeding, and cultivation of horticultural plants, macrofungal mycology, plant protection, ornamental plant science and dendrology, medicinal and aromatic plants, fruit-bearing and vegetable crops, viticulture
Doctoral Program of Plant Sciences	Crop Production and Horticultural Sciences	research on cultivated plants: genetics and biotechnology, tillage, field and horticultural crop production, grassland management, and plant protection

4. Core members of Doctoral School

A full member of the Doctoral School is a person who meets the criteria set out in Government Decree 382/2012, §2 (3)–(6): has an approved research topic in the Doctoral School, and is not on an long-term leave or abroad for more than one year at the time of joining the Doctoral School.

A core member may also be a scientific advisor or research professor holding the title of Doctor of the Hungarian Academy of Sciences (HAS), employed full-time under an employment or

public employment contract at a research institute that has a contract with the university for participation in doctoral training.

A core member emeritus may be designated by the Disciplinary Council of the Doctoral School (DCDS) if the person was a founding member of the Doctoral School or was accepted as a core member at least five years earlier and maintains a documented relationship with the University. A core member emeritus is no longer obliged to supervise doctoral students.

5. The Head of the Doctoral School

The head of the Doctoral School (DS) is a full-time university professor employed at the University, who meets the requirements set for core members. The head of the DS is responsible for the scientific quality and educational activities of the school. The head of the Doctoral School is elected by the doctoral council from among the core members who are university professors, based on the recommendation of the majority of the core members, and is appointed by the rector for a term not exceeding five years. The appointment may be extended multiple times.

The head of the Doctoral School represents the Doctoral School and its council, and furthermore shall:

- decide on convening the Disciplinary Council of the Doctoral School,
- decide on the appointment or withdrawal of the scientific secretary,
- propose core and invited members of the Doctoral School for appointment,
- propose members of the Disciplinary Council of the Doctoral School for appointment,
- determine the operational procedures of the Doctoral School,
- invite lecturers in charge of the doctoral courses and supervisors,
- decide on students' individual requests related to their studies and academic progress.

6. Scientific Secretary of the Doctoral School

The head of the Doctoral School appoints a scientific secretary to perform the administrative management and organizational duties of the Doctoral School, who within the DS:

- supervises students' records and administration falling within the competence of the Doctoral School,
- acts in matters delegated to him/her by the head of the Doctoral School,
- maintains contact with the Doctoral and Habilitation Centre (DHC) of MATE, with the secretaries of other Doctoral Schools of MATE, and with the program secretaries,
- prepares the meetings of the Disciplinary Council of the Doctoral School
- drafts the official statements of the Doctoral School,
- prepares the submission of documents to the Doctoral and Habilitation Council (DHC).

The secretary is a voting member of the Disciplinary Council of the Doctoral School.

7. Supervisors and lecturers of the Doctoral School

Supervisor of the doctoral research topic (the supervisor)

A supervisor is an academic lecturer or researcher with a scientific degree who has offered research topic which has been approved by the Program Council, and who responsibly directs and assists the doctoral student in their studies, research, and preparation for obtaining a degree. A supervisor is primarily a full-time employee of the university or may be a professor emeritus. On the recommendation of the head of the doctoral program, the Program Council may also appoint an external expert as a supervisor, provided they have a long-standing professional relationship with the university and are a recognised researcher in a particular field of science. The supervisor and the head of the institute to which the research topic of the student belongs are responsible for the management of the PhD student's finances, provided that the supervisor is a full-time employee of the university. If the supervisor is not a full-time employee, any financial proposals made by the supervisor – regardless of the amount – must also be reviewed by the head of the doctoral program.

The approval of the supervisors is based on their professional achievements and publication record in the Hungarian Scientific Bibliography (HSB/MTMT), as well as on a written document detailing their professional accomplishments, which must include the following:

- the supervisor's position, workplace, degrees, academic title, and foreign language proficiency,
- the 10 most important scientific publications (at least 5 of which published in the last 5 years), including citations and the number of articles published in Q-ranked journals,
- the most significant successful research scholarships (title, duration, financial source, and amount),
- a brief description of professional activities, academic honors, study visits longer than one month, and international collaborations,
- statement declaring that, as an invited member of the Doctoral School, the supervisor commits to regular participation in the teaching and research activities of the Doctoral School, and that they do not stay abroad for a continuous period exceeding one year.

