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**DOCTORAL SCHOOL OF NATURAL SCIENCES
(DSNS)**

OPERATIONAL REGULATIONS

(The requirements of these regulations apply to doctoral students who begin their studies after
September 1, 2025)

**Gödöllő – Keszthely
1 September 2025**

Abbreviations Used in the Regulations:

DHCe	Doctoral and Habilitation Center
DS	Doctoral School
DCDS	Disciplinary Council of the Doctoral School
DP	Doctoral Program
DR	Doctoral Regulations
DHC	Doctoral and Habilitation Council
University/MATE	Hungarian University of Agriculture and Life Sciences
HAC	Hungarian Accreditation Committee
OR	Operational Regulations
PC	Program Council
DSNS	Doctoral School of Natural Sciences

INTRODUCTION

The Doctoral School of Natural Sciences (DSNS) received its operating license as part of the structural reorganisation of the doctoral schools at the Hungarian University of Agriculture and Life Sciences in 2025, based on the decision of the University Senate on May 16, 2025. During the organisational restructuring, the MATE Doctoral School of Environmental Sciences (ID D65), which continues to operate under a new name, was expanded to include the biological sciences; it incorporated the natural and biological science activities of the former Doctoral School of Biological Sciences (DSBS) (ID D63) and the Festetics Doctoral School (ID D228). The DSBS and Festetics Doctoral Schools ceased to exist as of 31 August 2025.

This Operational Regulation governs the specific procedures related to doctoral training within the scope of authority delegated to the DSNS by the Doctoral Regulations of the Doctoral and Habilitation Council of the Hungarian University of Agriculture and Life Sciences. For matters not regulated in this Operational Regulation, the provisions of the University's Doctoral Regulations, the University Doctoral and Habilitation Regulations, the Quality Assurance Plan for Doctoral Training, and its annexes shall apply.

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1. ORGANIZATIONAL STRUCTURE OF THE DOCTORAL SCHOOL

Name of the Doctoral School: Doctoral School of Natural Sciences

Abbreviation: DSNS

Head of the Doctoral School: Prof. Dr. Erika Csákiné Michéli, university professor, core member of the Hungarian Academy of Sciences (HAS)

Scientific Secretary of the Doctoral School: Dr. Éva Várallyay, Scientific Advisor, corresponding member of the Hungarian Academy of Sciences (HAS)

Disciplinary classification of the Doctoral School: Natural Sciences

(1) The Doctoral School operates within the framework of the Hungarian University of Agriculture and Life Sciences, independently of faculties, institutes, and departments

(2) Director of the Doctoral School

The Director of the Doctoral School (DS) is a full-time university professor employed at the University, who holds the title of Doctor of the Hungarian Academy of Sciences (HAS) or an equivalent scientific degree, and meets the requirements set for core members. The Director of the DS is responsible for the scientific quality and educational activities of the school. The candidate for the position of the Director is proposed by the Disciplinary Council of the Doctoral School (DCDS) and, following the approval of the Doctoral and Habilitation Council (DHC) – taking into account the professional opinion of the Hungarian Accreditation Committee (HAC) – is appointed by the Rector for a term not exceeding five years. The appointment may be extended multiple times.

(3) Scientific Secretary of the Doctoral School

The Head of the Doctoral School may appoint a Scientific Secretary to carry out the administrative and organisational tasks of the School. The Scientific Secretary of the Doctoral School is a lecturer or researcher with an academic degree who assists the Head in their work. The Secretary is a voting member of the Disciplinary Council of the Doctoral School (DCDS).

(4) Programs of the Doctoral School

A Doctoral Program (DP) is an organisational unit of the Doctoral School, operating within a specific scientific or disciplinary field with a unified research and training profile, typically led by a Program Director. The program defines research groups, assigns supervisors, and establishes the framework for the training, including courses and requirements.

Within the DSNS, two Doctoral Programs (DPs) operate:

Program name	Disciplinary classification	Research area
Doctoral Program of Environmental Sciences	Environmental Sciences	Soil science, environmental chemistry, ecotoxicology and microbiology, agrobiodiversity, gene conservation, organic/ecological farming, landscape ecology, nature and landscape conservation, environmental safety, water management, and climate protection
Doctoral Program of Biological Sciences	Biological Sciences	Basic and applied biological sciences, from the molecular level through biochemistry to supra-individual community, landscape, and global ecological scales.

