

OPERATIONAL REGULATIONS

Festetics Doctoral School (FDI)
Hungarian University of Agriculture and Life Sciences, Georgikon Campus
8360. Keszthely, Deák Ferenc Street 16.

September 2023

Contents

Basic information about the Festetics Doctoral School	2
Personal requirements of the formation	3
The organization and structure of the DI	4
Habilitation topics	7
The registration and administration of the FDI.....	8
Operation of the FDI	8
Education in the Festetics Doctoral School.....	11
The system of quality assurance in the FDI	13

The Festetics Doctoral School – in accordance with the standpoint of the University Doctoral and Habilitation Council (EDHT) – is creating its internal operational rules the way that it contributes effectively to the high standards of education and graduation, and it ensures the implied access to the entire intellectual potential of the doctoral school and all the material requirements.

This present regulation is created on the base of the standpoints of the [National Law of Higher Education](#), the [Hungarian Committee of Accreditation \(MAB\)](#) and the [Hungarian Doctoral Council](#), and based on the [MATE Doctoral Regulations](#). (For a detailed list on terminology see **Appendix #1**, for an alphabetic list of abbreviations see **Appendix #2** at the end of this document.)

Basic information about the Festetics Doctoral School

Basic information about the Festetics Doctoral School (FDI):

a) *name of the institution:* Hungarian University of Agriculture and Life Sciences
Place of operation: Hungarian University of Agriculture and Life Sciences, Georgikon Campus
Postal Address: MATE Georgikon Campus, Festetics Doctoral School
8360 Keszthely, Deák Ferenc Street 16.
phone number: 83/545-000
fax number: 83/545-143
e-mail: anda.angela@uni-mate.hu
website: <https://doktori.uni-mate.hu/festetics-doktori-iskola/bemutakoz%C3%A1s>

b) *Fields of study:* Agricultural and Life Science studies
Academic disciplines: Animal sciences
Environmental studies
Crop and horticultural studies

c) *Name of the DI, research fields:* Festetics Doctoral School; effects of global warming, processes of living and inanimate environment and its relations, the animal and plant biological bases of environmental adaptation, plant production, horticulture, plant protection, complex responses of animal production and aquaculture to the challenges of climate change – with special regards of the use of omic methods.

d) *Type of doctoral degree issued:* PhD (Doctor of Philosophy)

e) *Relevant MSc formations:*

Animal sciences:

- Agricultural engineer MSc (2007/7/XIV/2/6);
- Animal husbandry engineer MSc (MAB 2008/1/XI/1/9);
- Feeding and Feeding Safety Engineering MSc (MAB 2008/9/X/35).

Environmental sciences:

- Environmental Engineer MSc (2006/5/VII/5/1);
- Agricultural Engineering of Environmental Management MSc (2008/8/V/35).

Crop and Horticultural Sciences:

- Agricultural Engineer MSc (2007/7/XIV/2/6);
- Horticultural Engineer MSc (FVB 24/2010)
- Agricultural Biotechnologist MSc (2009/9/XI/24)
- Plant Protection MSc (2007/10/XII/2/13)

f) Year of establishment:

Crop and Horticultural Doctoral School (NKTDI) 2000,
Doctoral School of Interdisciplinary Sciences (IDI) 2002,
Animal and Agricultural Environment Doctoral School (ÁADI) 2007,
Festetics Doctoral School (FDI) 2015

Personal requirements of the formation

Head of the DI: The President of Festetics DIT (FDIT) and the leader of FDI – as recognized by the Council of the Doctoral Schools (DIT) - is Dr. habil. Angéla Anda, DSc.

The Head of the Doctoral School is – a university professor, fulfilling the requirements of being a core member, doctor of the MTA – responsible for the scientific standards and educational quality of the DI. The head of the DI is recommended by the DIT and after getting the approval of the EDHT is appointed by the Rector for a period of maximum 5 years. The assignment can be renewed multiple times.

Members of the DI: core members, secretary, joining members, doctoral advisors and teachers.

Those teachers and researchers disposing a scientific degree the DIT– based on the recommendation of the Head of the DI – qualifies as capable to fulfil educational, research and doctoral advisory tasks. The invitation of the members of the DI and their assignment is assessed on the basis of the MATE Doctoral Regulations.

Core members must fulfill the following requirements:

- Possesses an advanced scientific degree;
- Pursues serious and continuous activity in the field of study and academic disciplines of the DI which activity is to be examined through the MTMT database;
- Must prove the aptitude to lead a doctoral candidate by at least one doctoral candidate receiving PhD degree under his/her supervision
- a full-time teacher or researcher at the given higher education institution and she/he is assigned the higher education institution as the financial supporter based on the NFT. 26. § (3)
- Professor Emeritus or Professor Emerita (from here onwards Professor Emeritus) can also be a core member if (i) (s)he fulfills the above-stated requirements; (ii) she/he retired from MATE or its predecessors; and (iii) (s)he receives the approval of the EDHT based on the NFT. 32. § (1) paragraph.
- Someone who besides fulfilling the stated requirements works at a research center, in full time, as an employee or a public service employee – possessing the doctoral degree of the Hungarian Academy of Science – as a Scientific Advisor or Research Professor if there is an agreement on the above mentioned between the research center and MATE.

