

Organizational and Operational Regulations of the Doctoral School of Chemistry

Based on Act CCIV of 2011 on National Higher Education (hereinafter: “Nftv.”), Government Decree 87/2015 (IV.9.) on the implementation of certain provisions of the Nftv., Government Decree 387/2012 (XII. 19.) on doctoral schools, doctoral procedures and habilitation, the related effective legislation, the Doctoral Regulations of the University of Pécs, as well as the resolutions of the Hungarian Accreditation Committee (hereinafter: “MAB”) and the National Doctoral Council (hereinafter: “ODT”), the Council of Natural Sciences (hereinafter: “Doctoral Council”) adopts the following regulations (hereinafter: “Regulations”) to define the organization and operation of the Doctoral School of Chemistry (hereinafter: “Doctoral School”):

Scope of the Regulations

§ 1(1) The scope of these Regulations extends to the Doctoral School and, within the Doctoral School, to:

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

Legal Status of the Doctoral School

§ 2 (1) Name of the Doctoral School: University of Pécs, Doctoral School of Chemistry.
(2) English name of the Doctoral School: Doctoral School of Chemistry.
(3) Registered seat of the Doctoral School: Institute of Chemistry, Faculty of Science, University of Pécs (PTE TTK Kémiai Intézet), 7624 Pécs, Ifjúság útja 6.
(4) Languages of training and degree conferral in the Doctoral School: Hungarian and English.
(5) Identification number of the Doctoral School: 91.
(6) The Doctoral School provides accredited doctoral training in the field of natural sciences; within this field, it conducts research and education in research topics belonging to the discipline of chemistry.
(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:

- a) the joint right to make proposals regarding doctoral training and the awarding of the doctoral degree,
- b) the right to conduct doctoral training, which includes participation in examinations and delivering instructional activities,
- c) the right and obligation to develop its own internal regulations governing its operation,
- d) the right to delegate members to the University Doctoral Council (hereinafter: UDC) and to the Doctoral Council,
- e) the right to conduct the admission procedure for doctoral training,
- f) the right—within the competence conferred on the Doctoral School by higher-level regulations—to regulate the verification of language proficiency,
- g) the right to define, within its research field, research topic groups or doctoral programs (hereinafter jointly: doctoral program).

Head of the Doctoral School

§ 4 (1) The Head of the Doctoral School may be a core member who is a full professor employed full-time by the University of Pécs (hereinafter: University), holds a scientific degree and the title Doctor of the Hungarian Academy of Sciences, and enjoys outstanding professional recognition.
(2) The Head of the Doctoral School is elected by the UDC from among the Doctoral School’s core members

who are full professors, based on the opinion of the majority of the core members, and is appointed by the Rector for a maximum term of five years. The appointment may be renewed multiple times.

(3) The Head of the Doctoral School:

- a) coordinates the professional activities carried out by the Doctoral School,
- b) directs the activities of the Doctoral School Council and is responsible for implementing the decisions adopted by the Council,
- c) represents the Doctoral School,
- d) makes proposals to the Doctoral Council regarding the development of the Doctoral School,
- e) decides on students' applications for reduction of tuition (self-financed fees) or for payment deferral,
- f) sets the Doctoral School's annual quality objectives,
- g) decides all other matters assigned 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 70 years of age,
- c) by withdrawal,
- d) by resignation,
- e) upon termination of the employment relationship 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 the Head is prevented from leading the Doctoral School for at least half a year. A proposal to withdraw the appointment may be made by the Doctoral School Council, the Doctoral Council or the UDC.

Doctoral School Council

§ 5 (1) The Doctoral School establishes a body to assist the Head—the Doctoral School Council (hereinafter: Council)—whose members are elected by a simple majority of the Doctoral School's core members. The Council consists of fourteen members.

(2) Voting members of the Council:

- a) the Head of the Doctoral School,
- b) internal voting members,
- c) external voting members.

(3) Non-voting members of the Council:

- a) one representative of the doctoral student self-government,
- b) the Secretary of the Doctoral School.

(4) The Chair of the Council is the Head of the Doctoral School. The work of the Council is supported by a Secretary appointed by the Chair.

