



HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES

RULES OF PROCEDURE FOR THE DOCTORAL SCHOOL OF NATURAL SCIENCES

Gödöllő

Effective from: 2026. August 28.

Pursuant to the authorisation granted under Section 7(1) of the Doctoral Regulations 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 Natural Sciences (hereinafter: TTDI).

TTDI doctoral programmes:

1. Doctoral Programme of Environmental Sciences (hereinafter: KDP),
2. Doctoral Programme of Biological Sciences (hereinafter: BDP)

I. In accordance with Section 3(3)(b) of the EDSZ, the detailed rules concerning doctoral dissertations in the Doctoral Programmes (DP) (hereinafter: DP) are as follows:

An application may be made to submit a dissertation of a thesis-type at the TTDI, provided the following conditions are met:

- three or more scientific publications accepted for or published in Q1–Q2 journals, in which the candidate is the first or last author,
- in addition to the three core publications, the publications attached to the dissertation may be in other languages, provided they have been published in peer-reviewed scientific journals recognised by the academic community .

II. In accordance with Section 3(28) of the EDSZ, the detailed rules regarding external supervisors in the Doctoral Programmes (DPs) of TTDI are as follows:

An external supervisor may be any person who meets the requirements set for DI supervisors, and whose appointment and research topic proposal are approved by the Doctoral Programme Committee (PT). Should the PT deem it appropriate, an internal supervisor may also be appointed to assist the external supervisor in their work.

III. In accordance with Section 7(12) of the EDSZ, the detailed rules concerning lecturers, supervisors, topic announcer, the academic secretary, the head of the DP and the secretary of the DP in the Doctoral Programmes (DPs) of TTDI are as follows:

Module coordinators responsible for modules offered in the Doctoral School of Natural Sciences may apply to offer a module by completing Appendix 1 (Module Description Form), in both Hungarian and English, containing the detailed information of the module. The module is reviewed and approved by the PT.

A **supervisor** is a lecturer or researcher holding an academic degree whose thesis proposal has been approved by the PT, and who is responsible for guiding and assisting the doctoral student working on the thesis in their studies, research work, building international contacts, participating in conferences, and preparing for the award of their degree.

A supervisor must be a person who carries out continuous scholarly publication activity in the given field of science at the level expected of degree holders, verified by the Hungarian Scientific Bibliography (MTMT).

Applications to become a supervisor may be submitted at any time to the DP secretary, accompanied by a submission of a research topic proposal [Appendix 2 (research topic

proposal should be in English or Hungarian)]. The topic is approved by the Disciplinary Doctoral Council (TTT) (hereinafter: TTT) following review by the PT.

The **Academic Secretary of the TTDI** is a lecturer or researcher holding an academic degree who assists the Head of the TTDI in their work. The Head of the TTDI proposes a candidate to the University Doctoral and Habilitation Council (hereinafter: EDHT). The Academic Secretary of the TTDI is appointed and dismissed by the Chair of the EDHT on the basis of a decision by the EDHT. The Academic Secretary is a voting member of the TTT and also acts as its Secretary.

The **head of the DP** is a full member of the TTDI and a university professor employed by the University on a full-time basis. The head of the DP is nominated by the head of the TTDI and approved by the TTT.

The **Secretary** of the DP is a qualified lecturer or researcher, a full-time employee of the University, appointed by the Head of the DP to assist with their work. The Secretary or Secretaries of the DP are nominated by the Head of the DP and approved by the PT.

The **head of the DP research group** directs the academic work carried out within the research group and maintains direct contact with the supervisors, lecturers and students working within it. The heads of research groups are appointed by the head of the DP and approved by the PT.

IV. With regard to Section 13(2)(c) of the EDSZ, the detailed rules regarding the requirements for the applicant's prior academic activity in the Doctoral Programmes (DPs) of TTDI are as follows:

There are no specific prior requirements, but evidence of previous academic activity may result in additional points.

V. In accordance with Section 13(4)(a) of the EDSZ, detailed rules regarding the requirements for demonstrating the outstanding academic and research knowledge of exceptionally talented applicants who may be admitted to study in parallel with a Master's programme in the YX doctoral programmes, in the Doctoral Programmes (DPs) of TTDI are as follows:

Proof of outstanding academic and scientific knowledge is required. All documents demonstrating academic and scientific excellence (a list of completed modules with grades, a list of publications, and proof of participation in scientific student research conferences (TDK) and other conferences) must be attached to the application.