Additional requirements for the supervisor:

- a) A consistently high level of publication activity in the relevant scientific field, as expected of holders of a doctoral degree, verified through the Hungarian Scientific Bibliography database.
- b) A lecturer or researcher may serve as supervisor or co-supervisor for a maximum of three doctoral students and three doctoral candidates at the same time.
- c) A key responsibility is to establish a personal working relationship with the doctoral student, within which the supervisor oversees, guides them when necessary, and supports the candidate's research.
- d) Regularly monitors the doctoral student's research work, stays informed about arising problems and difficulties, and assists in resolving them.
- e) The supervisor is required to notify the Program Council if any problem or delay occurs in the candidate's work, or if the successful completion of the research work within the prescribed deadline is at risk.
- f) The supervisor is responsible for the professional and financial management of the doctoral student's research work.
- g) Annually, on an evaluation form (see below), the supervisor assesses the doctoral student's scientific activities and provides a declaration regarding the continuation of their research. At the end of each semester, the supervisor certifies the completion of the research work with their signature.

h) The supervisor organises the preliminary disputation, appoints the chair, secretary, and reviewers.

i) A doctoral student may have two supervisors, provided they are approved by the Program Council.

The involvement of a co-supervisor may be initiated by the supervisor and must be approved by the Program Council. In such cases, all co-supervisors are subject to the above requirements.

Lecturer in charge of the course:

The lecturer in charge of the course is an academic lecturer or researcher holding a scientific degree, a professor emeritus, or an active or retired professional with a recognised expertise in the scientific field employed by other institutions, who oversees the teaching of the prescribed courses in the Doctoral School according to the approved course program. The lecturer in charge of the course and the course program itself must be approved by the Program Council.

8. Students of the Doctoral School

Doctoral students are students of the Doctoral School (DS) who are admitted to a scholarship-funded or self-financed doctoral program, or to a doctoral program with an individualised curriculum, based on the admission procedure defined in the regulations and the decision of the Disciplinary Council of the Doctoral School (DCDS), and who subsequently enrolls in the DS. The legal status and responsibilities of doctoral students, as well as the state-scholarship and institutional support provided to them, are set out in the institutional Doctoral Regulations (DR).

The interests of scholarship-funded students are represented by the University Student Government, in accordance with their student status, acting on their behalf at the meetings of the Doctoral Council.

9. Disciplinary Council of the Doctoral School (DCDS)

The Disciplinary Council of the Doctoral School (DCDS) functions as a body assisting the work of the Head of the Doctoral School. Its chair is the Head of the Doctoral School, and its secretary is the scientific secretary of the Doctoral School. Their appointments and dismissals are made by the head of the DHC based on the decision of the DHC.

Members of the DCDS are internal and external professionals holding an academic degree, and working in the scientific field of the Doctoral School.

The Council of the Doctoral School may also have occasional invited members with the right to participate in discussions. These members are invited by the Chair of the DCDS upon the recommendation of the members of the DS.

The DCDS has a quorum if more than 50% of its members are present at the meeting. In the event of a tie, the Chair shall have the casting vote.

During votes, the proportion of abstentions may not exceed one-third of the members of Council of the Doctoral School. If the number of abstentions exceeds this limit, the issue submitted for a vote must be rephrased.

Decisions of the DCDS are made by open vote with a simple majority, and written opinions submitted in advance by absent members may also be counted. Decisions regarding the awarding of academic degrees and habilitation titles are taken by secret ballot. In other cases, a secret ballot may be held at the request of any council member. Certified minutes must be prepared for all opinions and resolutions adopted at the meeting.

Voting members of the DCDS:

- the head of the Doctoral School,
- the scientific secretary of the DS,
- Program Leaders,
- one core member delegated by each program leader,
- one external member (not employed by MATE) delegated by each program leader,

Members of the DCDS with advisory right:

- one member representing the Georgikon Campus,
- one student.

DCDS decides on:

- members of the admission committee,
- on the foreign language requirements for admission to the doctoral program and for the awarding of degrees,
- on the acceptance of applications for the doctoral defence procedure, as well as the members of review committees,
- on applications for the complex examination and the members of examination committees,
- on the appointment of proposals of doctoral research topics, supervisors, and lecturers of the Doctoral School,
- on the programs and subprograms, as well as the appointment of their leaders,
- on the approval of the research plans of doctoral students,
- on the requirements of the complex examination,
- on the acceptance of habilitation applications, the members of expert committees, and the topics of classroom and scientific lectures delivered in Hungarian,
- on the awarding of the title of core member emeritus,
- on the allocation of state funds assigned to the Doctoral School by the doctoral programs.

