



HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES

DOCTORAL SCHOOL OF AGRICULTURE AND FOOD SCIENCES (AÉTDI)

RULES OF PROCEDURE

Gödöllő

Effective from: 2026. August 28.

Pursuant to the authorisation granted under Section 7(1) of the University Doctoral Regulations (hereinafter: EDSZ) of the Hungarian University of Agriculture and Life Sciences (hereinafter: MATE or the University), this document sets out the Rules of Procedure of the Doctoral School of Agriculture and Food Sciences (AÉTDI, hereinafter: ÁÉTDI).

There are three doctoral programmes within the AÉTDI:

- Doctoral Programme in Animal Science
- József Farkas Doctoral Programme in Food Science
- Doctoral Programme in Plant and Horticultural Sciences

AÉTDI's classification by field of science: agricultural sciences

AÉTDI is authorised to provide doctoral programmes, conduct degree award procedures and award doctoral degrees in the following disciplines:

- animal science,
- food sciences,
- crop production and horticultural sciences.

I. In accordance with Section 3(3)(b) of the EDSZ, the detailed rules governing doctoral dissertations in AÉTDI's doctoral programmes are as follows:

In accordance with the provisions of the EDSZ, it is also possible to submit a so-called short dissertation. This may be done if the candidate has at least three Q1-ranked scientific publications in which they are the first author. At least two of the three articles must have been published by different publishers.

The formal requirements for a short dissertation are as follows:

- Introduction: the introduction must explain the significance, originality, background and literature review of the research, as well as its objective.
- Summary of new findings: the new findings must be summarised concisely, with references to the attached scientific publications where necessary. In the case of methodological descriptions, it is sufficient to refer to published works where relevant.
- In addition to summarising the new scientific findings in the form of theses, the results must also be presented in a synthesised form, placing them within the context of scientific progress in the specific field and the potential applications of the findings.
- The bibliography may be included as an appendix.
- This textual summary must be at least 20 pages in length (in accordance with the formal requirements set out in Appendix 6 of the EDSZ), and the articles must be attached to it.

In addition to the short dissertation, the theses must be submitted in a manner similar to those of a 'classic' dissertation, as specified in Appendix 6 of the EDSZ.

II. In accordance with Section 3(28) of the EDSZ, the detailed rules concerning external supervisors in the AÉTDI doctoral programmes are as follows:

The detailed rules applicable to DI supervisors also apply to external supervisors (see Section IV of the MSZ)

III. In accordance with Section 7(11) of the EDSZ, the detailed rules governing the Head of the Programme Committee (hereinafter referred to as: PT and the operation of the PT in the AÉTDI doctoral programmes are as follows:

There are three doctoral programmes (DPs) operating in AÉTDI, with the following research areas:

- Doctoral Programme in Animal Science

Research area: the breeding of animal species of economic importance and related scientific fields (animal physiology, animal nutrition, animal breeding and genetics, animal biotechnology, wildlife management, aquaculture and fisheries management).

- József Farkas Doctoral Programme in Food Science

Research areas: food certification, food safety, food technology, food physics, food chemistry, food industry operations, food biotechnology, nutritional physiology.

- Doctoral Programme in Plant and Horticultural Sciences

Research areas: physiology, biology, genetics, biotechnology, breeding and cultivation of arable and horticultural crops; mycology of macrofungi; plant protection; ornamental plants and dendrology; medicinal and aromatic plants, fruit and vegetable crops; viticulture, turf management.

In addition to the tasks set out in Section 7 of the EDSZ, the PT:

- assesses the performance of individual applicants;
- assesses and decides on student applications, requests, except for those referred by the EDSZ to the jurisdiction of another person or body;
- assesses applications for habilitation.

The head of the PT is the head of the DP, who is a professor and a core member of the AÉTDI.

IV. With regard to Section 7(12) of the EDSZ, the detailed rules concerning lecturers, supervisors, dissertation topic announcers, the scientific secretary, the head of the doctoral programme (hereinafter: DP) and the secretary of the DP in the AÉTDI's doctoral programmes are as follows:

The **head of the DP** is a professor and a core member of the AÉTDI.

The duties and responsibilities of the head of the DP are as follows:

- to represent the interests of the DP on the Disciplinary Doctoral Council (hereinafter: TTT);
- to maintain direct contact with the supervisors and lecturers working for the DP;
- to make proposals regarding the modules and research topics to be advertised within the doctoral programme;
- to make proposals to the admissions committee and to represent the DP there;
- organises the assessment of students' work plans and then evaluates them;
- organises and coordinates complex examinations and students' annual reports (where relevant);
- provides opinions on disputed academic and examination matters of doctoral students;
- records and monitors the use of state funding approved for the doctoral programme;
- ensures that habilitation applications are reviewed.

The **programme secretary** is a qualified lecturer or researcher appointed by the head of the programme to assist with their work, and is a full-time employee of the University.

The duties of the secretary of the head of the programme are as follows:

- to prepare the proposals of the PT and draw up the minutes of the meetings of the PT;

- to organise applications from international students and tasks relating to the admissions process;
- to organise student forums;
- to organise the review process of applications related to AÉTDI (EKÖP, KDÖP, etc.) and the associated reports;
- to assist the head of the programme in all matters;
- to maintain contact with the scientific secretary of the DI;
- to maintain contact with students of DP.

The DP's research groups

AÉTDI may operate research groups within its programmes. Their leaders are appointed by the head of the programme and approved by the TTT. Their responsibilities include overseeing the academic work carried out within the research group, organising the entrance and complex examinations for domestic and international students, and preparing the annual reports (where relevant). The leaders of the research groups maintain direct contact with the students in their research group, the supervisors and the lecturers.

The head of AÉTDI appoints a **scientific secretary** to carry out other academic management and organisational tasks at AÉTDI; this person is a qualified lecturer or researcher (holding a PhD) employed by the University.

The scientific secretary's duties within the AÉTDI are as follows:

- to oversee the records and student administration falling within the AÉTDI's remit;
- to act on matters delegated to them by the head of the AÉTDI;
- to maintain contact with the Doctoral Habilitation Centre (hereinafter referred to as: DHK), the scientific secretaries of the other DI-s at MATE, and the programme secretaries;
- to prepare the meetings of TTT;
- to draft the AÉTDI's positions, approved by the head of the AÉTDI;
- to prepare documents for submission to the University Doctoral and Habilitation Council (hereinafter: EDHT).

