



HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES

DOCTORAL SCHOOL OF ENGINEERING SCIENCES RULES OF PROCEDURE

Gödöllő

Effective from: 28 August 2026

Pursuant to the authorisation granted in Section 7(1) of the University Doctoral Regulations (hereinafter: EDSZ) of the Hungarian University of Agriculture and Life Sciences (hereinafter: MATE), this document sets out the Rules of Procedure of the Doctoral School of Engineering Sciences (hereinafter: MTDI). The EDSZ governs the operation of the MTDI, while further detailed rules concerning doctoral programmes (DP) are set out in these Rules of Procedure.

The name of the programme	Disciplinary classification	Field of research
Landscape Architecture and Landscape Ecology	Agricultural Engineering	Through the comprehensive investigation of issues relating to landscape architecture, landscape rehabilitation, agro-ecology, and landscape and environmental development, the research group aims to encompass those scientific research and development directions and tasks which, due to the complexity of the systems under investigation, rely heavily on mathematical-statistical and IT methods.
Technical	Agricultural Engineering	Agricultural Energy and Environmental Engineering, General and Agricultural Engineering (research in materials science and technology, vehicle engineering, tribology and structural mechanics), Agricultural Engineering Informatics and Economics, Agro-mechatronics, Modelling and Automation

I. In accordance with Section 3(3)(b) of the EDSZ, the detailed regulations concerning doctoral theses in the MTDI doctoral programmes [Doctoral Programme in Engineering Sciences (hereinafter: MTDP) and Doctoral Programme in Landscape Architecture and Landscape Ecology (hereinafter: TTDP)]:

The ‘summary of scientific publications’ format permitted by the EDSZ is possible only and exclusively if, before the final examination, the programme committees endorse it based on a Q1 D1 publication.

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

- a minimum of a PhD degree
- proven expertise and recognition in the field
- at least 3 years’ professional experience following the conferment of the PhD degree
- approval by the programme committee
- an external supervisor may only act as a co-supervisor.

III. In accordance with Section 7(11) of the EDSZ, detailed rules concerning the chair of the Programme committee and the functioning of the Programme committee in the MTDI doctoral programmes (MTDP and TTDP):

The chair of the Programme Committee (hereinafter: PT) is the programme director, and its secretary is the academic secretary of the doctoral programme. The programme director appoints members of the PT. At least 30 per cent of the PT must consist of external experts (non-MATE staff). The PT holds meetings at least four times a year, in line with the work programmes of the Disciplinary Council and the University Doctoral and Habilitation Council. The PT adopts its decisions and recommendations by open vote, by a simple majority. A meeting has a quorum if more than 50 per cent of the members are present; the prior written positions of members who are not present are also taken into account in the voting. The PT is responsible for assessing performance during the programme and for the cyclical review of teaching processes in accordance with ESG principles 1.2 and 1.9.

IV. With regard to Section 7(12) of the EDSZ, the detailed rules applicable to lecturers, supervisors, topic announcers, the academic secretary, the head of the doctoral programme (hereinafter: DP) and the secretary of the DP in the MTDI doctoral programmes (MTDP and TTDP) are as follows:

To ensure high-quality supervision, a supervisor (and co-supervisor) may be responsible for the work of no more than 6 doctoral candidates at any one time (during the period leading up to the award of the certificate of completion). The requirements for topic announcers and supervisors are the same as the publication criteria necessary for obtaining a degree, which the proposer must fulfil in the three years before proposing the topic. When announcing topics, the topic announcer's data sheet in Appendix 1 shall apply.

Full members of the DI may be lecturers who demonstrate outstanding academic achievement and who meet the conditions set out in the EDSz. For full members, the DP Councils verify compliance with the publication requirements annually.

In the MTDI, a course may be advertised by a PhD holder who is a recognised expert in the subject, in accordance with Appendix 3.

In the case of the MTDP, to guarantee the excellence of lecturers and supervisors (ESG 1.5), the Programme Council assesses the work of supervisors annually based on the effectiveness of the Progress Control (PC) reports submitted by students on their work each semester, the efficiency of degree completion, and the students' anonymous half-yearly feedback, in accordance with the requirements of the ISO 9001 quality management system. The course coordinator may examine their own doctoral student, provided that another qualified lecturer competent in the relevant field is also present at the examination. Further information on PC reports can be found in Section XIV of these regulations and in the MTDP programme regulations.

V. With regard to Section 11(3) of the EDSZ, the detailed rules concerning additional fees relating to the academic research programme of doctoral students participating in self-funded programmes in the MTDI doctoral programmes (MTDP and TTDP) are as follows:

The Doctoral School does not impose any additional fees in connection with the research programmes of doctoral students enrolled on self-funded programmes.