(5) Tasks and competences of the Council:

- a) it drafts the regulations concerning the organization and operation of the Doctoral School, which are adopted by the Doctoral Council,
- b) with the involvement of stakeholders, it prepares the Doctoral School's Quality Assurance Plan and Quality Policy, which are approved by the Doctoral Council,
- c) upon the Head's proposal it decides on the lecturers of the Doctoral School and on supervisors, whose appointments are approved by the Doctoral Council,
- d) it makes proposals for the Doctoral School's Training Plan and the doctoral programs launched within it; these are adopted by the Doctoral Council,
- e) it approves topic announcements and doctoral research topics,
- f) it proposes the requirements of the complex (comprehensive) examination, on which the Doctoral Council decides,
- g) it makes proposals to the UDC for the election of the members of the Doctoral Council,
- h) upon the Chair's submission it proposes to the Doctoral Council the appointment of the members of the admission committee, the examination committee, the evaluation (review) committee and the official reviewers, and the establishment of the final examination committee and the complex examination committee,
- i) it determines the amount of tuition (self-financed fees) for the programs,
- j) it may decide to announce the public defense of the dissertation in the press,

- k) it may propose the withdrawal of the Head of the Doctoral School's appointment,
 - l) it recognizes the minimum credits required as a condition for allowing individual candidates to take the complex examination,
 - m) it makes proposals to the Doctoral Council regarding the requirements for the admission of doctoral candidates, the submission of applications and the regulation of the admission procedure, and it forwards to the Doctoral Council the ranking of applicants formed during the admission process,
 - n) it adopts the Doctoral School's annual quality objectives and, after their deadlines, evaluates their fulfillment,
 - o) it determines the scope of data to be collected, analyzed and mandatorily published concerning the operation of the Doctoral School, and supervises the implementation of data collection and analysis,
 - p) it establishes and adopts the system of requirements concerning publication performance,
 - q) it performs all other tasks assigned to its competence under university regulations.
- (6) The proposal specified in point g) of paragraph (5) shall be prepared by the Head of the Doctoral School on the basis of a list of candidates adopted by the Council by simple majority.
- (7) The Council shall meet as necessary, but at least once per semester. A meeting must be convened without delay if initiated by one third of the members or by the Chair of the Council. The meeting shall be convened in writing by the Chair, indicating the agenda, at least five working days prior to the meeting. The Council has a quorum if at least half of its members are present; it adopts its decisions by open vote with a simple majority of those present, except in cases specified in these Regulations. In matters concerning persons, a secret ballot must be held. Minutes are prepared by the Secretary and authenticated by the signatures of the Chair and the Secretary.
- (8) In justified cases, the Council may also adopt decisions by electronic voting. A valid vote may only be cast from the e-mail address previously provided by the member. In the case of electronic voting, the vote is valid if more than half of the members of the Council have sent in their votes. The vote is successful if more than half of the valid votes submitted are identical in content.

Lecturers of the Doctoral School

- § 6** (1) Lecturers of the Doctoral School are academic staff and researchers holding a scientific degree who are capable of performing teaching, research and supervisory duties. Based on the Head's proposal, the Council decides on the lecturers of the Doctoral School by majority vote; their appointment is approved by the Doctoral Council.
- (2) A condition applicable to the selection of lecturers is possession of a PhD degree.
- (3) Lecturers of the Doctoral School may announce research topics within the framework of doctoral training.

Supervisor

- § 7** (1) The supervisor of a doctoral topic is a university lecturer or researcher holding a PhD or DLA degree whose topic announcement is approved by the Council, and who—on this basis—responsibly directs and supports the studies and research of the doctoral candidate working on the topic, as well as the preparation of doctoral candidates, doctoral applicants and doctoral aspirants for obtaining the scientific degree.
- (2) The supervisor:
- a) announces the doctoral research topic,
 - b) in the Neptun study system (hereinafter: Study System, TR) verifies completion of the doctoral candidate's research tasks by recording fulfillment,
 - c) each semester evaluates the report on the doctoral candidate's work and assesses the doctoral candidate's performance,
 - d) assists the doctoral candidate or doctoral applicant in preparing the doctoral dissertation and scientific publications,
 - e) makes proposals for the doctoral candidate's teaching and research plan and supports their implementation.
- (3) Supervision may be undertaken, after the conferral of the degree, by a lecturer or researcher only following a two-year period during which he/she has produced further, now independent and demonstrably successful research and publication activity. The supervisor verifies his/her continuous scientific activity with data recorded in the ODT database.
- (4) Additional selection criteria applicable to supervisors of the Doctoral School:

- a) domestic and/or international network of professional relations,
- b) outstanding professional, scientific or artistic activity as accepted by the Council,
- c) consideration of the lecturer's current workload,
- d) consideration of the lecturer's current research activity,
- e) consideration of the strategic interests of the Faculty of Science.