The Secretary of the FDI is assigned and exempted by the FDIT, on the basis of the Head of FDI's recommendation. The Secretary helps the work of the Head of FDI, prepares the FDIT sessions, minutes the sessions and forwards it to the academic administrator of the Georgikon Campus of the Doctoral and Habilitation Centre. The Secretary is responsible for the administrative and organizational tasks regarding the operation of the DI.

The doctoral advisors (Supervisors) are accepted by the FDIT.

The doctoral advisor is someone, who is:

- an active teacher or researcher disposing a scientific degree.
- leading and helping responsibly the candidate's education, work and research in the field of study and also the diffusion of the research results and their publication, the building of international relations, the participation in conferences and the preparation to the graduation.

The number of doctoral candidates for a doctoral advisor is maximized in six – three in the educational phase and three in the graduation phase. The doctoral advisor is required to have two publications with impact factor and at least one first authored publication in a foreign language in the given field of study in the past three years. If the performance of the doctoral Supervisor is unsatisfactory and (s)he has no successful doctoral candidate during several cycles, the status of doctoral Supervisor can be withdrawn by the FDIT. For projects of good standing, a Co-Supervisor can be named, even if (s)he obtained her/his PhD degree a year ago, provided that her/his scientific output is appropriate.

The acceptance of new subjects proposed by teachers is carried out at an FDIT session, after the revision of the teacher's performance and the examination of the topicality of the theme. After approval the new subject is added to the training scheme of the FDI. The renewal, the introduction of new subjects and doctoral themes is continuous.

The up-to-date personnel information can be found on the website of the FDI (<https://doktori.uni-mate.hu/festetics-doktori-iskola/bemutakoz%C3%A1s>) and in the database of ODT.

The organization and structure of the DI

The Council of the Festetics Doctoral School (FDIT)

The FDIT is a Committee, with regular meetings, helping the work of the leader of the DI. Its members are the core members of the DI and other researchers, disposing scientific degrees, maintaining scientific activity in the given field of study. These members are assigned and exempted by the president of the EDHT after discussed with the EDHT members.

The president of the FDIT is the Head of the FDI. One third of the members of the DIT, or at least two persons must be external experts, with no employment relation with the university. The representant of the doctoral candidates takes part in the DIT's work. The representant does not have a voting right in scientific topics or graduation related issues, on the other hand, he/she has voting right in other questions related to doctoral candidates. The representant's mandate must be renewed or confirmed by the candidates every year. The DI administrator also takes part in the FDIT without voting right.

Every FDIT member, except the representant of doctoral candidates and the administrator, must fulfil the requirements of a core member.

The FDIT has all the rights and obligations according to the MATE Doctoral Rules and Regulations and the related legislations. It helps the work of the Head of FDI, makes decisions, makes propositions and formulates opinions. Its tasks cover include the following:

- decides on the doctoral candidates' research plans, the subjects and their credit value
- decides on issuing the absolutorium, except for the eight-semester program
- decides on the repartition of governmental funds of the FDI (scholarship fund and subsidy)
- decides on the academic personnel such as doctoral topic writers, doctoral advisors and teachers of the DI
- decides of the doctoral candidates' doctoral topics
- decides on giving the emeritus title to a core member
- in case of a habilitation request, decides on its acceptance in the given field of study
- makes recommendation on the personnel of the entrance examination committee
- makes recommendation on the assignment of a new doctoral Supervisor or a Co-Supervisor, when it is necessary due to a deficiency in the research process or other reasons
- makes recommendations on the acceptance to the doctoral program
- makes recommendations for the state scholarship positions
- makes recommendations on applications to the graduation process
- makes recommendation, in accordance with the opinion of the doctoral advisors, on the personnel of the committees and the jury of award
- makes recommendation on the personnel of the Complex Examination Committee, in the case of the eight-semester program
- formulates an opinion on the periodic reports of the doctoral candidates and advisors
- decides on personal matters (such decisions must be made by a secret ballot)
- formulates an opinion on topics sent to EDHT sessions.

The jurisdiction of the Head of FDIT:

- delegates the Supervisors
- approves the research plan of PhD students
- performs an annual checkup on the performance of PhD students, determines the total number of academic points earned by them and in initiates their suspension, where appropriate
- decides on applications for exempts from examination
- decides on applications for deferment, part-time studies conducted abroad and temporary suspensions by taking the Supervisor's suggestions into account
- determines the requirements of Complex Exam and setting up of the Complex Exam Committee
- in delegated authority decides on the composition of Complex Exam Committees and Final Defense Committees
- keeps a record on the first jobs of the fresh PhD holders
- provides recommendations to EDHT on awarding PhD and *honoris causa* doctoral degrees
- forms an opinion on all the issues requested by the EDHT.