(5) Head of the Doctoral Program

The Head of the Doctoral Program is appointed by the Director of the Doctoral School with the approval of the Disciplinary Council of the Doctoral School.

(6) Secretary of the Doctoral Program

The Secretary of the Doctoral Program is a qualified lecturer or researcher, employed full-time by the University, appointed to assist the Program Director in their duties. The Secretary (or Secretaries) is appointed by the Program Director with the approval of the DCDS.

(7) Doctoral Programs of the DSNS, their Directors and Secretaries

Doctoral Program of Environmental Sciences

Director: Dr. András Székács, full professor, Doctor of the Hungarian Academy of Sciences (DSc)

Secretaries: Dr. Miklós Gulyás, associate professor; Dr. Mátyás Cserhádi, associate professor

Doctoral Program of Biological Sciences

Director: Dr. Zoltán Nagy, full professor, Doctor of the Hungarian Academy of Sciences (DSc)

Secretary: Dr. János Balogh, associate professor

(8) Subprograms of the Doctoral School

The Doctoral Programs of the DSNS operate subprograms corresponding to their specific scientific fields

Subprograms of the Doctoral Program of Natural Sciences (DPNS):

- Environmental Chemistry, Ecotoxicology, and Environmental Technology Subprogram (Subprogram Leader: Dr. András Székács)
- Environmental and Landscape Management Subprogram (Subprogram Leader: Dr. Károly Penksza)
- Environmental Biology and Environmental Safety Subprogram (Subprogram Leader: Dr. Balázs Kriszt or Dr. András Táncsis)
- Soil Science Subprogram (Subprogram Leader: Dr. Erika Csákiné Michéli)
- Management and Climatology Subprogram (Subprogram Leader: Dr. Zoltán Vekerdy)

Subprograms of the Doctoral Program of Biological Sciences (DPBS):

- Fundamentals of Agricultural Biotechnology (Subprogram Leader: Dr. István Papp)
- Microbiology (Subprogram Leader: Dr. Katalin Posta)
- Plant Ecology and Ecophysiology (Subprogram Leader: Dr. Zoltán Nagy)
- Zoology and Animal Ecology (Subprogram Leader: Dr. Péter Nagy)

(9) The Subprogram Leader of the Doctoral Program

The Subprogram Leader of the Doctoral Program directs the professional activities carried out within the subprogram and maintains direct contact with the supervisors, lecturers, and students involved. Subprogram leaders are appointed by the Program Leader and approved by the Disciplinary Council of the Doctoral School (DCDS).

(10) Members of the Doctoral School

Core members

A core member of the Doctoral School is a person who meets the criteria set out in Government Decree 382/2012, §2 (3)–(6), holds a scientific degree, has verified publications in the Hungarian Scientific Bibliography (HSB/MTMT) database, has supervised a student who has already obtained a doctoral degree, has an approved research topic in the Doctoral School, and is not on a long-term leave or abroad for more than one year at the time of joining the Doctoral School.

A core member may also be a scientific advisor or research professor holding the title of Doctor of the Hungarian Academy of Sciences (HAS), employed full-time under an employment or public employment contract at a research institute that has a contract with the university for participation in doctoral training.

The core members of the DSNS include the Director of the Doctoral School, the Scientific Secretary, the leaders of the Doctoral Programs, and, upon their proposal, university professors, scientific advisors, and research professors, who are researchers in the field of science and meet the criteria for core membership.

A core member emeritus may be designated by the Doctoral Council of the Discipline (DCD) if the person was a founding member of the Doctoral School or was accepted as a core member at least five years earlier and maintains a documented relationship with the University. A core member emeritus is no longer obliged to supervise doctoral students.

Supervisors

A supervisor is an academic staff member or researcher holding a scientific degree whose research topic has been approved by the doctoral Program Council (PC). The supervisor is responsible for guiding and supporting the doctoral student's studies, research, and preparation for the degree conferment. Supervisors are primarily full-time employees of the University or professors emeriti.

Upon recommendation of the Leader of Doctoral Program, the PC may also appoint an external expert as a supervisor if the expert has a long-standing professional relationship with the University and is a recognised researcher in a specific field. In such cases, an internal supervisor must also be appointed alongside the external supervisor.

Requirements for supervisors: continuous publication activity, the quality of which meets the standards expected of those with the same academic degree in the field of research (verifiable in the HSB/MTMT database).