(5) A doctoral candidate or doctoral applicant may have two supervisors simultaneously. A co-supervisor may be appointed, upon a request addressed to the Head of the Doctoral School, with the approval of the Doctoral Council. The name(s) of the supervisor(s) must be clearly indicated on the cover page of the doctoral dissertation. A change of supervisor may be made upon a request addressed to the Head of the Doctoral School, with the approval of the Doctoral Council.

(6) A supervisor may simultaneously participate in supervising at most six doctoral candidates with active student status. The number of doctoral candidates is calculated on the basis of the data indicated on the website www.doktori.hu.

Rules on Reductions in Self-Financed Tuition

§ 8 (1) A reduction may be granted from the amount of the self-financed tuition for the student by decision of the Head of the Doctoral School. Taking into account the recommendation of the Faculty concerned by its operation, the Doctoral School shall define the formal and substantive requirements for applying for a reduction based on academic performance and on social circumstances as follows:

a) Based on academic/research performance, the student is entitled to a reduction of the self-financed amount, up to a maximum of 80%.

b) The decision on the reduction is made by the Head of the Doctoral School.

(2) When assessing applications for reduction, the training cost determined as a result of the calculation set out in Chancellor's Instruction No. 4/2022 on the rules of calculating self-financed tuition must be taken into account, and it must be ensured that the reduction of the fee does not result—in the given Doctoral School and considering all programs of the given Doctoral School—in the continuation of programs becoming loss-making. From 1 January 2015, the student may request a discount from the payable tuition/self-financed fee no later than the last working day of the registration period. From 1 January 2015, students whose payment assignment (posting) is, for any reason, prepared in September (or thereafter) for the autumn semester or in February (or thereafter) for the spring semester may submit a request for a discount after the specified deadline. In such cases, the deadline for submitting the request is eight days from the date of becoming aware of the payment assignment (posting), but no later than the payment due date. Decisions related to student applications must be sent by the doctoral school to the affected student and to the Central Study Office (hereinafter: KTI) by 15 March at the latest in the spring semester and by 15 October at the latest in the autumn semester, thereby ensuring that the University can fulfill its statutory data reporting obligations with accurate data.

(3) For students participating in doctoral training, upon the student's request and in the presence of objectively verifiable circumstances (e.g., foreign scholarship, late arrival of foreign student loan), the Head of the given Doctoral School may authorize a receipt deadline differing from that set out in § 52 of the University of Pécs Regulations on Fees and Benefits; in such cases the receipt deadline may be no later than the day preceding the first day of the examination period of the given semester.

Rules on Scholarships Available to Students via Calls

§ 9 Doctoral candidates may apply for other scholarships in accordance with § 25 of the University of Pécs Regulations on Fees and Benefits. The Doctoral School informs students of current calls on its website.

Rules for Admission to Organized Doctoral Training

§ 10 (1) Hungarian and foreign citizens who hold a Master's degree and qualification obtained in a domestic or foreign Master's program—or will obtain it in the year of admission before enrollment—and who possess the foreign language proficiency required in these Regulations for working in the field, may apply for organized doctoral training. Applications may be submitted to topics announced by the supervisors of the Doctoral School; these topic announcements and the further conditions for application to doctoral training are

made accessible to all on the Doctoral School's own website and on www.doktori.hu.

(2) Application to doctoral training may be made exclusively online by completing the application form on the doctoral training application interface and uploading the required attachments. The application becomes final when, after submitting the online application form, the applicant prints the confirmation sheet and submits it, signed, to the Doctoral School.

(3) Conditions for application:

a) MSc degree in natural sciences, chemical engineering, bioengineering, environmental engineering, materials engineering, biotechnology, pharmacy or medicine.