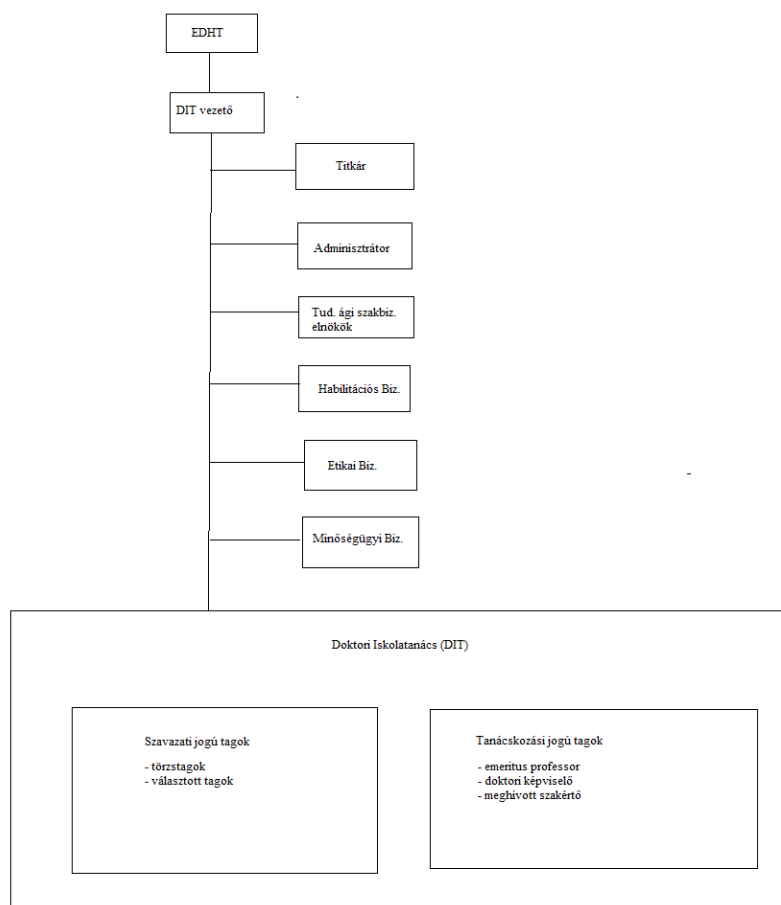
The FDIT sessions are organized at least every third month. The secretary informs the members 5 working days before the session. The DIT members cannot be substituted during the session. The Secretary has a voting right in the FDIT. The recommendations/decisions of the FDIT are made with open voting. In case of tied vote, the vote of the Head decides. The submitted propositions are accepted if at least 66,6% of the present members agree with it. In

justified cases any of the members can request secret voting, when if tied vote happens the secret voting must be continued until a majority is made. The sessions are organized by the Secretary, who verifies the arrived requests, the to-be-discussed topics with the Doctoral Administrator of the Georgikon Campus. The Secretary leads minutes of the session, of which one copy is given to the Doctoral Administrator of the Georgikon Campus for further administrative or organizational tasks.

In special cases (COVID pandemic), the FDIT formulates opinions in relative questions online. If the topic requires it, online sessions are held.

The Forum of the FDI: an annually held event with the participation of all the members of the DI (teacher, topic writer, doctoral advisor, core member) and all the doctoral candidates. Its goals are the following: giving information about the operation of the DI, asking opinions on questions towards the DI. Gives opportunity to get information about the questions related to the doctoral program and the graduation process, where those involved can formulate opinion. The Forum gives opportunity to the doctoral candidates to give their presentation and evaluation on their professional activity, foreign part time studies etc. The Forum helps the work of the DI and is an important asset of quality assurance.

The flowchart below provides a summary all persons and committees helping the operations of FDI and their interactive connections:



The operating order of FDI is worked out by the FDIT that consists of all elected voting members and members with right to consultation (a third of whom are external members).

The document is then submitted to the Head of EDHT by the Head of FDIT. The role of FDIT covers all segments of research and education process related to the doctoral training.

New members of the FDIT are commissioned by the Head of FDIT for an accreditation cycle based upon the approval of current FDIT members. The commission can be extended for additional cycles without limitations. The system follows changes that happen during cycles due to unexpected events (e.g., those due to changes in the employment contracts and retirement). The representative of PhD students is delegated by the advocacy organization from among the students with state scholarship. The delegation lasts until the end of doctoral training or withdrawal of delegation or resignation.

The Head of FDIT is assisted by the Heads and the two Members of Disciplinary Committees, who are elected to play their role for at least one cycle. Their tasks include:

- having the research plans reviewed and submitted to the FDIT,
- keeping continuous contact with the Supervisors,
- following the progress of PhD students and indicating the required intervention, if needed,
- assisting with the control of publication activity,
- commenting on the subjects of and Committee for Complex Exams,
- assuring the completion of absolutorium in case of three-year training,
- assuring whether the candidate has met the requirements of the graduation procedure,
- making suggestions for the Opponents and Members of the Final Thesis Defense Committee during an open debate.

Habilitation topics

In habilitation topics the FDI works according to the [MATE Habilitation Regulations](#).

In order to perform tasks related to the habilitation process and to prepare for decision making FDI forms a Habilitation Committee by choosing experts, who work on the research field in question and meet the requirements.