Applications for doctoral supervision shall be submitted to the secretary of the Doctoral Program on a continuous basis. The application is evaluated by the head of the program, and the final decision on their acceptance is made by the Doctoral Council (DC). A supervisor must be assigned to each doctoral student; in justified cases, a co-supervisor may also be appointed, particularly alongside an external supervisor. The supervisor (or co-supervisor) is responsible for the doctoral student's academic progress. A supervisor may supervise a maximum of six doctoral students at the same time. In the case of co-supervision, each such supervision counts as 0.5 of a full supervision.

Co-supervisor

The involvement of a co-supervisor may be initiated by the primary supervisor, and their appointment must be approved by the Program Council (PC; see point 13). The co-supervisor must also meet the criteria required of a supervisor.

Lecturer in charge of the course

The course lecturer is a university lecturer or researcher with an academic degree, or a distinguished specialist with an academic degree employed by other institutions, who directs the teaching of the courses prescribed/approved in the Doctoral Program (DP) within the framework of the approved course syllabus. The head of the DP approves both the course and the appointment of the lecturer, upon the evaluation of the Program Council (PC).

Lecturers

Lecturers participate in the implementation of the DP's educational program. The Lecturer in charge of the course appoints the lecturers, following consultation with the leaders of the respective programs. If necessary, the program leader may request the opinion of the Program Council (PC) regarding the appointment of lecturers.

Members of the DS offer courses within its training program of the DS, deliver classes and consultations, supervise doctoral students, and participate in the administration of doctoral procedures.

(11) Students of the Doctoral School

Doctoral candidates are students of the Doctoral School (DS) who are admitted to a scholarship-funded or self-financed doctoral program, or to a doctoral program with an individualized curriculum, based on the admission procedure defined in the regulations and the decision of the Disciplinary Council of the Doctoral School (DCDS), and who subsequently enroll in the DS. At the meetings of the Disciplinary Council of the Doctoral School (DCDS), doctoral students are represented by a student representative elected by the doctoral candidates, without voting rights. The student representative holding a scholarship is re-elected by the doctoral candidates each year.

The legal status and responsibilities of doctoral students, as well as the state-scholarship and institutional support provided to them, are specified in the institutional Doctoral Regulations (DR). Students holding a scholarship are represented, by virtue of their student status, by the university student government, which represents PhD-students at the meetings of the Doctoral and Habilitation Council (DHC).

(12) Disciplinary Council of the Doctoral School (DCDS)

The Disciplinary Council of the Doctoral School (DCDS) is a regularly convening body that assists the work of the head of the Doctoral School (DS). Its chair is the head of the DS, and its secretary is the DS's scientific secretary. The members of the DCDS include the program leaders, one core member delegated by each program leader (appointed by the program leader), one representative from Keszthely (appointed by the head of the DS), and one student (elected annually by doctoral students). The student participates in DCDS meetings with the right to consult, while the other members have voting rights.

Members of the Council of the Doctoral School (CDS) are appointed and relieved by the Doctoral and Habilitation Council (DHC) based on the proposal of the head of the DS.

The CDS may also have occasional invited members with the right to consult; these members are invited by the chair of the DCDS upon the recommendation of the members of the DS. For matters concerning the degree conferment for doctoral students, the supervisor is invited to participate.

The meetings of the DCDS are convened by the head of the DS. The DCDS has a quorum if more than 50% of its members are present. In the event of a tie, the chairperson shall have the casting vote. During voting, the proportion of abstentions may not exceed one-third of the core members. If the number of abstentions exceeds this limit, the matter put to a vote must be rephrased and submitted again.

For decisions regarding degree conferment, a 67% majority is required.

The council adopts its decisions by open vote with a simple majority, and written statements submitted in advance by absent members may also be taken into account.

Matters concerning personal suitability are decided by the council through a secret ballot.

Certified minutes must be prepared for all resolutions and opinions adopted at the meetings.

(13) Program Council of the Doctoral School (PCDS)

The head of the Program Council (PC) is the program leader, and its secretary is the secretary of the Doctoral Program. Members of the PC are appointed by the program leader. There is no limit on the number of members of the PC, but at least 30% of the members must be external (i.e., not employed by MATE).

The meetings of the Program Council of the Doctoral School (PCDS) for program-related decisions are convened by the program leader.

