# UNIVERSITY OF DEBRECEN
# DOCTORAL COMMITTEE OF MEDICAL SCIENCES

## DOCTORAL REGULATIONS

**applicable to all doctoral schools operating in the disciplinary area of medical sciences (for students commencing their doctoral education after 1 September 2016)**

**the parts in blue are specific to the disciplinary area of medical sciences**

**D e b r e c e n – 07 February 2019**

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In order to ensure a consistent level of quality in the doctoral (PhD) education conducted at the doctoral schools belonging to the Doctoral Committee of Medical Sciences at the University of Debrecen, the Doctoral Committee of Medical Sciences adopted the Rules of Operation of the Doctoral Committee of Medical Sciences based on Chapter 1 section (4) of the Doctoral Regulations of the University of Debrecen, which also includes the operational order of the individual doctoral schools. The Doctoral Regulations is a set of complementary rules on the implementation of the Doctoral Regulations of the University of Debrecen, with its structure being closely in line with the provisions of the Doctoral Regulations. The provisions of the Doctoral Regulations shall apply to all doctoral schools belonging to the Doctoral Committee of Medical Sciences.

## CHAPTER I

### Legislative background

The Doctoral Regulations were drawn up on the basis of the Doctoral Regulations of the University of Debrecen, taking into consideration its legal background.

(1) The legal background of the Doctoral Regulations of the University of Debrecen consists of the following acts and decrees:

- ***Act CCIV of 2011*** on national higher education (hereinafter: National Higher Education Act);
- ***Government Decree 137/2008 (V.16.)*** on the state-recognized certified examination of foreign language attainment and on the nostrification in Hungary of language certificates of foreign language attainment issued abroad;
- ***Government Decree 50/2008 (III.14.)*** on funding higher education institutions based on an education, science and maintainer-dependent formula;
- ***Government Decree 51/2007 (III.26.)*** on allowances available to higher education students and certain fees payable by them;
- ***Government Decree 387/2012 (XII.19.)*** on doctoral schools, the doctoral degree conferment procedure and habilitation;
- ***Government Decree 423/2012 (XII. 19.)*** on the admission procedure to higher education institutions;
- ***Government Decree 87/2015 (IV.9.)*** on the implementation of certain provisions of Act CCIV of

  2011 on national higher education;
- *Act C of 2001* on the recognition of foreign certificates and degrees;

(2) In adopting its Doctoral Regulations, the University of Debrecen took into consideration:

- the official position of the Hungarian Accreditation Committee on the establishment and operation of doctoral schools;
- the Rules of Operation and Organisation of the University of Debrecen, as well as the regulations related to doctoral education and the conferment of doctoral degrees, constituting an appendix thereto.

(3) A scope of the Regulations extends to the students, faculty members and researchers participating in the doctoral education, others contributing to the doctoral education and procedures, as well as those participating in the doctoral degree conferment

procedure. In case of students whose doctoral education commenced before 1 September 2016, as well as doctoral candidates whose degree conferment procedure started before that date, the provisions of the Doctoral Regulations of the University of Debrecen adopted in 2008, as amended, as well as the Rules of Operation of the Doctoral Committee of Medical Sciences based on the same, shall be applied for the entire period of the doctoral education and the degree conferment procedure.

(4) Within the framework of the present Regulations, the doctoral committees of the disciplinary areas may also adopt supplementary regulations and rules of procedure. The detailed rules applicable to the operations of the individual doctoral schools shall be contained in their own rules of operation.

(5) The University shall make the Doctoral Regulations available on its website. The doctoral schools belonging to the Doctoral Committee of Medical Sciences shall make the Doctoral Regulations of the Committee available on their own websites, as well as in the national doctoral database (doktori.hu)

## CHAPTER II

## Definitions

For the purposes of the Doctoral Regulations of the University of Debrecen, the terms listed below, related to doctoral education and the conferment of doctoral degrees, shall have the following meanings:

**doctoral committee**: a body created for the organisation of doctoral education and the conferment of degrees, which has the right to make decisions with respect to doctoral education, specifically regarding admissions, starting the degree conferment procedure, as well as the decision on the conferment of degrees. At the University of Debrecen, there is a doctoral committee of the university, elected by the Senate, as well as doctoral committees of the disciplinary areas, elected by the doctoral committee of the university.

**doctoral school**: an educational organisation, operating with the approval of the Senate, encompassing various organisational units of the university, where the programmes aimed at earning academic degrees are conducted. Academic or other research groups supported by the Hungarian Academy of Sciences or research institutes outside of the institution may also participate in the work of the doctoral school.

**core member**: a faculty member or researcher having an academic degree in the discipline and research area of the doctoral school, engaged in continuous, high-quality academic activities, employed in full time in regular employment or as a state employee, who has identified the University of Debrecen in accordance with Section 26 (3) of the National Higher Education Act as his or her institute of affiliation for the purposes of public funding. With the approval of the doctoral committee, a Professor Emeritus of the University of Debrecen, as such term is defined in Section 32 (1) of the National Higher Education Act, may also be a core member. Further, core members may also be academic advisers or research professors having an academic degree in the discipline and research area of the doctoral school, engaged in continuous, high-quality academic activities, employed by a research institute in full time in regular employment or as state employees, having the title "Doctor of the Hungarian Academy of Sciences," provided that the University has concluded

an agreement to this effect with the given research institute. A core member shall satisfy the above conditions for at least 5 years, and shall agree to also serve as a dissertation supervisor in the doctoral school. Core members may only be persons under whose supervision at least one (or in case of co-supervisors, two) candidate(s) has/have received a doctoral degree.

**head of the doctoral school**: a full professor of the University of Debrecen responsible for the academic standard and educational work of the doctoral school, who shall be a regular or corresponding member, or a doctor of the Hungarian Academy of Sciences, or a doctor of sciences (hereinafter, collectively: doctor of the academy).

**council of the doctoral school**: a body assisting the head of the doctoral school, meeting regularly, elected by the core members of the doctoral school, and whose members are appointed and relieved by the doctoral committee of the disciplinary area.

**faculty members of the doctoral school**: faculty members and researchers having academic degrees who – at the recommendation of the head of the doctoral school – are considered suitable by the council of the doctoral school of the disciplinary area for the duties of teaching, research and supervising in the framework of the doctoral school.

**doctoral programme**: educational and research organisations operating within doctoral schools, in case of satisfying the conditions specified by the doctoral regulations and having the approval of the doctoral committee of the disciplinary area.

**doctoral student**: a student participating in doctoral education, who has the rights and obligations as defined in the provisions of law on higher education;

**doctoral student status**: status based on the legal relationship between the doctoral student and the higher education institution, the content of which consists of the rights and obligations of the doctoral student and the institution as defined in the provisions of law on higher education. Student status is evidenced by the university by way of issuing and validating a student identification card.

**state-funded doctoral scholarship**: financial aid provided to doctoral students of Hungarian citizenship, or foreign doctoral students to be given the same status as Hungarian students on the basis of a provision of law or international treaty, participating in full-time, regular doctoral programmes.

**doctoral education**: educational, research and reporting activity, conducted in line with the specific features of the disciplinary area and the needs of the doctoral student, in the framework of individual or group-based preparation. The doctoral education consists of the coursework and research, as well as the research and dissertation stages. A prerequisite of participation in doctoral education is the possession of a master's degree. The minimum number of credits to earn in the doctoral education is 240; the length of the education is 8 semesters.

**dissertation topic**: a research topic that is suitable for the purpose of the doctoral student, under the supervision of the dissertation supervisor, acquiring the knowledge and skills necessary for the application of research methods, to create original academic results, and to give proof of the above in the form of academic publications, academic presentations and a doctoral dissertation (work, project).

**complex examination**: an examination to be completed in the course of the doctoral education, at the end of the fourth semester, as the conclusion of the coursework and research stage and as the condition of the commencement of the research and dissertation stage, which assesses and evaluates the student's progress in the academic and research fields.

**dissertation supervisor**: a faculty member or researcher with an academic degree whose proposal for a dissertation topic or topics has been approved by the council of the doctoral school and who, on the basis of the above, can responsibly supervise and assist the doctoral student in his or her studies, research and preparation for the receiving of a doctoral degree.

**academic point (credit):** the unit earned in the doctoral programme for the performance of academic work in the form of learning, fulfilling course requirements, conducting research or performing teaching activities. One credit may generally be earned by 30 hours of work.

**study abroad programme**: part of the doctoral education in which the doctoral student may participate on the basis of a work programme, approved by his or her supervisor, which ensures the validity of the given academic period in the university's doctoral education programme. The decision on the acceptance of the work programme of study abroad programmes shall be made by the council of the doctoral school.

**doctoral degree conferment procedure**: the research and dissertation stage of the doctoral education after the successful complex examination.

**doctoral dissertation:** a written document, work or project created by the student in the stage of the degree conferment procedure whereby the doctoral candidate is to prove that he or she is capable of independently creating academic work that is commensurate to the requirements of the doctoral degree. A dissertation may be written in Hungarian or English, or other languages if justified by the topic of the dissertation.

**doctoral theses**: a summary work prepared for the academic public on the basis of the doctoral dissertation, in which the candidate describes his or her academic results on the basis of which, in the degree conferment procedure, he or she can give proof of preparation for receiving the academic degree. The doctoral theses shall be prepared in Hungarian and English (or other languages, in line with the characteristics of the given discipline).

**doctoral degree**: a degree that may be conferred by the doctoral committee of the university, which can be obtained on the basis of participation in regular doctoral education organised by the university or individual preparation, in both cases in the framework of a doctoral degree conferment procedure.

## CHAPTER III

## The organisational framework of doctoral education and the obtaining of degrees

## 1. Doctoral schools and doctoral programmes

(1) The University of Debrecen conducts regular doctoral education programmes in the disciplinary areas and disciplines covered by its operating permit, and confers doctoral (PhD) degrees as terminal university degrees, on the basis of such programmes. The doctoral degree is conferred as evidence of thorough knowledge of the given discipline at a high level, original academic results accomplished, and the ability to conduct research independently.

(2) The educational and research frameworks for the regular doctoral education programmes are the **doctoral schools**. Within doctoral schools, at the initiative of the doctoral school and with the approval of the doctoral committee of the disciplinary area, **doctoral programmes** may operate.

(3) The setting up of a doctoral school may be initiated by at least seven core members. The majority of the core members shall be full university professors. One person may only be a core member in one doctoral school at a given time. A doctoral school working in several disciplines shall have at least three core members per discipline (but at least nine in total), the majority of whom shall be full university professors, and who shall conduct research in the given discipline. The doctoral schools working in the discipline of education science may also have core members from a disciplinary area related to teacher education.

(4) An application to the doctoral committee of the disciplinary area (or in the absence of such committee, to the doctoral committee of the university) shall be submitted by the person proposed as the head of the doctoral school for approval of the setting up of a **doctoral school**. In case the support is given, the doctoral committee of the disciplinary area shall submit the application to the doctoral committee of the university. The foundation documentation of the doctoral school shall be prepared by the core members of the doctoral school. The documentation shall include:

a) the classification of the doctoral school according to disciplinary area, discipline (branch of art);
b) the master's programmes, building on which the higher education institution satisfies the conditions set forth in section 16 (2) of the National Higher Education Act;
c) the designation of the research area of the doctoral school;
d) the designation of the doctoral degree that may be issued as a result of the doctoral degree conferment procedure;

e) the names, academic (or artistic) CVs, and documentation on the most important academic (in case of a doctoral school of arts, academic or artistic) accomplishments and works of the person nominated as the head of the doctoral school, of the core members, of the supervisors proposed for the first three years, as well as of other faculty members of the doctoral school, visiting faculty members (or artists, in case of a doctoral school of arts) from Hungary and abroad;
f) the educational plan of the doctoral school;
g) the international relations of the doctoral school, which are expected to be taken into consideration in the course of its operations;
h) the quality assurance plan of the doctoral school;
i) the rules of operation of the doctoral school;
j) the declarations of the persons concerned to the effect that they accept the positions for which they are nominated, and they satisfy the conditions applicable to them;
k) the cooperation agreement(s) related to the activities of the doctoral school.

(5) If it agrees with the application, the doctoral committee of the university shall submit the same to the university senate.

(6) The rector shall, after the decision of the university Senate on the setting up of the doctoral school, request that the Hungarian Education Authority enter the doctoral school in its register.

(7) The **head of the doctoral school** shall be a university professor in the full-time employment of the university, who has an academic degree or the title doctor of the Academy (DSc). The head of the doctoral school shall be elected from the core members of the doctoral school – on the nomination of the majority of core members, after also obtaining the opinion of the doctoral committee of the disciplinary area – by the doctoral committee of the university and appointed by the rector for a term not exceeding five years. The appointment is renewable without limitation. The appointment shall be terminated with the resignation of the head of the doctoral school or with the termination of his or her full-time employment. In case of the termination of the appointment of the head of the doctoral school, the core members of the doctoral school shall nominate, based on their majority vote, for the person of the new head, from among the core members of the doctoral school who are full professors. The duties of the head of the doctoral school:

- being responsible for supervising the work of the council of the doctoral school and for the execution of the decisions of the council;
- coordinating the professional work of the doctoral school and being responsible for its quality;
- representing the doctoral school;
- supervising the administration of the doctoral school and exchanging information with the relevant doctoral committee/councils;
- being responsible for the use of the state funding of doctoral education and other financial sources received by the doctoral school, in compliance with the university's rules of financial management.

(9) A **doctoral programme** may be created within a doctoral school if, in addition to the head of the programme, at least three other faculty members of the doctoral school having the necessary academic qualifications and being in the full-time employment of the university participate in the programme. An exemption from this rule may, in exceptional and justified cases, be granted by the doctoral committee of the disciplinary area. The powers and the duties of the doctoral programmes operating within the doctoral school shall be drawn up in the rules of operation of the doctoral school. The decision on the launching of doctoral programmes shall be made, on the basis of the recommendation of the doctoral school, by the doctoral committee of the disciplinary area. The doctoral schools operating in the disciplinary area of medical sciences, and the doctoral programmes of the same are listed in Appendix 1.

(10) The **head of the doctoral programme** shall be a core member of the doctoral school in employment or other legal relationship with the university, who is a holder of the title doctor of the Academy or – in exceptional cases, on the basis of the decision of the Doctoral and Habilitation Council of the University – of equivalent academic accomplishment. The head of the doctoral programme is appointed and relieved from his or her duties, at the initiative of the doctoral school and with the approval of the doctoral committee of the disciplinary area, by the Chairperson of the doctoral committee of the disciplinary area. The appointment shall be terminated with the resignation of the head of the doctoral programme, with the termination of his or her employment or other legal relationship with the university,

or by way of being relieved of his or her duties, on the basis of the decision of the doctoral committee of the disciplinary area.
The duties of the head of the doctoral programme:
- supervising the professional work in the doctoral programme;
- participating in the work of the council of the doctoral school with responsibility.

Further duties and powers of the heads of programmes shall be included in the rules of operations of the doctoral schools.

In case of the doctoral schools operating in the disciplinary area of medical sciences, the head of the doctoral programme shall have the following extra duties:
- being a member of the council of the doctoral school;
- participating in the annual evaluation of the students in the programme;
- participating in the preliminary defence of the dissertations written in the programme;
- participating in admissions procedures.

(11) **Faculty members** of a doctoral schools shall be the faculty members and researchers, having academic degrees, who are considered by the council of the doctoral school as suitable for the duties of teaching, research and supervising in the framework of the doctoral school. Faculty members of the doctoral school may announce courses and dissertation topics in the framework of the regular doctoral education.

(12) Faculty members may, at the recommendation of the council of the doctoral school and on the basis of the decision of the doctoral committee of the disciplinary area, undertake the duty of serving as dissertation supervisors (Appendix 18). Dissertation supervisors responsibly supervise the studies and research of doctoral candidates. In exception cases, approved by the Doctoral and Habilitation Council of the University and justified by professional reasons, a co-supervisor may also be designated in addition to the principal supervisor. The duties of the dissertation supervisor:
- announcing doctoral dissertation topics (on the website of the doctoral school and in the national database);
- making a proposal on the educational and research plan of the doctoral student, and taking responsibility for the quality and the execution of the same;
- ensuring an opportunity for regular professional consultations, and certifying the performance of research duties in each semester;
- preparing an annual written report for the head of the doctoral school on the progress and results of the doctoral student;
- supporting the doctoral student in the writing of academic publications, the preparation of the doctoral dissertation, and in securing scholarships abroad;
- certifying that the candidate contributed to the results contained in the dissertation by way of his or her own independent research, and confirming that he or she supports the acceptance of the dissertation.

In one admission period, a maximum of 2 new doctoral students may be admitted and assigned to one dissertation supervisor, and each dissertation supervisor may simultaneously have a maximum of 6 doctoral students. In the course of the approval of the appointment of the dissertation supervisor, the doctoral committee of the disciplinary area shall take into consideration the results of the earlier supervising activity.

Faculty members and dissertation supervisors in the doctoral schools operating in the disciplinary area of medical sciences

(1) The requirements for accreditation as faculty member or dissertation supervisor include continuous publication activities after the conferment of the doctoral degree and academic support (or participation in research tenders) to the extent possible.
(2) The faculty members of the doctoral school shall submit in each semester to the secretary of the relevant doctoral school the title of the course they wish to announce in that particular semester, as well as all the parameters related to the announcement of the course (number of students allowable in the group, name of person competent in administrative matters).
(3) The list of the faculty members and dissertation supervisors of the doctoral school shall be annually revised by the doctoral school.
(4) Dissertation supervisors shall be accredited faculty members of the doctoral school.

