

This document is a draft translation of the Organisational and Operational Rules of the Doctoral School of Biology and Sport Biology. It has not been formally approved or thoroughly verified and does not include the Annexes to the Regulations.

Organisational and Operational Rules of the Doctoral School of Biology and Sport Biology

Based on Act CCIV of 2011 on National Higher Education (hereinafter: NHEA), Government Decree 87/2015 (IV.9.) on the implementation of certain provisions of the NHEA, Government Decree 387/2012 (XII.19.) on doctoral schools, doctoral procedures and habilitation, as well as related applicable legislation, the Doctoral Regulations of the University of Pécs, the resolutions of the Hungarian Accreditation Committee (hereinafter: HAC) and the National Doctoral Council (hereinafter: NDC), the Council of Natural Sciences for Doctoral and Habilitation Procedures (hereinafter: CNDHP) establishes the following rules (hereinafter: Rules) for defining the organisation and operation of the Doctoral School of Biology and Sport Biology (hereinafter: Doctoral School, abbreviated as BDS):

Scope of the Rules

§ 1 (1) The scope of the Rules extends to the Doctoral School and within the Doctoral School to:

- a) teachers and researchers participating in doctoral training and in the procedure of obtaining a doctoral degree,
- b) employees performing the administration of doctoral training and handling academic affairs (hereinafter: doctoral administration),
- c) students participating in doctoral training (hereinafter: doctoral student or student), individual candidates, doctoral candidates, and doctoral aspirants,
- d) applicants submitting an application for admission to the doctoral training.

Legal Status of the Doctoral School

§ 2 (1) The name of the Doctoral School: Pécsi Tudományegyetem (PTE) Biológiai és Sportbiológiai Doktori Iskola (BDI)

(2) The name of the Doctoral School in English: Doctoral School of Biology and Sport Biology

(3) The seat of the Doctoral School: University of Pécs, H-7622 Pécs, Vasvári Pál u. 4.

(4) The languages of doctoral training and the conferment of the degree at the Doctoral School: Hungarian and English.

(5) Identification number of the Doctoral School: 104

(6) The Doctoral School conducts accredited doctoral training in the field of biology, conducts research, and provides education in research topics belonging to this field of science.

(7) The operation of the Doctoral School requires at least seven core members. More than half of the core members must hold the title of university professor. A person may be a core member of only one doctoral school at a time.

Tasks and Competences of the Doctoral School

§ 3 The Doctoral School has the following rights and competences:

- a) the joint right to propose doctoral training and the award of the doctoral degree,
- b) the right to conduct doctoral training, which includes participation in examinations as well as the right to hold educational sessions,
- c) the right and obligation to develop its own internal rules defining its operation,
- d) the right to delegate members to the University Doctoral Council (hereinafter: UDC) and to the CNDHP,
- e) the right to conduct admission procedures for doctoral training,
- f) the right to regulate the verification of language proficiency as referred to the Doctoral School by higher-level regulations,
- g) within its research field, the right to define thematic groups or doctoral programmes (hereinafter jointly: doctoral programme).

Head of the Doctoral School

§ 4 (1) The Head of the Doctoral School may be a core member who is a full professor employed by the University of Pécs (hereinafter: University) under full-time employment, holds a scientific degree and the title Doctor of the Hungarian Academy of Sciences (DSc), and has outstanding professional recognition.

(2) The Head of the Doctoral School is elected by the UDC from among the full professors holding the DSc title who are core members of the Doctoral School, based on the opinion of the majority of the core members, and is appointed by the Rector for a maximum of five years. The appointment may be extended multiple times.

(3) Duties of the Head of the Doctoral School:

- a) coordinates the professional activities conducted by the Doctoral School,
- b) directs the activities of the Doctoral School Council and is responsible for implementing its decisions,
- c) represents the Doctoral School,
- d) makes proposals to the CNDHP on the development of the Doctoral School,
- e) decides on applications submitted by students for reduction of tuition fees or postponement of payment,
- f) sets the annual quality objectives of the Doctoral School,
- g) decides on all other issues referred to his/her competence by university regulations.

(4) The appointment of the Head of the Doctoral School terminates:

- a) upon expiry of the appointment,
- b) upon reaching the age of seventy,
- c) by withdrawal,
- d) by resignation,
- e) upon termination of employment with the University,
- f) upon the death of the Head.

(5) The Rector may withdraw the appointment of the Head of the Doctoral School, after seeking the opinion of the UDC, if the Head does not properly perform the duties specified in paragraph (3), or if he/she is unable to lead the Doctoral School for at least six months. A proposal for withdrawal may be made by the Doctoral School Council, the CNDHP, or the UDC.

Doctoral School Council

§ 5 (1) The Doctoral School establishes a body supporting the work of the Head of the Doctoral School, called the Doctoral School Council (hereinafter: Doctoral School of Biology and Sport Biology Council – DSBC).

(2) Voting members of the DSBC:

- a) the Head of the Doctoral School,
- b) core members.

(3) Members with consultative rights of the Doctoral School Council:

- a) one representative of the Doctoral Student Union of UP,
- b) and, if not a core member, the Secretary of the Doctoral School.

(4) The Chair of the DSBC is the Head of the Doctoral School. The work of the DSBC is assisted by the Secretary appointed by the Chair.