VI. 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 undivided Master's programme, in the Doctoral Programmes (DPs) of TTDI are as follows:

All documents demonstrating academic and scientific excellence (a list of completed modules with grades, a list of publications, and proof of participation in academic student research groups and other conferences) must be attached to the application.

VII. With regard to Section 13(5)(a)(ag) of the EDSZ, detailed rules concerning the additional admission requirements and supporting documents required for the Doctoral Programmes (DPs) of TTDI are as follows:

In the case of TTDI DPs, in addition to the requirements set out in the EDSZ, the following must be attached to the application form:

- a letter of recommendation from a recognised expert professional in the field of science,
- a detailed, 3–4-page research plan setting out the significance of the research topic, the planned research strategy and methods, expected results, and a few relevant publications on the topic. The supervisor of the chosen research topic will assist the candidate in preparing this.
- for applicants applying for self-funded programme (whilst in full-time employment) and those preparing individually, a statement from their line manager confirming that the necessary conditions are in place at their place of work (research unit),
- supporting documents certifying previous academic activity.

VIII. With regard to Section 13(5)(d) of the EDSZ, the detailed rules regarding additional foreign languages accepted for international applicants for the Doctoral Programmes (DPs) of TTDI are as follows:

In the TTDI, international students are required to have an intermediate B2-level English language proficiency; this cannot be substituted by an intermediate B2-level language proficiency in any other foreign language.

IX. With regard to Section 14(4) of the EDSZ, the following additional detailed rules apply to the admissions scoring process for admission to the Doctoral Programmes (DPs) of TTDI:

When assessing academic performance, the admissions committee takes the following criteria into account:

- familiarity with the relevant literature in the chosen research topic,
- expertise in experimental and methodological issues,
- previous academic activity is regarded as an advantage, which is reflected in the scoring.

X. In accordance with Section 14(4) and (8) of the EDSZ, the following additional detailed rules apply to the admissions scoring process for foreign applicants for admission to the Doctoral Programmes (DPs) of TTDI:

Students whose mother tongue is not Hungarian are required to have an intermediate B2-level English language proficiency, certified by a foreign language certificate.

XI. Subject to Section 17(1)(b) of the EDSZ, the detailed rules concerning the second foreign language required for the award of a degree, the certification thereof, and the range of accepted languages the Doctoral Programmes (DPs) of TTDI are as follows:

If, at the time of admission, the student has demonstrated an intermediate B2-level English language proficiency, there is no need to provide proof of language proficiency in any further language. If they have demonstrated an intermediate B2-level foreign language proficiency in a language other than English, they must pass a minimum C-type B2-level intermediate

state language examination or an equivalent foreign language examination in English in order to obtain their degree.

XII. In accordance with Section 18(7) of the EDSZ, detailed rules regarding additional supervised research and publication credits that may be recognised towards reducing the duration of the research and dissertation phase in the Doctoral Programmes (DPs) of TTDI are as follows:

Where the candidate's research topic justifies it, the TTDI also supports enrolment on relevant doctoral modules at other domestic or even foreign universities, as well as participation in summer schools, subject to the supervisor's recommendation and confirmation from the host institution that the module has been successfully completed.

Academic credits may also be applied for in individual cases, e.g. when attending summer schools or workshops led by visiting professors.

Completion of courses or summer schools at other universities is uniformly awarded 6 credits, equivalent to the credit value of elective modules. The credit value for individual cases (e.g. one-day workshops) is discussed and approved by the Programme Committee (PT).

A request for the recognition of external courses or events for credit may be submitted to the programme secretaries.

XIII. Subject to Section 21 of the EDSZ, detailed rules applicable to individually preparing candidates in the Doctoral Programmes of TTDI are as follows:

Applications for individual doctoral degree programme is possible in cases where the applicant can demonstrate several years of research work, verified language proficiency and a track record of publications evidencing a successful academic career.

Individually preparing students may enrol in the TTDI after successfully passing the complex examination, which serves as the entrance examination. To apply, candidates must demonstrate the completion of at least 90 credits in accordance with the 'Credit Calculation Table for Applicants for Individual Doctoral Degree Programmes', as detailed in Appendix 4 of the TTDI Training Plan . With regard to further detailed rules, the provisions of Section 21 of the EDSZ shall apply.