- The FDI reviews formally the habilitation application sent by the leader of the Doctoral and Habilitation Centre. During this review, the FDI examines whether the application contains and fulfills the formal requirements of all the required documents that are stated in the 6 § (4) and (5) points of the University Habilitation Regulations.
- After the formal review, the FDI evaluates the scientific, professional and educational activity of the applicant. During the evaluation of the scientific activity the FDI examines whether the applicant meets at least 50% of the scientific metrics minimum requirements stated by the competent academic unit of the chosen discipline of getting the Hungarian Scientific Academy's Doctor degree.
- The Head of the FDI send the opinion of the FDIT – alongside with the recommendation of the personnel of the advisory board and the recommendation of the Hungarian and English title of the presentation – to the leader of the Doctoral and Habilitation Centre.

Similar to the procedure followed at the Quality Control Committee, the FDIT selects the leader of the Ethics Committee. At least two members of the Committee are also selected based on the special needs of the situation. The administrative tasks and conditions required for the operation of the Committee are provided by the Secretary and administrator of FDIT.

The registration and administration of the FDI

The registry of PhD students, teachers, researchers and all other contributors can be found at the Doctoral and Habilitation Center of MATE, to which the doctoral administrator of the Georgikon Campus has access. According to the regulations of MATE, the PhD student proves her/his legal status with her/his student pass.

registration	responsible
Registration of the FDI members (teachers-researchers, doctoral advisors), administrative tasks within the school	FDI Secretary/DHK Georgikon Campus administrator
registration of doctoral candidates, file handling, correspondence	DHK Georgikon Campus administrator
administration of self-funded students, file handling, correspondence	DHK Georgikon Campus administrator
administration of the graduation process (leading the register)	DHK Georgikon Campus administrator

Operation of the FDI

Specificities of Festetics Doctoral School - to the attention of our future students

Applications to the training at FDI can be submitted twice a year based on the recruitment advertisement placed onto the website of MATE. Applications can be submitted for (i) scholarships; (ii) positions that require reimbursement (HUF 200,000 per semester for Hungarian process and EUR 4,000 – 6,000 per semester for English process) or (iii) individual positions (Thesis written, Complex Exam passed). The number of positions to be filled varies between five to ten per year, for cross-semester applications it tends to be substantially lower. The total number of points is 70, out of which 35 is required minimally for entry. The Entry Exam is conducted in two languages, for those to apply in Hungarian a complex mid-level state exam and minimal knowledge of their research field in English is required. Our degree holders typically find jobs in higher education, research institutes, government organizations and in the business sector. The actual research projects of our Supervisors can be read on the website of odt.hu. Candidates are advised to contact the potential Supervisors.

Entrance examination process of the Doctoral School

An applicant can be accepted to a doctoral program, possessing a relevant Master's degree from a Hungarian or a foreign university with at least „good” note or another

certificate justifying professional qualification that equals a university degree, and disposing at least one type C, intermediate state acknowledged language exam – intermediate (B2 level), general language, complex – or any kind of language exam that equals that level. The requirement of a „good” note can be exempted in case of a degree received at least three years earlier, with proof of scientific performance since then.

A PhD program applicant can be expected to have approved scientific background (TDK activity, scientific presentation, publication, professional study tour), which counts as an important role during the entrance examination.

After completing the complex examination an individual candidate can also join the second two-years period (research and dissertation period). The application form for individual candidates contains in its annexes all the documents in details that are to prove the candidate’s scientific activity in the chosen field of study that can be expected.

The study program is eight semesters long (240 credits). The program consist of a formation and research, and a research and dissertation phase. The degree certificate received at the end of the program is the „Doctor of Philosophy” (abbreviated to PhD).

During the first four active semesters, in the formation and research period, of the PhD program credits can be earned by learning body of knowledge, completion of subject requirements, for research and completion of educational tasks. During the PhD program, at the end of the 4th semester, as the closing of the formation and research period the complex examination is taking place, as a measurement and evaluation of the educational and research process and as the entry requirement of the research and dissertation period. During the PhD program, after completing the complex examination, the candidate participates in the program with the completion of the research and dissertation phase, with the goal of receiving the doctoral degree.

The rules of accepting a candidate to the DI are stated in the [MATE Doctoral Rules and Regulations](#).

Annually during February/March, on the appeal to the Head of FDI, those teachers and researchers of the university who possess a scientific degree, and qualified employees of research centers, can make topic proposals in the main research fields of the DI for the next year’s doctoral programs. The topic proposals and the scientific activity is evaluated/estimated by the DIT based on the form located on its website (<https://doktori.uni-mate.hu/festetics-doktori-iskola/let%C3%B6lthet%C5%91-dokumentumok>) and if necessary, they send it back for further corrections. In special cases an application strengthened by justification can also be submitted. The approved topic proposals are announced on the ODT database under the topic proposal point.

The entrance examination is organized by the DHK, that is open to those who have handed in formally acceptable applications. The entrance examination is held by the DI’s entrance examination committee in English and in Hungarian language. The committee consists of the president, the secretary, at least two members and the representant of the doctoral candidates disposing consultant rights.

The evaluation process of the entrance examination is described in the [MATE Doctoral Rules & Regulations](#)

At the FDI, the English discussion is mandatory.