The scientific secretary is also the secretary of the TTT and a member with voting rights.

The supervisor of the doctoral dissertation (hereinafter: supervisor)

The supervisor shall primarily be a person employed by the University or a professor emeritus/emera. Upon the recommendation of the head of the Doctoral Programme (DP), the PT may also appoint an external expert to perform the duties of a supervisor, provided that the expert has had a long-standing professional relationship with the University and is a recognised researcher in a specific field. The supervisor is responsible for the financial management relating to the PhD student. If the supervisor is not employed by the University, the head of the doctoral programme shall also review the supervisor's proposals concerning financial management – regardless of the amount involved.

In the case of a new supervisor, approval is based on a review of the applicant's professional and publication record in the Hungarian Scientific Works Repository (hereinafter: MTMT) and the submission of a written professional document containing the following information:

- the supervisor's position, place of employment, professional qualifications, academic degree and language skills;
- their 10 most important scientific publications (of which 5 must have been published in the last 5 years in the specific discipline in which they intend to supervise); citations of these, and the number of journal articles published in the last 5 years in Q1–3-ranked journals;

- their most significant successful research grants (title, duration, funding, amount);
- a brief description of their professional activities, professional accolades, study visits lasting longer than one month, and international connections; and
- statements confirming that, as an invited member of AÉTDI, they undertake to participate regularly in the teaching and research work of AÉTDI and will not be absent abroad for a prolonged period (longer than one year).

Additional requirements for the supervisor:

- fulfilment of the publication requirements expected of senior lecturers and researchers at MATE in the relevant field of study (as verified by the MTMT database);
- a supervisor may not have more than nine doctoral students at any one time – or more than six until the student has obtained their certificate of the completion of doctoral studies;
- it is their primary responsibility to establish a personal working relationship with the doctoral student, within the framework of which they supervise, guide as necessary, and assist the doctoral student's research work;
- regularly monitors the doctoral student's research work, keeps abreast of any problems or difficulties that arise, and assists in resolving them;
- the supervisor is obliged to notify the PT if any problems or delays arise in the candidate's work, or if the successful completion of the dissertation within the prescribed deadline is in jeopardy;
- the supervisor is responsible for the academic and financial management of the doctoral student's research work;
- each year, the supervisor assesses the doctoral student's academic activity on an evaluation form and gives their opinion on the continuation of their further research; at the end of each semester, they certify the completion of the research work with their signature and award credits for it;
- oversees the organisation of preliminary disputation, and invites a chair, a secretary and the reviewers.

The same requirements apply **to external supervisors** and **co-supervisors**.

The person **announcing the doctoral topic (topic announcer)** is an active lecturer or researcher holding an academic degree, whose topic announcement has been approved by the PT and who meets the requirements set for supervisors.

A new topic is announced by submitting the doctoral topic announcement form set out in Annex 1 to the programme secretaries electronically.

Modul coordinator

The module coordinator is a university lecturer or researcher holding an academic degree, a professor emeritus or emerita, or an active or retired professional recognised in their field of science and holding an academic degree, who oversees the teaching of the modules prescribed by the AÉTDI within the framework of the approved module syllabi.

The person responsible for the module and the module itself are approved by the PT, for which the submission of the module description form (Annex 2) is required.

V. With regard to Section 11(3) of the EDSZ, detailed rules governing additional fees relating to the research programme of doctoral students participating in self-funded programmes in the AÉTDI's doctoral programmes are as follows:

The AÉTDI has no specific detailed rules.

VI. In accordance with Section 13(2)(a) of the EDSZ, detailed rules regarding the requirements expected of applicants in relation to their qualifications for the AÉTDI's doctoral programmes are as follows:

Agricultural, animal husbandry, horticultural, food, landscape architecture, forestry or chemical engineers, veterinary surgeons, biologists – or, in the case of applicants with other qualifications, subject to the individual decision of the admissions committee – a degree obtained in a master's or integrated/undivided degree programme with at least a 'good' grade, or a certificate attesting to an equivalent university-level qualification or professional qualification (for those who graduated more than three years ago, the latter condition does not apply).

VII. In accordance with Section 13(2)(c) of the EDSZ, the detailed rules regarding the requirements for the applicant's prior academic activity in the AÉTDI's doctoral programmes are as follows:

Verified participation in a Scientific Students' Conference (TDK) (TDK, OTDK), and/or authorship or co-authorship of a scientific or popular science publication.

VIII. In accordance with Section 13(4)(a) of the EDSZ, detailed rules regarding the requirements for demonstrating outstanding academic and research knowledge of exceptionally talented applicants who may be admitted to study in parallel with a Master's programme in the AÉTDI doctoral programmes:

The presence of any of the following shall be accepted as evidence of outstanding achievement:

- 1st prize in the OTDK;
- a grade point average of 4.8 in the last semester;
- at least one scientific publication.

When assessing performance, any other documented achievement deemed outstanding by the Admissions Committee may be taken into account, e.g. involvement in teaching (leading practical sessions, performing teaching assistant duties) or popular science publications.

IX. In accordance with Section 13(4)(b) of the EDSZ, the detailed rules regarding the requirements for demonstrating outstanding academic and scientific knowledge for exceptionally talented applicants studying in the final two academic years of an integrated/undivided Master's programme in the AÉTDI's doctoral programmes are as follows:

The achievements that may be taken into account are the same as those described in Section VIII of the MSZ.

X. In accordance with Section 13(5)(a)(ag) of the EDSZ, detailed rules regarding the additional admission requirements and supporting documents required by the AÉTDI for its doctoral programmes:

- a letter of recommendation from a recognised expert,
- submission of a detailed, 3–4-page research proposal setting out the significance of the research topic, the planned research strategy and methods, expected results, and a few relevant publications on the topic.

XI. With regard to Section 13(5)(d) of the EDSZ, the detailed rules concerning additional foreign languages accepted from international applicants for AÉTDI doctoral programmes are as follows:

For doctoral candidates whose mother tongue is not Hungarian, the entry requirement is a state-recognised or equivalent language examination certificate in English at least at intermediate level or a degree obtained from a Master's programme taught in English .