XIV. With regard to Section 23(3)(b) of the EDSZ, the detailed rules concerning the verification and documentation of the independent academic work required for the award of a degree in the Doctoral Programmes of TTDI are as follows:

In the TTDI, alongside the fulfilment of publication credits, the minimum requirement for the award of a doctoral degree is **the acceptance/publication of a first-authored journal article classified as Q1–Q2**; in addition, DPs require the following publications to be fulfilled in order to award the doctoral degree:

The minimum publication requirements for the Doctoral Programme of Environmental Sciences:

In the TTDI, one publication as first author (or co-first author) or last author in a Q1–Q2-ranked academic journal, in the subject area of the dissertation, is required. The KDP only recognises last authorship as main authorship if the first author is a student supervised by the doctoral candidate.

The minimum publication requirement for the Doctoral Programme of Biological Sciences is:

- In addition to the Q1–Q2-rated international journal article required by the TTDI, a further Q-rated journal article is required. The applicant must be the first author in at least one of these two articles. If both articles are ranked at least Q1–Q2, no further journal articles are required to obtain the doctoral degree.
- If the second article is only ranked as Q3–Q4, the acceptance/publication of a further journal article in a peer-reviewed journal is required (though in this case, an impact factor and first authorship are not required).
- In the case of first authorship in a D1-journal article, the PT shall decide whether a further publication is required for the award of the doctoral degree.

XV. In accordance with Section 24(1) of the EDSZ, the detailed rules regarding applications for the complex examination in the Doctoral Programmes of TTDI are as follows:

The conditions for applying for the complex examination in the TTDI are as follows:

- 90 credits must be obtained, of which at least 40 must be academic credits;
- completion of the compulsory modules of the TTDI and the programmes.

XVI. In accordance with Section 25(4) of the EDSZ, the detailed rules regarding the preliminary disputation in the Doctoral Programmes of TTDI are as follows:

A preliminary disputation of the completed dissertation must be held prior to applying for the degree award procedure. The doctoral preliminary disputation is a compulsory professional disputation and discussion forum held prior to applying for the public defence, during which the candidate presents their research findings in the draft of their dissertation, and the reviewers and the academic community provide detailed critical feedback.

It is the supervisor's responsibility to organise the preliminary discussion.

The minutes of the preliminary disputation, the reviewers' reviews and the attendance sheet must be submitted to the DHK no later than the time of applying for the degree award procedure.

The scenario for the preliminary disputation, the attendance sheet, the invitation templates, and the draft minutes for the Doctoral Programmes of TTDI are set out in Appendix 3.

XVII. In accordance with Section 26(2) of the EDSZ, the detailed rules regarding proof of proficiency in a second foreign language required for registration for the a doctoral defence in the Doctoral Programmes of TTDI are as follows:

If the candidate holds an intermediate B-2 level English language proficiency certificate, proficiency in a second foreign language is not required.

Further detailed rules governing the operation of the TTDI

Habilitation procedure

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

For habilitation at the TTDI, candidates are required to meet 70% of the minimum requirements and general and field-specific quality requirements established by the Hungarian Accreditation Committee (MAB) for university professors. A further requirement for submitting an application for habilitation is that at least one PhD student supervised independently by the candidate or co-supervised by the candidate together with another supervisor has completed their doctoral studies.

Financial management of the TTDI and the DPs

The TTDI's internal financial management system is established by the TTT in the form of a financial plan drawn up for each academic year. The head of the TTDI decides on specific payments, taking into account the plan approved by the TTDI.

The TTDI secretariat keeps track of students' financial allocations. These financial allocations belong to the TTDI; their expenditure and the recording of student allocations are managed in the DPs. Upon the supervisor's recommendation, the initiation of procurement authorisation is launched in the DPs; within the TTDI, the secretariat has the authority to initiate the procurement initiation form (BIA). The head of the DP is authorised to approve BIAs from a professional standpoint. The TTDI allocates a percentage of the student budgets, as determined by the TTT for the given year, as its operational budget to cover its own costs, and as programme budgets to finance the costs determined by the PTs. The remaining portion of the funding allocated to the TTDI may be used by students, in consultation with their supervisor and under the coordination of the programme administrators.