(4) Documents to be attached to the application:

a) completed and signed application form,

b) curriculum vitae; copy of the document certifying foreign language proficiency,

c) research topic outline or motivation letter,

d) statement of support by the supervisor,

e) proof of payment of the application fee,

f) copy of university diploma by the deadline set in the admission procedure, noting that failure to meet the deadline results in rejection of the application (in case of delayed issuance, supplementation is possible).

(5) In the application, the applicant shall indicate whether he/she intends to pursue studies in state-funded or self-financed form. The applicant may indicate both, but may be admitted only to the form indicated in the application.

(6) In the application, the applicant shall indicate whether he/she wishes to study in full-time or part-time (correspondence) mode. The applicant may indicate both, but may be admitted only to the mode indicated in the application.

(7) The admission procedure is conducted by an Admission Committee appointed by the Doctoral Council and consisting of at least three members. The Admission Committee consists of a Chair and at least two further members who are core members and university professors belonging to the doctoral school. The Chair is the Head of the Doctoral School or a core member university professor of the doctoral school invited by the Head. The Chair of the Doctoral School proposes the members of the Admission Committee.

(8) In the in-person admission procedure—or, in justified cases, in an online admission procedure upon the decision of the Admission Committee—the Committee ranks applicants based on the following criteria:

– professional quality of the work plan – 0–20 points,

– thoroughness of the work plan and its feasibility – 0–20 points,

– novelty of the scientific concept – 0–20 points,

– quality of the applicant's previous scientific activity – 0–20 points,

– human and professional quality of cooperation with the supervisor – 0–20 points.

(9) The Admission Committee prepares minutes of the admission procedure; these are recorded by the person responsible for the Doctoral School's administration and authenticated by the signatures of all Committee members. The minutes include the calculation of the applicants' points, listing the items considered and the points awarded to each, as well as their sum. The minutes also include a substantive summary of what was said during the oral admission examination conducted by the Committee.

(10) Based on the Admission Committee's recommendation, the admission decision is made by the Doctoral Council. Admission to the Doctoral Training may be granted to a candidate who achieves at least 70 points in the admission examination.

(11) The Doctoral School announces admission once per academic year, at the end of the spring semester, and subsequently announces an additional supplementary admission once before the start of the autumn semester. In justified cases, the Doctoral School may announce a further supplementary admission for the mid-year intake at the end of the autumn semester.

(12) The following may apply in a supplementary admission procedure:

a) those who did not submit an application for the admission procedure in the given calendar year, or

b) those who applied for state-funded form but apply for the self-financed form during the supplementary admission, or

c) those who were not admitted in the admission procedure due to lateness.

(13) The Doctoral Council publishes the admission decisions on its website in anonymized form. The Doctoral Council sends the decision to the applicant via the doctoral administration; in case of rejection, the decision must be justified and the applicant informed about the possibilities of legal remedy. In case of admission, the notification shall indicate the date of enrollment, the documents required for enrollment, and the start of the

academic year. It shall refer to the costs related to the training and their bearing. The admission decision shall indicate the name of the Doctoral School and the discipline of the degree.

(14) In the case of application for doctoral training, the procedural fee is HUF 9,000 per application. Upon submission, the applicant must attach proof that the fee has been paid to the Doctoral School.

(15) A doctoral candidate or doctoral applicant who established his/her doctoral student status or doctoral applicant status before the 2016/2017 academic year may request admission to doctoral training, provided that the eight-semester state support period specified in § 47 (2) of the Nftv.—taking into account any support period already used in doctoral training—may not be exceeded. In the same discipline, one may apply for a scholarship-funded doctoral training only if the final certificate (absolutorium) was not obtained in the previous training.

(16) A student may also join doctoral training in such a way that, in parallel with the studies of the last academic year of his/her Master's program, he/she also participates in preparation forming part of doctoral training, provided that after obtaining the Master's degree he/she also fulfills the admission requirements. Simultaneously with the admission decision, credits earned in the Master's program are recognized based on the decision of the Doctoral Council.

(17) In parallel with the Master's program, an exceptionally talented applicant may be admitted to doctoral training who has obtained a Bachelor's degree and qualification, or is in the last two academic years of a single-cycle Master's program, and who has achieved first place in a relevant section of the Scientific Students' Associations Conference (TDK) or first, second or third place in a relevant section of the National Scientific Students' Associations Conference (OTDK), or is first author on a publication. Further criteria of excellence and other admission requirements (including language proficiency requirements) are determined by the Doctoral School or the Doctoral Council. The applicant must pass the admission examination and, in addition, must certify outstanding academic, scientific and language proficiency.