(5) Tasks and competences of the DSBC:

- a) prepares the draft of the rules concerning its organisation and operation, which is adopted by the CNDHP,
- b) with the involvement of stakeholders, prepares the quality assurance plan and quality policy of the Doctoral School, which are approved by the CNDHP,
- c) decides, on the proposal of the Head of the Doctoral School, on the lecturers of the Doctoral School and on the supervisors, whose appointment is approved by the CNDHP,
- d) makes proposals on the Training Plan of the Doctoral School and the doctoral programmes initiated within it, which are adopted by the CNDHP,
- e) approves advertised research topics and doctoral subjects,
- f) makes proposals on the requirements of the comprehensive examination, which are decided by the CNDHP,

- g) makes proposals to the UDC for the election of members of the CNDHP,
 - h) on the proposal of the Chair, makes proposals to the CNDHP for the appointment of members of the admission committee, the comprehensive examination committee, the defence committee and the official reviewers, and for the establishment of the final examination committee and the comprehensive examination committee,
 - i) determines the tuition fees for the training programmes,
 - j) may decide on the announcement in the press of the public defence of a dissertation,
 - k) may propose the withdrawal of the appointment of the Head of the Doctoral School,
 - l) recognises the minimum credits defined as a prerequisite for allowing an individual candidate to take the comprehensive examination,
 - m) makes proposals to the CNDHP regarding the admission requirements for doctoral students, the submission of applications, and the regulations relating to the admission procedure,
 - n) adopts the annual quality objectives of the Doctoral School, and after the expiry of the deadlines evaluates their implementation,
 - o) defines the scope of data to be collected, analysed and mandatorily published in relation to the operation of the Doctoral School, and supervises the implementation of data collection and analysis processes,
 - p) establishes and adopts the system of requirements concerning publication performance,
 - q) performs any other tasks assigned to its competence by university regulations.
- (6) The proposal referred to in point (g) of paragraph (5) is prepared by the Head of the Doctoral School on the basis of a list of candidates adopted by the Doctoral School Council by simple majority.
- (7) The Doctoral School Council meets as necessary, but at least twice per semester. A meeting must be convened immediately if initiated by one-third of its members or by the Chair of the CNDHP. The Head of the BDS convenes the meeting in writing at least five working days in advance, indicating the agenda. The Council has a quorum if at least half of its members are present; decisions are taken by open vote, by a simple majority of the members present, except in cases defined by these Rules. Votes concerning personal matters must be taken by secret ballot. Minutes of the meetings are prepared by the Secretary, authenticated by the signatures of the Chair and the Secretary.
- (8) In justified cases, the Doctoral School Council may also adopt resolutions by electronic voting. Valid votes may only be cast from the e-mail address previously provided by the member. Electronic voting is valid if more than half of the members of the Council have submitted their votes. The vote is successful if more than half of the valid votes submitted are identical in content.

Core Members and Lecturers of the Doctoral School

§ 6 (1) Core members of the Doctoral School are university lecturers, researchers and external participants holding a scientific degree who, within the discipline of the doctoral school, conduct

continuous, high-level scientific activities recognised both nationally and internationally, as evidenced by publications, and who have supervised at least one student who has obtained a doctoral degree. The admission of new core members is decided by majority vote of the Doctoral School Council, on the proposal of the Head of the Doctoral School, and their appointment is approved by the CNDHP. Further provisions and duties concerning core members are contained in the Doctoral Regulations of UP.

(2) Lecturers of the Doctoral School may be university lecturers, researchers and external participants holding a scientific degree, who have proven competence in their field of expertise and are capable of performing teaching, research and supervisory tasks. The appointment of lecturers of the Doctoral School is decided by majority vote of the Doctoral School Council, on the proposal of the Head of the Doctoral School, and is approved by the CNDHP.

(3) Core members and lecturers of the Doctoral School may announce research topics within the framework of the doctoral training.

Supervisors

§ 7 (1) The supervisor of a doctoral topic is a lecturer or researcher holding a PhD degree, whose announced topic has been approved by the Doctoral School Council, and who – on this basis – responsibly directs and supports the studies, research work, and preparation for obtaining the scientific degree of the doctoral student, doctoral candidate, or doctoral aspirant working on the topic.

(2) The supervisor:

- a) announces the doctoral topic,
- b) certifies in the Neptun system, by recording completion or through a delegate, the fulfilment of the doctoral student's research tasks, and evaluates the doctoral student's work each semester by accepting the completion of the laboratory course,
- c) assists the doctoral student or candidate in preparing the doctoral dissertation and scientific publications,
- d) makes proposals for the doctoral student's study and research plan and supports its implementation.

(3) Supervision may be undertaken – after obtaining the degree – by a lecturer or researcher who, following a period defined by the Doctoral School Council, has further independent, documented successful research work and publication activity. Supervisors must certify their continuous scientific activity with data registered in the NDC and MTMT databases.

(4) Additional criteria for selecting supervisors:

- a) Supervisors must meet the habilitation requirements of the BDS in terms of scientific performance, and in the past five years their publication performance must at least reach the current output requirements for obtaining the PhD degree.
- b) Supervisor appointments are approved by the DSBC based on the supervisor candidate's application. The list of supervisors is reviewed once per accreditation period by the DSBC.