Dissertation supervisors shall monitor the subjects taken up by their candidate(s) from among the theoretical and practical courses announced in that semester by the doctoral schools belonging to the Doctoral Committee of Medical Sciences at the University of Debrecen. Furthermore, dissertation supervisors shall assist their candidate(s) in their development, monitor their progress, control the research work done by doctoral candidates, and support them in building research relationships.

(13) The professional activities of doctoral schools shall be supervised by the head of the doctoral school and the **council of the doctoral school** having at least three members. The Chairperson of the latter shall be the head of the doctoral school, while its members shall be the heads of the doctoral programmes and a number of other faculty members, as prescribed in the rules of operation of the doctoral school. The council of the doctoral school may also have among its members one or several doctoral students, who shall have the right of consultation. The secretary of the doctoral school may, in case he or she is not otherwise a member, participate at the meetings of the council with the right of consultation.
The duties of the council of the doctoral school shall be:

- drawing up the rules of operation, the educational plan and the quality assurance plan of the doctoral school, as well as implementing the same;
  The uniform rules of operation applicable by all the schools belonging to the Doctoral Committee of Medical Sciences (cf. the present Regulations) shall be adopted by the Doctoral Committee of Medical Sciences. The operational order of the individual schools is laid down in Appendix 1/a.
- initiating any necessary changes in the persons of the heads of the doctoral programmes, and submitting proposals to the doctoral committee of the disciplinary area;
- making decisions concerning changes in the faculty members of the doctoral school;
- providing opinion on accreditation applications of faculty members and forwarding the same to the doctoral committee of the disciplinary area;
- initiating changes as necessary in the name and content of the doctoral school and the doctoral programmes;
- initiating the launching of new doctoral programmes;
- providing the infrastructural and professional conditions necessary for the academic and research activities of the doctoral students;
- defining the structure of the regular doctoral education programme, announcing courses;
- making proposals for the purpose of the supervisors of the individual doctoral students, as well as possible changes in the person of the dissertation supervisor;
- approving the individual educational plans and research topics of doctoral students in the regular education programme;
- monitoring the progress of doctoral students in terms of their education and research, as well as the activities of the dissertation supervisors, and recording the system of monitoring in the quality assurance plan of the doctoral school;

- in justified cases, making proposals to the doctoral committee of the disciplinary area for the deletion of students from the programme;
- making recommendations for the composition of the boards of the complex examination and the defence boards, as well as the examination subjects of those taking the complex examination;
- organising and holding the preliminary defence of the doctoral dissertations;
- making decisions on the use of the state funding of doctoral education and other financial sources received by the doctoral school.
  In case of the doctoral schools operating in the disciplinary area of medical sciences, the principles on the use of state funding shall be defined by the Doctoral Committee of Medical Sciences (section 4).

The council of the doctoral school may delegate a certain part of its duties, as defined in its rules of operation, to the doctoral committee of the disciplinary area or the doctoral programmes operating within the school. The appeals forum from the council of the doctoral school shall be the doctoral committee of the disciplinary area.

(14) The administrative duties of the doctoral school are performed by the **secretary of the doctoral school**. The secretary of the doctoral school shall be appointed by the head of the doctoral school, and may receive remuneration for his or her work. The duties of the secretary of the doctoral school:

- performing the administrative and record-keeping obligations of the doctoral school;
- announcing the subjects included in the educational plan of the doctoral school in the uniform academic administration system of the university (Neptun);
- uploading the doctoral dissertations and doctoral theses written in the doctoral school, as well as the invitations to the doctoral defences, to the electronic archive of the university (DEA); in the disciplinary area of medical sciences it is the candidate who shall upload his/her materials to DEA, which shall be checked by the secretary of the Doctoral Committee (see section 2 of the Operational Order of the Doctoral Committee of Medical Sciences).
- the regular updating of the data and documents of the doctoral school in the national doctoral database (doktori.hu); adding and deleting students, faculty members, dissertation supervisors and core members in accordance with the decisions of the relevant bodies; publishing dissertation topic announcements; publishing doctoral defence announcements;
- the regular updating of the website of the doctoral school;
- performing secretarial duties for the council of the doctoral school.

Additional duties of the secretary of the doctoral school shall be included in the rules of operation of the doctoral school. The head of the doctoral school shall be responsible for checking the performance of the administrative obligations of the secretary.

The secretary's additional duties in case of the schools operating in the disciplinary area of medical sciences:

- keeping record of the mandatory qualifications the candidates undergo.
- organising preliminary doctoral defences.
- coordinating the announcement of courses in the doctoral school.

## 2. Doctoral councils of the university and of the disciplinary areas

(1) The university shall have a doctoral committee, and each of the disciplinary areas shall also have a doctoral committee, elected by the doctoral committee of the university. With the exception of doctoral student representatives, all members of the doctoral committees with

voting rights shall be persons with academic degrees, satisfying the conditions for core members. In the selection of the members of the doctoral committees, it shall be ensured that at least one-third of all members with voting rights shall be persons who are not in the employment of the university. Doctoral councils shall have meetings at least twice per semester.

(2) The duties of the **doctoral committee of the university** are performed by the Doctoral and Habilitation Council of the University. The Chairperson and the members of the council are elected by the University Senate in accordance with Section 16 (5) of the National Higher Education Act and the university's Rules of Organisation and Operations. The Chairperson of the Doctoral Student Government shall be a member of the Doctoral and Habilitation Council.

(3) The Doctoral and Habilitation Council of the University shall primarily make decisions in issues related to the doctoral education and the conferment of doctoral degrees that are questions of principle or concern the entire university, thereby ensuring that the quality and reputation of the doctoral education is unified across the university. The merits of personnel-related questions are dealt with by the doctoral committees of the disciplinary areas; with the exception of the conferment, nostrification and revocation of doctoral degrees, the doctoral committee of the university shall only deal with individual questions in case of disputes or complaints.

(4) **Doctoral councils of disciplinary areas** shall be formed in disciplinary areas where the university operates at least two doctoral schools. Certain, individual disciplinary areas may also operate a joint doctoral committee. In case of doctoral schools operating in more than one disciplinary area the Doctoral and Habilitation Council of the University shall decide on which doctoral committee the given doctoral school belongs to. In justified cases, doctoral schools operating in interdisciplinary areas may belong to more than one doctoral committee operating in different disciplinary areas on the basis of the decision of the Doctoral and Habilitation Council of the University. All heads of doctoral schools in a disciplinary areashall, by virtue of their position, also be members of the doctoral committee of the disciplinary area. In the selection of the members of the doctoral committee of the disciplinary area, an effort shall be made to represent all disciplines in which the university is entitled to confer a doctoral degree. Doctoral councils of the disciplinary areas are created by the Doctoral and Habilitation Council of the University, the Chairpersons and members of the councils – with a view to the above principle – shall be elected by the Doctoral and Habilitation Council of the University on the basis of the proposals of the doctoral schools concerned, and shall be appointed and relieved from duty by the Chairperson of the Doctoral and Habilitation Council of the University. The Chairpersons of the doctoral committees of disciplinary areas shall, by virtue of their position, be members of the Doctoral and Habilitation Council of the University.

The Doctoral Committee of Medical Sciences shall supervise the doctoral schools operating in the disciplinary area of medical, health and pharmaceutical sciences, as well as the Nutrition Science Programme of the doctoral school of Nutrition and Food Sciences (Appendix 1).

**The composition of the Doctoral Committee of Medical Sciences:**
- the Chairperson of the Doctoral Committee (with voting rights);

Should the Chairperson of the Doctoral Committee be prevented by an unforeseen event from attending, he/she shall invite a substitute to chair the meeting, where the substitute shall have voting rights. The Chairperson may be substituted by a full professor core member of the doctoral schools operating in the disciplinary area of medical sciences who does not have

permanent voting rights in the doctoral committee (a doctoral committee member or doctoral programme head, if possible).

- the secretary of the Doctoral Committee (with voting rights if he/she is a core member, otherwise, with right of consultation);

- the heads of the doctoral schools accredited in the disciplinary area of medical sciences (with voting rights);

Should the head of the doctoral school be prevented from attending, a core member of the same doctoral school may substitute for him/her, with voting rights, in the way specified in the operational order of the doctoral school (Appendix 1/a).

In case of the doctoral school of Nutrition and Food Sciences, the core member substituting for the head of the doctoral school with voting rights shall be a member of the doctoral programme of Nutrition Science belonging to the Doctoral Committee of Medical Sciences.

- a further core member from each doctoral school (in exceptional cases an emeritus core member), with right of consultation;

In case of the doctoral school of Nutrition and Food Sciences, the core member with right of consultation shall be a member of the doctoral programme of Nutrition Science belonging to the Doctoral Committee of Medical Sciences.

- an external expert not in the employment of the university, who meets the requirements of core membership (with voting rights); proposals for external members shall be made by the heads of the doctoral schools; the number of external members shall be at least one third of the members with voting rights

- a student representative (with voting rights)

- permanent invitees (with right of consultation): The vice dean for scientific affairs of the Faculty of General Medicine at the University of Debrecen and members of the Hungarian Academy of Sciences in the disciplinary area of medical sciences (if they are not members of the doctoral committee otherwise)

Proposals for the Chairperson of the Doctoral Committee and the external members shall be made by the heads of the doctoral schools. Further proposals can be made by the representatives of the doctoral schools at the doctoral committee meeting that summarizes the proposals. The heads of doctoral schools shall provide opinions by way of a ballot (via post or email) on the list of candidates compiled on the basis of the received proposals, and the final proposal to be submitted to the Doctoral and Habilitation Council of the University shall be made on the basis of the above opinions.

The process of election of the representative delegated by the doctoral schools as well as the rules on substituting for the head of the doctoral school with voting rights shall be elaborated in the operational order of the doctoral schools (Appendix 1/a).

Proposals concerning the student representative may be made by the members of the Doctoral Committee of Medical Sciences and the active students of the doctoral schools operating in the disciplinary area of medical sciences. The student representative shall be elected by active students. The election of the student representative shall be coordinated by the secretary of the Doctoral Committee of Medical Sciences and the PhD rapporteur.

(5) The Doctoral and Habilitation Council of the University shall

- draw up the university's doctoral regulations, and initiate any amendments thereof, when necessary;

- decide on the appointment and relieving of the Chairpersons and members of the doctoral committees of the disciplinary areas;
- monitor the doctoral education at the university, and initiate changes when necessary;
- control the process of admissions, as well as the doctoral education and degree conferment procedures, also including the verification that the conditions of degree conferment (e.g. publications) have been satisfied;
- provide its opinion on proposals for the establishing, changing or discontinuing of doctoral schools, and then – in case of approval – forwards these proposals to the University Senate;
- regularly evaluates for the University Senate – when requested – the doctoral education and the degree conferment procedure;
- elects the heads of the doctoral schools;
- with a view to the principles of the National Doctoral Committee and the development strategies of the university, decides on the distribution of the annual number of admissible students between the disciplinary areas;
- adopts its position on proposals for the conferment of doctoral degrees with high distinction;
- adopts its position on proposals on the proposals for honorary doctors;
- monitors the use of the state funding of doctoral education;
- decides on the proposals of the doctoral committees of the disciplinary areas;
- decides on the appointment of co-supervisors;
- decides on the conferment, nostrification and revocation of doctoral degrees.

(6) The **doctoral committees of the disciplinary areas** shall

- monitor the doctoral education programme and, if necessary, initiate personnel-related or organisational changes;
- prepare their opinions and then forward their recommendations to the Doctoral and Habilitation Council of the University for the establishing of new doctoral schools, the changing or termination of doctoral schools in the disciplinary area, as well as changes in the persons of the heads of the doctoral schools;
- at the recommendation of the councils of doctoral schools, make decisions on the launching of doctoral programmes in doctoral schools, as well as on the appointment and relieving of the heads of the programmes;
- at the recommendation of the doctoral school councils, make decisions on the accreditation of faculty members;
- decide on the announcement of admissions opportunities;
- decide on the distribution of the state scholarship places between the doctoral schools within the given disciplinary area;
- decide on the admission of students to the doctoral schools and on the dissertation supervisors of the admitted doctoral students;
- decide on the application to take the complex examinations submitted by students preparing individually for the doctoral degree conferment procedure (cf. Section 53 (3) of the National Higher Education Act);
- at the recommendation of the councils of doctoral schools, decide on the approval of changing a doctoral student’s dissertation supervisors and the appointment of the new supervisor;
- provide opinions on applications for the appointment of dissertation co-supervisors;
- decide on the approval of applications for the interruption of studies;
- decide on the recognition of documented achievements outside of the doctoral education by credits;

- decide on the reasoned proposals of the councils of doctoral schools on the suspension of the doctoral scholarships of those admitted to the doctoral programmes, as well as the unilateral termination of student status;
- ensure that the records required by Appendix 3 to the National Higher Education Act and Government Decree 87/2015. (IV.9.) are established and maintained;
- accept applications for the degree conferment procedure and decide on the admission of doctoral dissertations to the defence;
- appoint the Chairpersons and members of the admissions and complex examinations boards and the defence boards, as well as designate the subjects of the complex examination.
- on the basis of the opinion of the defence board, decide on the request of the candidate for a closed defence;
- provide opinions on the conferment and revoking of doctoral degrees, as well as the nostrification of academic degrees received abroad.

The administrative duties of the doctoral committees of the disciplinary areas, as well as the division of work between the doctoral committees of the disciplinary areas and the councils of the doctoral schools shall be defined in the rules of procedure of the doctoral committees of the disciplinary areas, which are drawn up by the doctoral committees of the disciplinary areas. The doctoral committees of the disciplinary areas provide in every issue specified by laws that are not detailed in the present Regulations.

Operational Order of the Doctoral Committee of Medical Sciences at the University of Debrecen

The professional coordination of the operations at the Doctoral Committee of Medical Sciences shall be done by the secretary of the Doctoral Committee at the request and appointment received from the Chairperson of the Doctoral Committee. The secretary of the Doctoral Committee shall be an accredited faculty member working in the doctoral education in the disciplinary area of medical sciences. The administrative duties of the Doctoral Committee of Medical Sciences shall be performed by the rapporteur from the Scientific Directorate (see section 3).

The duties of the secretary of the Doctoral Committee:
- supervising the work done by the PhD rapporteur;
- coordinating the administrative work related to the professional tasks of the Doctoral Committee;
- preparing and documenting the meetings of the Doctoral Committee;
- checking and accepting requests for submission to procedure;
- checking and accepting the materials uploaded to DEA by the candidate;
- publishing defence announcements in the joint newsletter of the Faculty of General Medicine at the University of Debrecen and the Doctoral Committee of Medical Sciences;
- publishing the notices of the Doctoral Committee of Medical Sciences (meetings of the Doctoral Committee, tenders involving the Doctoral Committee, admissions procedures) in the newsletter;
- coordinating the doctoral admissions procedure, forwarding the documentation of the applicants to the doctoral schools.

The conduct of the meetings of the Doctoral Committee:
(1) The secretary

- shall send electronically the invitations to the meetings along with the related professional materials to the members of the Doctoral Committee a week prior to the meeting;
- shall prepare all the items on the agenda in writing as far as possible;
- shall make all the documents related to the agenda items (applications, requests, recommendations submitted by the doctoral school councils, etc.) electronically accessible for the members of the Doctoral Committee.

(2) The Doctoral Committee shall have a quorum if more than half of its members with voting rights are present. (For the substitution of members with voting rights see section (4)). The Council shall adopt its decisions by simple majority vote in an open ballot, while in case of issues relating to persons or submissions to procedure a secret ballot shall be held. In case of a tied vote, the Chairperson shall have the casting vote. The Chairperson may invite anyone to the meeting and give him/her right of consultation. In justified cases, the Chairperson may order on an *ad hoc* basis that an electronic vote be taken. In issues concerning persons urgent vote may take place in letter (except for cases relating to the substitution of defence and/or complex examination board members, which may also be voted on electronically).

(3) After the meeting the secretary shall prepare a memo on the decisions adopted by the Doctoral Committee. The memo and the related material shall be forwarded in an electronic form to:

- the members of the Doctoral Committee, the secretaries of the doctoral schools;
- the scientific vice rector.

(4) The preparation of major decisions shall be started by way of launching debates in writing and/or appointing *ad hoc* boards to put forward written proposals.
(5) The Chairperson of the Doctoral Committee shall forward the information received from the scientific vice rector as well as the decisions adopted at the meetings of the Doctoral and Habilitation Council of the University to the doctoral schools and the members of the Doctoral Committee.

Duties of the PhD rapporteur acting in the disciplinary area of medical sciences:
(1) Record keeping (with details included in section 3 of the present Regulations), and management of the electronic academic record-keeping system;
(2) Doing administrative work related to the studies of the doctoral students (e.g. registration issues, issuing the pre-degree certificates upon confirmation by the head of the doctoral school, etc.).
(2) Doing administrative work related to the admissions procedure:

- processing the applications: registering the personal data and the scores of the applicants;
- sending notification to the applicants.

(3) Record keeping and partial administration of the complex examination and doctoral degree conferment procedures.
(4) Doing the administrative tasks related directly to the work of the doctoral committee of the disciplinary area:

- preparing the meetings of the doctoral committee in administrative terms;
- exchanging information with the Scientific Directorate;
- handling of postal consignments sent to the doctoral committee;
- handling of the official correspondence;
- providing information.

(5) Checking and keeping record of the payment of fees.

Some administrative tasks (entering new subjects into Neptun - the electronic academic record-keeping system - and uploading the data and documentation related to the conferment of doctoral degree) shall be carried out by the PhD administrator appointed by the Chairperson of the Doctoral Committee of Medical Sciences.

(7) The meetings of the doctoral committees shall have a quorum if more than 50% of the members having voting rights are present. The decision-making shall be in accordance with the Rules of Organisation and Operations.