XII. In accordance with Section 14(4) of the EDSZ, the following detailed rules apply to the admission scoring process for AÉTDI doctoral programmes:

The following are required for a successful application:

- familiarity with the relevant literature in the chosen subject area;
- proficiency in experimental and methodological issues;
- a reference from a recognised expert;
- for applicants applying for self-funded study or those preparing individually, a statement from their employer confirming that the necessary research (workplace) conditions are in place;
- for individually preparing applicants, evidence of several years' research work, verified language proficiency and a publication record demonstrating a successful academic career;
- for doctoral students whose mother tongue is Hungarian: a state-recognized intermediate-level, Type C or B2-level complex language examination certificate in a major world language (English, French, Spanish, Russian or German), or an equivalent document, or a degree certificate obtained in a master's degree programme taught in English;

XIII. In accordance with Sections 14(4) and (8) of the EDSZ, the following detailed rules apply to the admission scoring of international applicants for the AÉTDI's doctoral programmes:

For doctoral students whose native language is not Hungarian, the condition for application is a state-recognised or equivalent language examination certificate in English at least at intermediate level, or a degree obtained from a Master's programme taught in English.

XIV. In accordance with Section 16(5) of the EDSZ, other specific requirements relating to doctoral studies in the AÉTDI's doctoral programmes:

The doctoral student's work plan and annual assessment of their work

Following enrolment in the programme, the doctoral student shall draw up a research plan under the supervision of their supervisor in accordance with Annex 3. This shall set out their study plan (the names and credit values of the modules planned to be completed in the first four semesters), a detailed research plan, and a budget outlining the funding for the research and the sources of these funds. The doctoral student shall submit the work plan, following the supervisor's signature, to the programme secretary or the head of the research group by 15 October, or by 15 March in the case of a mid-year intake programme. The head of the programme is responsible for assessing the work plan. Based on the assessments, the PT decides on its acceptance as follows: 'accepted without changes', 'accepted with

amendments’, or ‘returned for revision’. In the event of a ‘returned for revision’ decision, the PT will reconsider the work plan.

Doctoral students participating in the organised programme must prepare an annual report on their academic and research work. They fulfil this obligation by completing the doctoral student assessment form (Annex 5). In the table set out in Section I (during years 1–3 of the programme) or Section II (in the fourth year of the programme) of the assessment form, the supervisor(s) provide a substantive written assessment of the doctoral student’s activities and make a recommendation regarding the continuation of the programme, the expulsion of the doctoral student, or the award of an absolutorium (at the end of the fourth year of the programme). Doctoral students must upload the completed assessment forms, signed by the supervisor(s), in PDF format to the AÉTDI E-learning platform (module name: Doctoral School of Agricultural and Food Sciences – the programme secretary will send the same information letter to students and supervisors regarding the technical details of submission), by 20 June each year at the latest, or by 10 January in the case of a mid-year intake programme. The head of the programme and the programme secretary (or the head of the research group) review these and inform the members of the PT in its meeting about the doctoral students’ progress.

The head of the programme, with the involvement of the PT if necessary, investigates cases in which the supervisor has stated on the assessment form that the doctoral student should be excluded or is unsuitable for research work. The PT makes a recommendation, the TTT examines it, and, based on this recommendation, the head of the AÉTDI decides whether to allow the doctoral work to continue or to terminate it.

XV. In accordance with Section 17(1)(b) of the EDSZ, the detailed rules concerning the second foreign language required for the conferment of the degree, the certification thereof, and the range of accepted languages in the AÉTDI’s doctoral programmes are as follows:

The programme completion requirement of AÉTDI for doctoral students whose mother tongue is Hungarian is at least an intermediate-level, ‘C’ type or ‘B2’ level state-recognised complex language examination certificate, or an equivalent qualification, or a degree obtained from a Master’s programme taught in English. If this required language proficiency is demonstrated in English, proof of proficiency in a second language is not required.

If the language of the intermediate-level language examination is not English, an ‘A2’ level language examination certificate in English, or an equivalent certificate or degree, is required for graduation. An exception to this is the Animal Science Programme, where the programme completion requirement is a successfully completed intermediate-level English language examination at any accredited examination centre.

A document certifying proficiency in a second language (if relevant) must be submitted when applying for the doctoral defence.

In the case of doctoral candidates whose mother tongue is not Hungarian, if the candidate is not a native speaker of English or did not obtain their degree in a Master’s programme taught in English, they must, upon award of the degree, hold a ‘B2’ level language examination certificate in English that meets the requirements of the Common European Framework of Reference for Languages, or an equivalent certificate or diploma.

XVI. In accordance with Section 18(7) of the EDSZ, detailed rules regarding additional supervised research and publication credits that may be recognised for the purpose of

reducing the duration of the research and dissertation phase in the AÉTDI's doctoral programmes:

Research and publication credits are recognised on the basis of the doctoral student's annual assessment form, as specified in Annex 5 of the MSZ and in Section 2.6 of the Training Plan.

XVII. Subject to Section 21 of the EDSZ, detailed rules concerning individually preparing students in the AÉTDI doctoral programmes:

The PT assesses the scientific, publication and professional achievements submitted by the individual applicant and awards credits (Annex 4). If this credit total reaches the minimum required for the complex examination (90 credits), the individual candidate may take the complex examination.

XVIII. Subject to Section 23(3)(b) of the EDSZ, the detailed rules regarding the certification and documentation of the independent scientific work required for the **award of a degree in the AÉTDI's doctoral programmes are as follows:**

Two first-author publications in English, published in Q1–Q3-ranked journals, on the topic of the candidate's PhD dissertation; of these, only one may be a 'review', whilst the other must be a publication presenting the candidate's own research findings. (Proof of acceptance of the papers is also acceptable.) In the case of a publication with shared first authorship, a co-author statement must specify which author counts the publication towards the fulfilment of the minimum publication requirements. In addition, candidates are required to have delivered a presentation or presented a poster at a minimum of two conferences, with proof of this provided.

Further requirements:

- For the Doctoral Programme in Animal Sciences: one scientific paper in Hungarian for students whose mother tongue is Hungarian.
- For the Doctoral Programme in Plant and Horticultural Sciences: one peer-reviewed paper in Hungarian (in a journal with an Impact Factor or listed by the Hungarian Academy of Sciences) for students whose mother tongue is Hungarian.

The formal and substantive requirements for the preparation of the dissertation are set out in Appendix 6 of the EDSZ.