The DCDS makes recommendations (to the DHC) on the following:

- its rules of operation,
- its training plan,
- its quality assurance regulations,
- the awarding and withdrawal of the doctoral degree,
- the awarding and withdrawal of the habilitation title,
- the granting or rejection of degree recognition (nostrification),
- admission to the doctoral programme,
- the appointment of core members.

In the case of proposals concerning the awarding or withdrawal of the doctoral degree, as well as the awarding or withdrawal of the habilitation title, a two-thirds (67%) majority is required for the decision.

10. Doctoral School Programs, their Leaders, and Scientific Secretaries

A doctoral program is an organizational unit of the Doctoral School, defined by a coherent research and training profile within a specific scientific or professional field, and typically led by a program leader. The program determines the groups of research topics, appoints the supervisors, and sets the framework for training, including courses and academic requirements.

There are four doctoral programs within the Doctoral School of Agricultural and Food Sciences. These are as follows, together with their program leaders:

- Doctoral Program of Animal Science
Program leader: Dr. András Szabó, university professor, Doctor of the Hungarian Academy of Sciences
Scientific secretary: Henrietta Nagyné Dr. Kiszlinger, associate professor, PhD
- József Farkas Doctoral Program of Food Sciences
Program leader: Dr. Gabriella Kiskó, university professor, PhD
Scientific secretary: Dr. Krisztina Takács, senior research fellow, PhD
- Doctoral Program of Horticultural Sciences
Program leader: Dr. Éva Zámboriné Németh, university professor, Doctor of the Hungarian Academy of Sciences
Scientific secretary: Dr. Noémi Kappel, university professor, PhD
- Doctoral Program of Plant Sciences
Program leader: Dr. Zoltán Pék, university professor, PhD
Scientific secretary: Dr. András Neményi, associate professor, PhD

The head of the doctoral program is a university professor and a core member of the Doctoral School.

Tasks and duties of the Program Leader:

- represents the program's interests in the Council of the Doctoral School,
- maintains direct contact with the supervisors and lecturers working within the program,
- makes proposals for courses and research topics to be offered within the program,
- represents the doctoral program in the admissions committee,
- organises and coordinates the students' annual reports and complex examinations,
- reviews and provides opinions on doctoral students' controversial academic and examination matters.

The scientific secretary of the doctoral program is a qualified lecturer or researcher, appointed by the program leader to assist in their work, and a full-time employee of the University.

The responsibilities of the program's scientific secretary include:

- preparing submissions for the Program Council and drafting the minutes of its meetings,
- assisting the program leaders in all matters,
- maintaining contact with the scientific secretary of the Council of the Doctoral School.

11. Program Council of the Doctoral School

The Program Council (PC) is chaired by the program leader, and its secretary is the scientific secretary of the doctoral program. Members of the PC are appointed by the program leader. The number of members of PC is not limited, and the inclusion of external members (not employed by MATE) is recommended.

The program director convenes the meetings of the Program Council of Doctoral School to make decisions concerning the program.

The PC submits proposals and provides opinions on all DCDS submissions that pertain to its own program.

Additionally it:

- approves the doctoral students' research and study plans.

12. Subprograms of the Doctoral Programs

The Doctoral School may, in justified cases, operate subprograms within its programs. There are four subprograms within the framework of the Doctoral Program of Animal Science of the DSAFS. These are as follows, together with their program leaders:

- Aquaculture and Fisheries Management

Subprogram leader: Dr. Ákos Horváth, university professor, Doctor of the Hungarian Academy of Sciences

- Animal Biotechnology and Wildlife Management

Subprogram leader: Dr. Elen Gócza, scientific advisor, corresponding member of the Hungarian Academy of Sciences (HAS)

- Animal Husbandry and Genetics

Subprogram leader: Dr. Nagy István, university professor, Doctor of the Hungarian Academy of Sciences

- Animal Physiology and Nutrition

Subprogram leader: Dr. András Szabó, university professor, Doctor of the Hungarian Academy of Sciences

The other Doctoral Programs do not have subprograms.

Subprogram leaders are appointed by the program leaders and approved by the DCDS. Their responsibilities include directing the professional work within the subprogram and maintaining direct contact with the students, supervisors, and lecturers involved.