(16) The Secretariat of the Doctoral School (SDS) is in charge of the administrative tasks of the Doctoral School. It keeps records of the members and students of the Doctoral School, as well as the financial allocations for scholarship-holding students. It manages communication, correspondence, and procedural tasks, and maintains and updates the website of the Doctoral School. It also oversees the public relations activities of the DS. The Doctoral and Habilitation Center is responsible for maintaining all other personnel and financial records.

(17). The Secretariat of the Doctoral School keeps records of the students' financial allocations. These allocations belong to the DS, and their expenditure, as well as the tracking of student allocations, are managed at the program level. Upon the supervisor's recommendation, the initiation of procurement approvals is handled at the program level. Within the DS, the Secretariat has the authority to initiate a Procurement Initiation Form (PIF/BIA). The program leader is authorised to give professional approval for PIFs, within the budgets and based on the documents approved by the Disciplinary Council of the Doctoral School (DCDS).

2. DUTIES AND RESPONSIBILITIES IN THE OPERATION OF THE DOCTORAL SCHOOL

(1) The head of the Doctoral School (DS) represents the Doctoral School and its council, expresses opinions, and makes recommendations on all matters submitted to the Disciplinary Council of the Doctoral School (DCDS), and makes a decision about:

- convening the DCDS,
- the launch of doctoral topics and their associated training programs based on the proposal of the program leader,
- doctoral students' controversial study and examination matters,
- appointing or revoking the assignment of the scientific secretary,
- any matter referred to them by the DCDS or delegated by the DCDS within its competence,
- making recommendations regarding core and invited members of the DS, and
- appointing lecturers in charge of the courses and supervisors, and the DCDS oversees their work.

(2) Duties of the Scientific Secretary of the Doctoral School

- checks the registrations and student administration within the competence of the Doctoral School (DS),
- acts on matters delegated to them by the head of the DS,
- communicates with the Doctoral and Habilitation Center (DHCE), the secretaries of other DSs and the program secretaries at MATE,
- prepares the meetings of the Disciplinary Council of the Doctoral School (DCDS),
- drafts the official opinions of the DS,
- prepares documents for submission to the Doctoral and Habilitation Council (DHT),
- the Secretary of the DS is a voting member of the DCDS.

(3) Duties of the Program Leaders of the Doctoral School, who

- proposes courses and research topics to be offered within the doctoral program,
- represents the doctoral program in the admissions committee, either personally or through a delegate,
- oversees the preparation and conduct of the annual report, as well as complex examinations,
- oversees the organisation of public disputations and, upon the supervisors' recommendation, appoints the chair, secretary, and reviewers for public disputations,
- reviews and provides opinions on doctoral students' controversial study and examination matters,
- the Program Leader of the DS is a voting member of the DCDS.

(4) Duties of the Secretary of the Doctoral Program, who

- prepares the submissions of the Program Council (PC) and drafts the minutes of PC meetings,
- manages the e-learning system for plagiarism evaluation,
- assists the Program Leader in all matters,
- communicates with the Scientific Secretary of the Doctoral School (DP).

(5) The supervisor is responsible for the academic, professional and financial guidance of the doctoral student's research, and

- supervises and supports the doctoral student's research, monitors any arising problems or difficulties, and resolves them,
- notifies the Program Leader if any issues or delays occur in the doctoral student's work, or if the successful completion of the research within the prescribed deadline is at risk,
- annually evaluates the doctoral student's scientific activity and provides a statement regarding the continuation of their research,
- at the end of each semester, certifies the completion of research with their signature,
- manages the use of the student's financial allocation in cooperation with the Secretariat of the Doctoral School during the degree conferment,
- organizes preliminary disputations,

and makes proposals regarding

- the academic topics and members of the complex examination committee,
- the members of the review committee at the doctoral defence and the appointment of reviewers.

(5) The Program Council evaluates the performance of doctoral students during the program, and

- approves the research and study plans of doctoral students, and
- makes recommendations (but the DCDS makes the decision) regarding:
 - the programs and subprograms, as well as the appointment of their leaders,
 - the appointment of doctoral supervisors, lecturer in charge of the courses, and other academic staff of the doctoral school,
 - the doctoral topics offered for announcement and the lecturers responsible for them,
 - the research topics of doctoral students, the approval of their research plans, the courses, and their credit values,
 - the issuance of the final certificate of the completion of studies (absolutorium),
 - the conferment of the emeritus title to core members.