(8) If the decision of the doctoral committees of the disciplinary areas is different from the decisions of the professional boards (e.g. defence board etc.), then the doctoral committees of the disciplinary areas are required to justify their decision in writing.

(9) The forum of appeals from the doctoral committee of the disciplinary areas is the Doctoral and Habilitation Council of the University, while from the latter, the forum of appeals is the rector. An appeal against the decision of the doctoral committees may only be permitted in case of a breach of law or the doctoral regulations(s), or a procedural error.

(10) The general rules applicable to the election, legal status and operations of doctoral committees are defined in the Rules of Organisation and Operations of the University.

## 3. Academic records

(1) The doctoral committees of the disciplinary areas shall provide for the maintenance of records as required in Government Decree 87/2015. (IV.9.) in the electronic academic record-keeping system as follows:
- the students participating in doctoral education;
- the subjects and academic units offered by the doctoral schools in the given semester;
- on the performance of the academic obligations and the required research;
- any postponements of studies;
- doctoral students who have passed their comprehensive doctoral examinations;
- the degree conferment procedures.

The payment of scholarships and fees shall take place on the basis of the data in the electronic academic record-keeping system. The doctoral committees of the disciplinary areas shall be assisted in the performance of their administrative duties by a rapporteur from the Scientific Directorate. Status of the PhD rapporteur: belongs to the staff of the Scientific Directorate, his/her immediate superior is the Chairperson of the Doctoral Committee; he/she acts in accordance with the instructions received from the secretary of the doctoral committee.
The selection of the rapporteur shall be subject to the agreement of the Chairperson of the given doctoral committee of disciplinary area.

(2) The Scientific Directorate shall:
- coordinate the administrative activity of the rapporteurs of the disciplinary areas;
- maintain aggregated records of those admitted and participating in doctoral programmes;
- be responsible for the supply of data to supervising bodies;
- maintain a registry of data on persons who received doctoral degrees and on the issuance of the diplomas;
- ensure that the required records of persons who received doctoral degrees are kept;
- maintain contacts, as required, with the competent department of the Ministry of Human Resources, the National Doctoral Committee, the Hungarian Education Authority and the Hungarian Accreditation Committee;

- coordinate the administration of the National Doctoral Database (doktori.hu) at the university.

### 4. The state funding of doctoral education

(1) The amount of the normative financing of state-financed doctoral students is determined by the Government in a decree.

(2) The proportion of the amount in the university's budget allocated to the doctoral education, as determined by the doctoral committee of the disciplinary area, which may not exceed 10%, may be spent on the operating costs of the councils and the salary of the rapporteurs of the disciplinary areas. The balance of the funding shall be divided up in full between the doctoral schools, in proportion to the number of doctoral students.

(4) The council of each doctoral school shall decide on the use of the funding received by that doctoral school. The council of the doctoral school shall submit an annual report to the doctoral committee of the disciplinary area on the use of the funding.
In case of the doctoral schools belonging to the Doctoral Committee of Medical Sciences, the state funding shall be divided directly among the dissertation supervisors, in proportion to the actual length of the coursework and number of doctoral students supervised by the dissertation supervisor. The state funding shall be used in compliance with the university's rules of financial management.

## CHAPTER IV

## Doctoral education

### 5. Admission to regular doctoral education

(1) There are two forms of regular (organised) doctoral education at the university: full-time (state scholarship supported or self-financing) and correspondence (self-financing, with the student maintaining his or her job). The Scientific Directorate shall announce admission opportunities and the related conditions annually, for all programmes, on the basis of data supplied by the doctoral committees of the disciplinary areas, in a distribution according to disciplinary areas and doctoral schools, in the national admissions bulletin and on the website of the university. Admission opportunities and the related conditions shall be also published by the doctoral schools on their own websites. The information shall include:
- the number of doctoral students that may be admitted;
- information on fees and allowances;
- the conditions of the admission, with special attention to the evaluation of the entrance examination as well as the principles of ranking applied;
- the amount of the fee payable for the admissions procedure, as well as information on the payment of the same;
- other information as specified in a decree or as may be necessary for the applicants.

(2) The university may also offer and provide doctoral education in foreign languages.

(3) The form of application (see Appendix 2) is available electronically in the PhD office as well as by the doctoral schools. The deadline for the application is 15 May; while in case of starting in the spring semester, the deadline is 15 November. Organising and supervising the entrance examinations is the duty of the doctoral committees of the disciplinary areas, while conducting them is the duty of the doctoral schools.

(4) Admission to regular doctoral education is open to Hungarian and foreign citizens who have master's degrees and qualification received from a university in Hungary or abroad, or have a university education and qualification that is equivalent to the above, or will receive such degree and qualification in the year of their admission. The applicant must have at least one state-recognized, at least intermediate level (corresponding to level B2 of the Common European Framework of Reference for Languages of the Council of Europe), complex (certifying both oral and written skills, earlier called "C"-type) or equivalent nostrified language examination in the language necessary for conducting research in the given disciplinary area. The doctoral committees of the disciplinary areas shall determine what language(s) can be accepted.
The applicant applying for admission to a doctoral school operating in the disciplinary area of medical sciences must have a state-recognized, at least intermediate level (corresponding to level B2 of the Common European Framework of Reference for Languages of the Council of Europe), complex (certifying both oral and written skills, earlier called "C"-type) language examination certificate in English as this is a prerequisite for the conferment of the doctoral degree in case of the students enrolled in the doctoral education of Medical Sciences (see section 16). For language examinations no points may be conferred.

If the applicant is a Hungarian citizen and is not a student or employee of the University of Debrecen, a certificate of good character issued not more than 3 months before shall also be submitted with the form of application. In case of foreign citizens, the certificate of good character may be substituted by a statement in which the applicant declares that he or she has a clean criminal record. The scoring system to be used in the admission process can be found in Appendix 3 to the present regulation. All further conditions and details of the application and admissions procedure shall be determined by the doctoral committees of the disciplinary areas.
The conditions and time schedule applicable to the admissions procedure of the schools belonging to Doctoral Committee of Medical Sciences are laid out in Appendix 3/a.

(5) The decision on the admission is made by the doctoral committees of the disciplinary areas by 15 July, or in case of starting in the spring semester, by 15 January. The admission of students shall be to a specific doctoral school and shall also name the supervisor of the student. The Chairpersons of the doctoral committees of the disciplinary areas shall inform the Doctoral and Habilitation Council of the University of decisions on admissions.

(6) The university may also admit students to non-state scholarships, but such applications shall be assessed on the basis of the same requirements as applicable to the others.

(7) The admission decisions shall be publicly available to all interested persons at the university. The doctoral committees of the disciplinary areas shall inform applicants of the decision within 8 days, and in case of rejection, also provide the reasons. An appeal against the rejecting decision of the doctoral committee may be submitted in case of a breach of a provision of law or institutional regulation occurred. The appeal is to be submitted to the rector of the university within 8 working days of the receipt of a decision of rejection. The rector shall make a decision on the appeal within 15 days of its receipt. No further appeal is available against this decision. In case of a positive decision, the admitted applicant shall be

informed in the notice of the date of registration, the document necessary for the registration, and the starting date of the academic year. The notice shall also contain information on the costs related to doctoral education and how they are to be paid.

(8) Admitted applicants shall, at the time of registration, sign a declaration to the effect that they have read the doctoral regulation and the requirements of the doctoral school, and that they are therefore aware of their rights and obligations (Appendix 19).

(9) In all cases where the costs of the education or the research are paid by the doctoral student, his or her employer, or some other party, the details conditions of the same shall be drawn up in writing.

## 6. Full-time form of regular doctoral education

(1) The regular, full-time doctoral education programme is designed to help doctoral students in acquiring the knowledge and independent research practice necessary for obtaining the doctoral (PhD) degree. In the interest of the above, doctoral students participate in academic training, obtain research experience under the guidance of their supervisors, and may also undertake teaching duties on assignment.

(2) The length of the full-time programme is eight semesters (48 months), which consists of a coursework and research, as well as a research and dissertation stage. The programmes are organised by the doctoral schools with the coordination of the doctoral committees of the disciplinary areas. The doctoral committees of the disciplinary areas are responsible for making arrangements for announcing the sessions, the administration of the academic affairs and the closing of the semesters after proper examinations.

(3) The studies and the research of a doctoral student is supervised by his or her dissertation supervisor. If properly justified, a doctoral student may request from the head of the doctoral school, **once in the course the entire term of the programme**, the appointment of a new supervisor. (If the supervisor is the head of the doctoral school, the request shall be submitted to the Chairperson of the doctoral committee of the disciplinary area). The head of the doctoral school shall, after obtaining the opinion of the council of the doctoral school, provided that the reasons for the request are found to be justified, forward the request along with a proposal for a new supervisor to the doctoral committee of the disciplinary area, which shall then make a decision to approve or reject the request.

In case of schools belonging to the Doctoral Committee of Medical Sciences:
Requests for a change in the person of the dissertation supervisor may be submitted by first and second year students (see Appendix 24). If it also involves a change in the research topic, a new research plan approved by the head of the doctoral school shall be also attached. In the case of requests submitted after a successful complex examination, a change in the person of the dissertation supervisor shall only be permitted in duly justified exceptional cases.

(4) An admitted doctoral student shall register in the manner and by the deadline prescribed by the doctoral committee of the disciplinary area, and shall receive a student identification card. The rapporteur of the disciplinary area shall complete a registry sheet for the registered doctoral student. Each semester, the student shall sign up for the required and/or optional courses from among those offered to fulfil his or her academic and research obligations. Certification of the academic results shall take place in the electronic academic record-keeping system. The performance of the required research shall be certified by the student's supervisor. This certificate shall be a required condition of the successful

completion of the semester. Any stipend may only be paid in the subsequent semester on the basis of the successful completion of the semester.

Rules regarding registration in case of students belonging to the Doctoral Committee of Medical Sciences:

(1) The doctoral student shall register in person at the beginning of the first semester of the doctoral education (initial registration), in the period announced in advance, by presenting the following documents in the PhD office:
- personal identification card;
- tax number, health insurance number, bank account number;
- filled in registration form (Appendix 19);
- university diploma;
- 1 photo;
- the document certifying the payment of the fees;
- a proof of health insurance in case of non-Hungarian citizens.

(2) In the rest of the semesters doctoral students shall register in the Neptun system at the beginning of the semesters, in the period announced in advance. A pre-requisite of the registration shall be the completion of research credits in the last active semester prior to the concerned one. If this condition is not met, only the PhD office may do the registration on the written authorization of the head of the relevant doctoral school, in justified cases.

(3) After the expiry of the registration period the following alternatives may be considered by the students who have failed to register:
a. If the student declares in writing that he/she wishes to continue their studies, the doctoral committee may allow postponement, and the student may continue his/her studies in the next semester.
b. If the student provides a negative declaration or fails to provide a declaration, the student shall be deleted from the register.

The payment of the fee shall be due at the time of the registration.

(5) The unit of measurement of academic requirements is the **academic point (credit)**. Credits are used for evaluating the performance of the academic, teaching and research duties of doctoral students in doctoral programmes. Doctoral students shall complete 30±3 credits per semester, and a total of at least 240 credits during the entire education. If a doctoral student fails, for reasons imputable to him or her, to earn the required number of credits in a semester, a decision on the suspension of the payment of scholarship stipends and the transfer of the student into the self-financing programme shall be made by the doctoral committee of the disciplinary area. If the doctoral student fails to make up for his or her missing credits within one year, the doctoral committee of the disciplinary area may decide on the termination of his or her student status.

In case of the doctoral schools operating in the disciplinary area of medical sciences, students shall earn the 240 credits broken down as follows (for the detailed description of the individual credits and the conditions of completion see the relevant sections):
- course credits - at least 12, which shall be earned during the first four semesters of the education;
- research credits - 27 credits per semester, 216 credits in all;
- dissertation credits - 6 credits altogether, in the research and dissertation stage;
- credits for other performances - up to 6 credits may be taken into account (teaching activity, conference presentation, work done as a supervisor).

(6) The doctoral student may earn academic **(course) credits** by way of studying and passing examinations. The number of academic (course) credits required to be earned over the course of first 4 semesters of doctoral education is 12 to 20, with the exact number to be determined by the council of the doctoral school in the educational plan of the doctoral school. A council of the doctoral school may determine the required number of academic (course) credits to be earned per semester. The completion of the credits, on the basis of an examination, paper, report, etc. related to the course, shall be certified by the faculty member in charge of the course in the electronic academic record-keeping system. A credit may only be assigned to a course that is evaluated on a five-grade scale. Credits cannot be earned in the doctoral education by way of language courses.
The number of credits to earn in the first four semesters of the doctoral education conducted in the disciplinary area of medical sciences is 12.

(7) Based on the decision of the council of the doctoral school, **teaching credits** may be given to doctoral students for their teaching activities performed. The total number of credits that may be earned from such activity shall not exceed 40 credits over the course of the 8 semesters. 1 credit: teaching 1-2 hours per week, depending on the nature of the duty, over the course of one semester. The teaching duties and the credits assigned for it shall be entered in the electronic academic record-keeping system. The completion of the duty shall be certified by the head of the organisational unit in charge of the given module of teaching.

In case of the doctoral schools operating in the disciplinary area of medical sciences:

During the entire course of education students may earn up to 3 credits for teaching activity. Credits may only be allocated for teaching activities that are in line with the education of the doctoral student, and contribute to the development of the student's professional, presentation and communication skills. The credits may be allocated by way of the student's signing up for the subject entitled "Teaching activity" worth 1 credit, which is announced in Neptun (this can be done 3 times). Credit points for teaching activity may be earned in the third semester of the doctoral education at the earliest. Up to 1 teaching credit may be earned in a semester. The credits shall be certified by the secretary of the doctoral school in the Neptun system upon the written certification issued by the head of the organisational unit responsible for the given teaching module or the person in the unit responsible for education matters. No credits may be conferred for a teaching activity for which the student receives remuneration.

(8) The doctoral student shall earn the majority of the 240 credits required in the course of the programme (180-228 credits) as **research credits**. The completion of the credits shall be certified on the basis of the written report submitted by the doctoral student by his or her supervisor in each semester. The reports of the doctoral student shall be sent by the supervisor to the head of the doctoral school after the closing of the semesters. The content and formal requirements of the report are laid down in Appendix 21.

In the first four semesters of the education (coursework and research stage) 27 credits shall be earned for research work, which can be completed by signing up for the subjects entitled "Research I" to "Research IV".
In the second half of the doctoral education (research and dissertation stage) 27 research credits shall be earned, which can be completed by signing up for the subjects entitled "Research V" to "Research VIII". If the dissertation is submitted and the submission to procedure is started before the completion of the doctoral education (the end of the eighth semester), the research credits related to the remainder of the semesters shall be awarded by the secretary of the Doctoral Committee (see section 14 (5)).

(8a) In the research and dissertation stage students shall earn 6 dissertation credits, which can be completed by signing up for the subjects entitled "Preparation of the dissertation I" and "Preparation of the dissertation II" worth 3 credits each. The student shall complete the subject "Preparation of the dissertation I" in the third semester of the research and dissertation stage at the latest, and the subject "Preparation of the dissertation II" in the fourth semester of the research and dissertation stage at the latest. The subjects "Preparation of the dissertation I" and "Preparation of the dissertation II" may also be completed in the same semester depending on the progress of the student. The completion of the subject shall be certified by the head of the competent doctoral school or, in case of the schools with several programmes, the head of the competent doctoral programme, on the report made by the student and the dissertation supervisor. If the dissertation is submitted in the course of the doctoral education, the remainder of the dissertation credits shall be awarded by the secretary of the Doctoral Committee (see section 14 (5)).

(8b) During the entire education up to 6 credits may be earned for conference presentations and posters. 3 credits may be given for an international conference presentation, and 2 credits for a presentation in Hungarian. (Symposia of doctoral schools or local events shall not be taken into consideration. Credit points may only be assigned for presentations given de facto by the student.) 2 credit points may be given for first authored posters in English, and 1 credit point for posters in Hungarian.
The credit value of the conference shall be determined by the secretary of the Doctoral Committee, who shall also award the credit points on the request approved by the head of the competent doctoral school. The request shall also include the attached documentation of the conference, which shall clearly show the details of the conference and the nature of the presentation.

(8c) 4 credit points may be earned for participating in the supervision of the work done by a student working on his/her thesis or TDK (Student Competition) paper (4 credits/ student in case of individual supervision and 2 credits/student in case of co-supervision). The number of credits shall be determined and awarded by the secretary of the Doctoral Committee on the certification of the doctoral student's dissertation supervisor. The request shall also include the attached completed thesis and/or competition project, and the attestation of the TDK (Student Competition) presentation. (One supervised student may only be counted once, even if he/she has written both a thesis and a competition project.)

(9) The doctoral committee of the disciplinary areas shall make the decision on the transfer of credits earned or other documented performance by the doctoral student at another university or in the course of a study trip abroad –, on the basis of the prior approval of the student's supervisor.
In case of doctoral schools operating in the disciplinary area of medical sciences: For courses completed successfully at another university or in the course of a study abroad programme, the student may earn credits referred to as technical credits that may be considered as completed mandatory course credits. 4 of the mandatorily required 12 course credits (see section (6)) may be earned in this way. The value of the technical credit shall be determined by the secretary of the Doctoral Committee on the basis of the request approved by the dissertation supervisor and the head of the competent doctoral school. The request shall also include the attached course documentation, which shall clearly show the topics of the course and the number of contact classes. The credits shall be awarded by the PhD rapporteur.