VI. In accordance with Section 13(2)(a) of the EDSZ, the detailed rules regarding the qualification requirements for applicants to the MTDI's doctoral programmes (MTDP and TTDP) are as follows:

Applicants must hold a master's degree (MSc/MA) in a module related to the doctoral programme, with a grade of at least 'good'. If the degree is graded lower than this, or is not in a relevant module, the applicant must provide evidence of at least five years' verified and successful research experience in the selected field.

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 MTDI doctoral programmes (MTDP and TTDP) are as follows:

During the admissions process, the applicant must demonstrate their commitment to research. During the assessment process, preference will be given to verifiable research activity related to the selected topic that has been ongoing for at least one year (e.g. work within the Scientific Student Circle [TDK], participation in a departmental research project, conference presentations, study visits published or accepted academic publications. In addition to the items listed above, applicants to the MTDP must submit a recommendation from a recognised expert (reference person) as part of the admissions process.

VIII. In accordance with Section 13(4)(a) of the EDSZ, the detailed rules regarding the requirements for demonstrating outstanding academic and scientific knowledge for exceptionally talented applicants admitted concurrently with a Master's programme in the MTDI doctoral programmes (MTDP and TTDP) are as follows:

In the case of exceptionally talented students applying for admission while undertaking a Master's programme, prior academic achievement must be demonstrated by outstanding performance (e.g. first or second prize), participation in the OTDK, at least one peer-reviewed academic journal article recorded in the MTMT, or proven (published) participation in a recognised international or domestic research project, which guarantees suitability for doctoral-level research work.

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 undivided Master's programme in the MTDI doctoral programmes (MTDP and TTDP) are as follows.

In the case of exceptionally talented applicants studying in the final two academic years of an undivided Master's programme, prior academic achievement must be demonstrated by outstanding performance (e.g. first or second prize) OTDK participation, at least one peer-reviewed academic journal article recorded in the MTMT, or proven (published) participation in a recognised international or domestic research project, which guarantees suitability for doctoral-level research work.

X. In accordance with Section 13(5)(a)(ag) of the EDSZ, the detailed rules regarding the additional admission requirements and supporting documents expected for the MTDI apply to the MTDI doctoral programmes (MTDP and TTDP):

For both doctoral programmes, the application must be accompanied by a statement from the supervisor, which must also be signed by the head of the host department, to confirm the availability of the infrastructure necessary for the research, as well as a detailed research work plan agreed in advance with and approved by the prospective supervisor.

In addition to the above, a recommendation from a recognised expert must also be attached to the MTDP application.

XI. Concerning Section 13(5)(d) of the EDSZ, the detailed rules regarding additional foreign languages acceptable for international applicants in the MTDI doctoral programmes (MTDP and TTDP) are as follows:

In both doctoral programmes, the following languages are classified as world languages and are accepted for the admissions procedure: English, German, French, Russian, Spanish and Italian. For students whose mother tongue is not Hungarian, proof of at least an intermediate level (B2) of English is an absolute requirement for admission.

XII. In accordance with Section 14(4) of the EDSZ, the following additional detailed rules apply to the marking of admissions for the MTDI doctoral programmes (MTDP and TTDP):

Admissions interviews must be conducted before an Admissions Committee comprising at least four members. The Admissions Committee ranks applicants based on a comprehensive assessment of their degree results, prior research activity, proficiency in the module, the quality of the submitted research proposal, and research aptitude. Academic performance is assessed based on published work, evidence of participation in the Student Research Association (TDK), and prior professional or design work related to the research field.

XIII. In accordance with Sections 14(4) and (8) of the EDSZ, the following additional detailed rules apply to the scoring of applications from international candidates for the MTDI doctoral programmes (MTDP and TTDP):

Where international students apply for an English-taught programme, the admissions procedure is conducted by a committee of at least three members appointed by the Head of the DP, with two-thirds of the members being the same as those on the committee for Hungarian students. The committee decides on the ranking of candidates' academic and language proficiency based on the previous assessment points system that also takes international accreditation criteria into account. Academic performance is assessed based on published works, evidence of participation in the TDK (Student Scientific Circle), and previous professional or design work related to the field of research. This points system is substantively identical to the admissions points system for Hungarian students.