XIX. In accordance with Section 24(1) of the EDSZ, the detailed rules governing applications for the complex examination in the AÉTDI doctoral programmes are as follows:

The requirement for applying for the complex examination is the completion of at least 70 credits via the NEPTUN Unified Education System (except for individually preparing students). Admission to the complex examination is conditional upon having 90 credits, including the acquisition of all the study credits prescribed in the AÉTDI curriculum for the 'training and research phase' of the doctoral programme (the first four semesters). For those who do not hold an intermediate-level (or equivalent) language certificate in English, the dissertation component of the complex examination will be conducted in English. However, this does not fulfil the English language proficiency requirements for the degree, which are necessary for applying to the defence of the dissertation.

Further requirement:

For the József Farkas Doctoral Programme in Food Science: at least one published/accepted English-language article with an impact factor (Q1–Q3) on the topic of the PhD dissertation.

XX. With reference to Section 25(4) of the EDSZ, the detailed rules governing the preliminary disputation in the AÉTDI's doctoral programmes are as follows:

The preliminary disputation of the doctoral dissertation must be organised at the department of the institute or organisational unit where the doctoral candidate conducted their research. The supervisor shall invite one external reviewer (from a higher education institution outside MATE) and one internal reviewer (or more, if necessary) to act as reviewers for the dissertation. The preliminary disputation shall be chaired by a university professor, a habilitated associate professor, a habilitated college lecturer or a lecturer or researcher holding the title of Doctor of the Hungarian Academy of Sciences (MTA), all of whom are in an employment relationship with the University, or by a Professor Emeritus or Emerita of the University.

During the preliminary disputation, the doctoral student or candidate presents their main research findings and outlines their new scientific results in a 30-minute free-form presentation. The candidate responds in writing to the written reviews received prior to the preliminary disputation.

During the preliminary disputation, it must be established that:

- the dissertation meets the formal and substantive requirements set out in the EDSZ;
- the dissertation contains new scientific findings and that these are the candidate's own findings;
- the candidate's publication record meets the minimum requirements set by the AÉTDI and the DP, which are verified on the basis of the MTMT.

The reviewers, as well as the experts present who hold academic degrees (the committee shall consist of at least six people, excluding the supervisor and the co-supervisor), shall express their opinion on whether the dissertation may be submitted to the Doctoral and Habilitation Centre (hereinafter: DHK).

It is recommended that the preliminary disputation be repeated and that the dissertation and its theses be substantially revised if, during the preliminary disputation, it is decided that further experiments need to be designed, new data collected or substantial changes made.

Minutes must be taken of the preliminary disputation (Annex 6b). The minutes of the preliminary disputation shall be signed by the chair, the secretary (minute-taker) and the two reviewers. The minutes (its length: 2–3 pages), the attendance sheet and the reviewers' reviews must be attached when applying for the public defence.

One of the reviewers who assessed the dissertation during the preliminary disputation may also be invited to the public defence to fulfil the duties of a reviewer.

XXI. In accordance with Section 26(2) of the EDSZ, the detailed rules governing the demonstration of proficiency in a second foreign language required for application for the doctoral defence in the doctoral programmes of the AÉTDI are as follows:

When applying for a doctoral defence, the provisions set out in Section XV of the MSZ shall apply to the certification of foreign language proficiency.

Further detailed rules governing the operation of the AÉTDI

Habilitation procedure

With regard to the provisions concerning the habilitation procedure, the provisions of the University Habilitation Regulations shall apply.

In matters of habilitation, the AÉTDI shall act in accordance with the University Habilitation Regulations, in line with the provisions set out in Chapter II: Habilitation Procedure.

At the University, the habilitation procedure may be undertaken in those disciplines in which the University is authorised to offer doctoral programmes and award doctoral degrees. Within the AÉTDI, the habilitation procedure may be initiated in the following disciplines:

animal science,
food sciences,
crop production and horticultural sciences.

The requirements for initiating and conducting the habilitation procedure, and the method for preparing the application, are governed by Sections 5 and 6 of the University Habilitation Regulations.

The requirements relating to 70 per cent of the minimum requirements and the general and discipline-specific quality expectations set by the Hungarian Higher Education Accreditation Committee for university lecturers are set out in Annex 7.

The provisions set out in Chapter II, 'Habilitation Procedure', of the University Habilitation Regulations apply to the conduct and assessment of the habilitation procedure and the award of the title of habilitated doctor (Dr. habil.).

Financial Management of the AÉTDI/DP

1. Separation of responsibilities and powers

- The supervisor is primarily responsible for the academic and professional supervision of the Phd student's research activities and for ensuring that the financial requirements related to the research are academically justified.
- The head of the DI is responsible for the efficient use of the AÉTDI's resources, while the head of the DP is responsible for the efficient use of the DP's resources.

2. Financial planning and budgetary management

- The financial planning of the AÉTDI and the DPs must be carried out in accordance with the university's budgetary and financial planning procedures, based on the guidelines of the Chief Financial Officer.

- Planning is carried out broken down by financial centres (PÜK), taking into account anticipated tasks, research requirements and operating costs.
- The Head of AÉTDI shall provide information on the available annual budgets to the Head of the DP, and the Head of the DP shall in turn provide this information to the supervisors, to ensure that professional decisions are in line with financial resources.
- When utilising the budget, the principles of economy, efficiency and effectiveness must be upheld.

3. Authorisation of payments and procurement processes

- The supervisor is authorised to initiate a procurement request in the form of a professional proposal. The procurement process is initiated by the authorised administrator in accordance with the University's procurement regulations.
- The documentation, approval and monitoring of financial and procurement processes may only take place via the University's official electronic administration system (ENYA).
- Verification of the professional justification for any costs incurred and their professional approval fall within the remit of the head of the programme.
- The authority to enter into commitments is exercised by the Chair of the EDHT in accordance with University regulations.

4. Main areas of the Use of the Available Budget

In the interests of transparency and consistent practice in budget management, it is advisable to define the areas in which the use of budget is eligible.

I. AÉTDI central budget

It may be used to finance central tasks relating to the operation of the AÉTDI:

a) operating and administrative expenditure:

- office supplies, printing and reproduction costs, IT and administrative equipment,

b) personnel-related expenditure:

- payments relating to the performance of additional duties associated with supervision or professional work, expert and translation services.