(18) The detailed rules above on submitting applications and the admission procedure are specified by the Doctoral School and the Doctoral Council in these Regulations pursuant to § 13 (2) j) of the University of Pécs Doctoral Regulations.

Rules for the Admission of Individual Candidates

§ 11 (1) A person who has prepared individually for the degree may also join the doctoral training, provided that he/she has fulfilled the admission and doctoral training requirements and the Doctoral Council has authorized his/her application pursuant to § 26 (1) of the University of Pécs Doctoral Regulations. In this case, student status is established upon passing the complex examination.

(2) For individual candidates, acceptance for the complex examination and admission require compliance with the discipline, and fulfillment of the publication and language requirements for the doctoral degree. With the admission, the Doctoral School recognizes the minimum credits determined as a condition for admission to the complex examination; upon request, further credits may be recognized based on previously acquired knowledge and competencies. The Doctoral School appoints a consultant for the individual candidate.

(3) The Doctoral Council examines whether the applicant's scientific performance justifies acceptance of the individual preparation form.

(4) The individual candidate must submit a doctoral dissertation—pursuant to these Regulations—within five academic years following the establishment of student status.

Rules for Admission Parallel with the Master's Program

§ 12 (1) Admission parallel with the Master's program is possible as regulated in § 10 (16) and (17).

(2) Applicants must pass the admission examination and must substantiate with documents their academic, scientific and language excellence pursuant to § 10 (17). The admission requirements and procedure are governed by § 10 of these Regulations.

Rules on Recognition of Certain Credits

§ 13 On the basis of the Doctoral Council's decision, up to two semesters, i.e., sixty credits, may be recognized in the doctoral training from the core training and practical periods completed by residents in the

specialized higher-level healthcare training system or by central trainees in training designed to ensure the supply of future lecturers for higher education institutions.

Training Plan and Rules for Doctoral Programs

§ 14 (1) The Doctoral School Council prepares the Training Plan of the Doctoral School, which is adopted by the Doctoral Council. The Council annually reviews the Training Plan in accordance with Level 8 of the Hungarian Qualifications Framework and submits the reviewed draft to the Doctoral Council for adoption; following adoption, it promptly arranges for publication of the new version on the Doctoral School's website. (2) In preparing and reviewing the Training Plan, the Doctoral School seeks the opinions of external experts involved in the training, cooperating partners and students, and takes them into account in the review. (3) The Doctoral School implements the doctoral programs within the framework of the Training Plan, in which the credits obtainable for individual activities are defined.

Conditions for Obtaining the Doctoral Degree

§ 15 (1) For doctoral candidates who began their studies before the 2016/2017 academic year, the obligations set by the Doctoral School for obtaining the doctoral degree are:

- a) successful completion of the doctoral final (comprehensive) examination,
- b) proof of an intermediate-level, type "C" state-recognized English language examination (or an equivalent one), which for applicants with hearing impairment may also be certified by proving knowledge of a non-Hungarian sign language. Candidates with certified dysgraphia or dyslexia may prove their English language proficiency by delivering their defense presentation in English,
- c) independent scientific activity, demonstrated through articles and studies (see § 19),
- d) recording of works evidencing scientific activity in the national scientific bibliographic database,
- e) obtaining the final certificate (absolutorium),
- f) submission and successful defense of the doctoral dissertation.

(2) For doctoral candidates who began their studies in the 2016/2017 academic year and subsequently up to 20 December 2022, the conditions for obtaining the doctoral degree are:

- a) obtaining the credits prescribed in the doctoral training,
- b) successful completion of the complex examination,
- c) proof of an intermediate-level, type "C" state-recognized English language examination (or an equivalent one), which for applicants with hearing impairment may also be certified by proving knowledge of a non-Hungarian sign language. Candidates with certified dysgraphia or dyslexia may prove their English language proficiency by delivering their defense presentation in English; for applicants with hearing impairment, certification may also be by proving knowledge of a non-Hungarian sign language,
- d) independent scientific activity, demonstrated through articles and studies (see § 19),
- e) recording of works evidencing scientific activity in the national scientific bibliographic database,
- f) obtaining the final certificate (absolutorium),
- g) submission and successful defense of the doctoral dissertation.