XIV. In accordance with Section 16(5) of the EDSZ, other specific requirements relating to doctoral training in the MTDI doctoral programmes (MTDP and TTDP):

- The MTDP operates a Progress Control (hereinafter: PC) system in the spirit of student-centred learning and transparent assessment (ESG 1.3). Doctoral students are required to present oral and written progress reports every semester (eight times in total) to the Research Monitoring Committee (KEB), their supervisor and the coordinators. PC reports are assessed using credits (typically 6–12 credits per report); any points lost here can only be made up through additional publications.
- In the case of the TTDP, students are interviewed by the departments annually; the interview is documented by the supervisors completing a questionnaire. (Appendix 2)

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

- In the case of the MTDI work programme, it is sufficient to have passed the first language examination in accordance with the EDSZ; a second language examination in English need only be provided if the applicant did not provide evidence of an intermediate-level language examination at the time of admission.

XVI. In accordance with Section 18(7) of the EDSZ, detailed rules concerning additional supervised research and publication credits that may be recognised for the purpose of reducing the duration of the research and dissertation phases in the MTDI doctoral programmes (MTDP and TTDP):

In the case of the MTDP, doctoral students may receive additional credits for their publication activity. The credit value of publication points in the MTDP is 3 times the number of points during the training phase (the first 4 semesters), whereas during the dissertation phase, it is 2 times the number of points. Compulsory credits lost due to failure to submit progress reports or to teaching activities may only be compensated by publication points, i.e., through academic achievement.

XVII. Subject to Section 21 of the EDSZ, detailed rules applicable to self-funded candidates in the MTDI doctoral programmes (MTDP and TTDP):

The admission requirements for self-funded doctoral candidates include at least 5 years of research experience, a degree in the relevant field, and a publication record demonstrating an academic career. Credits that may be recognised for previous activities are set out in Appendix 7. Upon successfully passing the complex examination (for which publication and language requirements must be met), the self-directed candidate enrolls directly into the research and dissertation phase.

XVIII. Subject to Section 23(3)(b) of the EDSZ, the detailed rules regarding the verification and documentation of the independent academic work required for the conferment of a degree in the MTDI doctoral programmes (MTDP and TTDP) are as follows:

The MTDI strictly requires academic integrity (ESG 1.1). In the case of submitted publications and the dissertation, it is mandatory to verify the ethical use of plagiarism-detection software and artificial intelligence.

- The minimum publication requirement for the MTDP is: at least 3 peer-reviewed articles in Hungarian journals and 2 in international journals, of which at least 2 must have an impact factor (WOS JCR) or be classified as Q1/Q2 (Scopus SJR).
- The minimum publication requirement for the TTDP is: at least 2 first-authored (Q1–Q4) English-language papers on the dissertation topic, as well as a minimum of 40 publication points; the points available for publications and professional work are set out in the appendix. The publication points awarded for a minimum of 2 first-author articles count towards the minimum of 40 publication points required.

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

The acquisition of a minimum of 90 credits.

- In the case of the MTDP, a further publication requirement is the submission of at least two publications accepted for publication in the field of research, one of which should, where possible, appear in a journal indexed in WoS or Scopus (minimum Q2). If the state language examination of intermediate level 'C' state language examination is not in English, proof of at least a basic level of proficiency in English is required by the time the complex examination is completed, either by means of a certificate or by the student undertaking to deliver a specialist presentation in English during the complex examination to demonstrate their language proficiency.
- In the case of the TTDP, 1 scientific article and 2 full conference papers related to the research topic, either published or accepted for publication, are required.

XX. With reference to Section 25(4) of the EDSZ, the detailed rules governing the preliminary disputation for the MTDI doctoral programmes (MTDP and TTDP) are as follows:

Appendix 5 contains guidelines on the organisation and conduct of the disputation; Appendix 5a and 5b specify the documents required for the disputation (script, minutes).

- In the case of the MTDP, a prerequisite for the preliminary disputation is the fulfilment of the minimum publication requirements (5 articles, of which 2 must be IF/Q1/Q2). The dissertation must be submitted at least one month before the scheduled date. Of the two official examiners (opponents), one must be a member of staff at MATE. At the same time, the other must be an external expert (in the case of an English-language programme, both opponents may be external). In the case of the MTDP, the disputation is chaired by the Head of the MTDI, the Head of the MTDP, or a full professor from the MTDI appointed by the Head of the MTDP.
- In the case of the TTDP, the preliminary disputation is subject to minimum publication requirements. Of the two official examiners (opponents), one must be a member of staff at MATE, while the other must be an external expert. The disputation is chaired by the head of the research unit, or by a university professor or habilitated associate professor involved in the work of the MTDI.

XXI. In accordance with Section 26(2) of the EDSZ, the detailed rules regarding proof of proficiency in a second foreign language required for application to a doctoral disputation in the MTDI doctoral programmes (MTDP and TTDP) are as follows:

In the case of the MTDP, if the state language examination of intermediate level 'C' state language examination is not in English, proof of at least a basic level of proficiency in English is required until the completion of the complex examination, either by means of a certificate or by the student undertaking to deliver a specialist presentation in English as part of the complex examination.