During the entrance examination, the applicant reports upon his/her scientific work, scientific plans and proves his/her basic knowledge in the chosen field of study and the knowledge of English terminology. The Entry Examination Committee evaluates the applicant’s previous scientific activity, his/her language knowledge, basic knowledge in the chosen study field, his/her professional intelligence, assiduity. During the entrance examination process the Committee evaluates the documents handed in and the oral

examination, based on these two makes a proposition on the acceptance or rejection of the application.

The applicants proposed for acceptance are being ranked based on their points, the ranking is divided between participants in scholarship and self-funded programs and is submitted to the FDIT. Based on the proposal of the FDIT, the EDHT makes the final decision on the list of the accepted. In case of over-subscription, the EDHT can propose self-funded positions for those who have applied for scholarship funded positions.

Organizing the graduation process

The doctoral candidates can apply to start the graduation process according to the MATE Doctoral Rules & Regulations.

Applicants in the *3-year program* (studies started before 2016) can apply for the process with handing in Annex 4a and its attachments of the regulations to the Doctoral and Habilitation Centre. The formally checked applications are forwarded to the DIT to check it from a professional point of view. If the applicant, based on the documents of the application disposes an absolutorium and the second language examination certificate, then based on his/her doctoral advisor's proposition the DIT can accept the great go topics and the great go and/or graduation committee. The DI leader submits the propositions to the EDHT and the decision is made by them. The great go must take place within two years from the date of application for the graduation process before the great go committee accepted by the EDHT.

In case of the *eight-semester program* (studies started after 2016) the doctoral candidate can apply for the complex exam by handing in the 4th annex of the rules and regulations. Requirements to take the complex exam are: 120 credits gained. The Complex Exam is organized as an enclosing of the formation and research period, at the end of the 4th semester. The complex exam is held in front of a Complex Exam Committee proposed by the FDIT and accepted by the EDHT. The composition of the complex exam committee is described in the 23§ point 4 of the doctoral rules and regulations. After the successful completion of the complex exam starts the research and dissertation period.

The doctoral candidate must hand in the doctoral dissertation, (with the minutes of the home defense, the opinions of the opponents and the record of attendances), in case of the *three-year program*, at the same time with the application or within two years from the acceptance to the Doctoral and Habilitation Centre, in all cases after the home defense. The home defense is organized by the doctoral advisor of the candidate.

In case of the *8-semester program* – within 3 years from the complex examination – after the acquisition of the absolutorium and the home defense, the doctoral candidate must hand in the dissertation to the Doctoral and Habilitation Centre, alongside with the required publication (with the minutes of the home defense, the opinions of the opponents and the record of attendances). The home defense is organized by the doctoral advisor of the candidate based on the recommendations that can be downloaded from the FDI website.

The doctoral candidate hands in his/her request to the graduation process with the annex 4. c to the Doctoral and Habilitation Centre. The formally checked application form is examined by the FDIT from professional point of view. If the applicant fulfills the requirements of the application, based on the proposition of the doctoral advisor the DIT accepts the proposed reading committee and the DI leader submits it to the EDHT that makes the decision on it.

Language requirements of the FDI

The language requirements for doctoral candidates with Hungarian mother tongue is the following; when applying for the program, at least an intermediate level C or B2 type language certificate. The language requirement for doctoral candidates with not Hungarian mother tongue is at least an intermediate level C or B2 type language certificate in English, the second known foreign language is the mother tongue of the candidate.

The following are accepted as first foreign language:

- any of the EU official languages
- any world language (according to the UN classification), meaning; English, Arabic, French, Chinese, Russian and Spanish.

Based on the 158/2022 (VII.27.) regulation of the Senate of MATE (modified from 28th of July, 2022), FDI does not require a second language certificate from students of Hungarian origin or foreign nationality alike. On the other hand, FDI requires the knowledge of English a second foreign language for those Hungarian students, whose Entry Exam was conducted without an English language exam. For PhD students admitted later than 1st of September, 2023, the proof of English language skills is a requirement for (i) application for a Complex Exam; (ii) receiving an absolution; and (iii) receiving a degree. English language skills can be demonstrated by having an XXX-level English State Exam; passing the Complex Exam in English; or having an XXX-level University English Exam.

The alumni policy of the FDI

The administrator of the Georgikon Campus of the Doctoral and Habilitation Centre leads a register of the students of FDI. The Doctoral and Habilitation Centre keeps university record of the person getting a university degree and the information about the degrees issued. The Centre, after the PhD inauguration, informs the Hungarian Accreditation Committee about those who received a PhD degree, ensures the online publication of the theses and gives access to the theses to the Ministry.

The DIT is informed by the doctoral advisors on the first employment of the PhD candidates who have successfully finished the doctoral program. Those who have fulfilled their studies in the DI are regularly invited to the events of the Doctoral School, as committee members, presenters on a conference etc. The career tracking of the finished PhD students is to be continued by the administrator of the FDI and will be featured on the website of FDI.

Education in the Festetics Doctoral School

1. Modell curriculum and subject programs

The FDI prepares the model curriculum under the direction of the Head of FDI. The curriculum is accepted by the FDIT (see also the Educational Program on the website of the FDI). During the accreditation procedure, every regulation is accepted by the EDHT and the Senate as well. The program, according to the curriculum is divided into 3 separable fields (formation, education, research).