(3) For those who began their doctoral training after 20 December 2022, the conditions for obtaining the doctoral degree are:

- a) obtaining the credits prescribed in the doctoral training,
- b) successful completion of the complex examination,
- c) proof of an intermediate-level, type "C" state-recognized English language examination (or an equivalent one), which for applicants with hearing impairment may also be certified by proving knowledge of a non-Hungarian sign language. Candidates with certified dysgraphia or dyslexia may prove their English language proficiency by delivering their defense presentation in English; for applicants with hearing impairment, certification may also be by proving knowledge of a non-Hungarian sign language,
- d) independent scientific activity, demonstrated through articles and studies (see § 19),
- e) recording of works evidencing scientific activity in the national scientific bibliographic database,
- f) obtaining the final certificate (absolutorium),
- g) submission and successful defense of the doctoral dissertation.

(4) Proof of the required language proficiency may be provided by:

- a) a certificate or diploma of an intermediate-level, type "C" state-recognized English language examination

- (or other equivalent), or
b) recognition of a university diploma obtained abroad.

Complex Examination

§ 16 (1) Conditions for admission to the complex examination:

- acquisition of at least 120 credits (except for candidates preparing individually for the doctoral degree, whose student status is established upon application for and acceptance to the complex examination), of which at least 12 must be study credits,
- prior submission of a brief report, not exceeding 15 pages, on the scientific results achieved during the first four semesters.

(2) When applying for the examination, the supervisor has the possibility to provide a prior written evaluation of the examinee to the Doctoral Council.

(3) The complex examination must be taken publicly before a committee. The examination committee consists of three members, at least one of whom must not have an employment relationship with the University of Pécs (PTE). The Chair of the committee may be a university professor, habilitated associate professor, habilitated college professor, Professor Emeritus employed by PTE, or a lecturer/researcher holding the title Doctor of the Hungarian Academy of Sciences. All members of the committee must hold a scientific degree. The supervisor of the examinee may not be a member of the committee. The Doctoral Council decides on the requirements of the complex examination and the members of the committee upon the proposal of the Doctoral School Council.

(4) The complex examination consists of two parts:

- a) In the “theoretical” part, the candidate’s theoretical preparedness is assessed: the candidate must demonstrate broad, summary-level knowledge in two subjects. The subjects of the examination and the appointment of the evaluating committee are discussed and approved by the Doctoral Council (DT) in accordance with what is set out in the Doctoral Regulations (EDSZ). The candidate’s supervisor may not be a member of the committee. Administrative tasks are performed by the secretary appointed to the committee.
- b) In the “research” part, the examinee reports on his/her scientific progress.

(5) The examination committee evaluates the theoretical and research parts separately in a closed session. Minutes are prepared of the complex examination, including a textual evaluation.

(6) When applying for the theoretical part of the complex examination, the student may, with the supervisor’s approval, propose to the Head of the Doctoral School the subjects for the complex examination from those defined in the Training Plan.

(7) In the theoretical part of the complex examination, the committee awards a “pass” or “fail” grade for each subject. If the examinee receives a “fail” in any subject, he/she may retake the exam in that subject once, on the re-examination day designated within the same examination period.

(8) Expectations for the examinee in the research part of the complex examination:

- Formulate the research areas and open questions in which results have been achieved and are intended to be achieved; give an overview of the current state of the field.
- Briefly summarize results achieved to date.
- Present the research and publication plan for the next two years.
- Submit in advance to the committee copies of journal/conference papers that have been submitted for publication (accepted or under review).

(9) In case of failure in the research part of the examination, it may not be repeated; student status is terminated.

(10) The complex examination is evaluated on a two-grade scale: pass or fail.

(11) Conditions of the complex examination not regulated in these Regulations are set out in the University of Pécs Doctoral Regulations.

Doctoral Dissertation

§ 17 (1) The expectations concerning the candidate’s scientific publications at the time of submitting the dissertation are set out in § 19.

(2) The dissertation must be prepared in Hungarian or English. The completed dissertation must include a one-page abstract-type summary in the language of the dissertation.