(5) Other rules concerning supervisors:

- a) makes proposals for the doctoral student's individual study and research plan and is responsible for its quality and implementation,
- b) assists the doctoral student in their work, in writing scientific papers and the dissertation, and supports applications for foreign scholarships,
- c) supervises compliance with formal requirements of the dissertation and theses,
- d) gives opinions on applications for the recognition of degrees obtained abroad,
- e) assumes responsibility for the scientific content of the completed doctoral dissertation,
- f) a change of supervisor during an ongoing PhD training is only possible by submitting a request to the Head of the Doctoral School, with the prior approval of the DSBC,
- g) a supervisor may have a maximum of four PhD students or doctoral candidates at the same time. Students who have fulfilled the output requirements but have not yet obtained the degree count towards this maximum for two years, while those who have not yet fulfilled the output requirements count for five years. Co-supervision counts as 0.5. The number of doctoral students is calculated based on data published at www.doktori.hu.

(6) A doctoral student or candidate may have two supervisors simultaneously. The first supervision after obtaining the PhD degree may only be performed as a co-supervisor. The appointment of a co-supervisor may take place based on a request to the Head of the Doctoral School with the approval of the CNDHP. The name(s) of the supervisor(s) must be clearly indicated on the title page of the dissertation.

Rules on Tuition Fee Reductions

§ 8 (1) A reduction from the tuition fee may be granted to the student based on the decision of the Head of the Doctoral School.

(2) When assessing applications for reduction, the tuition fee must be calculated in accordance with Chancellor's Instruction No. 4/2022 on the rules of tuition fee calculation, and reductions must be granted in such a way that the continuation of training in the given Doctoral School – taking into account all its programmes – does not result in a deficit. From 1 January 2015, students may request a reduction from their tuition fee no later than the last working day of the registration period. From 1 January 2015, students whose payment obligation (fee assignment) is issued in September (or later) for the autumn semester, or in February (or later) for the spring semester, may submit their application after the above deadline. In such cases, the deadline for submission is 8 days from the date of becoming aware of the payment obligation, but no later than the payment due date. The decisions on student applications must be sent by the Doctoral School to the student concerned and to the Central Registrar's Office (hereinafter: CRO) – by 15 March for the spring semester and by 15 October for the autumn semester – thus ensuring that the University can fulfil its statutory data reporting obligations with accurate data.

(3) For students participating in doctoral training, the Head of the given Doctoral School may, upon the student's request, approve a deadline for the payment of any tuition fee instalment different from the one set out in § 52 of the University of Pécs Regulations on Fees and Benefits, provided that the request is supported by objective, certified circumstances (e.g. foreign scholarship, delay in receipt of foreign student loan). In such cases, the alternative deadline may not be later than the day preceding the first day of the examination period of the given semester.

Rules on Scholarships Available to Students through Applications

§ 9 Doctoral students may also apply for other scholarships in accordance with § 25 of the University of Pécs Regulations on Fees and Benefits. Information on current application opportunities is provided by the Doctoral School on its website.

Rules on Admission to Organised Doctoral Training

§ 10 (1) Hungarian and foreign citizens holding a Master's degree and qualification obtained in Hungary or abroad, or who obtain it in the year of admission before enrolment, may apply for organised doctoral training. Applications may be submitted for the topics announced by the supervisors of the Doctoral School. These topics and further conditions for applying to doctoral training are made publicly available on the Doctoral School's own website and on www.doktori.hu.

(2) Applications for doctoral training may only be submitted online, using the doctoral training application platform and uploading the mandatory attachments (<https://pte.hu/hu/tudomany/jelentkezes-doktori-kepzesre>). The application becomes final when, after submitting the online form, the applicant prints the confirmation sheet, signs it, and submits it to the Doctoral School.

(3) Application requirements:

a) A university-level degree (MSc, MA) in natural sciences (including natural science teacher training), medicine, psychology, pharmacy, sports and health sciences, or agricultural sciences. Minimum diploma grade average: 3.0.

b) The Doctoral School intends to make use of the opportunity that allows BSc graduates, or students of undivided teacher training programmes who have successfully completed the first three years, to pursue MSc and PhD training in parallel (NHEA § 40 (6a)). Conditions for such parallel training: a maximum of 20% of students admitted in any given year may start parallel training, and only those students may apply who have achieved 1st–3rd place in Scientific Students' Associations conferences (TDK), or who are listed as authors in publications.

(4) Documents to be attached to the application:

- a) completed and signed application form,
- b) curriculum vitae,
- c) copy of certificate proving knowledge of a foreign language, if available,
- d) research plan or motivation letter,
- e) statement of support from the supervisor,
- f) proof of payment of the application fee.

(5) The applicant must indicate in the application whether they wish to pursue their studies in a state-funded or self-funded scheme. The applicant may indicate both forms, but admission can only be obtained in one of the forms indicated.

(6) The applicant must also indicate whether they wish to pursue their studies full-time or part-time. The applicant may indicate both, but admission can only be obtained in one of the modes indicated in the application.