(10) From the period of core medical training and specialized practice completed as a resident participating in higher-level vocational training for healthcare professionals or as a central intern participating in specialized training for the supply of teaching faculty members of higher education institutions, the Doctoral Committee of Medical Sciences may approve the recognition and transfer of maximum two semesters or sixty credits. The conditions of such credit transfer and the procedure of recognition shall be defined by the Doctoral Committee of Medical Sciences in its own rules of procedure.
The Doctoral Committee of Medical Sciences shall recognize up to 2 semesters and the corresponding average credit value (that is 6 course credits and 54 research credits) of the 120 credits to earn in the coursework and research stage.
The recognition of these credits shall be applied for in a request supported by the head of the competent doctoral school and addressed to the Chairperson of the Doctoral Committee, and such a request shall be submitted to the PhD office. The certification(s) of the completion of the training shall also be attached. If the submitted application is complete and contains all the relevant certifications, the Chairperson of the Doctoral Committee shall approve the recognition of the credits. The credits shall be awarded by the secretary of the Doctoral Committee in the Neptun system (subjects called "Recognized research credit (medical training)", ("Recognized course credit (medical training))". Controversial applications shall be forwarded to the Doctoral Committee.

(11) Students in bachelor's, master's or undivided programmes may also register for courses offered for doctoral students, with the approval of the instructor, but students in bachelor's, master's or undivided programmes may not receive PhD credits for the completion of such courses.

(12) Doctoral students shall undergo a **mandatory qualification** at the end of the first and the third years, the form of which may vary according to disciplinary area (e.g. progress assessment board, chapter defence, report given before the council of the doctoral school). The council of the doctoral school shall, in the manner and according to the criteria specified in the quality assurance plan of the doctoral school, evaluate the progress made in the doctoral programme, as well as the performance of the doctoral student and the supervisor. The council of the doctoral school shall inform the doctoral committee of the disciplinary area of the result of such periodic evaluation, and if necessary, shall propose the changing of the person of the supervisor or the reclassification of the state-financed doctoral student into a self-financing programme.

In case of the doctoral schools operating in the disciplinary area of medical sciences:
The doctoral school shall look into the progress of the students (education, research work) at the end of the first year of the coursework stage, and at least once a year in the dissertation stage. The evaluation methods shall be recorded by the doctoral schools in the Quality Assurance Plan. The result of the evaluation shall be documented in writing and submitted to Doctoral Committee of Medical Sciences.
An important element of the mandatory qualification process shall be the annual symposium of the doctoral school students, where all the students of the relevant doctoral school who are in the research and dissertation stage shall give a presentation. In this presentation the doctoral student shall summarize the results of his/her research work.

(13) In the course of the doctoral education, at the end of the fourth semester, as the conclusion of the coursework and research stage and as the condition of the commencement of the research and dissertation stage, doctoral students shall take a complex examination, which assesses and evaluates their progress in the academic and research fields.

(14) Upon the successful completion of the eight semesters of coursework, the doctoral student is given a pre-degree certificate (absolutorium). The absolutorium is the document evidencing that the doctoral student has completed all academic requirements. The doctoral committee of the disciplinary area may only issue the absolutorium for the doctoral student on the basis of the written approval of the head of the given doctoral school. No absolutorium may be issued to doctoral students who have not acquired the necessary 240 credits. The detailed rules applicable to the issuance of the absolutorium shall be defined by the doctoral committees of the disciplinary areas.
In the disciplinary area of medical sciences:
- the individual doctoral schools shall send the PhD rapporteur the list of subjects the failure of completion of which shall result in the absolutorium not being issuable*;
- should there be any change in the list of mandatory subjects, the secretary of the doctoral school shall send the PhD rapporteur the updated list and indicate when it enters into force (which is the first semester whose registered students it shall apply to);
- if the student has acquired all the 240 credit points but has fulfilled his/her obligations not in the way prescribed by the doctoral school, the PhD rapporteur shall inform the head of the doctoral school, who may reject the issuance of the absolutorium.

## 7. The legal status of students in full-time regular doctoral education

(1) Student status is created in doctoral programmes by way of registration, and shall last until the completion of the doctoral studies lasting not more than four years, dismissal from the programme, or the day of expulsion from the institute and/or deletion from the register of students.

(2) The employment law aspects of the student status, including how it is to be treated for the purpose of determining the length of employment, sick leave, guarantees for loans taken out, etc. shall be determined in higher-level provisions of law.

(3) A doctoral student typically performs his or her duties at the university (or the research institute participating in the work of the doctoral school).

An exemption from the above rule may be granted by the doctoral committee of the disciplinary area in individual cases.

(4) Students participating in doctoral education may undertake teaching duties. Doctoral students performing teaching duties are entitled to the rights of instructors as specified in Section 35 (1) of the National Higher Education Act.

(5) The content, nature and duration of teaching activities shall be regulated in a contract (doctoral student agreement), which shall be signed by the doctoral student and the head of the organisational unit in charge of the given teaching activity, and countersigned by the supervisor of the student. The head of the organisational unit in charge of the given teaching activity shall certify the performance of the duties undertaken.

(6) Doctoral students shall be subject to the scope of the university's Intellectual Property Management Regulations, as well as other university regulations as applicable.

(7) Doctoral students shall be required to keep the business secrets of the university in confidence. Any further legal relationship in which information constituting the business secrets of the university would be used shall be considered to create conflicts of interest.

(8) Doctoral students are entitled to an annual leave of 25 work days. The dates of the leave shall be recorded by the doctoral student's supervisor.

(9) Doctoral students with income from full-time employment may not receive a stipend from a state scholarship.

(10) Doctoral students who are recipients of state scholarships are entitled to live in a residence hall in all 12 months of the year, with the same conditions otherwise applicable to undergraduate students. The rules applicable to accommodation in residence halls shall be included in the documents titled "Regulations on the operation of the residence halls of the University of Debrecen" and "The regulations applicable to fees payable by and allowances available to the students of University of Debrecen".

## 8. Forms of support available to and fees payable by doctoral students

(1) Full-time doctoral students in regular doctoral education (as well as foreign doctoral students given the same status as Hungarian students on the basis of a provision of law or international treaty) may receive scholarship stipends from state or other funding. Any planning or organisational unit of the university may use its domestic or foreign grant support, budgetary allocation or other incomes for the payment of stipends to doctoral students. The annual amount of a doctoral student participating in a state-financed, full-time regular doctoral education programme shall be the equivalent of the annual normative financing, plus 56% of the textbook, sports and cultural normative financing. Each month, registered doctoral students shall receive one-twelfths of the annual amount thus determined.

(2) The range of services available to state-financed students free of charge shall be as follows:

a) the lectures, seminars, consultations, practical sessions, field practices, reports, examinations necessary for the completion of the educational and academic requirements specified in the curriculum and the obtaining of the diploma and the absolutorium taken for the first time; the re-taking of unsuccessful examinations and reports on one occasion; as well as the degree-conferment procedure, during the existence of student status;
b) activities in the college for advanced studies;
c) the use of the various facilities of the higher education institute – library and basic library services, laboratory, IT, sports and recreational facilities – related to free services;
d) the first issuance of all documents related to the education and the doctoral degree-conferment procedure.

(3) The university may not charge students for any administrative service fee (e.g. registration fee) in the framework of the state-financed education.

(4) In case of erroneous charging of fees, the doctoral student may submit an appeal to the Chairperson of the doctoral committee of the disciplinary area within 15 days of its communication. A decision on such appeal shall be made within 8 days of receipt. The doctoral student may submit a request to the rector for remedy against the decision within 15 working days of its receipt. The rector may uphold, change or quash the decision of the

Chairperson of the doctoral committee.

(5) The doctoral student shall receive remuneration for his or her **teaching** activities not constituting part of the doctoral education (i.e. for which no credit is earned), which is to be paid by the given organisational unit of education. The performance of work shall be on the basis of a doctoral student agreement. The working time of such activities shall not, in the average of one academic semester, exceed fifty percent of the hours worked in full-time employment. The work schedule of the student shall be determined in such a way that the student can satisfy his or her obligations to prepare for and take examinations. On the basis of the doctoral student agreement, the doctoral student shall be paid a salary, the monthly amount of which shall not be less, in case of employment corresponding to fifty percent of the hours worked in full-time employment, than the smallest statutory salary to be paid (minimum wage), or its time-proportionate part in case of employment in different hours.

(6) The doctoral student shall receive a remuneration for the performance of any research duty performed (for which no credit is earned), which shall be paid from the given research project or by the organisational unit of education concerned. The performance of work shall be on the basis of a doctoral student agreement. On the basis of the doctoral student agreement, the doctoral student shall be paid a salary, the monthly amount of which shall not be less, in case of employment corresponding to fifty percent of the hours worked in full-time employment, than the smallest statutory salary to be paid (minimum wage), or its time-proportionate part in case of employment in different hours.

(7) In case of living in a residence hall, the doctoral student is required to pay a fee, the amount of which is determined in the document titled "The regulations applicable to fees payable by and allowances available to the students of the University of Debrecen".

## 9. Regular doctoral education with funding non-state-funded external scholarships

(1) The university may conclude written contracts with non-governmental, religious and business organisations, as well as with foundations, public foundations, public bodies and private individuals on the establishment of a doctoral scholarship or scholarships.

(2) Such contracts shall be signed by the authorized representative of the entity or person establishing the scholarship and, on behalf of the university, by the rector and the chancellor. In the contract, the university's obligation undertaken shall be only for the provision of doctoral education, not the conferment of the degree.

(3) A contract may also be concluded on open scholarships (one that can be applied for by anyone) or closed scholarship (specifically offered to a doctoral school or person). In the latter case, the head of the given doctoral school shall also sign the contract.

(4) The contract shall provide for the monthly amount of the stipend (the extent of the annual increase), as well as the schedule according to which the stipend is to be transferred by the entity to the university, and a statement to the effect that the source of the funding shall be available for a period of at least 4 years. The university shall be responsible for the payment of the stipend to the holder of the scholarship.

(5) The contract may include an agreement on the supporting of research, as well as assuming the fees to be paid by the doctoral student.

(6) The contract may not contain any provisions that are contrary to the National Higher Education Act, the Government Decree, and the university regulations.

(7) For the winning of the four-year scholarship, the applicant (candidate) shall satisfy certain requirements prescribed in the valid admissions regulations of the university.

(8) After the successful admission procedure and decision, the doctoral student shall participate in the regular doctoral education, in either full-time or correspondence form, as a self-financing student.

(9) The holder of a doctoral scholarship shall, after registration, have a (doctoral) student status at the university and shall be issued a student identification card. Accordingly, the relevant (doctoral, academic, examination and disciplinary) regulations of the university shall be applicable to such doctoral students as well.

(10) The doctoral student shall pay tuition, the amount of which shall be determined by the Doctoral Committee of Medical Sciences, and published together with the admission requirements (cf. Appendix 12). The amounts received from the tuition shall be used for the doctoral education of the student paying it, with the decision on the actual use made by the Doctoral Committee of Medical Sciences.

In case of doctoral schools of medical sciences: For reasons of fairness, the Doctoral Committee of Medical Sciences may grant exemptions from the payment of tuition. The students supported by the Richter Tálentum Foundation shall not pay tuition fee.

## 10. Interruption of the doctoral studies

(1) If the student gives notice of the fact that in the next semester they do not intend to satisfy their academic obligations, or the student fails to register for the next semester, their student status shall be suspended. The total consecutive period for which a student may have suspended status shall not exceed two semesters. The total combined length of time during which a student may have passive status during the doctoral education shall not exceed six semesters.

(2) A doctoral committee of the disciplinary area may, at the request of the student, approve a longer suspension of the student status than the limit set in section (1) above, provided that the student is unable to satisfy his/her academic obligations due to giving birth, suffering an accident or illness, or some other unexpected reason beyond his/her control. The student status may only be suspended for the entire semester. No stipend from state scholarship may be paid during the suspension of the student status.

(3) The student status shall terminate:
- at the end of the fourth semester, if the doctoral student fails to complete the complex examination;
- upon receiving the absolutorium;
- at the end of the 14th semester after the student's admission;
- at the end of the eighth semester of the doctoral programme for which the student registered.

The Chairperson of the committeeof the disciplinary area shall send written notice to the person concerned in case of the termination of his or her student status.

(4) The doctoral student may participate in study abroad programmes. Doctoral students may participate in study abroad programmes on the basis of work programmes approved by their supervisors that ensures the validity of the given academic period in the university's doctoral education programme. The duration of the participation in study abroad programmes shall count toward the length of the doctoral education programme, the student's status is not suspended, and the stipend from the state scholarship shall be paid to the student.
The study abroad programme shall require the approval of the doctoral committee of the relevant disciplinary area based on the work programme, the dissertation supervisor's recommendation and the declaration of acceptance by the foreign host institution.

## 11. Correspondence form of regular doctoral education

(1) Employees of the university or persons who can be considered in analogous positions with employees may apply for and be granted admission to the correspondence form of regular doctoral education, while maintaining their employment.

(2) The admission procedure and the decision-making process is the same as in the case of those applying to the full-time form of the programme. The applicant may simultaneously request admission to the full-time and the correspondence form of regular doctoral education.

(3) Students participating in the correspondence form shall be required to complete their semesters in the same time and with the same conditions as those in the full-time form.

(4) Students in the correspondence form shall not receive a stipend, and the doctoral schools shall not receive state funding after them.

(5) Students in the correspondence form shall pay tuition, the amount of which shall be determined by the Doctoral Committee of Medical Sciences, and published together with the admission requirements (cf. Appendix 12). The amounts received from the tuition shall be used for the doctoral education of the student paying it, with the decision on the actual use made by the Doctoral Committee of Medical Sciences.

In case of doctoral schools of medical sciences: For reasons of fairness, the Doctoral Committee of Medical Sciences may grant exemptions from the payment of tuition. The correspondence students in the employment of the university and the students employed in the research group supported by the Hungarian Academy of Sciences shall not pay tuition.

(6) Students in the correspondence form shall be subject to the scope of the university's Intellectual Property Management Regulations, as well as other university regulations as applicable.

(7) Students in the correspondence form shall be required to keep the business secrets of the university in confidence. A Any further legal relationship in which information constituting the business secrets of the university would be used shall be considered to create conflicts of interest.

## 12. Individual preparation

(1) The purpose of individual preparation is to enable professionals with master's degrees and certificates evidencing their professional qualifications, obtained from a Hungarian and foreign university (or diplomas certifying equivalent, university-level education and qualification), having a significant amount of experience as instructors and/or researchers, as well as documented academic accomplishments (publications of a sufficient number and quality) to obtain the doctoral (PhD) degree. The conditions of admission shall be defined in the rules of operation of the doctoral school. The conferment of doctoral degrees on the basis of individual preparation, as an exceptional procedure, should only be used in particularly justified cases. * In the course of the admission procedure, the reasons shall be recorded by the doctoral committees of the disciplinary areas in writing.

*In the education coordinated by the Doctoral Committee of Medical Sciences special attention shall be paid during the evaluation of the admission application to the following: (1) if the academic activity of the applicant to individual education is related to the research topics of one of the doctoral schools belonging to the Doctoral Committee of Medical Sciences. (2) if the admission to individual education is supported by the managing board of the competent doctoral school. (3) if the candidate has achieved result that have already been published (or at least are in print).

(2) The doctoral committee of the disciplinary area may set the passing of an admission examination as the condition of accepting the application.

(3) Simultaneously with the acceptance of the application, the doctoral committee of the disciplinary area designates the board and the subjects of the complex examination. After the acceptance of the application, the individually preparing student shall take a complex examination. Upon passing the complex examination, the individually preparing doctoral student shall be given the status of self-financing student, and their doctoral degree conferment procedure shall be started. If the student successfully completes the complex examination, the doctoral committee of the disciplinary area shall recognize the minimum credits defined as the condition of admitting the student to the complex examination. Upon the student's request, on the basis of the knowledge and competences previously acquired, the doctoral committee of the disciplinary area may also recognize additional credits.

In case of doctoral schools operating in the disciplinary area of medical sciences:
When applying for individual preparation, the candidate shall submit the following documents (both electronic and paper-based versions):
- application signed and supported by the head of the relevant doctoral school;
- by accepting the application, the doctoral committee recognizes the course credits (12) and research credits (108) prescribed to be acquired in the coursework and research stage;
- if the individually preparing applicant also requests exemption from credits for other performance (teaching activity, conference presentation, dissertation supervision), he/she should give reasons for that in a separate request (if this is not submitted at the time of the application, the candidate will also have the opportunity to request such an exemption later);
- academic CV;
- list of publications, the offprint or pre-print of the publications serving as a basis for the dissertation;
- short summary of the academic activity serving as a basis for the planned dissertation;
- form of application for the complex examination and the doctoral (PhD) degree conferment procedure (see Appendix 4).

The application and the related materials shall be sent to the PhD rapporteur (in an electronic form to the e-mail address phd@med.unideb.hu). The secretary of the doctoral committee shall forward the application and the documents supporting the candidate's academic activity to the members of the "Committee for the Promotion of PhD degrees". The justification of individual preparation shall be evaluated by the Doctoral Committee of Medical Sciences on the basis of the opinion of the Committee.
The deadline for the submission of applications is **May 15** for the candidates commencing their studies in the autumn semester, and **November 15** for those starting in the spring semester.

If the Doctoral Committee of Medical Sciences accepts the application, it shall appoint the board and subjects of the complex examination. The complex examination shall be completed before the start of the semester following the acceptance of the application. After the successful completion of the complex examination the applicant for individual preparation shall register for the education (research and dissertation stage). The rules regarding registration shall be the same as for students participating in the regular doctoral education.
The individually preparing candidate shall acquire the research credits and the dissertation credits of the research and dissertation stage in the same way as the students participating in the regular doctoral education. If the dissertation is submitted before the completion of the research and dissertation stage, the remainder of the research and dissertation credits shall be awarded by the secretary of the Doctoral Committee (see section 14 (5)).