In the case of the TTDP programme, if a student has not provided evidence of a B2-level complex (Type C) language examination in English during the admissions process, the presentation of a state-recognised B2-level complex language examination certificate in

English is a mandatory requirement for commencing the degree conferment procedure (registration for the public defence).

Further detailed rules governing the operation of the MTDI

Habilitation procedure

Concerning the provisions concerning the habilitation procedure, the provisions of the University Habilitation Regulations shall apply.

Upon submission of the application, the applicant must prepare a written summary of approximately 10 pages detailing the academic achievements underpinning the habilitation. The marking scheme applied during the procedure is set out in Appendix 6.

Management of MTDI/DP funds

The management of these funds serves to maintain infrastructure and student support (ESG 1.6). Each academic year, the supervisor and the doctoral student draw up a financial plan for the use of the available budget (operating expenses, capital expenditure, conference attendance). The PhD student may use the funds only with the supervisor's prior documented approval. Authorisation for the use of the budget is granted via the university's electronic administration system, in accordance with the Doctoral School's central budgetary principles.

1. Separation of responsibilities and powers

To ensure an appropriate internal control system, a clear separation of professional, financial and administrative responsibilities is required.

- The supervisor is primarily responsible for the academic supervision of the PhD student's research activities and for ensuring that the financial requirements relating to the research are academically justified.
- The heads of the MTDI and the doctoral programmes (hereinafter: DP) are jointly responsible for the efficient use of the resources of the MTDI and the DP.

2. Financial planning and budgetary management

1. The financial planning of the MTDI and 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 MTDI 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 possibilities.
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 authorised administrator initiates the procurement process 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 falls within the remit of the programme director.
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

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

I. MTDI central budget

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

a) operating and administrative expenses:

- 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 material costs:

- 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

- The MTDI's operational record-keeping tasks are carried out by designated responsible persons.

- The central storage, monitoring and processing of financial and management data for controlling purposes is carried out by MATE'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: Dissertation topic announcement form

Appendix 2: Annual assessment form for PhD students

Appendix 3: Course description form

Appendix 4: Supervisor's declaration

Appendix 5: Guidelines for organising and conducting the preliminary disputation

Appendix 5a: Preliminary Disputation Script

Appendix 5b: Minutes of the preliminary disputation (template)

Appendix 6: Marking scheme for the habilitation application

Appendix 7a: CREDIT CERTIFICATE FOR INDIVIDUALLY PREPARING APPLICANTS (MTDP)

Appendix 7.b: CREDIT RECOGNITION FORM FOR INDIVIDUALLY PREPARING APPLICANTS (TTDP)

DISSERTATION TOPIC ANNOUNCEMENT FORM

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

<i>Name:</i>	Institute
	Department
Title:	Title in English:
Brief summary of the topic:	In English*:
Requirements:	Requirements*:
Funding already secured for the announced topic:	
Three publications by the announcer of the topic, published in the last 5 years and relating to the proposed topic; MTMT identifier:	
Other information:	

*provided the topic can also be announced in English

ANNUAL EVALUATION FORM for PHD STUDENTS
For MTDI students

PhD student's name:

Neptun code:

Email address:

Year of study:

Mode of study:

Doctoral programme:

Supervisor(s):

Research topic title:

Institute/Department:

Number of credits earned:

Credits	1st semester	2nd semester	3rd semester	4th semester	Total*
Academic					
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:

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

Teaching activity:

Course title	Course code	Number of hours
Total credits:		

COURSE DESCRIPTION SHEET

Course title/Neptun code:	Credit value:
Course coordinator (name, position, academic title):	
Lecturer(s) involved in teaching the course, if any (name, position, academic title):	
Course 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 and characteristics are used to impart the relevant knowledge, e.g. case presentations, case study analysis, project work, other....	
Method of assessment (group / individual / other):	
Assessment method(s) used in the assessment:	
Position of the module in the curriculum (which semester):	
Prerequisites (if any):	
Course description: a concise yet informative description of the course's objectives and the knowledge to be acquired	
Course topics/semester syllabus:	
A list of the 2–5 most important <u>compulsory</u> reading materials (notes, textbooks) with bibliographic details (author, title, publication details, page numbers, ISBN):	
A list of the 2–5 most important <u>recommended</u> texts (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):	

Supervisor's declaration

(For PhD students in Years I–III)

.....The PhD student has fulfilled the requirements of the doctoral programme. Based on the academic work carried out to date, I consider the aforementioned student, with full responsibility, to be suitable to continue their doctoral studies and research.