(6) The Disciplinary Council of the Doctoral School (DCDS)

The Disciplinary Council of the Doctoral School (DCDS) decides on:

- the members of the admission committee,
- the language requirements for the admission to the doctoral program and the degree conferment,
- the acceptance of applications for the doctoral defence procedure and the members of the review committees,
- applications for the complex exam and the members of the committees,
- the appointment of lecturers offering doctoral topics, supervisors, and other lecturers at the DS,
- the programs and subprograms and the appointment of their leaders,
- the approval of the research plan of doctoral students,
- the requirements of the complex exam,

- the acceptance of habilitation applications, the appointment of members to expert committees, and the topic for the classroom lecture in Hungarian, as well as for the scientific lecture,
- the conferment of the title of core member emeritus,
- the allocation of state funding to the DS by doctoral programs.

DCDS makes proposals (to the DHC) on:

- its rules of operation,
- its training plan,
- its quality assurance regulations,
- the awarding and revocation of doctoral degrees,
- the granting or refusal of honorary titles,
- the recognition and rejection of foreign degrees,
- admission to doctoral programs,
- the appointment of core members.

DCDS expresses its opinion on:

- the periodic reports of the doctoral student and the supervisor.

3. SPECIAL REQUIREMENTS FOR APPLYING TO THE DOCTORAL PROGRAM

(1) Applicants to the Doctoral School must specify the Doctoral Program and the research topic in their application.

Specific requirements for applying to the program are as follows:

- submission of the application form,
- attachment of all required documents,
- payment of the admission procedure fee.

The procedure, process, and conditions of the admission process, including the admission interview, are uniform across the Doctoral School; individual programs shall not deviate from these rules.

(2) Specific requirements for applying to the training:

- a letter of recommendation from a renowned expert,
- a research plan of 3–4 pages for the proposed topic, attached to the application form,
- at the time of application, a detailed research plan of 3–4 pages must be submitted attached to the application form. The research plan should include the significance of the research topic, the research strategy, methods, expected results, and a selection of relevant publications on the topic.
- for self-financed applicants (who wish to pursue the program alongside full-time employment) and those preparing individually, a statement from the head of the research institution (employer) confirming the availability of the necessary workplace conditions is required,
- intermediate-level language proficiency certificate, preferably in the following languages: English, or possibly German, French, Spanish, Russian,
- prior scientific activity is an advantage and shall be taken into consideration in the scores,
- in-depth knowledge of the scholarly literature relevant to the chosen research topic,
- expertise in experimental procedures and research methods,
- for students whose native language is not Hungarian, an intermediate level of English is required.

(3) For applicants to individual study programs:

- several years of research, language proficiency certificate, and a successful scientific career demonstrated by publications are required.

A student applying for individual training may enroll in the Doctoral School only after successfully passing the complex exam, which is considered an entrance examination. For the application, a minimum of 90 credits must be presented, calculated according to the Credit Calculation Sheet applicable to individual applicants.

(4) Before admission to the Doctoral School, applicants attend an admission interview. The chair of the admission committee is the head of the Doctoral School (DS), and its members are appointed by the DCDS from among the core members of the DS, taking into account the distribution of applicants across programs. Minutes must be kept of the admission interview.

(5) The purpose of the admission interview is to allow the committee to assess the applicant's personal and professional qualities, their ideas regarding doctoral research, previous scientific activities, and language proficiency. The committee evaluates each applicant individually and then recommends or does not recommend admission. The Admission Committee ranks the recommended applicants based on a scoring system specifically designed for this purpose (see Quality Assurance).

4. TRAINING PROGRAM OF THE DOCTORAL SCHOOL

(1) Organised doctoral training is an educational, research, and scholarly activity carried out through individual or group preparation, tailored to the specific characteristics of the scientific field or research area and the needs of the doctoral student. Within this framework, the doctoral student engages in structured training under the guidance of their supervisor and conducts independent research according to a work plan approved by the Doctoral School.

(2) The research plan for newly admitted doctoral students, together with the set of compulsory courses to be completed during the program, is proposed by the supervisor and the director of the PhD program. This proposal is subject to approval by the Disciplinary Council of the Doctoral School (DCDS), in accordance with the University Credit Regulations.