1. Separation of responsibilities and powers

1. The supervisor bears primary responsibility for the academic supervision of the doctoral student's research activities and for ensuring that the financial requirements related to the research are academically justified.
2. The head of the TTDI/DP is responsible for the efficient use of the TTDI/DP's resources.

2. Financial planning and budget management

1. The financial planning of the TTDI and the DPs must be carried out in accordance with the university's budgetary and financial planning procedures, based on the guidelines issued by the Chief Financial Officer.
2. Planning is carried out broken down by financial centres (PÜK), taking into account anticipated tasks, research requirements and operating costs.
3. The head of the TTDI 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 project leaders, to ensure that professional decisions are in line with financial constraints.
4. When utilising the budget, the principles of economy, efficiency and effectiveness must be upheld.

3. Authorisation of payments and procurement processes

1. 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.
2. The documentation, approval and monitoring of financial and procurement processes may only take place via the University's official electronic administration system (ENYA).
3. Verification of the professional justification for any costs incurred and their professional approval fall within the remit of the head of the DP.
4. The authority to enter into commitments is exercised by the chair of the EDHT in accordance with University regulations.

4. Main areas of expenditure of financial resources

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

I. The central budget of TTDI

The following may be used to finance central tasks relating to the operation of the TTDI:

a) operating and administrative expenditure:

- office supplies, printing and photocopying 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 frameworks for doctoral programmes

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

a) research-related expenditure:

- materials, chemicals, consumables, specialist 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

1. The operational record-keeping duties of the TTDI and DPs are carried out by the designated responsible persons.
2. The central storage, monitoring and processing of financial and management data for controlling purposes is carried out by the University's Controlling Department.

Gödöllő, 28 August 2026

Dr Csaba Gyuricza
Rector, Chair of the Senate

Appendices:

Appendix 1: Module description form, Doctoral School of Natural Sciences (TTDI)

Appendix 2: Doctoral School of Natural Sciences Dissertation Topic Announcement Form

Appendix 3: Documentation of the preliminary disputation

Module Description Form – Doctoral School of Natural Sciences (TTDI)

Module title in Hungarian/English:		Code*:
Module credit value:* credits / pre-2025 systemcredits / from 1 September 2025		
Type of module: compulsory/elective		
Name, place of work and position of the Module coordinator:		email address:
Module timetable: weekly/block-scheduled, in person/online		Venue:
Module description:		
Form of assessment:		
Date:		
The opinion of the DP of TTDI:* recommends/does not recommend	Signature of the module coordinator:	

- This information will be entered after submission

Doctoral School of Natural Sciences (TTDI) Dissertation Topic Announcement Form

PhD Dissertation Topic Announcement

Title:

Supervisor:

Email:

Place of studies:

Doctoral School of Natural Sciences

Doctoral Programme:

Discipline:

Brief description of the research topic: (max. 1,500 characters)

Required language and subject-specific qualifications:

PhD Dissertation topic

Title:

Supervisor's name:

Email:

Place of studies:

Doctoral School of Natural Sciences

Doctoral Programme:

discipline:

Brief description of the research topic: (max. 1,500 characters)

Language or other requirements:

Documentation of the preliminary disputation

PRELIMINARY DISPUTATION IN TTDI

The supervisor is responsible for the overall organisation of the preliminary disputation.

Composition of the Review Committee of the PhD preliminary disputation.

The Review Committee of the PhD preliminary disputation must comprise individuals holding at least a PhD who are active in a field of research relevant to the dissertation topic.

Review Committee members:

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

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

Chair requirements for the PhD preliminary disputation/ home defence

The chair of the preliminary disputation may be a university lecturer, research adviser, senior research fellow or habilitated associate professor employed by the University (but may not be the supervisor).

Requirements for reviewers at a PhD preliminary disputation and their duties

Reviewers must be individuals holding at least a PhD degree and working in a field of research relevant to the dissertation topic (they must not have any co-authored publications with the candidate).

The reviewer shall prepare their review in accordance with the criteria set out in the MATE regulations and shall submit it, signed, to the candidate and the secretary of the preliminary disputation. Minutes shall be drawn up of the preliminary disputation and its outcome, which shall be authenticated by the signatures of the members of the Committee (chair, two reviewers and the secretary).