13. Admission Procedure, Individual Admission Procedure, Requirements

Applications for participation in the doctoral program must be submitted to the Doctoral and Habilitation Council (DHC) and addressed to the Doctoral School of Agricultural and Food Sciences by the end of May each year, or by mid-December for mid-year (starting in spring semester) admissions.

The eligibility criteria for admission, required documents, and declarations are detailed in Section 10 of the MATE Doctoral Regulations.

The following criteria must be met for a successful application:

- in-depth knowledge of the scholarly literature relevant to the chosen research topic,
- expertise in experimental procedures and research methods,
- a letter of recommendation from a renowned expert,
- for self-financed applicants (who wish to pursue the program alongside full-time employment) and those preparing individually, a statement from the head of the research

institution (employer) confirming the availability of the necessary workplace conditions is required,

- For applicants to individual study programs, several years of research, language proficiency certificate, and a successful scientific career demonstrated by publications are required.
- Submission of the application form (to the DHC is set out in Section 5) (Appendix – Annex 2),
- Payment of the admission procedure fee,
- Submission of a detailed 3–4 pages long research plan which outlines the significance of the research topic, the research strategy, methods, expected results, and a selection of relevant publications on the topic (Appendix – Annex 2).

Language requirements:

- For Hungarian students: a state-accredited intermediate-level or B2-level, complex (“C” type) language exam certificate in a world language (English, or possibly German, French, Spanish, Russian), or an equivalent certificate/diploma;
- For non-Hungarian students: an intermediate knowledge of English is required, which will be assessed by the admissions interview committee.

The admissions procedure, process, requirements, and the admission interview at the Doctoral School are uniform and comply with the provisions of §11 of the Doctoral Regulations; subprograms do not differ from this.

The admissions decision procedure is governed by §12 of the Doctoral Regulations. Accordingly, based on the recommendations, taking into account the quotas and available capacity, the DHC makes its decision by July 10, or by January 27 for mid-year admissions (for the spring semester). Applicants are notified of the decision no later than July 31, or by January 31 for mid-year admissions.

Application for an individual doctoral degree conferment:

It is possible to obtain a doctoral degree through individual preparation, in accordance with §17 of the DR. An individual applicant must submit a research plan (Appendix – Research Plan) together with the application form (Appendix – 3).

The DCDS evaluates the individual applicant’s submitted scientific, publication, and professional achievements and assigns credit points (Appendix – Credit Table for Individual Applicants). If the total credit points reach the minimum required for the complex exam (90 credits), the individual applicant may take the complex exam. Upon successful completion of the complex exam, the doctoral student must enrol in the dissertation-writing and research phase, in the enrolment period following the exam.

14. Annual Evaluation of the Doctoral Student’s Work

Doctoral students participating in the structured program are required to submit an annual report on their academic and research activities. This obligation is fulfilled by completing an evaluation form (Appendix – Annual Evaluation Form).

In the relevant section of the evaluation form, the supervisor(s) provide a substantive written assessment of the doctoral student's activities and make a recommendation regarding the continuation of the program, the student's exclusion, or the awarding of the absolutorium (at the end of the fourth year of the program).

The program director reviews the evaluation form and endorses it with his/her signature. The doctoral student submits one copy of the completed evaluation form, signed by the supervisor(s), to the scientific secretary of the program (either in person or via e-mail).

The scientific secretary of the program provides a comprehensive report on the doctoral students' activities at the Program Council meeting and highlights any potential deficiencies.

At the end of the 1st and 3rd years of the program, the doctoral student's annual report and achievement are evaluated in the presence of the student, the supervisor, and a Committee, during the annual oral report (documented in a written minute). The student delivers a brief (10-minute) presentation on the research work completed and results achieved, including course obligations, publications, and credits obtained. Doctoral students are exempt from the oral report in the year of the complex exam or the preliminary disputation.

The Committee is appointed by the Program Director and consists of at least three members from the members of DS, excluding the student's supervisor. The oral report takes place before August 31 of the given year (or January 31 for mid-year admissions).

If the supervisor has indicated on the evaluation form that the student should be excluded or is unfit for research work, the Program Director, involving the PC, if necessary, investigates the case. The PC makes a recommendation, which the DSCF examines, and based on this, the head of the Doctoral School decides whether the doctoral student may continue his/her doctoral research or it should be terminated.

15. A Requirements of the Complex Exam

The complex exam is a comprehensive assessment of the knowledge a doctoral student has acquired in their research field during the eight-semester program.