(3) Annual evaluation of the achievement of the doctoral student
The DCDS monitors the progress of each student's research on an annual basis. These evaluations are aligned with the beginning of the mid-year (spring) semester; consequently, for students who commence their studies in September, the first evaluation occurs 1.5 years after the start of their studies.

Research results are presented at student forums organised by both the doctoral program and the DSNS. All doctoral students and supervisors are welcome to participate in these forums. Attendance at the student forum of the doctoral program is expected from students enrolled in that program, whereas participation in the student forum of the DSNS is mandatory for all doctoral students, and supervisors are required to attend.

After the first year, the doctoral student reports on the results obtained and presents their research at a forum organised within the subprogram, typically one year – or, in some cases, 1.5 years – after the start of the program.

The complex examination serves as the evaluation at the end of the second year.

At the end of the third year (3.5 years), the doctoral student presents the research results achieved so far at the Student Forum of the DSNS.

In accordance with the above, at the annual Student Forum of the DSNS, held between December and February, third-year students give presentations. The organisation of the forum is the responsibility of the Scientific Secretary of the DS.

First-year students also present their research results in a scientific forum of the doctoral program, which is held at the same time. The organisation of this forum is the responsibility of the Secretary of the Program.

5. THE COMPLEX EXAM – REQUIREMENTS

To be eligible for the complex examination, the doctoral candidate must have at least 90 credits, in accordance with the provisions outlined in the Training Plan of the DSNS.

The doctoral candidate preparing individually – whose student status is established upon registration and acceptance for the complex exam – must present at least 90 credits to be eligible to apply.

The Doctoral Regulations (DR) stipulate the complex examination in detail, including any exceptions. Its main parts are as follows:

- The complex examination must be completed at the end of the fourth semester, closing the training and research phase. The doctoral student takes the complex examination before a committee, which consists of at least three members.
- The Doctoral Regulations specify the requirements in detail with regard to the committee: the chair, who must be an employee of MATE or a researcher with a doctoral degree at the Hungarian Academy of Sciences (HAS); the members, who must hold a scientific degree, with at least one member not employed by MATE; and the secretary, who may be an employee of MATE or a doctoral student. The secretary does not have a voting right.
- The supervisor cannot be a member of the exam committee, but must be invited to the complex exam and given the opportunity to evaluate the doctoral student's performance orally or in writing.
- The complex exam consists of two parts: a theoretical part and a dissertation part.
- The exam committee evaluates the theoretical and dissertation parts separately.
- An official minute of the examination shall be prepared, including a written evaluation, and the result must be communicated on the day of the oral examination.
- The complex examination is successful if more than the majority of the committee members assess both parts of the examination to be successful.
- The complex examination is assessed on a two-degree scale: passed or failed.
- If the doctoral student fails in the theoretical examination, it may be retaken once during the same examination period.
- The dissertation part cannot be retaken if the doctoral student fails in this case, the student is dismissed.

6. SPECIAL PROFESSIONAL REQUIREMENTS FOR DEGREE CONFERMENT /DEFENSE

(1) The submission of the doctoral dissertation is governed by Section 24 of the Doctoral Regulations (DR). The application must be submitted using the standardised form referenced in the DR.

The mandatory requirements are as follows:

- the absolutorium (certificate of completion of studies),
- successful completion of the preliminary disputation, including submission of the minute of the disputation, evaluation of reviewers, and the attendance sheet,
- fulfillment of the publication requirements set by the Doctoral School Program,
- fulfillment of the language examination requirements,
- submission of the doctoral dissertation and the accompanying theses booklet.

The application form must be submitted through a request in NEPTUN TR. The content and formal compliance of the application are reviewed and approved by the DCDS, in consultation with the members of the review committee proposed by the supervisor. The DCDS, however, makes the final decision based on the recommendation of the Head of the Doctoral School.

(2) Within the DSNS, a B2-level (intermediate), C-type, English language examination certificate is required for obtaining the doctoral degree.

The certificate(s) proving language proficiency must be presented at the time of application for admission.

Additionally, when applying for the doctoral defence, a second foreign language certificate is required if the intermediate-level language examination submitted at the time of admission was not taken in English.

Any intermediate-level English language examination certificate issued by an accredited language examination center is acceptable as proof of language proficiency.

A foreign student who is a non-native English speaker must hold a B2-level English language examination certificate, in accordance with the requirements of the Common European Framework of Reference for Languages (CEFR), at the time of obtaining the degree.