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:

Date:

.....
Name and signature of supervisor(s)

Supervisor's statement

For fourth-year PhD students

Supervisor's written assessment

-----Location of written assessment

Statement:

..... 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 AETDI E-learning platform to the DP secretary/sub-programme leader by 20 June, or by 10 January for students on a two-semester programme, after being signed by the supervisor and the student.

GUIDELINES FOR ORGANISING AND CONDUCTING THE PRELIMINARY DISPUTATION

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

Composition of the PhD disputation committee

The preliminary disputation committee must comprise individuals holding at least a PhD who work in a research field relevant to the dissertation topic.

Committee members:

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

In addition to the committee members and the supervisor, at least five further individuals holding a PhD degree must attend the preliminary disputation, as documented on the attendance sheet!

Requirements for the chair of a PhD 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), all of whom are in an employment relationship with the University, or a Professor Emeritus of the University.

Requirements for opponents at a PhD preliminary disputation and their duties

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

The opponent shall prepare their opinion in accordance with the criteria set out in the EDSZ and shall submit it, signed, to the 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:

- invites the chair of the preliminary disputation to chair the event,
- invites the external examiners to assess the candidate's doctoral dissertation,
- invites the secretary of the preliminary disputation to carry out the documentation tasks,
- book a room for the preliminary,
- sends out the invitations to the disputation.

The chair of the preliminary disputation is responsible for:

- to chair the disputation,
- drafts a 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 disputation,
- drafts a resolution on the outcome of the preliminary disputation together with the committee members,
- draws up an attendance register for the disputation,
- submit the signed minutes of the disputation; the signed reviews by the opponents; the signed resolution, and the attendance register to the DHK, both electronically and in hard copy.

PRELIMINARY DISPUTATION SCRIPT

- The Chair welcomes the audience.
- They introduce the committee.
 - Opponents 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 qualification.
- The Chair invites the candidate to give a brief presentation (max. 30 minutes) of their dissertation.
- They thank the Candidate for their presentation and then invite the opponents to present their opinions.
- They thank the opponents for their views, then invite the Candidate to respond to the opponents' comments and answer the questions raised.
- They ask 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 opponents to state whether they accept the Candidate's answers and whether they recommend that the doctoral dissertation be admitted to public defence.
- They ask 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. They thank everyone for their participation and close the preliminary disputation.

MINUTES OF THE PRELIMINARY DISPUTATION (TEMPLATE)



Minutes

On the public defence of the PhD dissertation of (name)

Date:

Venue:
.....

Title of dissertation proposal:

Composition of the committee:

Chair: name, academic title

Opponents: name, academic title

Secretary: name, academic title

Comments by the examiners on the candidate's answers (to be listed in detail):

-
-
-

The examiners 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			
response:							

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

a) without any amendments.

b) accepts it with the listed amendments.

c) does not recommend it for approval for the reasons listed.

(Only the relevant point(s) from (a) to (c) should be included in the minutes)

Reasoning

If the committee has accepted the doctoral dissertation subject to amendments, the proposed amendments are: (the substance of each amendment must be listed in detail)

- The
- The
- The

The persons present hereby certify these minutes with their signatures.

Budapest / Gödöllő / Keszthely, year month day.

.....
judge

.....
examiner

.....
Chair of the Committee

.....
the committee secretary

Mandatory appendices to the Minutes:

- two reviews

the candidate's responses to the reviewers' reports

**POINT-BASED ASSESSMENT OF THE ACHIEVEMENTS REQUIRED WITH THE SUBMISSION OF THE
HABILITATION APPLICATION**

Assessment criteria		
I. 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 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 a student evaluation, or where the student evaluation does not exceed 3.50. In the absence of a student evaluation, an assessment 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 instances, supervisor of a degree dissertation, dissertation or TDK dissertation (the role of co-supervisor counts as 0.5).	5	
<u>Additional points available:</u> a further 10 supervisory roles.	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 available	Points awarded
<u>Minimum requirement* (5 points):</u> at least 56 contact hours of teaching activity, certified by the immediate supervisor 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> teaching activities totalling a further 56 contact hours (3 points), invitations to serve as a visiting lecturer abroad (2 points). Oral examination in a foreign language for a 'Type A' module: 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 available	Points awarded