(4) The doctoral committee of the disciplinary area shall appoint a supervisor, from among the professionally competent supervisor members of the doctoral school, who shall monitor and assist the candidate in his or her preparation.

In case of the doctoral schools operating in the disciplinary area of medical sciences, the name of the future dissertation supervisor shall be indicated as early as in the application to be submitted to the Doctoral Committee of Medical Sciences. The person of the dissertation supervisor must be approved by the managing board of the doctoral school.

(5) Those granted the option of individual preparation are only given an exemption from the academic requirements of the first two years of the doctoral education, but shall otherwise satisfy all requirements of the granting of doctoral (PhD) degrees.

(6) Those preparing individually shall be required to pay a fee, and all incomes from such fee payment shall be used for the purposes of the doctoral education, as provided by the Doctoral Committee of Medical Sciences. The decision on the amount of the fees to be paid and its use shall be made by the Doctoral Committee of Medical Sciences (see Appendix 12). The general rules of the university shall apply to the payment of the fees.

## 13. The complex examination

(1) The complex examination is an examination to be completed in the course of the doctoral education, at the end of the fourth semester, as the conclusion of the coursework and research stage and as the condition of the commencement of the research and dissertation stage, which assesses and evaluates the student's progress in the academic and research fields.

At the beginning of the fourth semester the doctoral student shall sign up for the course entitled "Complex examination", which is assigned no credit value. The completion of the

course shall be certified by the secretary of the doctoral school after the successful complex examination.

The doctoral schools operating in the disciplinary area of medical sciences shall publish the requirements of the complex examination and the list of examination subjects in the educational plans and the website of the doctoral schools.

(2) The condition of admission to the complex examination is that the student has earned at least 90 credits in the "coursework and research stage" of the doctoral education (first four semesters), including all "course credits" prescribed in the educational plan of the doctoral school (with the exception of those preparing individually). The number of education (course) credits that are mandatory to be completed in the doctoral education of medical sciences is 12 at least. If the student has acquired the course credits not in the way specified in the educational plan, the head of the doctoral school may refuse supporting the student's application for the complex examination. Application for the complex examination shall be in writing (see Appendix 4). Since the student enters the degree-conferment procedure upon the completion of the complex examination, application for the complex examination shall also constitute application for the degree-conferment procedure.
Besides the application form a copy of the diploma shall also be submitted (unless it was submitted earlier), together with the already available documents certifying language skills.

(3) The complex examination is to be taken publicly, before the board designated by the doctoral committee of the disciplinary area. The examination board shall consist of at least three members, and at least one third of them shall be persons who are not in the employment of the institute where the doctoral school operates. The Chairperson of the examination board shall be a faculty member or researcher with the title of full university professor, habilitated university association professor, habilitated college professor, Professor Emeritus *or* doctor of the Academy. All members of the examination board shall have academic degrees. The supervisor of the doctoral student may not be a member of the examination board

In the doctoral education of medical sciences the complex examination board shall consist of 3 members. In the composition of the board, special attention shall be paid to avoid any possible conflict of interest. Close relatives of the doctoral students or other persons from whom an objective evaluation of the examination may not be expected for any other reason (e.g. a colleague of the student or co-author) shall not be allowed to be members of the board. The student may submit written complaint to the doctoral committee of the disciplinary area against the composition of the board within 8 days, only on the basis of alleged bias or conflict of interest. The complex examination may only be conducted if all the three members of the board are present.

(4) Prior to the complex examination, the supervisor shall evaluate the performance of the doctoral student, and shall make a declaration as to whether he or she recommends that the degree-conferment procedure be started.

(5) The complex examination consists of two main parts: in one part, the examinee's theoretical preparedness is assessed ("theoretical part"), while in the other part, the candidate shall give an account of his or her progress in the field of research ("dissertation part").

(6) In the theoretical part of the complex examination, the doctoral student shall give proof of his or her level of preparation in the literature of the field, as well as his or her knowledge of the most recent theoretical and practical knowledge in the relevant discipline. In the theoretical part of the complex examination, the candidate shall take examinations in at least

two subjects/topics; the list of the subjects/topics shall be included in the educational plan of the doctoral school. The theoretical examination may also include a written part.

In case of the doctoral schools of medical sciences, the complex examination shall be an oral examination, where the student shall answer question in one primary and one secondary subject. In order to ensure a consistent level of quality, the list of primary subjects approved by the Doctoral Committee of Medical Sciences shall constitute part of the Rules of Operation (Appendix 22). The subjects of the complex examination shall be designated by the Doctoral Committee of Medical Sciences on the basis of the recommendation of the competent doctoral school. The subjects of the complex examination shall be designated in the third active semester of the education at the latest. The application form for the complex examination shall include the subjects designated by the Doctoral Committee. In justified cases, if the Doctoral Committee approves, a change in the subjects may be made at the time of the application for the examination.

(7) In the second part of the complex examination, the examinee shall give an account, in the form of a lecture, of his or her knowledge of the relevant literature, reports on his or her research results, discusses the research plan pertaining to the second part of the doctoral programme, as well as the proposed schedule for the completion of the dissertation and the publication of the results. The supervisor shall be given an opportunity to also assess the candidate in the course of the examination.

(8) The examination board shall evaluate the theoretical and the dissertation parts of the examination separately. A written record, including a textual evaluation shall be drawn up of the complex examination (*see Appendix 5/1*). The results of the examination shall be announced on the day of the examination. The complex examination shall be considered as successful if the majority of the members of the examination board evaluated both parts of the examination as successful. The doctoral student may re-take an unsuccessful complex examination once, within the same examination period.

In case of the doctoral schools of medical sciences, if the dissertation part of the complex examination is re-taken, the Doctoral Committee of Medical Sciences shall expect the student to take the examination before the same board. In case of a complex examination serving as re-take of the dissertation part, a board of a different composition may only be set up in duly justified cases, with the approval of the Doctoral Committee of Medical Sciences. If the complex examination is re-taken due to failure in the theoretical part, the student may re-take the examination before a board of different composition. The members of the examination board shall be approved by the Doctoral Committee of Medical Sciences.

(9) The doctoral student may only register for the fifth semester of the doctoral programme after successfully completing the complex examination.

## CHAPTER V

## The degree conferment procedure

### 14.The general conditions of the degree conferment procedure

(1) The degree conferment procedure is the second, research and dissertation stage of the doctoral education programme, after the complex examination.

(2) The doctoral student is required to apply for the degree conferment procedure simultaneously with the application to the complex examination (see Appendix 4). The application is to be submitted to the doctoral committee of the disciplinary area. The doctoral degree conferment procedure shall commence by registration for the semester following the successful complex examination.

(3) In the degree conferment procedure, student status may be suspended for a maximum of two semesters.

(4) The doctoral student is required to submit the final version of the doctoral dissertation (as revised after the preliminary defence) within three years after the complex examination. On the basis of the student's request, this deadline may be extended on the basis of the decision of the doctoral committee of the disciplinary area, by a maximum of one year, in case the student is unable to perform his/her obligations due to giving birth, suffering an accident or illness, or some other unexpected reason beyond his/her control.

**The schedule of dissertation submission in the doctoral education of medical sciences**

After the successful preliminary defence the following shall be presented to the secretary of the doctoral committee:

- The following shall be sent electronically to the secretary of the doctoral committee:
  - the doctoral dissertation containing the official list of publications with the bibliographic data valid at the time of the submission as authenticated by the Kenézy Library, as well as the theses of the dissertation. The theses of the dissertation shall be submitted both in Hungarian and English (the name of the files: Surname_First name_dissertation; Surname_First name_theses_Hungarian; Surname_First name_theses_English).
    The dissertation shall be submitted to the secretary of the doctoral committee in the form of a pdf file, while the theses shall be submitted in Word format.
  - academic CV (Surname_First name_CV).
- A paper-based version of:
  - signed co-author statements (see Appendix 14);
  - the declaration of the dissertation supervisor that the changes requested at the preliminary defence have been made;
  - the written record of the preliminary defence and its enclosures;
  - the declaration of the doctoral candidate (see Appendix 23).

- The electronically sent materials and the statements shall be verified by the secretary of the doctoral committee. Subsequently, the following shall be submitted to the PhD office:
  - the theses of the doctoral dissertation containing the list of publications authenticated by the library (in Hungarian OR in English, depending on the language used at the defence) and the academic CV in 3 copies;
  - 1 copy of the printed dissertation containing the list of publications authenticated by the library and the offprints of the publications serving as a basis for the dissertation;
  - the documentation of the preliminary defence;

– the declarations made by the dissertation supervisor, the doctoral candidate and co-authors.

Submitting the dissertation to procedure:

- Before the meeting on the submission of the dissertation to procedure (at the same time as the invitation to the meeting is sent) the secretary of the doctoral committee shall send the members of the doctoral committee an electronic version of the candidate's CV and the thesis booklet containing the official list of publications authenticated by the library.
- The dissertation also containing the publications serving as a basis for the dissertation may be looked at in the PhD office.
- At the meeting of the doctoral committee the head of the relevant doctoral school or the representative of the doctoral school shall make a proposal (that may also rely on experts' opinion) on the submission of the dissertation to procedure as well as on the composition of the defence board (Chairperson, opponents, members of the board);
  (1) the submission to procedure shall be decided by the doctoral committee by way of a ballot (by simple majority vote);
  (2) the members of the board and the Chairperson shall be appointed in an open ballot, by simple majority vote;
  (3) the approval of the submission to procedure shall be made public by the secretary of the doctoral committee in the next week's electronic newsletter of the Faculty of General Medicine of the University of Debrecen.

(5) The conditions of receiving the doctoral degree:
- documented independent academic achievements;
- proof of the satisfaction of the language requirements (shall be submitted to the PhD office before the preliminary defence at the latest);
- the submission of the dissertation and successful public defence;
- successful complex examination;
- completion of the credits (if the dissertation is submitted after the completion of the education, the submission shall meet the requirements of obtaining the absolutorium); in case the dissertation is submitted in the course of the education, the remainder of the research and dissertation credits shall be awarded by the secretary of the doctoral committee. (For the special conditions applicable in case of the individually preparing students see section 12).

(6) **Obtaining the absolutorium is the condition of the submission of the doctoral dissertation.** At the time of the submission of the doctoral dissertation, the candidate shall declare in writing (Appendix 23) that
- the student has no other doctoral degree conferment procedure in progress in the same discipline;
- the dissertation has not been submitted in another institute previously and has not been rejected;
- the student did not have an unsuccessful doctoral defence within the past two years;
- the doctoral candidate is not subject to proceedings aimed at the revocation of a doctoral degree, and that a doctoral degree earlier conferred has not been revoked from him or her during the past 5 years;
- the dissertation is his/her independent, original work, and the references are complete and clear.
- he/she has clearly indicated which of the results are not his/her own (co-authored) or are only partially his/her own.

The declaration shall also be signed by the candidate's dissertation supervisor.

(7) In the composition of the defence boards, special attention shall be paid to avoid any possible conflict of interest. Close relatives of the doctoral students or other person from whom an objective evaluation may not be expected for any other reason shall not be allowed to participate in the doctoral procedure.

(8) The costs of the degree-conferment procedure and the remuneration of the persons participating in the procedure shall be detailed in Appendix 12 to the regulations.
In case of the individually preparing students the payment of the first installment of the fee for the degree-conferment procedure shall be due after the acceptance of the application, within two weeks after the registration for the education at the latest.

(9) A written record in accordance with Appendix 10 of Government Decree 87/2015 (IV.9.) shall be drawn up on the individual stages of the doctoral procedure. The data shall be also entered in the electronic academic record-keeping system.

(10) In the course of the degree-conferment procedure, the doctoral committee of the disciplinary area shall act with special caution in determining whether the academic activity attributed to the candidate is in fact his or her own work, and whether the academic work and publications of the candidate submitted in the course of the degree-conferment procedure was used by others for the purpose of receiving an academic degree in Hungary or abroad. In the course of the procedure, the relevant declarations shall be obtained from co-authors in Hungary and abroad (Appendix 14).

(11) If any well-founded suspicion of plagiarism, intentional manipulation of data, wilful misleading or any type of fraud should arise in connection with the academic publications or the dissertation of the candidate, the Chairperson of the relevant doctoral committee shall be required to initiate an ethics investigation to be conducted against the candidate in the course of which the potential responsibility of the candidate's supervisor shall also be examined. The degree-conferment procedure shall be suspended for the duration of the ethics investigation. In possession of the results of the ethics investigation, the doctoral committee of the disciplinary area shall decide on possible penalties.

## 15. Independent academic work

(1) The candidate shall give evidence of his or her academic accomplishments by the time of the submission of the dissertation, by way of at least two publications in a refereed academic journal or volume (accepted for publication or having its DOI number or available in proofs). It is a basic requirement that at least one of these should be written with the decisive contribution of the candidate. A copy of the publications (in original or photocopy) shall be submitted along with the dissertation, and also uploaded to the publications database of the University and National Library of the University of Debrecen. On the basis of the publications uploaded to the database, the library shall prepare and authenticate the candidate's list of publications, which shall then be submitted by the candidate, together with the dissertation, to the doctoral committee of the disciplinary area.

In case of the doctoral schools operating in the disciplinary area of medical sciences the list of publications serving as basis for the dissertation shall only include peer-reviewed *in extenso* publications written in English. Apart from the peer-reviewed *in extenso* publications written in English, the list of further publications may also include peer-reviewed publications written in Hungarian provided they are original publications, that is their content has not been

published anywhere either in a foreign language or in Hungarian. Neither conference publications nor supplements may be included in the list either among the publications serving as basis for the dissertation or among the further publications.

The requirements of the given discipline in terms of the place and number of the publications shall be elaborated by the council of the doctoral school, and approved by the doctoral committee of the disciplinary area. The requirements shall be published in the rules of operation of the doctoral school. With justified disciplinary exceptions, publication in international journals is an expectation. Wherever the use of scientometric methods is justified, the results of the same shall also be taken into consideration.

***The publication requirements of the Doctoral Committee of Medical Sciences:***

Candidates opting for a doctoral degree are expected to have a publication related to the topic of the dissertation in English published in an international journal with impact factor that was submitted from the University of Debrecen and its corresponding author is an employee of the University of Debrecen.
A further requirement for the submission for defence is having at least 2 *in extenso* publications related to the topic of the dissertation that publish new academic results and have been published in a refereed international journal with impact factor. In order to determine the impact factor of a journal the Thomson Reuters list shall be taken into consideration. The candidate is expected to have a major contribution to the results presented in the publications, and shall be the first author of at least one of the publications. It is also expected that the leader role of the dissertation supervisor be obvious on the basis of the lists of authors of the publications.

(2) Publications may also have co-authors, including the supervisor of the candidate. If two candidates are authors in a publication, the dissertation supervisor shall make a declaration on the percentage of the given candidate's contribution.
The co-authors of the publications shall also make a declaration (Appendix 14) stating that the results used in the dissertation have not been and will not be included in the future among the academic result of another doctoral dissertation. In case of foreign co-authors – if obtaining such a declaration is hindered by difficulties – it is enough to obtain the declaration of the competent researcher of the related foreign team(s)/institutions in which it is clearly indicated on behalf of which co-authors the declaration is given.

The use of the same publication by two candidates is to be avoided. Should there be two candidates wanting to use the same publication, the council of the doctoral school shall carefully inspect whether the amount and significance of the results in the publication makes that possible, and shall also have a closer look at the co-authors' statement to see in what proportion have the authors participated in the work and what the individual candidates have used in their respective doctoral dissertations. The fact that there are two candidates wanting to use the same publication shall be indicated to the head of the competent doctoral school as early as before the first procedure. The shared use approved by the council of the competent doctoral school(s) shall be clearly documented (Appendix 14), and the documentation shall also be sent to the Doctoral Committee of Medical Sciences. It is not possible for publications used earlier to be approved again later for a further use in a defence procedure, unless this intention has been indicated at the time of the first use.

If the earlier use of the intermediate results of the publication was not related to the doctoral education of medical sciences at the University of Debrecen, it may be possible – due to differences in the regulations – that no documentation is available on the first use. In such

cases the council of the doctoral school (or the Doctoral Committee of Medical Sciences, if necessary) may approve on an individual basis the use of the results that were not included in the doctoral dissertation before. Results used earlier shall not be used again in such cases either. In such cases the Hungarian version of the Co-author Statement II on shared use - or in case of foreign use, the English version of the same - shall be submitted, which shall provide details on the results used in the dissertation.

(3) In the evaluation of the acceptable academic publications, the doctoral committee of the disciplinary area shall use the criteria specified in Appendix 6 as guiding.

## 16. Knowledge of foreign languages

(1) The scope of foreign languages required by the Act on National Higher Education, as necessary for the cultivation of the disciplinary area, shall be determined by the council of the doctoral school. The knowledge of one of these languages may be prescribed as mandatory. The rules of operation of the doctoral school contains the language requirements of the doctoral degree-conferment procedure, the list of the acceptable languages, and the way in which language skills may be certified. The first foreign language may only be one of the foreign languages determined by the doctoral committee.

(2) The language requirements of conferment of the doctoral degree:
- In one language (the "(a) language") a state-recognized, at least intermediate level (corresponding to level B2 of the Common European Framework of Reference for Languages of the Council of Europe), complex (certifying both oral and written skills, earlier called "C"-type) or equivalent nostrified language examination, or a degree in a language programme or a specialized translator's certificate. No exemption may be granted from the above requirement.
- The requirements in the other language (the "(b) language") shall be determined by the doctoral rules of the doctoral committee of the disciplinary areas and of the doctoral schools.