The curriculum and the program the formation contains the compulsory and optional subjects, the name of the responsible person of each subject, the syllabus, the list of the related literature, the credits, the dependence of the subjects to one another and the suggested order of the subjects throughout the semesters.

Apart from the lists of compulsory and optional subjects, differing to each field of study, the curriculum contains also the main and side subjects of the complex examination.

2. Educational obligations of the doctoral candidate

Based on the mode of the educational program, the doctoral candidate according to the obligations follows the workplan that has been prepared at the beginning of the program with the help of the doctoral advisor and accepted by the FDIT. Derivation from the workplan must be allowed by the FDIT.

3. The doctoral candidate can attend to educational roles with a valid contract of agency. The candidate, according to the subject responsible teacher's suggestion can receive educational points for this task with the approval of the FDIT.

4. The doctoral candidate can fulfil maximum 1 year of the program abroad in a part-time educational program. The stay abroad can be accepted as a part-time study period if the candidate can do research or attend an educational program related to his/her doctoral theme. The approval of the part-time studies abroad is carried out by the FDIT, with regards to the suggestion of the doctoral advisor of the candidate.

Roles of the Doctoral School regarding the research activity of the doctoral candidates

The applicant prepares a draft workplan for the entrance examination (part of the application form). After acceptance to the program the doctoral candidate and the advisor prepares a detailed workplan, which contains the title of the topic, the objective, the description of the planned trials, the draft timing of the implementation, the list of necessary inland and abroad study trips, bibliography of literature to be used.

The research plan alongside with the educational plan (tracking of the subjects to be accomplished) is examined and estimated by the DIT with the help of external specialists and the committee accepts/sends back to correction/denies the proposal. The not accepted workplan is given back to the candidate/advisor for correction. The doctoral candidate carries out the research according to the accepted research plan with the indications of the doctoral advisor.

At the end of each semester, the doctoral advisor hands in a written declaration about the work and the research work of the candidate, either in the registration course book or digitally with the administration of the given credits, proposed by the DIT. The candidate at least once a year gives oral presentation about his/her work. The place of presentation can be the DIT session (in case of cross semester program), or the Forum of the DI.

In order to ensure the research requirements FDI makes efforts to obtain subventions from tender sources.

Publication requirements of the Doctoral School

The DIT, with the cooperation of the doctoral advisors, encourages the doctoral candidates, to publish, their scientific results, at least partly, in a journal, disposing impact factor. The Formation plan contains the detailed requirements of the publications. A publication is only accepted if it is an already published scientific statement or the manuscript under publication has an official confirmation from the editor.

The DI established the minimum requirements for the public defense of a doctoral dissertation as follows:

- three peer reviewed* scientific statement, of which one disposes impact factor
- among the publications, there must be one first author foreign language article
- one conference presentation or a poster participation, which has been published in an issue at least in 4 pages of volume

* The list of peer reviewed journals is displayed in the Scopus or in the database of the MTA Department of Agricultural Sciences

A peer-reviewed publication (article, scientific statement) is a manuscript published in a journal, that has an editorial board, the manuscript is lectured, at the end of the dissertation the used literature is listed, and in case of a Hungarian dissertation it disposes as foreign language theses.

The system of quality assurance in the FDI

The quality control system of FDI operates on the basis of the PDCA (Plan-Do-Check-Act) determined earlier by the EDHT of MATE. The following table lists all the 48 tasks, responsible persons and deadlines. This table can also be found at the website of XXX and it demonstrates all the tasks, responsibilities, possibilities for feedback and room for potential improvements.

	Process	Responsible person	Deadline
1.	Inspection of Supervisors	Head of FDI	Beginning of the year (Feb-Mar)
2.	Grading of project proposals	Head of FDI	Beginning of the year (Feb-Mar)
3.	Inspections of courses	Head of FDI	Annually
4.	Advertizing courses on Neptun (through DHK; Edit Simáné Dolányi)	Responsible teacher, Supervisor	Twice a year (spring and autumn) by the required deadline
5.	Inspection of Core Members	Head of FDI	Beginning of the year (Feb-Mar)
6.	Inspection and update of FDI members	Head of FDI	Beginning of the year (Feb-Mar)
7.	Submitting research projects to the ODT database	Secretary of FDI	By the deadline
8.	Submitting the local specialties of the central entry requirements	Secretary of FDI	Twice a year (spring and autumn) by the required deadline
9.	Submitting specific info about the FDI to the website	Head of FDI	Continuous
10.	Nominating the Entry Exam Committee	Head of FDI	Twice a year (spring and autumn) by the required deadline
11.	Entry Exam	Head of FDI	Twice a year (spring and autumn)
12.	Filling up the questionnaire	Head of FDI	Twice a year (spring and