(7) The admission procedure is conducted by an Admission Committee appointed by the CNDHP, consisting of at least three members. The Admission Committee consists of a Chair and at least two additional full professors who are core members of the Doctoral School. The Chair is the Head of the Doctoral School or a full professor who is a core member of the Doctoral School, appointed by the Head. Members of the Admission Committee are proposed by the Head of the Doctoral School.

(8) In the admission procedure, which is conducted in person or, in justified cases, online by decision of the Admission Committee, points are awarded as follows:

Base score (maximum 115):

Oral examination: max. 60 points

Diploma grade between 3.5 and 5.0 (3.6 average = 1 point, 5.0 average = 15 points): max. 15 points

Scientific Students' Associations activity: max. 12 points

participation in OTDK:	4 points
2nd–3rd place at OTDK:	8 points
1st place at OTDK:	12 points

Advanced or intermediate language exam: 8 or 4 points

Extra points for publication activity: max. 20 points

presentation at a domestic conference:	1 point
presentation at a domestic international conference:	2 points
presentation at a foreign conference:	3 points
article in a Hungarian-language scientific journal:	4–5 points
article in an English-language domestic journal:	6–9 points
article in an international scientific journal:	10–15 points

Only presentations given as first/presenting author are eligible for points. The evaluation of publications depends on the impact factor (IF) of the journal and the applicant's position in the author list.

(9) The Admission Committee prepares a record of the admission procedure, which is compiled and authenticated by the Secretary of the Doctoral School. The record contains the points awarded for each component and their sum.

(10) Based on the proposal of the Admission Committee, the admission decision is made by the CNDHP. Applicants who achieve at least 70 points in the admission examination may be admitted to the doctoral programme.

(11) The Doctoral School announces admission once per academic year, at the end of the spring semester, and following its closure, once before the autumn semester in the form of a supplementary admission procedure.

(12) Applicants may participate in the supplementary admission procedure if:

- a) they have not submitted their application for admission in the given calendar year, or
- b) they applied for a state-funded place but in the supplementary procedure apply for a self-funded place.

(13) The CNDHP sends the decision to the applicant via the doctoral administration. In case of rejection, the decision must be justified and information on the possibility of legal remedy must be provided. In case of admission, the notification must include the date of enrolment, the documents required for enrolment, the beginning of the academic year, and must refer to tuition fees and their payment. The decision must specify the name of the Doctoral School and the discipline of the degree.

(14) The application fee for doctoral training is an amount defined for the given academic year, payable per application. At the time of submitting the application, proof of payment of the fee to the Doctoral School must be attached.

(15) Doctoral students or candidates who established their doctoral student or candidate status before the 2016/2017 academic year may apply for admission to doctoral training, provided that the maximum period of state-funded support defined in NHEA § 47 (2) – taking into account support already used in doctoral training – is not exceeded. In the same discipline, admission to state-funded doctoral training is only possible if no final certificate was obtained during the previous training.

(16) Students may also participate in doctoral training in such a way that, during the final year of their Master's studies, they simultaneously take part in preparation forming part of the doctoral training, provided that after obtaining the Master's diploma they also fulfil the admission requirements. Credits obtained during the Master's programme are recognised by decision of the CNDHP.

(17) The above detailed rules concerning submission of applications and the admission procedure have been defined by the Doctoral School and the CNDHP in this Regulation, pursuant to § 13 (2) j) of the Doctoral Regulations of the University of Pécs.

Rules for Admission of Individual Candidates

§ 11 (1) A person who has prepared individually for obtaining the degree may be included in the doctoral training, provided that they have fulfilled the admission and doctoral training requirements and that their application has been authorized by the CNDHP in accordance with § 26 (1) of the Doctoral Regulations of the University of Pécs. In this case, the student status is established upon the successful completion of the comprehensive examination. A person who, in the fields of general medicine, veterinary medicine, dentistry or pharmacy, has prepared individually for the degree in parallel with their student status, and whose credits acquired in the last four semesters of the master's programme or of the undivided programme are recognized by the decision of the CNDHP during the comprehensive examination, may establish student status by passing the comprehensive examination.

(2) Conditions for acceptance of the application to the comprehensive examination and for admission in the case of an individual preparant:

- a) Experimental fields: cumulative Impact Factor (IF) 10, within which at least one first-author article (Q1–Q2 classified) on the topic of the dissertation.
- b) Non-experimental fields: cumulative IF 5, within which at least one first-author article (Q1–Q2 classified) on the topic of the dissertation.

Rules on Admission in Parallel with Master's Studies

§ 12 (1) Admission to doctoral training in parallel with master's studies may be granted to an exceptionally talented applicant who has obtained a bachelor's degree and qualification, and who has achieved first place in a Scientific Students' Association (TDK) section relevant to the research area, or first, second or third place in an OTDK section, or who can demonstrate appropriate publication or artistic activity.

(2) Further criteria of excellence and other admission requirements (including language proficiency requirements) are determined by the Doctoral School or the CNDHP. The applicant must pass a successful admission examination and additionally prove that they possess outstanding academic, scientific and language knowledge. The detailed rules on the submission of applications and the admission procedure above have been defined by the Doctoral School and the CNDHP in this Regulation pursuant to § 13 (2) j) of the Doctoral Regulations of the University of Pécs.