**Special requirements regarding language knowledge, Doctoral Committee of Medical Sciences**

- The language requirement of conferment of the doctoral degree: in the first (a) language: a state-recognized, intermediate level "C"-type language examination in English.
- The other language requirement of conferment of the doctoral degree: in the other (b) language at least:
  - a language examination certificate issued by the university marked as excellent (5) or good (4) (in case of diplomas conferred after 1981);
  - or a state-recognized, elementary level "C"-type language examination.
- In controversial cases the completion of the language requirements shall be decided on by the Foreign Language Center of the University of Debrecen.
- The documents attesting language knowledge shall be submitted at the time of the application for the preliminary defence at the latest.

(3) In case of Hungarian doctoral candidates from countries outside of Hungary, the language of their country of origin may be accepted as the (b) language.

(4) If the candidate's native language is not Hungarian, it shall be accepted as fulfilling the given level of language requirement.

## 17. The dissertation

(1) The **dissertation** is a work in Hungarian or a foreign language as justified by the needs of the profession summarizing the objectives, new academic results, familiarity with the relevant literature, and the research methods of the candidate.

(2) On the title page of the dissertation, the author, the title of the dissertation, the name of the supervisor, as well as the place and date of writing shall be indicated. In the preliminary pages of the dissertation, space shall be set aside for entering the names of the opponents and the defence board, as well as the date of the defence (Appendix 7). In the doctoral schools belonging to the Doctoral Committee of Medical Sciences, the insert sheet containing the name of the opponents and the name of the members of the defence board, as well as the date and time of the defence shall be part of the thesis booklet. The dissertation shall have a table of contents, a summary in Hungarian and English, as well as a bibliography. The latter shall also include the academic publications of the candidate in the form of an official list of publications issued by the Kenézy Life Sciences Library. The dissertation may have an appendix (e.g. photographs, documents, etc.). For form and content requirements in the doctoral education of medical sciences see Appendix 15.

(3) The dissertation shall be submitted in the form and in the number of copies as specified by the doctoral committee of the disciplinary area, and also electronically to the doctoral committee of the disciplinary area.

(4) The theses of the dissertation shall also be enclosed with the dissertation, in the number of copies specified by the doctoral committee of the disciplinary area. The **doctoral theses** is a summary work prepared for the academic public in which the doctoral candidate describes his or her academic results on the basis of which, in the degree conferment procedure, he or she can give proof of preparation for receiving the academic degree. The doctoral theses shall be prepared in Hungarian and English (or other languages, in line with the characteristics of the given discipline and approved by the doctoral committee of the disciplinary area). The doctoral theses shall be printed and bound in A5 booklet format. Its title page shall indicate the name of the candidate, the name of the dissertation supervisor, the name and logo of the university, the name of the doctoral school, as well as the place and year of its preparation (see Appendix 8). It shall contain the list of publications and conference papers, authenticated by the Kenézy Life Sciences Library, which have been used as sources for the dissertation or that are otherwise related. The candidate shall provide for the preparation of the theses in Hungarian and English (or other languages in line with the specific requirements of the given discipline and approved by the doctoral committee of the disciplinary area), also in an electronic format, which shall be submitted at the time of the submission of the dissertation.

(5) Before finalizing the dissertation, it shall be submitted to a preliminary defence in accordance with the quality assurance plan of the doctoral school. The preliminary defence shall be organised by the council of the doctoral school. A written record of the preliminary defence shall be drawn up.

Students may only apply for preliminary defence after they have successfully taken their complex examination. After the completion of the education (i.e. the closing of the eighth semester) the requirement for application for a preliminary defence is the fulfillment of the conditions related to earning credits (obtaining the absolutorium). The requirement for

application in the course of the education are: successful complex examination, obtainment of the research credits in the previous semesters, along with the obtainment of 6 credits for other performance (teaching/conference/dissertation supervision), as well as the fulfillment of language requirements.

The dissertation containing the official list of publications issued by the Kenézy Life Sciences Library and the theses shall be submitted prior to application to the secretary of the doctoral school in a printed, but not yet bound and/or in an electronic form.

The co-author disclaimers, the declaration of the doctoral candidate (Appendix 23) and - in case of shared use of publications - the declarations documenting the shared use (Appendix 14) shall also be presented. The documents certifying language knowledge shall also be presented, or else the preliminary defence may not be conducted.

In case of controversial issues regarding the appropriateness of the publications, the doctoral school shall turn to the Chairperson of the Doctoral Committee of Medical Sciences before submission to preliminary defence. The Doctoral Committee of Medical Sciences shall appoint an *ad hoc* board consisting of five members (including the head of the concerned doctoral school and the expert from the library), and its decision shall be final.

The Chairperson and the members of the defence board of the preliminary defence shall be appointed by the council of the doctoral school. The defence board shall consist of at least three members, and its members shall be the Chairperson, two opponents and further members in accordance with the Operational Order of the doctoral school. All members of the board shall have academic degrees. The Chairperson of the board shall be an accredited core member of one of the doctoral schools operating in the competent disciplinary area of the university, preferably a member of the council of the concerned doctoral school. At least one-third of the members of the board shall not be faculty members of the concerned doctoral school.

None of the opponents shall be a colleague of the candidate. The opponent shall preferably be an accredited faculty member of the University of Debrecen; however, an external member not in the employment of the university but having an academic degree may also be invited. The Chairperson of the preliminary defence shall preferably be a full professor/emeritus professor core member of the council of the relevant doctoral school, but as a minimum an accredited full professor/emeritus professor core member of one of the doctoral schools of medical sciences at the University of Debrecen.

Before evaluation, the secretary of the doctoral school shall send the dissertation submitted for preliminary defence to the University and National Library for screening for duplicate text. The library shall prepare the document containing the result of screening within 3 business days, and the secretary of the doctoral school shall forward it to the opponents. In their report the opponents shall declare that on the basis of the available data the dissertation meets the requirements of publication ethics. The preliminary defence may be conducted even if the opponent(s) raise an academic ethical objection, and the potential corrections to the final dissertation can be made without penalty. If the opponent of the preliminary defence has raised an academic ethical objection, the doctoral committee of the disciplinary area shall be notified of the objection at the submission of the final dissertation. In such cases the text of the final dissertation shall undergo a repeated screening for duplicate text, and the result of the screening shall be sent to the official opponents.

The candidate shall receive the opponents' report before the defence. At the defence the candidate shall present his/her results in the form of a free presentation before a board of at least three members (the opponents shall also be members) nominated by the doctoral school, then the opponents shall also express their opinion to be answered by the candidate. The board shall decide behind closed doors whether the dissertation may be sent unchanged to the doctoral committee of the disciplinary area for submission to procedure, or only after the recommended changes have been done, or it needs a major revision.

Should the result of the screening for duplicate text show that the dissertation does not meet the academic ethical requirements, the doctoral school shall decide whether to conduct the preliminary defence anyway or to postpone it and only conduct it after the dissertation has been revised. (In case of the schools of medical sciences the preferred procedure shall be the postponement of the defence.) If the preliminary defence is postponed, the revised dissertation along with the result of the repeated screening for duplicate text shall again be sent - preferably to the same - opponents to get their opinion. If no further academic ethical objection is raised in connection with the revised dissertation, the relevant section of the written report of the preliminary defence shall be underlined. In such cases there is no need for the doctoral committee to request a further screening of the final dissertation for duplicate text.

A written record shall be kept of the preliminary defence (Appendix 20), a copy of which shall be sent to the doctoral committee of the disciplinary area along with the enclosures thereto. In the written report a separate declaration shall be made as to whether the dissertation submitted for preliminary defence on the basis of the result of the screening for duplicate text meets the requirements of publication ethics.

Preliminary defences are public, the doctoral schools shall announce them in advance on their respective website and the newsletter of the Faculty of General Medicine at the University of Debrecen.

After the preliminary defence, the candidate shall make alterations and modifications in the dissertation and the thesis booklet on the basis of the recommendations made by the board and recorded in the written report. The dissertation supervisor shall declare in writing that the alterations have been made, and the declaration shall be sent to the doctoral committee of the disciplinary area.

(6) The further formal requirements and length of the dissertation and the theses shall be determined by the doctoral committee of the disciplinary area (see Appendix 15).
In the dissertation it shall be clearly indicated (e.g. in the caption text) if the result is not the candidate's own result but is co-authored, still the interpretation, etc. of the paper makes it necessary to be presented. It may be the case that the result is only partially the candidate's own result (e.g. some phases of the experiment were not done by the candidate). This should also be indicated, and details should be provided as to the person and the rate of contribution to the result in question. The doctoral candidate and his/her dissertation supervisor shall make a declaration stating that the candidate has clearly indicated the results that are not his/her own or are only partially his/her own (see Appendix 23).

(7) After the submission of the dissertation, the theses and the publications in the subject of the dissertation, the doctoral committee of the disciplinary area shall make a decision as to whether the dissertation may be submitted to the public defence. The decision shall be recorded on the registry sheet of the candidate. With attention to the recommendation of the council of the doctoral school, the doctoral committee of the disciplinary area shall appoint

the defence board and the official opponents. The official opponents shall declare within 15 days of the receipt of the request whether or not they undertake the duty, without the need to give reasons for their decision.

(8) The candidate shall upload the doctoral dissertation and the theses in electronic form to the archive of the University and National Library before the announcement of the doctoral defence. After the successful defence, the University and National Library shall provide for ensuring public access to the entire doctoral dissertation and the theses, as well as its accessibility in the Hungarian National Scientific Bibliography (MTMT). In the disciplinary area of medical sciences, the upload shall be verified and approved by the Doctoral Committee of Medical Sciences.

(9) In case of doctoral dissertation that have connections with patents or other protected intellectual property, the provision of public access to the doctoral dissertation and the theses may be postponed at the request of the candidate, on the basis of the supporting opinion of the defence board and the approval of the doctoral committee of the disciplinary area, until the date of registration of the patent or other IP protection, at the latest. Public access to doctoral dissertations and doctoral theses containing classified data from a national security point of view shall be provided until the expiry of such classification.

## 18. The dissertation evaluation and the public defence

(1) The doctoral dissertation shall be defended in a public defence held before the defence board. The language of the defence shall be Hungarian, or in justified cases any other world language. The defence shall be announced publicly, at least two weeks before the date of the defence on the website of the National Doctoral Committee, the university and the doctoral school, by way of providing access to the text of the dissertation and the theses. At the request of the candidate, a closed defence may also be held, provided that the doctoral dissertation contains data involved in a patent procedure or classified from a national security point of view. The request for holding a closed defence shall be submitted to the Chairperson of the doctoral committee of the disciplinary area. The decision on the approval of the application shall be made by the doctoral committee of the disciplinary area, on the basis of the supporting opinion of the defence board.

(2) The chairperson and the members (as well as backup members) of the **defence board** shall be appointed by the doctoral committee of the disciplinary area. The defence board shall consist of the chairperson, the official opponents and two to four additional members. The chairperson of the board may be a full professor or professor emeritus of the university having the necessary professional competence, and each member of the board shall have an academic degree. At least one-third of the members of the board, and within that at least one of the opponents shall be an external member not in the employment of the university (a professor emeritus or retired faculty member of the university shall not qualify as external members). The opponent rejecting the dissertation shall be also a member of the board (cf. section (3) below). The supervisor of the candidate, as well as any person who is a co-author of the publication(s) serving as the basis of the dissertation may not be a member of the board. The candidate may submit a written complaint to the doctoral committee of the disciplinary area against the composition of the defence board within 8 days, only on the basis of alleged bias or conflict of interest.
In case of candidates belonging to the disciplinary area of medical sciences the defence committe shall consist of 5 members: the Chairperson, 2 official opponents and 2 additional members. In the defence board members from doctoral schools other than the candidate's shall predominate.

(3) The two opponents shall, at the request of the doctoral committee, within two months after the submission of the dissertation during the normal academic year, prepare a written opponents' **report** of the dissertation, and declare whether they support its submission for a public defence. The dissertation may only be submitted to the public defence in case of two supporting opponents. If the opinion of one of the opponents is negative, the doctoral committee of the disciplinary area shall also request the opinion of a third opponent. In case of two negative opinions, the degree-conferment procedure shall be considered as unsuccessful, and the doctoral committee of the disciplinary area shall end the procedure. The dissertation shall be put to the public defence within two months after the availability of the two supporting opponents' reports, during the normal academic year.
In the opponents' reports, the positive and negative features of the dissertation in terms of content and form shall be detailed, with special attention as to whether the new academic results discussed by the candidate in the theses are acceptable or not. In case the dissertation underwent screening for duplicate text (cf. 17 section (5)), the opponents shall declare that on the basis of the available data the dissertation meets the requirements of publication ethics. The opponents shall declare as to whether they recommend that the dissertation be approved and – in case it is successfully defended – the PhD degree is conferred to the candidate. In the reports, questions may also be directed to the candidate. The opponents' reports shall be sent electronically, as well as in 2 signed copies to the doctoral committee of the disciplinary area.

(4) The candidate shall receive the opponents' reports in advance, and shall send his or her written answers to the questions raised in them to the doctoral committee of the disciplinary area that organises the defence at least 15 days before the public defence. The doctoral committee of the disciplinary area shall ensure that the members of the defence board have access to inspect the dissertation, the opponents' reports and the answers.

(5) The public defence is chaired by the chairperson of the defence board. At the beginning of the defence, the chairperson examines if there is quorum. The defence may be conducted if at least one of the opponents is present and the other opponent has stated in writing that he or she accepts the answers received to his or her questions, and further, if at least two-thirds of all members of the defence board are present, including the at least one external member.

(6) In the framework of the public defence, the candidate may discuss the theses of his or her dissertation in the form of a free presentation, and then shall answer the questions raised by the opponents in writing, as well as any questions of the members of the board, opponents, and others present.

(7) After the closing of the defence, the board shall make a decision behind closed doors, by way of a ballot, on the doctoral dissertation and the independent academic accomplishments of the candidate, as well as his or her performance at the doctoral defence. All voting members of the board shall evaluate the dissertation and the academic accomplishment, and with a separate grade the performance given by the candidate at the defence, on a four-degree scale (summa cum laude, cum laude, rite, did not pass). The board shall adopt separate resolutions in both categories, and the result shall be determined on the basis of the votes of the members of the board, in accordance with Appendix 13. The chairperson of the board shall openly announce and justify the result of the public defence after the voting.

(8) A written record shall be drawn up of the public defence (*see Appendix 5/2*). The written record shall be public, and in case of a written request, the doctoral committee of the

disciplinary area may issue a copy of it. The resolutions of the defence board, along with the reasons, shall be recorded on the registry sheet of the candidate. At the request of the candidate, the Chairperson of the doctoral committee of the disciplinary area may issue a certificate of the result of the public defence.

(9) Within 30 days of the successful doctoral defence, the doctoral committee of the disciplinary area shall make available to the University and National Library a printed copy of the dissertation. The University and National Library shall provide for the catalogued placement of the dissertation in the library's holdings.

(10) In case of a closed defence, the chairperson of the defence board shall, after obtaining the opinion of the candidate, decide on who – in addition to the candidate and the members of the defence board – may participate at the defence. All participants shall sign a confidentiality undertaking, which shall be attached to the written record of the defence. The procedure of the defence held behind closed doors, but the decision-making process shall be otherwise identical as in the case of a public defence, as described in sections (2) to (7). The written record of the closed defence shall not be publicly available, and no copy may be issued of it. A copy of a dissertation defended in a closed defence shall also be made available to the University and National Library, but the necessary measures shall be taken to maintain the confidentiality of the dissertation.

(11) In case of two negative opponents' reports or unsuccessful defences, a new defence procedure may only be initiated after not less than two years, and only once in the same doctoral topic. The amount of the procedural fee to be paid in case of initiating a new defence procedure shall be determined by the doctoral committee of the disciplinary area.

**Organising the public defence, Doctoral Committee of Medical Sciences**

(1) The opponents shall send their opinion electronically as well as in 2 signed copies to the PhD office and the candidate.

(2) The date and time of the public defence shall be set by the secretary of the doctoral committee as follows: the candidate shall reach an advance agreement with the members of the board and the PhD rapporteur as far as date and time are concerned. The candidate shall inform the secretary of the doctoral committee about the agreed date and time. This agreed date and time shall only become official if the secretary of the doctoral committee receives the written supporting report of both opponents at least 15 days prior to the requested date and time. If possible, not more than one doctoral defence should be settled for a day.

(3) The technical conditions needed for the public defence (inviting the person to draw up the minutes of the defence, ensuring a computer) should be created by the candidate. The room shall be reserved by the PhD rapporteur.

(4) After the date and time becomes official, the candidate shall upload the dissertation, the theses containing the insert sheet (both in Hungarian and English) and the invitation to the public defence to the electronic archive of the University of Debrecen (DEA). The uploaded materials shall be approved by the secretary of the doctoral committee. The theses (in the same language as the defence) and the invitation may only be printed and posted after the approval.

(5) The theses shall be posted by the candidate along with the invitation. The following persons shall be sent the theses and the invitation:

- in a printed form (at least one week prior to the defence): Rector of the University of Debrecen, scientific vice rector, the deans of the host faculties of the doctoral schools of medical sciences (Faculty of General Medicine, Faculty of Dentistry, Faculty of Pharmacy and Faculty of Public Health at the University of

Debrecen), the internal members of the Doctoral Committee of Medical Sciences, the PhD rapporteur of the Doctoral Committee of Medical Sciences, the Chairperson and the members of the defence board. The reproduction of the theses and the invitations shall be made by the candidate. The external members of the Doctoral Committee of Medical Sciences shall get the theses and the invitation in an electronic form.