- (3) The dissertation must include a concise overview of prior knowledge related to the research topic, specification of research objectives based on this, the methods of investigation, a description and documentation of the new research results evidencing the candidate's independent scientific work, a comparison of the new results with previously known data and views, a concise summary of the new results (theses), as well as a detailed list of the literature used and a list of the candidate's own publications related to the topic, with thesis points.
- (4) For each thesis point it must be indicated on which of the candidate's publications it is based.
- (5) The thesis booklet is an extract briefly presenting the subject, methods and new results of the dissertation, together with the literature used directly and a list of the candidate's own studies published in the topic.
- (6) Depending on its nature, the dissertation shall be 40–100 pages in length; necessary appendices may be included in addition. The dissertation must be prepared in A/4 format, in black leather binding and print quality, and submitted in three copies. The cover page must bear the candidate's name and the designation "Doctoral Dissertation" or "PhD Thesis" in gold letters, as well as the name of the doctoral school and the year of submission.
- (7) On the inner title page, in addition to the author's name and the title of the dissertation, the precise name of the doctoral school and program, the name of the supervisor, the year of submission and the University's coat of arms must appear.
- (8) The thesis booklet must be prepared in A/5 size, stapled. Its length shall be at most 10 pages; this limit does not include the literature used or the list of the candidate's own studies published in the topic. The cover page must contain the same data as the inner title page of the dissertation. The thesis booklet is prepared in two languages, Hungarian and English, in a single volume. The Hungarian version starts from one side of the book, and the English version from the other, arranged so that the two languages are printed in opposite directions and face each other. Ten copies of the thesis booklet must be submitted, of which 3 copies go to the Secretary of the Council of Natural Sciences, and 7 copies to the Secretary of the Doctoral School.
- (9) For the dissertation, 1.5 line spacing and 12-point font must be used; for the thesis booklet, 1.5 line spacing and 11-point font must be used. Otherwise, general typographic rules apply.
- (10) The dissertation and the thesis booklet must also be submitted in electronic form; both must be sent in PDF format to the e-mail addresses of the Head and the Secretary of the Doctoral School. For the thesis booklet, the two language versions must be attached as two separate PDF files.
- (11) Submission of the doctoral dissertation is conditional upon obtaining the final certificate (absolutorium) and possession of the intermediate-level type "C" English language examination.
- (12) Conditions concerning the doctoral dissertation not regulated in these Regulations are set out in the University of Pécs Doctoral Regulations.

Publicity of the Doctoral Dissertation

- § 18** (1) The doctoral dissertation and its theses are public to all. Ensuring full public disclosure of the dissertation and its theses in electronic and printed form is arranged by the Doctoral School in cooperation with the University Library and Knowledge Centre (hereinafter: Library), in such a way that one printed and one electronic copy of the dissertation and its theses are placed as specified in paragraphs (2), (3), (4) and (5).
- (2) Registration and full-text storage of the dissertation and theses in electronic form takes place in a separate database, in the doctoral repository of the Pécs University Archives (hereinafter: PEA) operated by the Library. The Doctoral School is responsible for uploading to the repository prior to the defense procedure. After data curation, the Library places the data and the full text of the dissertation and its theses in the PEA collection "Dissertations Pending Defense."
- (3) In addition to placement in the repository, the dissertation in the language of the public defense and its theses in Hungarian and English, or in another language appropriate to the characteristics of the given discipline, must be made accessible to everyone on the University's website and at the address provided on www.doktori.hu.

Independent Scientific Activity

- § 19** (1) For the conferral of the degree, doctoral candidates must have at least three publications published in—or accepted by—peer-reviewed English-language journals with an impact factor, whose results are

utilized in the dissertation. The total impact factor of these publications may not be less than 3.5, and the candidate must be the first author of at least one of the publications.

Knowledge of Foreign Languages

§ 20 (1) Proof of an intermediate-level, type “C” state-recognized English language examination (or an equivalent one) is required; for applicants with hearing impairment, certification may also be by proving knowledge of a non-Hungarian sign language. Candidates with certified dysgraphia or dyslexia may prove their English language proficiency by delivering their defense presentation in English.

Quality Management

§ 21 (1) The Quality Assurance Plan and Quality Policy of the Doctoral School are adopted by the Doctoral Council upon the proposal of the Council. The Quality Policy must be reviewed at least once a year; this is the task of the Council.