	by the Committee members		autumn)
13.	Ranking of applicants by the FDIT	Head of FDI	Twice a year (spring and autumn)
14.	Sending recommendation to EDHT for their acceptance	Head of FDI	Twice a year (by the deadline)
15.	Making and submitting the research plan	Supervisor	Twice a year, by the end of the month of Entry Exams
16.	Research plan reviewed by external examiners	Heads of Disciplinary Committees	Within a month after submission
17.	Approving the research plan; decisions about additional tasks	Head of FDI	At the FDIT session (spring/autumn)
18.	Notifying the PhD students about the work plan	Secretary of FDI	Immediately after the FDIT session
19.	Filling up the assessment sheets	Supervisors	Twice a year
20.	Accepting the half-yearly assessment of PhD students	Head of FDI	At the end of each semester
21.	Annual reports about the indicators of the previous year	Head of FDI	Every spring
22.	Uploading the report to the website	Secretary of FDI	Upon approval of FDIT
23.	Choosing the date and committees for the forum	Head of FDI	May
24.	Nominating the Head and external members of the of Committee	Secretary of FDI	May
25.	Notifying the PhD students about the Forum	Secretary of FDI	May
26.	Information exchange about the Forum (questionnaire)	Head of FDI	Aug-Sep
27.	Nominating the Committees for Complex Exams	Head of FDI	Apr-May
28.	Applications for the Complex Exams	DHK (Neptun)	May
29.	Inviting the Head, members and external members of the of Committee	Secretary of FDI	May
30.	Complex Exams	Heads of Disciplinary Committees	May
31.	Having the questionnaires filled	Head of FDI	May
32.	Having the questionnaires evaluated by an external member	Head of FDI	Sep-Oct
33.	Suggestions (internal and external) and questionnaires	Head of FDI	Annually, during the month following the

	presented and discussed by FDI		grading
34.	Action plan, nominating the responsible persons	Head of FDI	Jun, Oct
35.	Issuance of Absolutoriums		continuous
36.	Revision of the protocols of FDI	Head of FDI	continuous
37.	Adding modifications to the collection of rules	Secretary of FDI	continuous
38.	Chairing the meetings of FDI, forwarding matters to the EDHT, informing the FDI	Head of FDI	At least quarterly or according to the needs
39.	Informing the PhD students	Student representative, Admin of students	continuous
40.	Arranging and chairing the Internal Thesis Defense (according to the rules posted on the website)	Supervisor	continuous
41.	Overlooking and providing an opinion on the materials collected at the Internal Thesis defenses before submitting to the EDHT	Head of FDI	continuous
42.	Electronic submission of the Theses	DHK	continuous
43.	Submission of the hard copy of the Theses and accompanying documents	Administrator of FDI (Keszthely)	continuous
44.	Signing the Theses	Head of FDI	continuous
45.	Recommendations on granting PhDs to the EDHT	Head of FDI	continuous
46.	Submitting other materials (e.g., habilitation titles, core member approval, recommendations on committees; see above)	Head of FDI	continuous
47.	Submitting materials to the meetings of EDHT (Mar, Jun, Oct, Dec; first Thu)	Head and Secretary of FDI	One week before the quarterly sessions
48.	Testing the satisfaction level of FDI members (questionnaire)	Head of FDI	Once a year (spring)

In addition to the above the following points complete the quality assurance process of FDI:

- In 2022, FDI introduced the process of blind inquiries of all participants of the process (i.e., PhD students, internal and external participants) through the use of anonymous questionnaires. Questionnaires are being filled at the Complex Exams and at the Forum. Opinions and suggestions are then compiled by an external expert, whose report is then discussed at the

meetings of the FDIT. A short summary of the outcome of these surveys is posted on the FDI website once a year.

- The DIT, above the general entrance requirements of the university, gives additional orders to its own entrance examination board. These orders are reviewed annually. As a result of the above mentioned the entrance examination's compulsory language is English.
- Makes sure that the curriculum is reviewed frequently, the right responsible person is chosen for each subject, if necessary correction is effectuated.
- During the program, makes sure, that the doctoral candidates give an account on their study procedure.
- With the help of its international relations, helps the candidates' participation on international conferences, trips, part time study programs.
- Examines the statistical data regarding the Doctoral School and takes actions based on them.
- With the help of the students' representative of the DIT ask the candidates' opinion on the program. Does the same to those who have successfully finished their studies and external experts. Based on the given opinions takes measurements.
- The complex examination must be organized with a complex examination committee. The committee has at least three members. The president of the committee must be a MATE university professor, associate professor, habilitated professor, a lecturer or researcher disposing the title 'Doctor of the MTA' or professor emeritus of MATE. At least 2 members of the committee must be a leading lecturer, certified researcher in the main field of the examination, of which one must not be employed by MATE. All of the members must dispose a scientific degree. The Doctoral Advisor of the candidate participating in the exam, cannot be a member of the committee but must be invited to the examination. The doctoral advisor must have the opportunity to give a written evaluation before the exam or an oral evaluation during the exam on the student's work and preparation.
- The dissertation must be defended in front of a jury of award accepted by the EDHT on a public debate. The jury of award must be composed of at least PhD awarded members in the given field of study of which at least one third must not be employed by MATE. The president of the jury of award must be a MATE university professor or professor emeritus of MATE. The opponents are members of the jury of award alongside with at least two further members. The jury of award cannot operate without external members. The opponents can be external members as well. The opponents must be an acknowledged authority of the field of study. The candidate's doctoral advisor, consultant and co-authors in the given field cannot be members of the jury of award.