Rules on Recognition of Certain Credits

§ 13 The CNDHP may, by decision, permit the recognition in the doctoral training of up to two semesters, i.e. sixty credits, from the core training and professional practice completed by those participating as residents within the health-focused higher-level vocational training system, or as central trainees in vocational trainings established to secure the supply of academic staff for higher education institutions.

Training Plan; Rules Concerning Doctoral Programmes

§ 14 (1) The Doctoral School Council prepares the Training Plan of the Doctoral School, which is adopted by the CNDHP. The Training Plan is regularly reviewed by the Doctoral School Council for each accreditation period in accordance with Level 8 of the Hungarian Qualifications Framework, and the revised draft is submitted to the CNDHP for approval. After approval, the new version shall be published on the Doctoral School's website without delay.

(2) During preparation and the review procedure for the Training Plan, the Doctoral School obtains and takes into account the opinions of external experts involved in the training, cooperating partners and students. These opinions are discussed at the annual BDS meeting and may also be submitted in writing to the DSBC.

(3) The Doctoral School operates within the framework of the Training Plan, which defines the credits obtainable for each activity. The compulsory courses periodically announced by the BDS are specified in Annex 1 of these Regulations, while the general list of courses available with varying offerings each semester can be found in Annex 7. The list of compulsory courses to be completed, as well as the additional credits obtainable through course attendance and other activities, is as follows:

TOTAL REQUIRED CREDITS: 240 (1 credit = 30 working hours)

Average credits to be completed per semester: 30 (900 hours)

Minimum credits to be obtained per semester: 18

I–IV semesters:

TEACHING (not mandatory) 16 credits

Weekly 1 hour + same amount of preparation = 1 credit (30 hours)

Maximum: weekly 4 hours in total for 4 semesters

COURSES 24–56 credits

Weekly 1 hour + completion of individual tasks = 2 credits (60 hours; compulsory minimum 24 credits) over 4 semesters. Courses not announced by the BDS may also be accepted with the consent of the Head of the Doctoral School.

LITERATURE REVIEW 10 credits

Submission of a 10-page literature review by the end of semester II

PREPARATION FOR REPORT AND COMPREHENSIVE EXAM 10 credits

To be completed at the end of semester IV

RESEARCH LAB max. 60 credits

Ongoing completion: maximum 15 credits may be accounted for in one semester.

Total (minimum): 120 credits

V–VIII semesters:

PRESENTATION AT PROFESSIONAL CONFERENCE 16 credits

480 hours for preparation for two professional conferences (additional credits may be accounted)

Only first-author presentations can be counted (8 credits/presentation)

PUBLICATIONS 32 credits

960 hours for preparing 2 required-level publications (additional credits may be accounted)

(16 credits/publication)

RESEARCH REPORT 20 credits

To be completed at the end of semester VI

RESEARCH LAB max. 80 credits

2400 hours (assuming 44 working weeks per year, over 2 years = 88 weeks) 20 hours/week

Ongoing completion: maximum 20 credits may be accounted for in one semester.

Total (minimum): 120 credits

Conditions for Obtaining the Doctoral Degree

§ 15 (1) Language examination requirements:

a) For PhD students who commenced their studies after 1 September 2023: the prerequisite for obtaining the final certificate (absolutorium) is presentation of a state-recognised, or equivalent, intermediate-level (B2) English language examination.

b) Among students who commenced their studies before 1 September 2023, those holding a state-recognised, or equivalent, intermediate-level English language examination may apply for exemption from the basic-level language knowledge requirement.

c) It may be applied retroactively that candidates with duly certified dysgraphia or dyslexia may fulfil the professional foreign-language proficiency requirement by delivering their defence presentation in English.

(2) BDS exit publication requirements:

The candidate shall have at least two impact-factor (IF) studies published or accepted for publication in the subject area in foreign-language international or internationally distributed domestic journals. Among the two publications, at least one must be the PhD student's first-author work. The scientific value of the papers is characterised by the so-called "Impact index" determined by the following relation:

$$\text{Impact index} = \frac{\text{cumulative IF}}{\text{subject} - \text{median IF}}$$

(where 'cumulative IF' is the sum of the IFs of publications published in the dissertation topic. The current value of the subject-median IF is determined based on the Journal Citation Index (JCI). The Impact Index of the publications on the dissertation topic must be at least 1.0.)

If the two publications belong to different subject categories, the average of the two subject-median IFs shall be taken as the reference. If a journal is classified in multiple ISI scientific fields, the supervisor must declare which scientific field the publication shall be considered to belong to, and the median of that field must be used. In the case of shared first authorship, the first-author requirement shall be satisfied by at least two shared first-author papers with IF. Exemption from the first-authorship requirement may be granted only for publications with exceptionally high impact factors by the DSBC. In exceptional cases the publication requirement may be fulfilled with one first-author paper if the publication appeared in a journal listed among the top 10% (D1) in the Scimago database for that field. From non-first-author papers that form the basis of the dissertation, the part that was the work of the doctoral candidate must be clearly defined; this shall be recorded by the supervisor and the doctoral candidate in a joint statement. Conference abstracts and research reports are not considered papers. According to the University Regulations, a university-accepted intellectual product may be counted in place of a non-first-author publication, calculated at the value of the subject-median IF/2.