II. Research budgets of doctoral programmes

The following may be used to support doctoral students' research activities:

a) research-related material costs:

- materials, chemicals, consumables, literature, database access;

b) publication costs:

- journal publication fees, 'open access' fees, peer review and language services;
- the level of funding may be differentiated according to scientific classification categories (Q, D or other classifications);

c) conference participation:

- domestic conferences, international conferences, registration fees, travel and accommodation costs;

d) equipment purchases:

- IT equipment, laboratory equipment.

5. Record-keeping and data reporting obligations

- The operational record-keeping duties of the AÉTDI and the DP's are carried out by the persons designated by them.
- The central storage, monitoring and processing of financial and management data for controlling purposes shall be carried out by the University's Controlling Department.

Final provisions

These Rules of Procedure were adopted by the Senate of the Hungarian University of Agriculture and Life Sciences by Resolution No. 140/2026 (VIII.27.) and shall enter into force on the day following their adoption.

Gödöllő, 27 August 2026.

Dr Csaba Gyuricza
Rector, Chair of the Senate

Appendices:

Appendix 1.: Topic announcement form

Appendix 2.: Module description form

Appendix 3.: Guidelines for drawing up a study plan for admitted students

Attachment 3a.: Guidelines for the assessment of work plans for students enrolled in organised doctoral (PhD) programmes

Appendix 4.: Calculation of credits awarded for academic performance for the admission of students individually preparing to the complex examination

Appendix 5.: Assessment form for the study and research work of doctoral students

Appendix 6.: Guidelines for organising and conducting the preliminary disputation

Appendix 6a.: Script for the preliminary disputation

Appendix 6b.: Minutes of the preliminary disputation (template)

Appendix 6c.: Invitation to the preliminary disputation (template)

Appendix 6d.: Attendance sheet for the preliminary disputation (template)

Appendix 7: Point-based assessment of the achievements required upon submission of the habilitation application

Appendix 1.

DISSERTATION TOPIC ANNOUNCEMENT FORM

Please complete the table in accordance with the specified criteria and submit it electronically to the Secretary of the Doctoral Programme or the head of the research group by 15 November and 30 April each year

Name:	Institute
	Department
Title:	Title in English:
Brief summary of the topic:	In English*:
Requirements:	Requirements*:
Funding already secured for the advertised topic:	
Three publications by the announcer of the topic, published in the last 5 years and related to the topic to be announced; MTMT ID:	
Other information:	

*provided the topic can also be advertised in English

Appendix 2

MODULE DESCRIPTION FORM

Module title/Neptun code:	Credit value:
Module coordinator (name, position, academic title):	
Lecturer(s) involved in teaching the module, if any (name, position, academic title):	
Module classification: compulsory / optional	
Type of lesson: lecture/seminar/practical/tutorial and total number of lessons in the given semester:lessons	
What methods, (<i>specific</i>) tools, tasks and exercises are used to impart the relevant knowledge, e.g. case studies, case analysis, project work, others....	
Method of assessment (exam / practical grade / other):	
Assessment method(s) used in the assessment:	
Placemant of the module in the curriculum (which semester):	
Prerequisites (if any):	
Module description: a concise yet informative description of the module's objectives and the knowledge to be acquired	
Module topics/semester syllabus:	
A list of the 2–5 most important <i>compulsory</i> literature (notes, textbooks) with bibliographic details (author, title, publication details, page numbers, ISBN):	
A list of the 2–5 most important <i>recommended</i> literature (notes, textbooks) with bibliographic details (author, title, publication details, page numbers, ISBN):	
What are the professional competences, competence elements and skills to which the module typically makes a substantial contribution (knowledge, ability, attitude, autonomy and responsibility):	

Appendix 3

GUIDE TO DRAWING UP A WORK PLAN FOR STUDENTS WHO HAVE BEEN ACCEPTED

Cover page:

Name of the PhD student:
Name of doctoral programme, head:
Supervisor of the doctoral dissertation:
Co-supervisor of the doctoral dissertation:
Title of doctoral dissertation:
Type of programme (state-funded scholarship, self-financed):

Study plan:

Modules (compulsory, elective), module coordinators, credit points, and the schedule of modules by semester.

Research plan (length: 5–10 pages):

Title of the research topic:
Background to the research topic with references:
Objectives, methodology and description of experiments:
Schedule for the preparation of the dissertation:
Publication plan:
Schedule for study visits (domestic and abroad):
Schedule for obtaining the required language qualification

Budget plan (with sources indicated):

Main items of experimental costs, professional travel, events and other operating costs.

Clause:

Opinion of the doctoral supervisor:

Opinion of the supervisor's line manager (head of department, director of institute):

Opinion of the head of the doctoral programme:

Opinion of the head of the employing organisation (required only for doctoral students participating in fee-paying programmes):

Date, signature.

Note:

It is the doctoral student's responsibility to obtain the opinions set out in this clause.

The doctoral student shall submit the research plan to the DP secretary or the head of the research group, following the supervisor's signature, by 15 October, or by 15 March in the case of a mid-year intake.

Appendix 3.a:

**GUIDELINES FOR PREPARING A WORK PLAN REVIEW
FOR STUDENTS ENROLLED IN ORGANISED DOCTORAL (PhD) PROGRAMMES**

We kindly ask our esteemed Reviewer to prepare the review in the same language as the work plan, so that the PhD student may also be able to read the assessment.

Doctoral student's name:	
Doctoral school:	
Doctoral programme:	
Doctoral research group:	
Supervisor of the doctoral dissertation:	
Co-supervisor of the doctoral dissertation:	
Title of the doctoral research topic:	
Type of programme (scholarship/self-funded):	

Criteria for evaluating the research proposal:	
Title of the research topic and its relevance:	
Presentation of the background to the research topic, references of literature:	
Quality of the description of the objectives, methodology and experiments:	
Assessment of expected new scientific results and their feasibility:	
Are the practical/developmental outcomes to be achieved realistic/feasible, and have they been presented?	
Timetable for the preparation of the dissertation:	
Publication plan (if any):	
Schedule for study visits (domestic and abroad) (if applicable):	
Schedule for obtaining the required language certificate (if applicable):	

Recommendation for the approval of the work plan:

1. Recommended for approval by the PT, without amendments or with minimal amendments
2. Recommended for approval with amendments; a second review is required
3. A complete revision is recommended; approval in its current form cannot be supported.