The scientific director of the University of Debrecen and the secretary of the concerned doctoral school shall be sent at least 2 weeks prior to the defence the theses and the invitation both in printed and electronic form, along with the url of the materials uploaded to DEA.

- The individual doctoral school may also specify additional addressees who shall compulsorily be sent the theses and the invitation (in printed or electronic form).

(6) The secretary of the doctoral committee shall announce the date and time of the defence along with the url of the material uploaded to DEA in the joint newsletter of the Faculty of General Medicine at the University of Debrecen and the Doctoral Committee of Medical Sciences. It shall be the task of the secretary of the concerned doctoral school to announce the defence in the National Doctoral Database and the website of the doctoral school.

(7) The doctoral defence shall take place in accordance with the scenario described in *Appendix 17*.

## 19. The closing of the degree conferment procedure, the qualification of the doctoral degree, the content of the doctoral diploma, and the conferment ceremony

(1) The doctoral committee of the disciplinary area shall, on the basis of the reports of the defence board, as well as the qualifications received, make a recommendation to the Doctoral and Habilitation Council of the University on the conferment of the doctoral (PhD) degree and its qualification, by simultaneously also sending to them the entire documentation (copy of the university diploma, copies of documents certifying language skills, list of publications by the candidate, the official opponents' reports and the candidate's responses, the written record of the defence, and the resolution by the doctoral committee of the disciplinary area). The doctoral degree-conferment procedure shall conclude with the decision of the Doctoral and Habilitation Council of the University. The Doctoral and Habilitation Council of the University adopts a resolution on the conferment of the degree, which shall also be recorded on the candidate's registry sheet.

(2) The degree conferment procedure shall be successful if the defence board found the candidate's dissertation, independent academic accomplishments and performance given at the defence satisfactory.

(3) The qualification of the doctoral (PhD) degree is determined by the qualifications of a) the dissertation, b) the independent academic accomplishments, and c) the defence. The overall qualification of the degree shall be summa cum laude if all three qualifications were summa cum laude; rite if at least two of the three were rite; and cum laude in all other cases.

(4) The Scientific Directorate shall issue the doctoral diploma within 30 days of the resolution of the Doctoral and Habilitation Council of the University, and shall provide an official copy of the same if requested. The date of the diploma shall be the date of the resolution of the Doctoral and Habilitation Council of the University, and holders of the doctoral (PhD) degree may use their title of Dr. (PhD) from that date.

(5) The diploma shall be a public document bearing the coat of arms of Hungary, which shall show the name, the institutional identifier and an imprint of the seal of the University of Debrecen, the serial number of the diploma, the name of the holder of the diploma, his or her birth name, place and date of birth, the qualification of the doctoral degree, the disciplinary area and the discipline, as well as the place and date when the degree was conferred. The diploma may only be issued in one discipline. Along with the name of the discipline, if requested, the name of the doctoral school and/or the doctoral program from which the candidate received the degree may also be indicated. The diploma shall be signed by the rector and the Chairperson of the Doctoral and Habilitation Council of the University (Appendix 9).

(6) The university shall issue the diploma in Hungarian and English.

(7) The conferment of doctoral degrees shall take place in the framework of an official ceremony. The faculties/doctoral schools may contribute to the costs of the ceremony in proportion to the number of doctorates conferred by them (see Appendix 12). In the framework of the conferment of the degrees, the candidates shall take an oath. The words of the oath are included in Appendix 10.

## 20. Earning a doctoral degree with high distinction

(1) With the prior consent of the Chairperson of the republic, the university shall confer the doctorate with the high distinction of *Promotio sub auspiciis Praesidentis Rei Publicae* to those who completed their secondary school, university and doctoral studies with outstanding results.

(2) The candidate concerned may initiate the conferment of the doctoral degree with high distinction in a written application submitted to the Chairperson of the Doctoral and Habilitation Council of the University. Such application shall be accompanied by certified copies of all documents evidencing that the candidate has satisfied the requirements of Section 18 of Government Decree 387/2012 (XII.19.). On the recommendation of the Doctoral and Habilitation Council of the University, the Senate shall decide whether its supports the application.

## 21. The nostrification of academic degrees earned abroad

(1) The University shall nostrify an academic degree conferred abroad as a doctoral (PhD) degree, if

a) it was issued by an educational institution in a foreign state that, on the basis of the laws of that state, has the right to issue academic degrees;
b) the requirements of the obtaining of the academic degree correspond or, by prescribing certain additional conditions, can be rendered corresponding to the requirements imposed by the relevant provisions of law and the doctoral regulations of the university for the obtaining of the doctoral (PhD) degree.

(2) The university may only nostrify an academic degree issued by a foreign university in disciplinary areas and within that in disciplines in which it is entitled to conduct doctoral education and to confer doctoral degrees (see Appendix 1).

(3) The university may impose certain conditions on the nostrification of the academic degree conferred abroad, concerning which the doctoral committee of the disciplinary area shall make a decision based on the recommendation of the competent doctoral school.

(4) The applicant shall include the following with his or her application for the starting of the procedure, to be submitted to the doctoral committee of the disciplinary area (see Appendix 11):

a) the certified copy of the original certificate or diploma or, in exceptional cases, a certified copy of a document that is equivalent to the original diploma (e.g. duplicate);
b) the certified copy of a document issued by the educational institute abroad (e.g. academic record book, official transcript), which proves the length of the studies completed and the successful performance of the requirements prescribed for the conferment of the diploma (courses completed, examinations, doctoral dissertation, etc.);
c) the certified Hungarian translations of the documents indicated in sections a) and b) above, and
d) proof that the applicant has paid the procedural fee stipulated in section (6).

(5) For the purposes of this section, a certified copy shall be a copy considered as certified by virtue of a provision of law, as well as copies prepared by the university from the original document and certified as such. The university may call upon the applicant to present the originals of the documents mentioned in sections (4) a) and b) above. The doctoral committee of the disciplinary area may specify that the above mentioned documents may also be submitted in non-certified translations in certain languages.

(6) As the fee for the nostrification procedure, the applicant shall pay the amount equalling 0.75 times the smallest statutory salary (minimum wage), as prescribed by the relevant law, at the time of the application (*see Section 64 (3) of Act C of 2001).*

(7) The decision on the nostrification shall be made by the Doctoral and Habilitation Council of the University on the basis of the proposal submitted by the competent doctoral school and the recommendation of the doctoral committee of the disciplinary area.

(8) In its decision on the nostrification of the academic degree, the University shall authorize the applicant to use the title of doctor and shall issue a diploma to this effect. The diploma shall be signed by the rector and the Chairperson of the Doctoral and Habilitation Council of the University. The diploma thus issued shall have no qualification. The diploma shall be issued in accordance with Section 17 (6) and (7) of the present regulations.

## CHAPTER VI

## Miscellaneous provisions

### 22. 22. The revocation of a doctoral degree

(1) If a doctoral degree was conferred in such a way that its holder had presented another person’s intellectual work as partly or wholly his or her own, or used fabricated or falsified data in the dissertation, and thereby misled or kept in error the body or person acting in the matters of the doctoral procedure, the degree may be revoked. A procedure aimed at the

revocation of the doctoral degree may be conducted if the holder of the title is still alive at the time when the procedure is started.

(2) A procedure aimed at the revocation of a doctoral degree may be initiated by anyone with the Chairperson of the Doctoral and Habilitation Council of the University, if they are able to prove or establish the reasonable likelihood of the situation described in section (1) above.

(3) The decision on the revocation of the doctoral degree shall be made by the Doctoral and Habilitation Council of the University. The Chairperson of the Doctoral and Habilitation Council of the University shall request a resolution to be adopted by the doctoral committee of the disciplinary area competent on the basis of the discipline of the doctoral degree whether the situation described in section (1) can in fact be established concerning the holder of the degree. In a procedure launched for the revocation of a doctoral degree, an expert or experts may be retained, and the holder of the degree concerned must also be given a hearing. If the holder of the degree does not appear despite being summoned to a hearing on multiple occasions, or requests that the procedure be conducted without a hearing where he or she is present, the Doctoral and Habilitation Council may also adopt a decision on the issue concerned without holding a hearing.

(4) If, in a procedure launched at the initiative of the original author, a final court ruling has already established the breach of copyright prior to the launching of the procedure, the Doctoral and Habilitation Council of the University need not conduct the investigation in this question, and the final court ruling is sufficient grounds for the revocation of the degree.

(5) At the meeting of the Doctoral and Habilitation Council of the University, the entity submitting the proposal for the revocation of the doctoral degree shall be the Chairperson of the Doctoral and Habilitation Council of the University. The Chairperson of the Doctoral and Habilitation Council of the University shall notify the revocation of the doctoral degree to its holder in writing, and shall call upon him or her to return his or her diploma. An appeal against the resolution revoking the degree may be submitted within 8 working days of the receipt of the resolution, which is to be submitted to the rector of the university in writing. The rector shall make a decision on the appeal within 15 days of its receipt.

(6) The doctoral degree revoked by the Doctoral and Habilitation Council of the University may not be received back through another procedure either.

(7) The University shall publish the final resolution of revocation.

## 23. The doctor honoris causa title

(1) The University may confer the title of honorary doctorate (*doctor honoris causa*) to Hungarian and foreign individuals worthy of such recognition. The honorary doctorate may be earned with academic work of international recognition and through activities performed in the interest of the University.

(2) A proposal for the conferment of an honorary doctorate may be submitted by senior faculty members or by organisational units of education. The decision on the proposal shall be made by the Senate, after prior consultation and scheduling with the rector and the competent dean, and then obtaining the opinion of the Faculty Council and the Doctoral and Habilitation Council of the University. The honorary doctorate may generally be conferred to

6 persons per year and up to 3 persons at a time. A derogation from the above is possible, in case of proposals submitted out of the interests of the University, on the basis of the decision of the rector.

(3) Proposals by the individual faculties and independent institutes may be submitted in proportion to the number of qualified instructors and researchers. The details of the above shall be determined by the Doctoral and Habilitation Council of the University. Proposals submitted out of the interests of the University shall not influence the possibilities at the disposal of the individual faculties, even if the proposal is submitted from a professional standpoint by one of the faculties.

(4) The diploma of the honorary doctorate shall be issued in Latin. At the request of the conferee, the diploma shall also be issued in Hungarian or a world language as requested by the recipient. The personalized text of the invitation and the diploma shall be approved by the rector. The diploma shall be signed by the rector, the Chairperson of the Doctoral and Habilitation Council of the University, and the dean of the faculty submitting the proposal.

(5) The title of honorary doctor may be conferred at a ceremonial, publicly held session of the council where doctoral degrees are otherwise conferred, or in exceptional cases at other ceremonious events of the University.

(6) The recipient shall receive the gown of the university decorated with the emblem of the faculty proposing the conferment of the honorary doctorate.

(7) The title of honorary doctor may be revoked if:
- the recipient was banned from public affairs by a final judgement of the court;
- the recipient has committed a material breach of the norms of academic ethics, his or her obligations toward the University, or has otherwise become unworthy of the title. The decision on the revocation of the title shall be made by the Senate after obtaining the opinion of the Doctoral and Habilitation Council of the University.

## 24. The doctoral regulations

(1) The doctoral regulations of the university shall be subject to approval by the Senate. A copy of the regulations shall be sent to the Ministry of Human Resources and the Hungarian Accreditation Committee. The Rules of Operation of the Doctoral Committee of Medical Sciences shall be drawn up and adopted by the Doctoral Committee of Medical Sciences.

## 25. The fees for procedures and the remuneration of persons participating in them

(1) The fees to be paid in the course of the doctoral education and the degree-conferment procedure, as well as the remuneration of the persons participating in the various procedures shall be specified in Appendix 12.

## 26. Implementing and transitional provisions

(1) The doctoral regulations shall enter into effect on 1 September 2016.

(2) In case of students whose doctoral education commenced before 1 September 2016, as well as doctoral candidates whose degree conferment procedure started before that date, the provisions of the Doctoral Regulations of the University of Debrecen adopted in 2008, as amended on several occasions, as well as the provisions of the Rules of Operation drawn up on the basis of the above referred regulations of the Doctoral Committee of Medical Sciences, as also amended on several occasions, shall be applied for the entire period of the doctoral education and the degree conferment procedure.

## 27. Legal remedies

(1) Doctoral students and participants in the doctoral education and degree conferment procedure may submit an appeal, by keeping the proper order of levels, to the Chairperson of the committeeof the doctoral school, the Chairperson of the doctoral committee of the disciplinary area, the Chairperson of the Doctoral and Habilitation Council of the University, and the rector.

## Final clauses

(1) The Doctoral Regulations of the University, which served as basis for the present Regulations of Operation, were adopted by the Senate on 28 April 2016 by way of resolution no. 46/2016. (IV. 28.). (2) The Doctoral Regulations of the University were modified by the Senate on 29 September 2016; the changes have been introduced in the text of the regulations.

# Appendixes

## Doctoral schools belonging to the Doctoral Committee of Medical Sciences

Doctoral School of **Molecular Medicine** (head of doctoral school: **Dr. László Csernoch**)
Doctoral School of Molecular Medicine
Identification number given by the Hungarian Accreditation Committee: 42
discipline: **theoretical medicine**

Doctoral programmes:

- The cellular and molecular biology of signal transduction
  (head of programme: Dr. László Virág)
- Questions and investigative methods of membrane bio-physics
  (head of programme: Dr. János Szöllősi)
- Physiology and neurobiology
  (head of programme: Dr. László Csernoch)

Doctoral School of **Clinical Medicine** (head of doctoral school: **Dr. Árpád Illés**)
Doctoral School of Clinical Medicine
Identification number given by the Hungarian Accreditation Committee: 44
discipline: **clinical medicine**

Doctoral programmes:

- Locomotor diseases
  (head of programme: Dr. Zoltán Szekanecz)
- Clinical examinations
  (head of programme: Dr. András Berta)
- Experimental and clinical oncology
  (head of programme: Dr. Zoltán Hernádi)

Doctoral School of **Health Sciences** (head of doctoral school: **Dr. Róza Ádány**)
Doctoral School of Health Sciences
Identification number given by the Hungarian Accreditation Committee: 46
discipline: **health sciences**

Doctoral programmes:

- Preventive medicine and public health
  (head of programme: Dr. Róza Ádány)
- The prevention and control of metabolic and endocrine diseases
  (head of programme: Dr. György Paragh)

Doctoral School of **Pharmaceutical Sciences** (head of doctoral school: **Dr. Árpád Tósaki**)
Doctoral School of Pharmaceutical Sciences
Identification number given by the Hungarian Accreditation Committee: 45
discipline: **pharmaceutical sciences**

Doctoral programmes:

- Microbiology
  (head of programme: Dr. Lajos Gergely)
- Pharmacology
  (head of programme: Dr. Árpád Tósaki)

**Kálmán Laki** Doctoral School (head of doctoral school: **Dr. József Balla**)
Kálmán Laki Doctoral School
Identification number given by the Hungarian Accreditation Committee: 43

disciplines:
- **theoretical medicine**
- **clinical medicine**

Doctoral programmes:
- Thrombosis, haemostatios, vascular biology
  (head of programme: Dr. László Muszbek)
- Haematology
  (head of programme: Dr. Miklós Udvardy)
- Cardiovascular diseases
  (head of programme: Dr. István Édes)

Doctoral School of **Molecular Cell and Immune Biology** (head of doctoral school: **Dr. József Tőzsér**)
Doctoral School of Molecular Cell and Immune Biology
Identification number given by the Hungarian Accreditation Committee: 183
discipline: **theoretical medicine**

Doctoral School of **Neurosciences** (head of doctoral school: **Dr. Miklós Antal**)
Doctoral School of Neurosciences
Identification number given by the Hungarian Accreditation Committee: 197
disciplines:
- **theoretical medicine**
- **clinical medicine**

**Gyula Petrányi Doctoral School of Clinical Immunology and Allergology** (head of doctoral school: **Dr. Andrea Szegedi**)
Gyula Petrányi Doctoral School of Clinical Immunology and Allergology
Identification number given by the Hungarian Accreditation Committee: 198
discipline: **clinical medicine**

Doctoral School of **Dental Sciences** (head of doctoral school: **Dr. Ildikó Márton**)
Doctoral School of Dental Sciences
Identification number given by the Hungarian Accreditation Committee: 201
discipline: **clinical medicine**

Doctoral School of **Nutrition and Food Sciences** (head of doctoral school: **Dr. Zoltán Szilvássy**)
Doctoral School of Nutrition and Food Sciences
Identification number given by the Hungarian Accreditation Committee: 243
discipline: **health sciences**

Doctoral programme:
- Nutrition science
  (head of programme: Dr. Zoltán Szilvássy)

The doctoral school's doctoral programme of Food Sciences operating in the disciplinary area of Food Sciences
belongs to the Doctoral Committee of Agrarian Sciences.

# The Operational Order of the Doctoral Schools of Medical Sciences

## The Operational Order of the Doctoral School of Health Sciences

**I. The composition of the Council of the Doctoral School of Health Sciences:**
The principles on the composition and duties of the doctoral school councils are laid down in section 1 (13) of the present Regulations.

Members with voting rights:
- the head of the doctoral school (and the programme of "Preventive medicine and public health" at the same time), head of the doctoral school council: Dr. Róza Ádány
- the head of the programme of "The prevention and control of metabolic and endocrine diseases": Dr. György Paragh
- 1 core member from each doctoral programme: Dr. Karolina Kósa, Dr. Ildikó Seres
- Dr. Margit Balázs, secretary of the Doctoral School of Health Sciences

Members with right of consultation:
- 1 student representative from each of the two doctoral programmes

The Council of the Doctoral School shall be elected by the dissertation supervisors acting in the doctoral programme, and its student members shall be chosen among the students of the doctoral school by PhD students.