If a student who began their studies before the 2016/17 academic year starts the degree procedure more than 5 years after obtaining the final certificate, then they must meet twice the then-current exit publication criteria. If the degree procedure is initiated more than 10 years after the final certificate, then the candidate must meet the publication criteria applicable to individual preparants.

(3) The doctoral degree procedure and its conditions:

The initiation of the doctoral degree procedure requires the acquisition of the final certificate (absolutorium) proving fulfilment of study obligations. Management of Neptun and issuance of the final certificate is the task of the Study Office, which, at the end of the 8th completed semester, totals the credits and requests approval of the absolutorium from the Head of the BDS. The initiation of doctoral and habilitation procedures requires payment of the procedural fee; discounts may only be granted in cases specified in the government decree on doctoral training. No discount may be applied in the case of habilitation.

a) The procedure for obtaining the PhD degree for students **in the 3-year program**:

The PhD procedure consists of two parts: the doctoral comprehensive examination and the defence of the dissertation.

Doctoral comprehensive examination. Once in possession of the absolutorium, the candidate may apply for the comprehensive exam. The exam consists of one major and two minor subjects. Based on the recommendation of the research group leader, the head of the BDS submits the subjects to the CNDHP for approval. The list of exam subjects is included in Annex 6. The examination committee consists of the chair, who must be a professor at the University of Pécs, and the examiners, all of whom must hold doctoral degrees. At least one member must be an external expert not employed by the university and not a core member of the doctoral school. The candidate's supervisor cannot be a member of the examination committee. Minutes are taken of the exam. The committee decides on the result by secret ballot, scoring between 1–5. The grades are: *summa cum laude* (above 85%), *cum laude* (71–85%), *rite* (60–70%). Below 60%, the exam is failed.

Defence of the doctoral dissertation. The candidate, once in possession of the absolutorium, may apply for the defence of the dissertation within two years of passing the comprehensive exam. Before official submission, the dissertation must first be discussed at an **internal (“home”) defence**.

Acknowledgments must be prepared solely on professional grounds. Besides professional contributors, the support of family and friends may also be mentioned. Religious, gender-related, or political acknowledgments should be avoided. The pre-opposition procedure is organized by the supervisor.

Two reviewers must be appointed, including at least one independent external expert. The material submitted for the home defence must be published one week before the event. At least two core members and five supervisors must be present; otherwise, the home defence is invalid. During the defence, apart from the opponents, audience members with a scientific degree may evaluate the dissertation by secret ballot: 1–3 = unacceptable; 4–6 = major revisions required; 7–8 = minor revisions required; 9–10 = accepted with little or no changes.

If the home defence result does not reach grade 2.0, the candidate must revise the dissertation and present it again in an “introductory presentation.” Only after the approval of the BDS Council may the candidate proceed with obtaining the doctoral degree.

The dissertation must be submitted in compliance with the formal requirements (Annex 2), in one printed copy and one PDF, and defended publicly before the review committee.

The invitation must include the theses in Hungarian and English, presenting the subject, methods, and new results of the dissertation. The topic, date, venue, and availability of the dissertation must be made public at least one week before the defence. At the same time, the candidate sends responses to the reviewers' comments to the opponents, the doctoral school, and the secretary of the defence committee. The scheduling of the defence is authorized by the CNDHP upon the proposal of the BDS head.

The review committee consists of 5 voting members: chair, two reviewers, and two additional members. The chair must be a professor of the University of Pécs in the relevant field. One reviewer and at least one other member must be external experts. The evaluation criteria are set out in Annex 3 of these regulations. The supervisor may not be a committee member. An alternate member must also be appointed. The candidate's academic CV is read either by the secretary of the defence committee or the supervisor.

The committee decides the result of the defence by secret ballot, scoring between 1–5. The grades are: *summa cum laude* (above 85%), *cum laude* (71–85%), *rite* (60–70%). Below 60%, the defence is failed.

b) The procedure for obtaining the PhD degree for students **in the 4-year program**:

The candidate, once in possession of the absolutorium, may apply for the defence of the dissertation within three years of successfully completing the complex exam. Before official submission, the dissertation must be discussed at a **home defence**. Acknowledgments must be prepared solely on professional grounds. Besides professional contributors, the support of family and friends may also be mentioned. Religious, gender-related, or political acknowledgments should be avoided.

The pre-opposition procedure is organized by the supervisor, after both the candidate and the supervisor declare the originality of the work. Two reviewers must be appointed, including at least one independent external expert. The material submitted for the home defence must be published one week before the event. At least two core members and five supervisors must be present; otherwise, the home defence is invalid. During the defence, apart from the opponents, audience members with a scientific degree may evaluate the dissertation by secret ballot: 1–3 = unacceptable; 4–6 = major revisions required; 7–8 = minor revisions required; 9–10 = accepted with little or no changes.

If the home defence result does not reach grade 2.0, the candidate must revise the dissertation and present it again in an “introductory presentation.” Only after the approval of the BDS Council may the candidate proceed with obtaining the doctoral degree.

The dissertation must be submitted in compliance with the formal requirements (Annex 2), in one printed copy and one PDF, and **defended publicly** before the review committee.