Eligibility to apply for the complex exam requires the completion of at least 70 credits through the NEPTUN TR system (except for individually preparing candidates).

90 credits must be obtained for the admission to the complex exam, together with the completion of all study credits prescribed in the first four semesters of the training plan of the Doctoral School for the "training and research phase" of the doctoral program (except for individually preparing doctoral candidates, whose student status is established upon application and acceptance for the complex exam).

For students who do not have an intermediate-level English language exam certificate (or an equivalent certificate), the professional part of the complex exam is conducted in English (see the Training Plan of the Doctoral School).

Additional requirements:

- For the Farkas József Doctoral Program of Food Science: at least one published or accepted English-language article in a journal (Q1–Q4) with an impact factor (IF), related to the PhD dissertation topic.

The complex exam consists of two parts. The examination committee evaluates the theoretical and dissertation parts separately. A minute of the exam, including a written assessment, shall be prepared. The results of the exam must be announced on the day of the oral exam.

The complex exam is considered successful if the majority of the committee members deem both parts of the exam satisfactory. If the theoretical part is failed, the candidate may retake it once during the same semester. The dissertation part cannot be retaken in case of failure; in such a case, the student will be dismissed from the program.

The complex exam is graded on a two-tier scale: “Pass” or “Fail.” More detailed information can be found in the Training Plan of the Doctoral School.

16. Language requirements

For Hungarian students, the degree requirement of the Doctoral School is a state-recognized intermediate or B2-level complex (C-type) language exam certificate, or an equivalent certificate or diploma. If the student already holds such a certificate at the time of admission, a second foreign language exam certificate is not required.

If the intermediate-level language exam is in a language other than English, an additional elementary-level English language exam certificate, or an equivalent certificate or diploma, is required for degree conferment.

In the Doctoral Program of Animal Science, the requirement for the degree conferment is a successfully completed intermediate-level English language exam at any accredited language exam centre.

A certificate verifying knowledge of a second language must be presented when applying for the doctoral defence.

International students whose native language is not English, must hold, at the time of the degree conferment, a B2-level English language certificate (or an equivalent certificate or diploma, e.g., an MSc diploma completed in English) that meets the requirements of the European Framework of Reference for Languages.

17. Preliminary disputation (home defence)

The preliminary disputation (home defence) of the doctoral dissertation must be organised at the department or organisational unit where the doctoral student conducted his/her research. The supervisor appoints one external reviewer (from a higher education institution outside MATE) and one internal reviewer (or more if necessary) to evaluate the dissertation. The

preliminary disputation is chaired by a full-time university professor, a professor emeritus, or, in exceptional cases, a habilitated associate professor.

During the seminar, the doctoral candidate presents the main research results and outlines new scientific contributions in a 20-minute free presentation.

The doctoral candidate provides a written response to the written evaluations of the reviewers received prior to the preliminary disputation.

During the preliminary disputation, it must be confirmed that

- the dissertation meets the formal and content requirements set out in the Doctoral Regulations (DR),
- the results presented in the dissertation are the candidate's own work,
- the dissertation contains new scientific findings,
- the candidate's publications meet the minimum requirements established by the Doctoral Program, which is verified by the HSB/MTMT database.

Based on the evaluations of the reviewers and the preliminary disputation, the qualified professional degrees (at least six committee members, excluding the supervisor and co-supervisor) participating in the disputation declare whether the dissertation can be submitted to the Doctoral Council (DHC). The preliminary disputation may be reconvened, or substantial revisions to the dissertation and thesis booklet are recommended if new experiments, additional data collection, or major restructuring are deemed necessary during the disputation.

A minute of the preliminary disputation shall be prepared (see Appendix – Preliminary Disputation/Home defence). The minute must be signed by the presiding chair, the secretary (minute-taker), and the two reviewers. The minute of the preliminary disputation (2–3 pages), the attendance sheet, and the reviewers' evaluations shall be attached when applying for the public defence.

18. Degree conferment procedure, publication requirements

Within three academic years following the successful completion of the complex exam and the preliminary disputation, the doctoral student must apply for the public defence using the application form specified in DR 20.§, Appendix 4a, and submit the doctoral dissertation along with the thesis or theses booklet.

The initiation of the process for obtaining the doctoral degree must be requested via the NEPTUN TR system, provided that the following conditions are met:

- completion of the absolutorium,
- fulfilment of the minimum publication requirements established by the Doctoral School.