Appendix #1

Definitions

1. **Doctoral School (DI):** an educational unit of the university, operating with the approval of the Hungarian Accreditation Committee, comprehending several organizational units within the university with the educational aim of getting a scientific degree. The doctoral school can cooperate with other higher education institution or an external research center. Within the university there cannot be more than one doctoral school of each scientific field. The only exceptions are the multidisciplinary doctoral schools defined by separate laws.
2. **Doctoral student:** state scholarship holder or self-funded participants in the doctoral program, disposing a student status, bearing all the rights and obligations described in the related laws.
3. **Doctoral candidate:** in case of the three-year long program, the doctoral student who obtained the absolutorium and takes part in the graduation process until the date when the defense process ends – with regards to the deadlines prescribed in the laws and the regulations of the university rules and regulations.
4. **Candidate:** in case of the 8-semester-program, the doctoral candidate who after finishing the research and dissertation period, received the absolutorium, at the latest date – with regards to the deadlines prescribed in the laws and the regulations of the university rules and regulations – until the end of the defense process.
5. **Doctoral scholarship:** financial support based on legal regulations for state scholarship holder doctoral students or international doctoral students with the same legal confiscation as Hungarian students
6. **Doctoral study program:** educational, research and reporting activity, individually or in groups, adjusted to the study fields and the doctoral students' requirements.
7. **Doctoral topic:** a research area that makes possible for the doctoral student to learn the application of scientific methods – with the lead of the doctoral advisor – gain valuable scientific results and create publications, scientific presentations and a doctoral dissertation of the above.
8. **Credit (study point):** the doctoral student gains it during the doctoral study program when fulfilling the study requirements of the doctoral school
9. **Doctoral graduation procedure:** the procedure of receiving the doctoral degree in case of the three-year-long program; the research and dissertation period in case of the eight-semester-long program.
10. **Doctoral dissertation:**
 - a. written dissertation of the doctoral student/candidate, ensuring that he/she has fulfilled the scientific work requirements.
 - b. The dissertation can be a short summary of more scientific statements also. In this case the original statements are annexed to the summary and the jury of award evaluates their quantity and quality. As an annex to the dissertation artwork or invention can also be attached.
11. **Doctoral Degree:** A degree issued by the University Doctoral and Habilitation Committee based on the University's doctoral rules and regulation.
12. **Doctoral Theses:** a summary of the doctoral dissertation for the scientific public, containing the scientific results of the doctoral candidate making sure that he/she has fulfilled all the general and specific requirements for the doctoral graduation
13. **University Doctoral and Habilitation Committee (EDHT):** the highest body of directing, decisions-making, that is supervising and controlling the doctoral formation, the universal system of doctoral graduation and habilitation, ensuring the quality of the scientific degree and the international equivalence of the degrees in each scientific field and fields of study.
14. **The Committee of the Doctoral School (DIT):** a regularly seating advisory board that helps work of the leader of the doctoral school, its members are mandated by the president of the EDHT based on the opinion of the members of the EDHT.
15. **University Register of doctoral students:** a register of the Doctoral and Habilitation Centre of all the doctoral students accepted to and participating in the doctoral education process.
16. **University Doctoral Register:** a register of the Doctoral and Habilitation Centre of every graduated person and the data of the graduation certificate
17. **Education and research period:** the first period of the doctoral study program, meaning the first four semesters, with the complex examination at the end.
18. **Complex Examination:** during the doctoral study program, at the end of the fourth semester, as the closing event of the education and research period, an exam with two parts; organized in front of a jury of award in the theoretical part the candidate's theoretic knowledge is measured, while in the dissertation part the scientific process of the candidate is evaluated.
19. **Research and dissertation period:** the second part of the doctoral program after the complex examination, it is the part of the graduation procedure with the aim of gaining the scientific degree.

20. **International part-time study program:** part of the doctoral study program, related to the topic of the doctoral dissertation – approved by the Doctoral Advisor – a work program that fulfills the requirements of the given period of the study program. The DIT has the right to approve the work program of the international part-time study program.
21. **Home Defense:** presentation, evaluation and debate of the plan of doctoral dissertation of the candidate organized by the doctoral advisor with the participation of teachers, researchers of the field
22. **Public Defense or Final Defense:** presentation of the dissertation of the candidate with the aim of getting the scientific degree in front of a jury of award and official evaluators (opponents), presenting the scientific results, answering the questions that came up during the presentation
23. **Teachers of the Doctoral School** are those teachers and researchers who are, after the DIT, capable – based on the suggestion of the leader of the doctoral school – of fulfilling educational, research and advisorial tasks within the Doctoral School
24. **Doctoral Advisor or Supervisor:** an active teacher or researcher that leads the doctoral candidate's scientific work, the DIT approved its topic proposition, and based on this leads the educational and research tasks of the candidate, helps the publication of the scientific results, the building of international relations, participation in international conferences, the preparation of the candidate for graduation. A doctoral advisor cannot have more than six doctoral students at a time – three in the educational period and three in the graduation period.

Appendix #2

Abbreviations in alphabetic order

DI - Doctoral School

DIT - Committee of the Doctoral School

EDHT - University Doctoral and Habilitation Committee

FDI – Festetics Doctoral School

FDIT - Committee of the Festetics Doctoral School

MAB - Hungarian Committee of Accreditation