Date, signature.

Appendix 4**CALCULATION OF CREDITS AWARDED FOR PROFESSIONAL ACHIEVEMENTS
TOWARDS THE ADMISSION OF INDIVIDUALLY PREPARING CANDIDATES TO THE
COMPLEX EXAMINATION**

Eligible performance Beszámítható teljesítmény	Credits
Previous academic credits	
Previously successfully completed PhD module	6 / module
Participation in profession-related training	4 / module
Second degree in a related field of science	6
Certification of other professionally recognised training	4 / module
Maximum total credits that can be recognised	30

Publications
In accordance with the rules set out in Tables 2 and 3 of the AETDI Training Plan

Other professional achievements	
State-recognised variety or patent (domestic or foreign)	6 / 10
Other technological development (domestic / foreign)	6 / 10
Participation in research projects, domestic / international depending on the nature of participation	between 6–10 / 10–15
Accolade by a domestic or international professional organisation or scientific society	3 / 5

Regular teaching activities at university	
Course/module title, university, degree programme, level of study and duration to be taken into account	max. 10
First Prize or Grand Prize at the OTDK	3
OTDK 2nd or 3rd prize, MÉTE TDK 1st, 2nd or 3rd prize, or university TDK 1st prize	2
Supervision (dissertation, thesis, TDK)	2 / thesis

Credits may only be awarded for work that is authentically substantiated by appropriate documentation.

Appendix 5

ANNUAL ASSESSMENT FORM for PHD STUDENTS

For AÉTDI doctoral students

PhD student's name:

Neptun code:

Email address:

Year of study:

Type of study:

Doctoral programme:

Doctoral Research Group:

Supervisor(s):

Research topic title:

Institute/Department:

Number of credits earned:

Credits	1st semester	2nd semester	3rd semester	4th semester	Total*
Academic (study)					
Research					
Publications					
Teaching					
Other					
Total					
	5th semester	6th semester	7th semester	8th semester	Total**
Research					
Publications					
Teaching					
Other					
Total					

* Total credits earned in the first four semesters.

** Credits earned throughout the entire PhD programme.

Activities undertaken in the given year:

Academic activity:

Module title	Module code	Credits	Comments
'A' compulsory			
'B' compulsory elective			
"C" elective			For other MATE Doctoral Programme or non-MATE PhD modules, please attach the document confirming acceptance
Total credits:			

Teaching activity:

Module title	Module code	Number of lessons
Total credits:		

Publications in the given year:

Please attach a detailed description of the items on the list, numbered in sequence; any blank lines may be deleted.

Type of publication	No.	Appendix reference number	Proposed credits
Presentation at a professional event in Hungarian, or an abstract or poster written in Hungarian and published in a domestic conference proceedings			
Presentation at a professional event in a major world language, or an abstract or poster written in a foreign language (English) published in an international conference proceedings			
Article (proceeding) written in Hungarian and published in full in a domestic (Hungarian) conference proceedings			
Article (proceeding) written in a foreign language (English) and published in full in an international conference proceedings			
Article in a foreign language published in a Q-ranked scientific journal Q value: Author's position: (if there are several different Q-ranked articles, please list them in a new line)			
Article in Hungarian in a Q-ranked scientific journal Q value: Author's role: (if there are several different Q-ranked articles, please list them in a new line)			
Article in a foreign language in a scientific journal not indexed in Scopus			
Scientific article in Hungarian in other journals or publications			
Scientific article in a foreign language in other journals or publications			
Thesis and dissertation consultation: one consultation per graduate student supervisor / co-supervisor			
Preparation of a student for an institute/university Scientific Student Conference supervisor / co-supervisor			
Preparing a student for the National Scientific Student Conference supervisor / co-supervisor			
Contribution to a patent application			
Excerpt from a book or lecture notes in Hungarian / English (max. 6 credits)			

Other comments:

5.a. Assessment form – APPENDICES

Appendix 1

Article title:

Authors:

Name of journal:

Year:

Issue:

ISBN:

Page number:

Appendix 2

Title of presentation:

Authors:

Event name:

Date:

Venue:

Publication title:

ISBN/ISSN:

Number of pages:

PhD student declaration

PhD student declaration

I, the undersigned as a PhD student, hereby declare that I have fulfilled my time-proportionate obligations and that my assessment form submitted for the academic year 20../20../.. contains details of my teaching, research and publication activities, as well as my academic achievements.

Other comments:

Date:

.....

PhD student

Supervisor's written assessment

----- place for written assessment

Supervisor's statement (*for PhD students in years I–III*)

..... PhD student has fulfilled their pro rata obligations. Based on the academic work carried out to date, I consider the student in question to be fully capable of continuing their doctoral studies and research work.

Based on a comprehensive review of their publication record, I recommend that the PhD student be awarded credits for the research work detailed above, credits for their publications, and credits for their teaching activities.

Other:

.....

Name and signature of supervisor(s)

For fourth-year PhD students

Supervisor's written assessment

----- place for written assessment

Declaration:

..... has fulfilled the requirements of the doctoral programme; based on the credits earned and the student's academic research, I recommend that the aforementioned student be awarded the certificate of completion.

Comment:

.....,

Supervisor(s)

.....

Note: The assessment form must be completed by the student at the end of each year. The supervisor shall verify the validity of the publication credits and authenticate them with their signature. The assessment form must be submitted via the AÉTDI E-learning platform to the DP secretary by 20 June, or by 10 January for students on a two-semester programme, once signed by the supervisor and the student.

Annex 6

GUIDELINES FOR ORGANISING AND CONDUCTING A PRELIMINARY DISPUTATION

It is the supervisor's responsibility to organise all aspects of the preliminary disputation.

Members of the expert committee for the PhD preliminary disputation

The expert committee for the PhD preliminary disputation must comprise individuals holding at least a PhD and be active in a field of research relevant to the dissertation topic.

Committee members:

- chair,
- secretary,
- two external reviewers (at least one of whom must be external).

In addition to the committee members and the supervisor, it is IMPORTANT that at least six further individuals holding a PhD degree attend the preliminary disputation, as documented on the attendance sheet!

Requirements for the chair of a PhD preliminary disputation

The chair of the preliminary disputation must be a university professor, a habilitated associate professor, a habilitated college lecturer, or a lecturer or researcher holding the title of Doctor of the Hungarian Academy of Sciences (MTA), or a Professor Emeritus of the University, all of whom are in an employment relationship with the University.