The invitation must include the theses in Hungarian and English, presenting the subject, methods, and new results of the dissertation. The topic, date, venue, and availability of the dissertation must be made public at least one week before the defence through the institution’s usual communication channels and on the doctoral school’s website. At the same time, the candidate sends responses to the reviewers’ comments to the opponents, the doctoral school, and the secretary of the defence committee. The scheduling of the defence is authorized by the CNDHP upon the proposal of the BDS head.

The review committee consists of 5 voting members: chair, two reviewers, and two additional members. The chair may be a professor of the University of Pécs in the relevant field, a habilitated associate professor, a habilitated college professor, a Professor Emeritus, or a researcher holding the title Doctor of the Hungarian Academy of Sciences. One reviewer and at least one other member must be external experts. The evaluation criteria are set out in Annex 3 of these regulations. The supervisor may not be a committee member. An alternate member must also be appointed. The candidate’s academic CV is read either by the secretary of the defence committee or the supervisor.

The committee decides the result of the defence by secret ballot, scoring between 1–5. The grades are: *summa cum laude* (above 85%), *cum laude* (71–85%), *rite* (60–70%). Below 60%, the defence is failed.

Former students who obtained the absolutorium at the BDS but failed to submit their dissertation within the deadline (by the end of the 3rd academic year following the complex exam) are entitled, within one year, to reopen their studies as individual applicants and obtain the degree under the

normal publication requirements (two IF articles, one of which must be first-authored, with a minimum impact factor of 1). The procedure may be initiated if the candidate already meets the publication requirements. In these cases, the presentation given at the complex exam (serving as the entrance exam for individual applicants) must be organized in accordance with the conditions of the home defence.

The Comprehensive Examination

§ 16 (1) The detailed regulation of the comprehensive examination is contained in the Doctoral Regulations of the University of Pécs. The special rules for the comprehensive examination at the BDS: The comprehensive examination shall be completed in two parts. The first, public part is the professional report, which takes place before the present members of the DSBC. Its aim is to assess the progress of the scientific research. The acceptance of the report is voted on by the examination committee members preliminarily approved by the CNDHP. If the report is accepted by the above body by a qualified majority, the closed part of the comprehensive examination may be taken. The final deadline for completing the closed part is the end of the IV semester (i.e., 31 August or 31 January of each year). In the closed part, before an examination committee of at least three members, the candidate shall demonstrate their knowledge in one major subject and one minor subject approved by the DSBC. The subjects related to the BDS comprehensive examination are contained in Annex 7. The chair of the three-member examination committee shall be a university professor of the University of Pécs who is professionally competent; at least one member of the committee must be an external expert not employed by the University of Pécs.

The Doctoral Dissertation

§ 17 (1) § 15 of this Regulation defines what published or accepted-for-publication scientific papers and what documentation of artistic creative activity the applicant for submission of the doctoral dissertation must possess at the time of submission.

(2) The BDS requires an English-language summary to be prepared for the dissertation.

(3) The Doctoral School determines the formal requirements and the length of the dissertation and theses (Annex 2). The dissertation must contain a concise overview of prior knowledge related to the researched topic, the research objectives based on this, the methods of investigation, the description and documentation of new research results proving the candidate's independent scientific work, the comparison of the new results with previously known data and opinions, a concise summary of the new results, and a detailed list of the literature used and the candidate's own publications related to the topic. The dissertation must include the candidate's full publication list and an English-language summary. The dissertation may be submitted in English with the permission of the DSBC. The procedural fee for a foreign-language dissertation differs from that for a dissertation submitted in Hungarian. The theses presenting the topic, methods and novel results should be approximately 10 pages in length. Beyond this page count only the references and the list of the candidate's own publications in the topic may be included. Theses must be submitted in Hungarian and English, except for participants in training conducted in a foreign language, for whom the Hungarian theses are not mandatory.

(4) The preliminary discussion of the dissertation is carried out in the form of a home defence prior to the finalisation of the work (see § 15 (3) a and b).

(5) The dissertation and theses must be submitted in electronic form and in one printed copy.

(6) The condition for submitting the dissertation is the acquisition of the final certificate (absolutorium).

Public Access to the Doctoral Dissertation

§ 18 (1) The doctoral dissertation and its theses are public. The Doctoral School shall ensure, in cooperation with the University Library and Knowledge Centre (the Library), the full public availability of the doctoral dissertation and its theses in electronic and printed form by placing one printed and one electronic copy in the locations specified in paragraphs (2) and (3) of this Regulation.

(2) The registration, full-text storage and electronic archiving of the doctoral dissertation and theses are carried out in a separate database operated by the Library, the Pécsi University Archive (PEA) doctoral repository. The Doctoral School shall ensure the upload of the dissertation to the doctoral repository prior to the defence procedure. Following data curation, the Library places the data and the full text of the doctoral dissertation and its theses in the PEA collection 'Dissertations pending defence.'

(3) In addition to placement in the repository as specified in the Regulation, the dissertation shall be made accessible to all, in the language of the public defence, and the theses in Hungarian and English on the University's website and on www.doktori.hu at the address provided, at least one week prior to the public defence.

Independent Scientific Work

§ 19 (1) At the time of submission of the doctoral dissertation, the applicant must possess the performance specified by the BDS in § 15.

The Habilitation Procedure

§ 20 (1) Specialists conducting research in a subfield of the biological sciences and possessing significant higher education and research achievements may submit a habilitation application to the BDS. A habilitation application supported by the BDS Council must be submitted and the procedure initiated within one year following the decision.