(2) Each year, the Council adopts the quality objectives set by the Head of the Doctoral School and, after their deadlines, evaluates their fulfillment.

(3) Publication of the Quality Assurance Plan, Quality Policy and quality objectives is carried out pursuant to § 22.

(4) During their studies, students participating in the doctoral training may, each semester, give their opinion on the teaching activities of lecturers employed by the University under an employment or other work-related legal relationship, and on their satisfaction with the quality of education, pursuant to the University's Regulations on the Student Evaluation of Teaching.

Ensuring Publicity

§ 22 On its website, the Doctoral School publishes the following documents and data concerning the doctoral school:

- a) the Organizational and Operational Regulations of the Doctoral School, which shall also be published in the national doctoral database (hereinafter: ODT database) at <http://doktori.hu>;
- b) Training Plan,
- c) Quality Policy,
- d) Quality Assurance Plan,
- e) Quality Objectives and their evaluation,
- f) Organizational structure (organogram),
- g) Doctoral Regulations of the University of Pécs,
- h) Study and Examination Regulations of the University of Pécs,
- i) Regulations on Fees and Benefits of the University of Pécs,
- j) the amount of self-financed tuition for programs,
- k) the scope of data to be published as decided by the Council pursuant to § 5 (5) o).

Fees Related to Doctoral Training

§ 23 (1) If a student does not earn the credits for a registered curricular unit in the given semester, he/she may register for the same curricular unit again in a later semester within the limits set by these Regulations. A student who started his/her studies in the given program before the 2012/2013 academic year may register for a given curricular unit at most three times during the program, unless his/her student status was terminated in a manner contrary to law or regulations. From the second and subsequent registrations for a given curricular unit, from the spring semester of the 2013/2014 academic year the student is obliged to pay the fee specified in Annex 1 of the University of Pécs Regulations on Fees and Benefits. This paragraph also applies to registering for “exam-only” courses. The fee assessments are prepared for the first time based on curricular units registered in the spring semester of the 2013/2014 academic year, regardless of the semester in which the curricular unit was first registered. The KTI prepares the assessments by the last day of the study period of the given semester. The payment deadline for the prepared assessments is 15 days from the date of preparation. No fee is charged for repeated registration due to repeated curricular units if the student pays tuition/fees on a

credit basis. For students pursuing doctoral studies, the fee shall be charged only where expressly provided for in these Regulations.

(2) Persons holding doctoral applicant status must pay the following procedural fees:

- a) degree-award procedure fee, which is at least four times and at most eight times the then current public-employee supplement base,
- b) examination fee, which is the amount of the then current public-employee supplement base,
- c) defense fee, which is at least six times and at most ten times the then current public-employee supplement base.

(3) Doctoral candidates who began their studies in the 2016/2017 academic year or thereafter shall, if the defense procedure takes place after their student status has ceased, pay a defense fee as a procedural fee, which is at least six times and at most ten times the then current public-employee supplement base. The exact amounts of the degree-award procedure fee and the defense fee are determined by the Doctoral School as follows:

(4) The procedural fees are published by the Doctoral School pursuant to § 22.

(5) In the case of degree-award procedures conducted in a foreign language, the Doctoral School may deviate from the amounts of the fees set out in paragraphs (2) and (3); however, the procedural fee may not exceed:

- a) sixteen times the then current public-employee supplement base in the case of the degree-award procedure fee,
- b) six times the then current public-employee supplement base in the case of the examination fee,
- c) forty times the then current public-employee supplement base in the case of the defense fee.

(6) For doctoral students, the degree-award procedure is free of charge during their student status.

Closing, Transitional and Entry-into-Force Provisions

§ 24 (1) These Regulations enter into force on the day of their adoption, simultaneously repealing the Organizational and Operational Regulations of the ... Doctoral School adopted on

(2) The publication activity specified in § 19 (1) is mandatory for doctoral candidates admitted after 21 March 2019.

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

Pécs, 2025.

Prof. Dr. Gábor Lente

Chair of the Doctoral Council

Prof. Dr. Attila Felinger

Head of the Doctoral School

Clause:

These Regulations were adopted by the Doctoral Council at its meeting held on ... 2025 by Resolution No. .../2025 (...).