1b.1. Minimum requirement* (5 points): responsible for at least one compulsory (A) or two optional (type B or C) modules at the time of submission of the application, as verified electronically (faculty website, department website).		5	
Additional points available: 5 points for being the course coordinator for one further module; 5 points for substantive involvement in the development of two modules (5 points for each of the two additional modules).		10	
1b.2. Minimum requirement* (5 marks): the applicant must be the editor, or the first or sole author, or the author of at least 50 per cent of at least one set of lecture notes or one textbook, or at least one 70-page teaching aid or digital learning resource.		5	
Additional points may be awarded for being the author of further lecture notes, a coursebook, or an educational handout.		5	
1b.3. Minimum requirements* (5 points): programme director 5 points, specialisation director 2 points, course coordinator 0.5 points per credit, lecturer responsible for a course 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. Outstanding academic and research work (achievements to date at the time of application)		Maximum points available	Points awarded
Demonstration of internationally recognised, outstanding scientific achievement. Minimum requirement* (30 points): 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 based on independent citations according to MTMT For applicants who obtained a PhD from the Hungarian Academy of Sciences (MTA) no more than ten years before submitting their application, the criterion relating to outstanding scientific research work (point 2a1) shall be deemed to have been met. It shall be awarded the maximum number of points (50 in total).		30	
Additional points may be awarded as follows: 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. Supervision of doctoral students		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 may be awarded:</u> 5 points for each PhD student and/or postdoctoral researcher who has earned an additional 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 – doctoral candidates – registered 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 conferment of the degree indicated (in the case of students studying abroad, on a certificate from the foreign university).	15	
2a.3. <u>Supervision of the research work of early-career academics or students</u> <u>Minimum requirement* (5 points):</u> engagement in activities recognised by the academic community as fostering research (e.g. supervising OTDK projects: 5 points; leading and/or founding a research group: 5 points).	5	
2a.4. <u>Minimum requirement* (5 points):</u> 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
<u>Minimum requirement* (3 points):</u> substantive participation in national, international or institutional research/development/innovation grants awarded by the date of submission of the application.	3	
<u>Additional points may be awarded based on the following specific criteria:</u> 2 points per application for other similar achievements in research, development or innovation projects; 1 point for a patent application submitted (provided the applicant has a minimum 20 per cent stake); or 5 points for a breeder of a state-recognised animal or plant variety who holds a granted patent (provided the applicant has a minimum 20 per cent stake).	7	
Total (2b.1.)	10	
2b.2. <u>National and international recognition</u>	Maximum points available	Points awarded
<u>Minimum requirement* (5 points):</u> member of a domestic or international scientific organisation: 3 points; member of the organising committee of a scientific conference: 2 points.	5	

<u>Additional points may be awarded according to the following specific criteria:</u> 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.	Scientific activity	100	

Maximum marks:	Total marks awarded:	I. Higher education activities	II. Scientific activities	I.+II. Total
200				
The minimum score required for the application to be successful: 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). <i>(please underline as appropriate:)</i>				
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 using the MTMT database.
The tables must be attached to the application.

CREDIT RECOGNITION FORM FOR INDIVIDUALLY PREPARING APPLICANTS
(Doctoral Programme in Engineering Sciences)

In the case of a prior specialised PhD programme, the modules of that programme will be taken into account (compulsory modules count as 10 credits, compulsory electives as 8 credits, and free electives as 6 credits, up to a maximum of 38 credits). Publication credits are determined using the publication points calculation table below; the publication credit equals three times the number of publication points.

A total of at least 90 credits must be achieved across the above categories for admission.

The points system adopted for the assessment of publication activity

1. Publications and their impact		Number	publication points	Number × publication points
Journal articles	IF, D1, Q1, Q2 journal articles		15	
	Peer-reviewed ⁽¹⁾ articles in a world language ^{(2) (3)}		10	
	Peer-reviewed articles in Hungarian		5	
	Other scientific articles in Hungarian		2	
	Other academic articles in foreign languages		2	
Conference proceedings	International ⁽⁴⁾ conference proceedings ⁽⁵⁾		5	
	Proceedings in Hungarian ⁽¹³⁾		3	
	International conference abstract		2	
	Abstract in Hungarian		1	
Electronic publications and databases ⁽⁶⁾	Published in a foreign language, peer-reviewed journal		3	
	Published in Hungarian, peer-reviewed journal		2	
Book, chapter, edited	Foreign-language book (coursebook), chapter		6(3)/sheet ⁽¹⁴⁾	
	Book in Hungarian (coursebook), chapter		2(1)/sheet ⁽¹⁴⁾	
	Book editing, international		10	
	Book editing, domestic		5	
Patents ^{(7) (8)}	Patents (granted in Hungary)		2	
	Patents (granted abroad)		4	
References ⁽⁹⁾	In domestic publications		2	
	In foreign publications		5	
1. Total publications:				
2. Module-specific works ^{(10) (11)}				
Technological development, technical design			2	
Documented technical work			3	
Software development			2	
2. Total number of works:				
3. External research funding				
Principal investigator on domestic scientific and R&D grants			3	
contributor			1	
Principal investigator on international scientific and R&D grants			5	
contributor			1	
Principal investigator on other successful international research grants			2	
Principal investigator on other successful domestic research grants			1	