(2) At the first stage of the procedure, the Head of the BDS requests two preliminary reviewers to review the material. The preliminary reviewers must not be employees of the TTK of the University of Pécs, and in the case of an external habilitand they must not be employees of the institution from which the candidate submitted their material. Based on the unanimous positive opinion of the preliminary reviewers, the material to be subjected to the official procedure must be compiled in the form prescribed by the CNDHP, taking account of the specifics of the field. After the administrative check carried out by the BDS Secretary, the Head of the BDS shall submit the assembled material to the CNDHP and propose the two official reviewers. The minimum expectations concerning teaching and research activity are recorded in Annex 4 of this Regulation. The criteria for the evaluation of the habilitation application are contained in Annex 5.

(3) After receipt of the official reviewers' opinions, the Head of the BDS shall ensure the initiation of the public part of the procedure in accordance with the currently effective habilitation regulations of the University Habitus Examination Committee and the CNDHP. The result of the public procedure shall be submitted to the CNDHP and the EHT for approval. Habilitation presentations

are only assessed by percentage points; the condition for further submission is achieving at least two-thirds of the attainable points.

Quality Management

§ 21 (1) The Quality Assurance Plan and the Quality Policy of the Doctoral School shall be adopted by the CNDHP on the proposal of the Doctoral School Council. The Quality Policy shall be reviewed at least once a year, which is the responsibility of the Doctoral School Council.

(2) The Doctoral School Council shall annually adopt the quality objectives set by the Head of the Doctoral School and, after the expiry of their deadlines, evaluate their fulfilment.

(3) The Quality Assurance Plan, the Quality Policy and the quality objectives shall be published pursuant to § 22.

(4) During their studies, doctoral students may, every semester, express their opinion on the teaching activity of lecturers employed by the University or working under another legal relationship for the purpose of teaching, and on their satisfaction with the quality of teaching, in accordance with the University regulation on student evaluation of teaching.

Ensuring Publicity

§ 22 The Doctoral School shall publish on its website the following documents and data concerning the Doctoral School:

- a) the Organisational and Operational Rules of the Doctoral School, which shall also be published in the national doctoral database (NDC database) at <http://doktori.hu>,
- b) the Training Plan,
- c) the Quality Policy,
- d) the Quality Assurance Plan,
- e) the quality objectives and their evaluation,
- f) the organisational structure (organogram),
- g) the Doctoral Regulations of the University of Pécs,
- h) the Study and Examination Regulations of the University of Pécs,
- i) the Regulations on Student Payments and Benefits of the University of Pécs,
- j) the tuition fees of the training programmes,
- k) the scope of data whose publication is decided by the Doctoral School Council pursuant to § 5 (5) o) of this Regulation.

Fees Related to Doctoral Training

§ 23 (1) Doctoral candidates shall pay the following procedural fees:

- a) a degree procedure fee, which shall be at least four times and at most eight times the current public servant salary supplement base,
- b) a comprehensive examination fee, which shall be equal to the current public servant salary supplement base,
- c) a defence fee, which shall be at least six times and at most ten times the current public servant salary supplement base.

(2) Doctoral students who began their studies before the 2016/2017 academic year shall pay the fees specified in paragraph (1) during the degree procedure. Those who began their studies in the 2016/2017 academic year or later shall pay the defence fee if the defence takes place after the termination of their student status.

(3) The current procedural fees shall be published by the Doctoral School on its website in accordance with § 22.

(5) In the case of a degree procedure conducted in a foreign language, the procedural fee may differ from the amount specified in paragraph (1), but it shall not exceed twice the fee of the Hungarian-language procedure.

(6) The degree procedure is free of charge for doctoral students during their student status.

(7) If the length of the submitted PhD dissertation exceeds 100 pages in its main text, a 50% surcharge shall be added to the defence fee.

Final, Transitional and Entry-into-Force Provisions

§ 24 (1) This Regulation shall enter into force on the day of its adoption, simultaneously repealing the Organizational and Operational Rules of the Doctoral School of Biology and Sport Biology adopted on 24 November 2024.

(2) The enforcement of the publication activity specified in § 19 (1) of this Regulation shall be mandatory for doctoral students admitted after 21 March 2019.

(3) In matters not regulated by this Regulation, the provisions of Act CCIV of 2011 on National Higher Education, Government Decree 87/2015 (IV.9.) on the implementation of certain provisions of the NHEA, Government Decree 387/2012 (XII.19.) on doctoral schools, doctoral procedures and habilitation, as well as the Doctoral Regulations of the University of Pécs and other internal regulations shall apply.

Pécs, 2025

Prof. Dr. Gábor Lente
Chair of the Natural Sciences Doctoral and
Habilitation Council

Prof. Dr. Róbert Gábel
Head of the Doctoral School

Clause:

This Regulation was adopted by the Natural Sciences Doctoral and Habilitation Council at its meeting held on 2025, by Resolution No. .../2025. (.....).

Annexes

This document is a draft translation of the Organisational and Operational Rules of the Doctoral School of Biology and Sport Biology. It has not been formally approved or thoroughly verified and does not include the Annexes to the Regulations.