Requirements for reviewers at a PhD preliminary disputation and their duties

Reviewers must be individuals holding at least a PhD and working in a field of research relevant to the topic of the dissertation.

The reviewer shall prepare their opinion in accordance with the criteria set out in the EDSZ and shall submit it, signed, to the doctoral candidate and the secretary of the preliminary disputation. The committee shall draw up a resolution on the outcome of the preliminary disputation and countersign it.

The supervisor's responsibilities regarding the preliminary disputation are as follows:

- to invite the chair of the preliminary disputation to chair the event,
- to invite the reviewers to assess the candidate's doctoral dissertation,
- to invite the secretary of the preliminary disputation to carry out the documentation tasks,
- to reserve a room for the preliminary disputation,
- to send out the invitations to the preliminary disputation.

The chair of the preliminary disputation is responsible for the following:

- to chair the preliminary disputation,
- to draft the resolution on the outcome of the preliminary disputation with the committee members and countersigns it.

The duties of the secretary of the preliminary disputation are:

- to draw up the minutes of the preliminary disputation,
- to draft a resolution on the outcome of the preliminary disputation together with the committee members,
- to draw up an attendance sheet for the preliminary disputation,
- to submit the signed minutes of the preliminary disputation; the signed reviews by the reviewers; the signed resolution and the attendance sheet to the DHK, both electronically and in the original copy.

Appendix 6.a

SCENARIO FOR THE PRELIMINARY DISPUTATION

- The chair welcomes the audience.
- He or she introduces the members of the committee.
- Reviewers of the draft dissertation: name, academic degree, place of employment, field of specialisation.
- The doctoral candidate: name, title of the dissertation.
- Supervisors of the draft dissertation: name, academic degree.
- Secretary: name; chair: name, academic degree.
- The chair invites the candidate to give a brief presentation (max. 30 minutes) of their dissertation.
- He or she thanks the Candidate for their presentation and then invites the reviewers to present their reviews.
- He or she thanks the reviewers for their reviews, then invites the Candidate to respond to the reviewers' comments and answer the questions raised.
- He or she asks those present if they have any further questions or comments regarding what has been said.
- The Chair notes that there are no further comments or questions. The Chair asks the two reviewers to state whether they accept the Candidate's answers and whether they recommend that the doctoral dissertation be admitted to public defence.
- He asks the colleagues present who hold academic degrees for their views on whether the doctoral dissertation should be admitted to public defence.
- The committee reaches its decision in a CLOSED session.
- The chair reopens the open session and announces the decision. He thanks everyone for their participation and closes the preliminary disputation.

Appendix 6.b.

MINUTES OF THE PRELIMINARY DISPUTATION (TEMPLATE)



Minutes

On the preliminary disputation of the PhD dissertation of (name)

Date:

Venue:

Title of the draft dissertation:

Members of the committee:

Chair: name, academic qualification

Reviewers: name, academic title

Secretary: name, academic title

Comments of the reviewers on the candidate's answers (to be listed in detail):

-
-
-

The reviewers accept/do not accept the answers.

Questions and comments from participants, and the candidate's responses to them:

NAME	/	question	or	comment	/	the	candidate's
response:							
NAME	/	question	or	comment	/	the	candidate's
response:							
NAME	/	question	or	comment	/		candidate's
response:							
NAME	/	question	or	comment	/		candidate's
answer:							

The committee accepts the draft doctoral dissertation entitled '.....' by doctoral candidate **NAME**

- a) without any changes.
 - b) accepts it with the listed amendments.
 - c) does not recommend acceptance for the reasons listed.
- (Only the relevant option from (a) to (c) should be indicated in the minutes)

Reasons

If the committee has accepted the doctoral dissertation with amendments, the proposed amendments are: (the essential elements of each amendment must be listed individually and in detail)

- The
- The
- The

The persons present hereby certify these minutes with their signatures.

Budapest / Gödöllő / Kaposvár / Keszthely, year month day.

.....
reviewer

.....
reviewer

.....
Chair of the Committee

.....
the committee secretary

Mandatory annexes to the Minutes:

- two reviews
- the candidate's responses to the reviewers' reviews

Annex 6.c

INVITATION TO THE PRELIMINARY DISPUTATION (TEMPLATE)

INVITATION

The Department of cordially invites you
.....**NAME**.....'s preliminary disputation

Title of the PhD dissertation:

Supervisor: name, academic title

Date of the preliminary disputation:

Venue:

The members of the review committee:

Chair: name, academic degree, department/institute

Reviewers: name, academic degree, department/institute

Secretary: name, academic degree, department/institute

Budapest / Gödöllő / Kaposvár / Keszthely, date

Appendix 6.d.

ATTENDANCE SHEET FOR PRELIMINARY DISPUTATION (TEMPLATE)



The Hungarian University of Agriculture and Life Sciences
DOCTORAL SCHOOL OF AGRICULTURAL AND FOOD SCIENCES
Attendance sheet for preliminary disputation

Name:

Title of the draft dissertation:

Address, venue (town, campus):

Date, time:

	Name	Academic degree	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Annex 7