International expert assignments		2	
3. Total funding secured:			
4. Training the next generation of scientists			
Head of the Doctoral (PhD, DLA) Programme		5	
Officer		3	
Research group leader		4	
PhD or DLA supervision: successfully defended		3	
in progress		1	
PhD dissertation assessment		1	
Supervision of student research projects: theses submitted		0.5	
of which received an award		1	
4. Training and mentoring – total:			
5. Other academic activities			
Officer of a national professional body or an MTA committee		10	
Member		2	
Membership of the editorial board of a domestic journal		5	
Membership of editorial boards of foreign journals		10	
An officer on the organising committee of a congress or conference		5	
Member		2	
Officer of a national scientific society		2	
Officer of a foreign scientific society		5	
Review of a doctoral dissertation for the Hungarian Academy of Sciences		1	
5. Total for other academic activities:			
Total points for publications and academic activities (1+2+3+4+5):			

Comments:

The starting point for the evaluation is the habitus assessment applied by the relevant MTA Department (scientific committee) in the procedure for conferring the DSc degree, which is based on the SCI-based publication impact factor and, as an objective metric, ensures an internationally comparable evaluation. Furthermore, when designing the evaluation system, we endeavoured to develop a measurement method compatible with other scientific disciplines

- (1) A peer-reviewed journal has an editorial board. It has an abstract in English. The article has at least one reviewer who provides a written opinion.
- (2) *English, German, French, Russian, Spanish and Italian* are considered world languages.
- (3) An article published in a world language, peer-reviewed and featured in the Bulletin, may also be classified as such.
- (4) The official language of an international conference is a world language, where at least one-third of the speakers are from abroad.
- (5) Proceedings: the full text of a conference presentation or poster
The conference proceedings and other eligible publications have been published in a publication with an ISBN or ISSN number. A one-page abstract does not count as a conference publication.
- (6) For an electronic publication to be accepted, it must have been reviewed by an editorial board, peer-reviewed, published by a publisher, and indexed, and must include keywords to facilitate retrieval.
- (7) A patent may be included from the date on which it is published or its exploitation begins. An exploited patent receives additional points, the amount of which should be proportional to the number of citations.
- (8) In the case of patents, the weighting factor must be taken into account based on the inventors' respective shares. The allocation of the weighting factor amongst co-authors also applies to discipline-specific works (technological development, technical invention, pharmacological testing method, adaptation of new diagnostic methods, new therapeutic procedures, innovations in teaching methodology, scientific and educational films, educational CDs, software development).
- (9) Of the references, only those published in print may be taken into account; references cited in a dissertation cannot be counted as valid references. Self-citations and citations of co-authors do not count.
- (10) When listing discipline-specific scientific works (e.g. technical works or processes), it is necessary to indicate their economic and/or social utility, as well as their prevalence both domestically and abroad.

Discipline-specific works that have been utilised will receive additional points, the amount of which should be proportional to the number of citations.

- (11) Expert opinions do not count as academic activity. Among the successful applications, those involving OM patronage and non-academic applications cannot be accepted.
- (12) ***In the case of articles with two or more authors, each author's contribution may be assessed by dividing the publication's score by the number of authors. In the case of PhD students, where the supervisor is listed as an author, the supervisor need not be included in the calculation.***
- (13) This also includes material published in Hungarian at an international conference.

CREDIT CERTIFICATE FOR INDIVIDUALLY PREPARING APPLICANTS
(Doctoral Programme in Landscape Architecture and Landscape Ecology)
(The table below is intended for calculating credit points; it should not be copied into the list of publications to be submitted)

I. Min. 40 credits for ‘training and further education’ (1 credit = 30 hours of activity)	I. Completed PhD modules, professionally relevant postgraduate courses, training programmes, professional workshops, etc. (Please include the title, date/duration and organiser, and attach supporting documentation).				
A maximum of 80 credits (minus any teaching credits) for ‘Publications and one discipline-specific activity’	Publications and their impact		Number	Credits	Score
	Journal articles	Journal articles with an impact factor		10	
		Non-IF, MTA-listed journal article in a foreign language		7	
		Non-IF, MTA-listed journal articles in Hungarian		5	
		Other academic article		2	
	Electronic conference proceedings	Full paper in Hungarian		3	
		In Hungarian (abstract)		1	
		Full paper from an international conference		5	
		International conference (abstract)		2	
	Book, book chapter	Foreign-language book, coursebooks, book chapters (per sheet started)	10 per sheet (1 sheet = 11 pages, max. 50 per book)		
		Hungarian-language books, coursebooks, book chapters (per sheet started)	6 per sheet (1 sheet = 11 pages, max. 30 per book)		
		Book editing, international		10	
		Book editing, domestic		5	
	References (not self-references)	In a domestic publication		0.5	
		In an international publication		1	
	Module-specific works		Number	Credits	Number* Score
	Completed agricultural IT projects (software development)	Decision support system		8	
		Professional information system		5	
		Electronic Professional Database		5	
		Predictive or simulation system models		5	
	Implemented or approved landscape architecture plans	Land-use plan			
		— as lead designer		6	
		— subordinate		4	
Urban development plan					
— as lead designer			6		
— as lead planner for the sector-specific supporting section			4		
— as a junior planner for a specialist supporting section			3		