(3) The publication requirements to be fulfilled for the doctoral degree at DSNS are as follows:

- Acceptance or publication of an article in a Q1–Q2 ranked journal where the candidate is the first author.

In addition, for the award of the degree, the doctoral programs require the following publications:

The minimum publication requirement for the Doctoral Program of Environmental Sciences:

At the DSNS, it is expected that the candidate has a publication in a Q1–Q2 ranked scientific journal related to the dissertation topic, either as first author (including shared first authorship) or as last author.

The Doctoral Program in Environmental Sciences accepts last authorship only if the first author is a student supervised by the doctoral candidate.

The minimum publication requirement for the Doctoral Program of Biological Sciences:

- In addition to the publication of one article in Q1–Q2 ranked international journal required by the DSNS, the doctoral candidate must publish one more article in a Q-ranked journal. The candidate must be first author in at least one of these two publications. If both publications are Q1–Q2 ranked, no additional article is required for the degree.
- If the second article is only Q3–Q4 ranked, one additional peer-reviewed journal article is required (for this one, neither impact factor nor first authorship is required).
- In the case of first authorship in a D1 journal article, the Program Council decides whether any further publication is necessary for degree conferment.

(4) Upon submission of the doctoral dissertation, the doctoral candidate must provide a written declaration stating that the dissertation has not been previously submitted at another institution in the same field of science and has not been rejected. The candidate must also declare that they are not currently subject to any procedure for the revocation of a doctoral degree, that no previously awarded doctoral degree has been revoked, and that the dissertation represents their independent work, with all literature references being clear and complete.

(5) After the approval of the DHC, the dissertation is sent by the DHCE to the reviewers, who are required to submit their reviews within two months from the date of request (DR §24/(5)).

(6) The defense procedure at Doctoral Schools of MATE is uniform, with detailed conditions and schedule specified in DR §25. The qualification of the doctoral degree is regulated by DR §26, and the doctoral diploma and conferment by DR §27.

6. PROCEDURE AND SPECIFIC PROFESSIONAL REQUIREMENTS FOR HABILITATION

(1) In matters of habilitation, the Doctoral School acts in full alignment with the Doctoral and Habilitation Regulations of the University.

(2) The Scientific Secretary of the Doctoral School examines whether the applicant has submitted all the documents specified in the Habilitation Regulations in the application forwarded by the head of the Doctoral and Habilitation Centre, and whether these documents formally comply with the requirements for evaluation.

In case of any deficiencies, the Scientific Secretary notifies the applicant and requests that the missing materials be submitted. If the supplementary submission is made after the specified deadline, the University will consider the application as having been submitted for the next deadline.

(3) The head of the Doctoral School forwards the habilitation application to the head of the professionally competent Doctoral Program.

(4) After verifying that the application formally complies with the Habilitation Regulations – including confirmation that the applicant meets the minimum habilitation requirements established by the Doctoral School and documentation of these in a memo – the Program Director submits the application to the Program Council for opinion.

(5) The habilitation minimum requirements for the Programs of DSNS can be accessed at the following link:

<https://doktori.uni-mate.hu/doktori-%C3%A9s-habilit%C3%A1ci%C3%B3s-k%C3%B6zpont/dokumentumok>

- (6) The Program Director sends the opinion of the Program Council – which includes a proposal for the members of the Expert Committee and suggested presentation titles in Hungarian and a foreign language – to the DCDS, which, if supportive, forwards it to the Chair of the DHC.
- (7) The DCDS supports the habilitation application only if the candidate meets the requirements set out in the University Doctoral and Habilitation Regulations.
- (8) The languages in which the habilitation may be conducted are English, German, and French. In justified cases, the DCDS may authorise the use of another major world language.

7. FINANCIAL MANAGEMENT OF THE DOCTORAL SCHOOL

The internal financial management of the DS is developed by the Disciplinary Council of the Doctoral School (DCDS) in the form of an annual financial plan. The Director of the DS decides on specific disbursements, taking into account the plan approved by the DCDS.

8. MISCELLANEOUS AND FINAL PROVISIONS

This Regulation was adopted by the Senate Resolution No. 165/2025 (IX. 01.) on September 1, 2025, and has been in effect since the date of its adoption.

Gödöllő, 1 September 2025.

Dr. Csaba Gyuricza
rector

