



Doctoral and Habilitation Center

RULES OF PROCEDURE

Gödöllő–Budapest–Kaposvár–Keszthely
2026

Pursuant to the authorization granted in Section 4 (2) k) of the Doctoral Regulations of the Hungarian University of Agriculture and Life Sciences (hereinafter: the University), the University Doctoral and Habilitation Council hereby establishes the rules of procedure for the Doctoral and Habilitation Centre (hereinafter: DHC) as follows.

General Provisions Section

1.§

- (1) In accordance with Section 44/B (1) of the Organizational and Operational Rules-which constitute Volume I of the University's Organizational and Operational Regulations-the DHC is an organizational unit operating under the direct supervision of the Vice-Rector for Scientific and International Affairs; it coordinates and oversees the operations of all doctoral schools within the University and performs administrative tasks related to doctoral training and the acquisition of doctoral degrees.
- (2) The DHC is directed by the Chair of the University Doctoral and Habilitation Council (UDHC), while its operational activities are coordinated by the Head of the Centre.
- (3) The procedure for exercising employer rights over the Head of the Centre and the staff of the DHC is determined by the provisions of the Rector's instruction-in force at any given time-regarding the exercise and delegation of employer rights.
- (4) Basic data of the DHC:
 - a) name of the organizational unit: Doctoral and Habilitation Centre
 - b) abbreviation of its name: DHC
 - c) site: 2100 Gödöllő, Péter Károly u. 1.
 - d) address: 2100 Gödöllő, Péter Károly u. 1.
 - e) central e-mail address: -
 - f) stamp(s): 11 Hungarian circular stamps, 1 header stamp.

Management of the DHC Section

2. §

- (1) The DHC is directed by the Chair of the UDHC; coordination activities are performed by the Head of the Centre.
- (2) The duties of the Head of the Doctoral Affairs Centre (DHC) are:
 - a) managing central administrative and clerical activities related to the training of doctoral candidates and the acquisition and awarding of doctoral degrees,
 - b) handling administration and organization related to the university-level habilitation process,
 - c) performing administrative tasks related to the preparation of meetings of the University Doctoral and Habilitation Council (UDHC),
 - d) providing central statistical data to internal and external organizations,
 - e) acting as the university-level coordinator for the doctoral database established by the National Doctoral Council (ODT)-including the continuous updating of data, as well as coordinating, instructing, organizing, and supervising the work of doctoral school administrators,
 - f) establishing and maintaining working relationships with doctoral coordinators at campuses hosting doctoral schools or programs, in line with current operational requirements,
 - g) performing any other tasks assigned by the Chair of the UDHC.

Responsibilities of the DHC Section

3.§

(1) Responsibilities of the DHC:

1. General administration of doctoral training

- a) providing information to applicants, the Doctoral Council (DP), and Doctoral Schools (DI) regarding admission, training, and degree acquisition,
- b) recording the personal and training data of doctoral candidates in the NEPTUN TR system,
- c) handling matters related to enrollment,
- d) issuing certificates,
- e) managing changes in student status,
- f) managing administrative access rights for Doctoral Schools (DI) related to the ODT database,
- g) updating the doctoral training website,
- h) maintaining the registry of doctoral schools, •
- i) maintaining contact with the heads of doctoral schools, and monitoring and supporting their operations,
- j) cooperating with the University's leadership,

2. Disciplinary Doctoral Council and Program Council

- a) coordinating with heads of doctoral schools, heads of doctoral programs, scientific secretaries, and council secretaries regarding council meetings and proposals,
- b) issuing notifications regarding the Council's decisions,

3. UDHC

- a) close cooperation with the UDHC and implementation of its decisions,
- b) implementation of UDHC decisions, as well as tasks assigned to the DHC by the Doctoral and Habilitation Regulations,

4. Financial and budgetary tasks

- a) forwarding the information required for scholarship payments to the Directorate of Education
- b) specialized tasks related to business planning, implementation, and reporting

5. Grant applications

- a) professional administration of grant applications related to doctoral training

Procedures for the performance of DHC tasks Section

4.§

(1) Office hours for client services:
Monday–Thursday: 8:30 – 12:00,
Friday: no client services.

(2) Delegation of tasks and authority:

- a) regarding the coordination of operational tasks, the Head of the Center is deputized by the Chair of the UDHC in the event of the Head's absence or unavailability;
- b) in the event of absence or unavailability, the doctoral coordinator is deputized by a doctoral coordinator designated by the Head of the DHC Center.

(3) Reporting obligations:

- a) The Head of the DHC Center reports on their activities to the Chair of the UDHC.
- b) DHC staff meetings are held on an ad-hoc basis, either in person or online.

Miscellaneous and final provisions Section

5.§

- (1) These Rules of Procedure shall enter into force on October 8, 2026, following the decision of the University Doctoral and Habilitation Council (UDHC).
- (2) Any previously issued rules of procedure regarding this subject are hereby repealed.
- (3) These Rules of Procedure shall be published on the University's website.

Gödöllő, October 8, 2026

Dr. Zoltán Kovács
President of the UDHC