		Strategic plan and programme for regional and urban development			
		— as lead designer		4	
		— as a junior planner		2	
		Facility Plan A (detailed design documentation for areas larger than 2 ha or for protected areas)			
		— as lead designer		6	
		— as a junior planner		4	
		Facility Plan B (permit-level design documentation)			
		— as lead designer		4	
		— as a junior planner		3	
		Facility Plan C (design documentation at least at the planning permission stage, prepared for an area of less than 2 ha or for a non-protected area)			
		— as lead designer		2	
		— as a junior planner		1	
		Scientific documentation and/or management plan for an area under national or international protection (natural or cultural heritage)		4	
		Scientific documentation and/or management plan for an area under local (natural or cultural heritage) protection		2	
		Environmental impact assessment			
		— as lead designer		3	
		— as a junior planner		1	
	Achievements in design competitions	Winner of an international design competition		6	
		Designs commissioned in international design competitions		5	
		Winner of a domestic public design competition		4	
		Selected in a domestic public design competition		3	
		Awarded or purchased awarded or purchased		2	
	Professional awards	Foreign or international academic award		10	
		Award granted by the Hungarian Academy of Sciences (MTA) or a government body		10	
		Award granted by a domestic scientific society, chamber or professional association		6	
		Award granted by a domestic foundation or professional association		1	
		First Prize or Grand Prize at the OTDK		5	
		OTDK Second or Third Prize, or First Prize in a university TDK competition		3	
		Other prizes available to university students		1	

	External research funding		Number	Credits	Score
	Principal investigator on successful domestic scientific and R&D grants and research commissions			5	
	Participant in successful domestic scientific and R&D grants and research commissions (not as principal investigator)			2	
	Principal investigator on successful foreign or international scientific and R&D grants and research contracts			10	
	Participant in successful foreign or international scientific and R&D grants and research commissions (not as principal investigator)			4	
	International expert assignments			2	
max. 20 credits 'Teaching, training the next generation of scientists, and participation in scientific public life'	Training of the next generation of scientists		Number	Credits	Score
	Doctoral (PhD, DLA)	Head of School		5	
		Head of research group		4	
	PhD or DLA supervision	successfully defended theses		2	
		in progress		1	
	Supervision of TDK projects, degree projects/designs and dissertations; consultancy work	theses submitted		0.5	
		of which received awards		1	
	Other academic activities		Number	Credits	Score
	Academic Committee or national professional committee	officer		10	
		member		2	
	Domestic journal membership of the editorial board			5	
	Membership of the editorial board of an international journal			10	
	Organising committee of a congress or conference	officer		5	
		member		2	
	Officer of a domestic scientific society			2	
	An officer of an international scientific society			5	
	Patents	In Hungary		2	
		Foreign		3	
		International		6	

Only works that are accepted for publication, following peer review, by a publication with an editorial board established for publishing and documenting original scientific findings (whether published in traditional or electronic form) shall be considered **scientific publications**. A journal may only be classified as a scientific or professional journal if it has an ISBN or ISSN number and an editorial board. **Definition of a scientific book:** A peer-reviewed publication with an ISBN, published by a recognised publisher specialising in scientific books, a higher education institution or a research centre of the Hungarian Academy of Sciences (MTA), with the editor and authors listed, and bearing an ISBN, with a total volume exceeding 10 printed sheets (or 110 pages). An academic book may be a work produced using traditional printing methods or as an e-book, provided it meets the above registration and academic requirements.

References to **spatial planning schemes**, town planning schemes, and spatial and urban development strategies shall be made by citing the approving legislation.

'A' level facility plans are cited by the site's address and cadastral number. 'B' and 'C' level facility plans, as well as nature conservation and cultural heritage management plans, are cited by the name of the authorising authority and the reference number of the authorisation document; furthermore, if implemented, they are also cited by the address and cadastral number of the site of implementation.

References to **scientific documentation** shall be made using the public collection reference number.

References to results achieved in design competitions shall be made by means of the bibliographic description of the announcement published in print.

The PT approves the list containing the publication points on the recommendation of the academic secretary.