Required minimum publications

The candidate must have two first-author, English-language, peer-reviewed publications in a Q1–Q4 journal with an IF based on their PhD dissertation, proof of acceptance of publications is also acceptable. Additionally, the candidate is required to give at least one presentation - oral

or poster - at an international conference and one at a Hungarian conference, certified with proper documentation.

Additional requirements:

- **Doctoral Program of Animal Science:** For Hungarian-speaking candidates, at least one scientific publication in Hungarian.
- **Doctoral Program of Horticultural Sciences:** For Hungarian-speaking candidates, at least one peer-reviewed Hungarian-language publication (in a journal with an IF or listed by the Hungarian Academy of Sciences).

Requirements for the preparation of the dissertation:

The formal and content-related requirements for the dissertation are specified in detail in Annex 6 of the Doctoral Regulations (DR).

In addition, according to the provisions of the Doctoral Regulations of the University, it is possible to submit a so-called “short dissertation.” This option is available if the candidate has at least three scientific publications in Q1 journals as the first author, with at least three of the papers published by two different publishing offices.

For a short dissertation, the formal requirements are as follows:

The introduction must clarify the significance, originality, background, and provide the literature review of the research, as well as the research objectives. This should be followed by a concise summary of the new results, with references to the attached scientific publications where necessary. For methodological descriptions, referencing the published articles is sufficient when relevant. In addition to a thesis-style summary of the new scientific results, the new results should be presented and synthesized highlighting the contribution to the scientific progress of the narrower research field and outlining potential applications. The bibliography may be included as an appendix. This textual summary should be at least 50 pages long (in accordance with the formal requirements outlined in Appendix 6 of the DRU) and accompanied by the publications.

Alongside the short dissertation, the theses must be submitted in the same manner as for a “classic” dissertation, following the specifications in Appendix 6 of the EDRU.

Within one year of submitting the doctoral dissertation, the doctoral candidate must publicly defend the dissertation before the designated Review Committee (see defence procedure). Detailed regulations for this procedure are provided in §25 of the DR.

19. Rules of the Habilitation Procedure, requirements

In matters of habilitation, the Doctoral School acts in accordance with, and in alignment with, the University Habilitation Regulations.

At the University, habilitation procedures may be conducted only in those scientific disciplines in which the institution is authorised to offer doctoral training and confer doctoral degrees. Accordingly, within the Doctoral School of Agricultural and Food Sciences, habilitation procedures may be initiated in the following scientific fields:

- Animal Science,
- Food Sciences,
- Crop Production and Horticultural Sciences.

The conditions for conducting the habilitation procedure and the requirements for preparing the application are regulated by Section 6 of the MATE University Habilitation Regulations.

The habilitation application submitted to the Doctoral and Habilitation Council (DHC) is forwarded by the head of the DHCE to the relevant Doctoral School (DS). The scientific secretary of the DS examines whether the applicant has submitted all documents required by the Habilitation Regulations and whether the application formally meets the criteria for evaluation.

If any documents are missing, the applicant is requested to provide the missing documents. If the submission of these supplementary documents takes place after the specified deadline, the University considers the application as submitted for the next application period.

After this verification, the head of the Doctoral School forwards the habilitation application to the head of the relevant doctoral program.

The program leader evaluates whether the applicant meets the minimum habilitation requirements established by the Doctoral School.

The program leader may, at their own discretion, invite additional experts to contribute to the assessment.


The evaluation is then submitted to the Program Council for review. The program leader forwards the opinion of the Program Council – which also includes the proposed members of the Evaluation Committee and the suggested titles of the lectures to be held in Hungarian and in a foreign language – to the Council of the Doctoral School (CDS). If supported, the CDS submits the proposal to the Doctoral and Habilitation Council (DHC) for final approval.

The publication and other requirements related to habilitation are determined by the respective doctoral programs.

20. Miscellaneous and other provisions

This Regulation was adopted by the Senate with Resolution No. 164/2025 (IX. 01.) on September 1, 2025, and has been in effect since the date of its adoption.

Gödöllő, 1 September 2025.


Dr. Csaba Gyuricza
rector



Appendices:

- University forms
- Doctoral Research Topic Announcement Form
- Course description form
- Research plan
- Table for credit recognition for individual applicants
- Annual evaluation form for doctoral students
- Preliminary disputation documentation
- Public defence protocol
- Point system for habilitation requirements