The supervisor's responsibilities regarding the preliminary disputation:

- to invite the chair of the preliminary disputation to chair the event,
- to invite the external reviewers to review the candidate's draft PhD dissertation,
- to invite the secretary of the preliminary disputation to carry out the documentation tasks,
- to reserve the venue 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 a decision on the outcome of the preliminary disputation with the members of the Committee (chair, two reviewers and the secretary), which is recorded in the minutes and authenticated by the chair's signature.

The duties of the secretary of the preliminary disputation are as follows:

- to draw up the minutes of the preliminary disputation

- to draft a decision on the outcome of the preliminary disputation in consultation with the members of the Committee
- to draw up an attendance sheet for the preliminary disputation
- to submit the signed minutes of the preliminary disputation, which contain the Committee's decision authenticated by the members' signatures, together with the signed reviews of the reviewers and the attendance sheet, both electronically and in hard copy, to the Office of the Doctoral and Habilitation Centre (DHK).

PRELIMINARY DISPUTATION SCENARIO FOR TTDI

- The chair welcomes the audience.
- He/she introduces the committee
 - Reviewers of the draft dissertation: name, academic qualification, place of employment, field of specialisation
 - The candidate: name, title of the dissertation
 - Supervisors of the draft dissertation: name, academic qualification
 - Secretary: name; chair: name, academic degree
- The chair invites the candidate to give a brief presentation (max. 30 minutes) of their dissertation.
- He/she thanks the Candidate for their presentation and then invites the reviewers to present their reviews
- He or she thanks the opponents for their views, then invites the Candidate to respond to the reviewers' comments and answer the questions raised.
- He/ 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 whether they accept the Candidate's answers and recommends that the dissertation be put forward for public defence.
- The Committee reaches a decision
- The Chair announces the decision. He thanks everyone for their participation and closes the preliminary disputation.

INVITATION

**THE HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE
SCIENCES**

Doctoral School of Natural Sciences invites You
to the preliminary disputation of

“title”
of the PhD dissertation
written by
NAME

date and time

Venue: MATE

address

Members of the Review Committee:

Chair: Dr XY

**Academic
Degree**

Secretary:

Reviewers:

**Supervisor:
Dr XY, holder of (academic degree)**

Anyone present may take part in the preliminary disputation and may also submit written
comments in advance.

Dr XY
Supervisor

INVITATION

**HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE
SCIENCES**

Doctoral School of Natural Sciences

is pleased to invite you to attend the public defence of the PhD dissertation
written by

NAME OF THE CANDIDATE

entitled

“TITLE OF THE DISSERTATION”

Date and time

Venue:

Review Committee:

Chair:

Secretary:

Reviewers:

Supervisor:

XY

The public defence of the PhD dissertation is open to the public, and any comments or
questions – including those submitted in writing in advance – are welcome.

Dr XY

Dissertation supervisor

Minutes of the preliminary disputation of a PhD dissertation in TTDI (template)



Minutes of the preliminary disputation of the PhD dissertation

Name:

Date:

Venue:

Title of draft dissertation:

Members of the Review Committee:

Chair: name, academic degree

Reviewers: name, academic degree

Secretary: name, academic degree

Chair:

Welcomes the participants, introduces the members of the Review Committee and opens the preliminary disputation.

Invites the Candidate to present their work in no more than 30 minutes.

The Candidate delivers their presentation.

Chair:

Invites the reviewers to present their reviews.

NAME and NAME read out their reviews (the signed reviews are attached to the minutes).

Chair:

Invites the Candidate to respond to the questions and comments raised.

The Candidate responds to the questions and comments raised by the reviewers.

The reviewers' comments on the Candidate's replies:

-
-
-

The reviewers accept/do not accept the answers.

Chair:

Asks the participants if anyone has any questions or comments (to be described in detail alongside the candidate's answers).

NAME:

.

NAME:

.

NAME:

.

NAME:

.

Following the debate, the members of the committee make their decision in a CLOSED session

The Chair reopens the open session and announces the decision of the members of the Review Committee.

The Chair thanks those present for their participation and closes the preliminary disputation. Members of the Review Committee hereby certify the minutes by their signatures.

Budapest,

.....

NAME
Reviewer

.....

NAME
reviewer

.....

NAME
Chair of the Committee

.....

NAME
Secretary of the Committee



MAGYAR AGRÁR- ÉS
ÉLETTUDOMÁNYI EGYETEM

ATTENDANCE SHEET

of the preliminary disputation

Name:

Title of the doctoral dissertation:

Place, date[illegible]