POINT-BASED ASSESSMENT OF THE ACHIEVEMENTS REQUIRED AT THE TIME OF
SUBMISSION OF THE HABILITATION APPLICATION

Assessment criteria		
Higher education activities (total number of points available)	100	
1a.1. <u>Teaching experience</u>	Maximum points available	Points awarded
<u>Minimum requirement* (10 points):</u> at least 560 contact hours (of which at least 70 hours must be lectures) of teaching activity at any higher education institution, certified by the immediate head of the relevant teaching unit, during the ten years preceding the submission of the application.	10	
<u>Additional points available for teaching activity:</u> 40 points may be awarded for a further 560 contact hours (of which 70 hours must be lectures). Between 560 and 1,120 contact hours, the score varies proportionally but is always rounded to the nearest whole number. A maximum of 25 (10+15) points may be awarded for contact hours for which the applicant has not provided student feedback, or where the student evaluation does not exceed 3.50. In the absence of student feedback, an evaluation by the applicant's line manager is acceptable.	40	
1a.2. <u>Supervision of students' academic and research work</u>		
<u>Minimum requirement* (5 points):</u> in at least 10 cases, supervisor of a thesis, dissertation or TDK thesis (the role of co-supervisor counts as 0.5).	5	
<u>Additional points available:</u> a further 10 supervisions	5	
Total (1a.1. + 1a.2.)	60	
1a.3. <u>Delivering lectures, practical sessions or seminars in a foreign language at undergraduate and/or postgraduate level, or at any level of the Bologna system, as certified by the immediate line manager.</u>	Maximum points awardable	Points awarded
<u>Minimum requirement* (5 points):</u> at least 56 contact hours of teaching activity, certified by the immediate head of the relevant academic unit, by the date of submission of the application (including invitations to teach as a visiting lecturer abroad).	5	
<u>Additional points available:</u> a further 56 contact hours of teaching activity (3 points), invitations to serve as a visiting lecturer abroad (2 points). Oral examination in a foreign language for a 'Type A' subject: 1 point per 50 students; the examination activity must be certified by the immediate line manager of the relevant academic unit.	5	
Total (1a.3.)	10	
1b. <u>Educational development activities, effectiveness</u>	Maximum points awardable	Points awarded
1b.1. <u>Minimum requirement* (5 points):</u> the applicant must be responsible for at least one compulsory (A) or two elective (type B or C) modules at the time of submission of the application, as verified electronically (on the faculty website or departmental website).	5	
<u>Additional points available:</u> 5 points for being the module coordinator for one further module; 5 points for substantive involvement in the development of two modules (5 points for each additional module).	10	
1b.2. <u>Minimum requirement* (5 points):</u> the applicant must be the editor, or the first or sole author, or at least a 50 per cent contributor to at least one set of lecture notes or one textbook, or at least one 70-page teaching aid or digital learning resource.	5	

<u>Additional points may be awarded:</u> author of a further lecture notes or textbook, or an educational handout.		5	
1b.3. <u>Minimum requirements* (5 points):</u> head of programme 5 points, head of specialisation 2 points, module coordinator 0.5 points per credit, lecturer responsible for a module in a doctoral programme 5 points. Editing a textbook: 5 points.		5	
Total (1b.1.+1b.2.+1b.3.)		30	
I.	Higher education activities	100	

II. Research activities (total number of points available)		100	
2a.1. <u>Outstanding scientific and research work</u> (achievements to date at the time of application)	Maximum points available	Points awarded	
Demonstration of internationally recognised, outstanding scientific achievement. <u>Minimum requirement* (30 points):</u> the applicant must have five published papers in Q1 and Q2 journals since obtaining their degree, of which they must be the first or last (or proven corresponding) author in at least two. A Hirsch index of at least 6, calculated on the basis of independent citations according to MTMT For applicants who obtained a PhD from the Hungarian Academy of Sciences (MTA) no more than ten years prior to submitting their application, the criterion relating to outstanding scientific research work (point 2a1) is deemed to have been met and is awarded the maximum number of points (50 in total).	30		
<u>Additional points may be awarded as follows:</u> 8 points for first- or sole-authored Q1 or Q2 publications exceeding the minimum requirement; 1 point for first- or sole-authored Q3 and Q4 articles.	20		
Total (2a.1.)	50		
2a.2. <u>Supervision of doctoral students</u>	Maximum points available	Points awarded	
<u>Minimum requirement* (5 points):</u> supervisor of a PhD student who has obtained and verified at least one degree (as listed in the National Doctoral Council's database on the doktori.hu website).	5		
<u>Additional points available:</u> 5 points for each PhD student and/or postdoctoral researcher who has obtained a further degree. In addition to the score for students who have obtained a PhD, 3 points may be awarded for each of the supervisor's current PhD students – as recorded by the doctoral school – who are listed by name in the National Doctoral Council's database, with the expected year of completion of the complex examination and award of the degree indicated (in the case of students studying abroad, this must be confirmed by a certificate from the foreign university).	15		
2a.3. <u>Supervision of the academic work of young lecturers or students</u> <u>Minimum requirement* (5 points):</u> engagement in activities recognised by the professional community as fostering research (e.g. supervising OTDK projects: 5 points; leading and/or founding a research group: 5 points).	5		

2a.4. Minimum requirement* (5 points): engagement in professional public life (e.g. chair or member of a university academic committee, member of a professional body outside the university, chair or member of a university academic committee, external member of a committee at another university).		5	
Total (2a.2. + 2a.3. + 2a.4.)		30	
2b.1. <u>Experience in research management, effectiveness</u>		Maximum points available	Points awarded
Minimum requirement* (3 points): substantive participation in national, international or institutional research/development/innovation grants awarded by the date of submission of the application.		3	
Additional points may be awarded according to the following specific criteria: 2 points per application for further similar achievements in research, development or innovation projects; 1 point for a patent application filed (provided the applicant's contribution is at least 20 per cent); or 5 points for a breeder of a state-recognised animal or plant variety holding a granted patent (provided the applicant's contribution is at least 20 per cent).		7	
Total (2b.1.)		10	
2b.2. <u>National and international recognition</u>		Maximum points available	Points awarded
Minimum requirement* (5 points): member of a domestic or international scientific organisation: 3 points; member of the organising committee of a scientific conference: 2 points.		5	
Additional points may be awarded according to the following specific criteria: membership of the editorial board of an international Q1–Q4 journal: 2 points; editorial work: 5 points. Editorial role at a domestic scientific journal: 2 points. Significant international recognition: maximum 5 points; domestic recognition: maximum 2 points. Verified peer review for Q1–Q4-ranked journals: 0.5 points per article; for domestic journals: 0.25 points per article. A maximum of 5 points may be awarded for peer review. Activities carried out as a visiting researcher: 3 points for a period of at least one month; 5 points for half a year.		5	
Total (2b.2.)		10	
II.	Research activity	100	

Maximum marks:	Total marks awarded:	I. Higher education activities	II. Scientific activities	I.+II. Total
200				
Minimum score required for the application to be funded: 160 * If the applicant has not met the minimum requirement in any section (or any of the requirements where there are several), 0 points must be awarded for that specific requirement (e.g. 1b.1.) (meaning that no bonus points may be awarded in this case). (please underline as appropriate:)				

The applicant has achieved the minimum score	Eligible
The applicant has not achieved the minimum score	Not eligible

All points awarded must be supported by documentation!
Publication activities must be documented on the basis of the MTMT database.
The tables must be attached as part of the application.