**II. The Operational Order of the doctoral school council:**
-The doctoral school council shall have meetings at least twice per semester, and once a month, if necessary.
-The doctoral school council may reach a decision electronically in the following issues: approval of course announcements, commencing the process of accreditation of faculty members.
- Decisions require a simple majority.

**III. The duties of the doctoral school council:** See section 1 (13) of the Rules of the Doctoral School of Medical Sciences.

**IV. The duties of the head of the doctoral school:** See section 1 (8) of the Rules of the Doctoral School of Medical Sciences.

**V. The duties of the secretary of the doctoral school:** See section 1 (14) of the Rules of the Doctoral School of Medical Sciences.

**VI. Signing powers:** in the absence of the head of the doctoral school the secretary of the Doctoral School of Health Sciences (Dr. Margit Balázs) shall have signing powers.

**VII. Representatives of the doctoral school in the Doctoral Committee of Medical Sciences:**
As laid down in section 2 (4) the doctoral school shall be represented by the head of the doctoral school (with voting rights) and a further core member from the doctoral school (in exception cases an emeritus core member), with right of consultation. The representatives of the Doctoral School of Health Sciences in the Doctoral Committee of Medical Sciences: Dr. Róza Ádány, head of the Doctoral School of Health Sciences (with voting rights);
Dr. György Paragh (with right of consultation).

In accordance with the decision adopted by the Doctoral Committee of Medical Sciences on 8 November 2013, if the head of the doctoral school is unable to attend, she may be substituted by any core member of the doctoral school with voting rights. In case of the Doctoral School of Health Sciences Dr. György Paragh, head of the programme of "The prevention and control of metabolic and endocrine diseases" can substitute for the head of the doctoral school. Should he be unable to attend,

Dr. Margit Balázs, secretary of the doctoral school, or the core member designated by the head of the doctoral school shall substitute for him with voting rights.

**VIII. Financial management within the doctoral school**

The doctoral school shall use the resources available in the financial framework in compliance with the relevant regulations of the university.

## The Operational Order of the Doctoral School of Dental Sciences

**I. The composition of the Council of the Doctoral School of Dental Sciences:**
The principles on the composition and duties of the doctoral school councils are laid down in section 1 (13) of the present Regulations.

Members with voting rights:
- head of the doctoral school and Chairperson of the doctoral school council: Dr. Ildikó Márton
- 3 of the core members of the Doctoral School of Dental Sciences: Dr. Csaba Hegedűs, Dr. Klára Matesz, Dr. Péter Nánási

Members with right of consultation:
- Dr. Krisztina Köröskényi, secretary of the doctoral school
- 1 full-time PhD student

The process of election of the doctoral school council: The head of the Doctoral School of Dental Sciences shall convene a core members' meeting, where she shall make a proposal on two members with voting rights of the Council of the Doctoral School of Dental Sciences (among the core members). The core members of the Doctoral School of Dental Sciences shall elect the members of the doctoral school council by way of a ballot. The student representative shall be elected by PhD students on the basis of the proposal made by the head of the Doctoral School of Dental Sciences. The election of the student representative shall be coordinated by the secretary of the Doctoral School of Dental Sciences.

**II. The Operational Order of the doctoral school council:**
- The doctoral school council shall meet twice a year, and may be convened on an *ad hoc* basis, if necessary.
- Due to time constraints, decisions may also be reached electronically, for example: project assessment, recommendations or opinion on materials requested by the Doctoral Committee of Medical Sciences, etc.
- Decision making methods: ballot, open ballot, electronic vote, decisions require simple majority vote.

**III. The duties of the doctoral school council:** see section 1 (13) of the Rules of the Doctoral School of Medical Sciences.

**IV. The duties of the head of the doctoral school:** See section 1 (8) of the Rules of the Doctoral School of Medical Sciences.

**V.** The d**uties of the secretary of the doctoral school**: see section 1 (14) of the Rules of the Doctoral School of Medical Sciences.

**VI. Representatives of the doctoral school in the Doctoral Committee of Medical Sciences:**
As laid down in section 2 (4) the doctoral school shall be represented by the head of the doctoral school (with voting rights) and a further core member from the doctoral school (in exception cases an emeritus core member), with right of consultation. The representatives of the Doctoral School of Dental Sciences in the Doctoral Committee of Medical Sciences: Dr. Ildikó Márton, head of the doctoral school, and Dr. Klára Matesz, core member.

In accordance with the decision adopted by the Doctoral Committee of Medical Sciences on 8 November 2013, if the head of the doctoral school is unable to attend, she may be substituted by any core member of the doctoral school with voting rights. In case of the Doctoral School of Dental Sciences, Dr. Klára Matesz, the other representative of the Doctoral School of Dental Sciences in the Doctoral Committee of Medical Sciences shall substitute for the head of the doctoral school. She shall have voting rights at the meetings of the Doctoral Committee of Medical Sciences.

**The process of election of the representative to the Doctoral Committee of Medical Sciences:** The representative shall be invited from among the core members of the Doctoral School of Dental Sciences by the head of the Doctoral School of Dental Sciences and shall be elected by way of a ballot by the core members of the Doctoral School of Dental Sciences.

**VII. Signing powers:** The other core member delegated to the Doctoral Committee of Medical Sciences (Dr. Klára Matesz).

**VIII. Financial management within the doctoral school**

The doctoral school shall use the resources available in the financial framework in compliance with the relevant regulations of the university.

## The Operational Order of the Doctoral School of Pharmaceutical Sciences

**I. The composition of the Council of the Doctoral School of Pharmaceutical Sciences:**
The principles on the composition and duties of the doctoral school councils are laid down in section 1 (13) of the present Regulations.

Members with voting rights:
- the head of the doctoral school (and the Pharmacology programme at the same time), head of the Council of the Doctoral School: Dr. Árpád Tósaki
- the head of the doctoral programme of Microbiology: Dr. Lajos Gergely
- Dr. Gábor Halmos, core member of the doctoral school
- Dr. Eszter Csoma, secretary of the doctoral school

Members with right of consultation:
- 1 student representative

The process of election of the doctoral school council: The Chairperson of the Doctoral School of Pharmaceutical Sciences and the head(s) of the doctoral programme(s) shall make proposals for the members with voting rights. The core members of the doctoral school shall vote orally. The student representative shall be elected by the students of the school, and the election shall be coordinated by the secretary of the doctoral school.

**II. The Operational Order of the doctoral school council:**
- the doctoral school council shall meet once a year or as necessary (e.g. to decide on submission to preliminary defence or the use of financial resources allocated to the doctoral school)
- decision making methods: oral vote, decision making by simple majority vote

**III. The duties of the doctoral school council:** see section 1 (13) of the Rules of the Doctoral School of Medical Sciences.

**IV. The duties of the head of the doctoral school:** See section 1 (8) of the Rules of the Doctoral School of Medical Sciences.

**V. The duties of the secretary of the doctoral school**: see section 1 (14) of the Rules of the Doctoral School of Medical Sciences.

**VI. Representatives of the doctoral school in the Doctoral Committee of Medical Sciences:**
As laid down in section 2 (4) the doctoral school shall be represented by the head of the doctoral school (with voting rights) and a further core member from the doctoral school (in exception cases an emeritus core member), with right of consultation. The representatives of the Doctoral School of Pharmaceutical Sciences in the Doctoral Committee of Medical Sciences: the head of the doctoral school (Dr. Árpád Tósaki), and the head of the doctoral programme of Microbiology (Dr. Lajos Gergely).

In accordance with the decision adopted by the Doctoral Committee of Medical Sciences on 8 November 2013, if the head of the doctoral school is unable to attend, he may be substituted by any core member of the doctoral school with voting rights. In case of the Doctoral School of Pharmaceutical Sciences preferably a person chosen among the core members of the doctoral school by the head of the same; preferably the other representative of the doctoral school shall be the substitute.

**The process of election of the representative to the Doctoral Committee of Medical Sciences:** based on the decision adopted by the doctoral school council.

**VII. Signing powers:** head of the doctoral school, in his absence the head(s) of the doctoral programme(s), the secretary of the doctoral school.

**VIII. Financial management within the doctoral school**

The doctoral school shall use the resources available in the financial framework in compliance with the relevant regulations of the university.

## The Operational Order of the Doctoral School of Neurosciences

**I. The composition of the Council of the Doctoral School of Neurosciences:**
The principles on the composition and duties of the doctoral school councils are laid down in section 1 (13) of the present Regulations.

Members with voting rights:
- the head of the doctoral school and Chairperson of the Council of the Doctoral School: Miklós Antal
- further members of the doctoral school: Ervin Berényi, András Birinyi, László Csiba, István Fekete, Ede Frecska, Béla Fülesdi, Tibor Hortobágyi, Zoltán Kisvárday, Álmos Klekner, István Sziklai, László Bognár, Péter Szűcs

Members with right of consultation:
- the head of the doctoral school and head of the doctoral school council: Krisztina Szentesiné Holló
- 1 student representative

The Council of the doctoral school shall be elected by way of a ballot by the core members of the Doctoral School of Neurosciences. The student representative shall be elected electronically (in e-mail) by the full-time and correspondence students of the Doctoral School of Neurosciences by simple majority vote.

**II. The Operational Order of the doctoral school council:**
- in order to optimise its operation, the doctoral school council shall prefer to make decisions electronically on issues arising in the course of the operation of the doctoral school (e.g. student requests)
- the Council of the Doctoral School of Neurosciences shall meet once a year, or on an *ad hoc* basis, if necessary
- decisions require a simple majority vote

**III. The duties of the doctoral school council:** see section 1 (13) of the regulations of the Doctoral School of Medical Sciences.

**IV. The duties of the head of the doctoral school:** See section 1 (8) of the Rules of the Doctoral School of Medical Sciences.

**V. The duties of the secretary of the doctoral school**: see section 1 (14) of the Rules of the Doctoral School of Medical Sciences.

**VI. Signing powers:** the head of the doctoral school.

**VII. Representatives of the doctoral school in the Doctoral Committee of Medical Sciences:**
As laid down in section 2 (4) the doctoral school shall be represented by the head of the doctoral school (with voting rights) and a further core member from the doctoral school (in exception cases an emeritus core member), with right of consultation. The representatives of the Doctoral School of Neurosciences are Dr. Miklós Antal, head of the Doctoral School of Neurosciences (with voting rights) and Dr. László Csiba, chosen representative of the Doctoral School of Neurosciences (with right of consultation).

In accordance with the decision adopted by the Doctoral Committee of Medical Sciences on 8 November 2013, if the head of the doctoral school is unable to attend, he may be substituted by any core member of the doctoral school with voting rights. In case of the Doctoral School of Neurosciences, the head of the doctoral school shall be substituted by the chosen representative, Dr. László Csiba, or in his absence the core member designated by the head of the doctoral school shall substitute for him with voting rights.

The election of the representative of the Doctoral School of Neurosciences to the Doctoral Committee of Medical Sciences shall be based on the simple majority decision of the Council of the Doctoral School of Neurosciences.

## VIII. Financial management within the doctoral school

The doctoral school shall use the resources available in the financial framework in compliance with the relevant regulations of the university.

## The Operational Order of the Kálmán Laki Doctoral School

**I. The composition of the Council of the Kálmán Laki Doctoral School:**
The principles on the composition and duties of the doctoral school councils are laid down in section 1 (13) of the present Regulations.

Members with voting rights:
- the head of the doctoral school and Chairperson of the Council of the Doctoral School: Dr. József Balla
- the heads of the doctoral programmes: Dr. István Édes, Dr. László Muszbek, Dr. Miklós Udvardy
- one chosen core member from each programme: Dr. Pál Soltész, Dr. János Kappelmayer, Dr. Csongor Kiss

Members with right of consultation:
- Dr. Éva Katona, secretary of the doctoral school
- 1 student representative

The process of election of the doctoral school council: The doctoral school council shall be elected by the board consisting of core members. The heads of the programmes shall automatically be members of the council. An additional core member, who is the vice-head of the programme, shall be elected from each doctoral programme. Proposal on the student representative shall be made by the members of the council; the elections shall be held every 3 years or as necessary.

**II. The Operational Order of the doctoral school council:**
-The doctoral school council shall have meetings at least three times per semester, and once a month, if necessary.
- Electronic voting may be held on an ad hoc basis, e.g. in matters regarding shared use of a publication or the admission of correspondence students.
- Decisions shall be reached in an open ballot, by simple majority vote.

**III. The duties of the doctoral school council:** see section 1 (13) of the Rules of the Doctoral School of Medical Sciences.

**IV. The duties of the head of the doctoral school:** See section 1 (8) of the Rules of the Doctoral School of Medical Sciences.

**V. The duties of the secretary of the doctoral school**: see section 1 (14) of the regulations of the Doctoral School of Medical Sciences.

**VI. Signing powers:** in the absence of the head of the doctoral school the other representative to the Doctoral Committee of Medical Sciences shall have signing powers.

**VII. Representatives of the doctoral school in the Doctoral Committee of Medical Sciences:**
As laid down in section 2 (4) the doctoral school shall be represented by the head of the doctoral school (with voting rights) and a further core member from the doctoral school (in exception cases an emeritus core member), with right of consultation. The representatives of the Kálmás Laki Doctoral School in the Doctoral Committee of Medical Sciences are Dr. József Balla, head of the doctoral school (with voting rights); Dr. Zoltán Papp (with right of consultation).

In accordance with the decision adopted by the Doctoral Committee of Medical Sciences on 8 November 2013, if the head of the doctoral school is unable to attend, he may be substituted by any core member of the doctoral school with voting rights. In case of the Kálmán Laki Doctoral School, the head of the doctoral school shall be substituted by the chosen representative, Dr. Zoltán Papp, who may be substituted by Dr. László Muszbek or the core member designated by the head of the doctoral school, with voting rights.

The other representative to the Doctoral Committee of Medical Sciences shall be elected by the doctoral school council in an open ballot.

**VIII. Financial management within the doctoral school**

The doctoral school shall use the resources available in the financial framework in compliance with the relevant regulations of the university.

## The Operational Order of the Doctoral School of Clinical Medicine

**I. The composition of the Council of the Doctoral School of Clinical Medicine:**
The principles on the composition and duties of the doctoral school councils are laid down in section 1 (13) of the present Regulations.

**The members with voting rights shall be the three heads of programme:**
- Dr. András Berta (who shall be the Chairperson of the committeeat the same time)
- Dr. Zoltán Szekanecz,
- Dr. Zoltán Hernádi,

**and 4 further faculty members:**
- Dr. Irén Mikó
- Dr. Zoltán Csernátony
- Dr. Róbert Póka
- Dr. Norbert Németh

**Members with right of consultation:**
- the secretary of the doctoral school: Dr. Adrienne Csutak
- 1 student representative

**II. The Operational Order of the doctoral school council:**
The meetings of the doctoral school council shall be convened by the Chairperson; or he may also take an electronic vote or request the members' opinion on phone in matters concerning persons or in organisational issues, and shall notify the members of the council on the decision. Decisions require a simple majority.

**III. The duties of the doctoral school council:** See section 1 (13) of the Rules of the Doctoral School of Medical Sciences.

**IV. The duties of the head of the doctoral school (Chairperson):** See section 1 (8) of the Rules of the Doctoral School of Medical Sciences.

**V. The duties of the secretary of the doctoral school:** See section 1 (14) of the Rules of the Doctoral School of Medical Sciences.

**VI. Signing powers:** the person with signing powers shall be the head of the doctoral school (the Chairman of the council).

**VII. Representatives of the doctoral school in the Doctoral Committee of Medical Sciences:**
As laid down in section 2 (4) the doctoral school shall be represented by the head of the doctoral school (with voting rights) and a further core member from the doctoral school with right of consultation. The current representatives of the Doctoral School of Clinical Medicine in the Doctoral Committee of Medical Sciences are: Dr. András Berta, head of the doctoral school (with voting rights), and Dr. Zoltán Hernádi (with right of consultation). In accordance with the decision adopted by the Doctoral Committee of Medical Sciences on 8 November 2013, if the head of the doctoral school is unable to attend, he may be substituted by any core member of the doctoral school (appointed by the Chairperson on an ad hoc basis), with voting rights.

**VIII. Financial management within the doctoral school:** The doctoral school shall use the resources available in the financial framework in compliance with the relevant regulations of the university.

## The Operational Order of the Doctoral School of Molecular Medicine

**I. The composition of the Council of the Doctoral School of Molecular Medicine:**
The principles on the composition and duties of the doctoral school councils are laid down in section 1 (13) of the present Regulations.

Members with voting rights:
- the head of the doctoral school and Chairperson of the doctoral school council: Dr. László Csernoch
- the heads of the doctoral programmes: Dr. János Szöllősi, Dr. László Virág
- the secretary of the doctoral school: Dr. György Vámosi

Members with right of consultation:
- 1 student representative

The process of election of the doctoral school council:
The members of the doctoral school council shall be the heads of the individual programmes. The heads of the programmes shall be nominated by the dissertation supervisors in the programmes and elected by simple majority vote. The secretary of the doctoral school shall also be a member of the doctoral school council, and shall be appointed by the head of the doctoral school. The student representative of the Doctoral School of Molecular Medicine shall be nominated and elected by the PhD students of the school.

**II. The Operational Order of the doctoral school council:**
- The council of the Doctoral School of Molecular Medicine shall meet once a month, and may be convened on an *ad hoc* basis, if necessary.
- in matters not requiring in-person participation, exchange of views/decisions may also be made electronically (e.g. accreditation of faculty members, submission for preliminary defence)
- decisions require a simple majority vote, in case of a tied vote, the Chairperson shall have the casting vote.

**III. The duties of the doctoral school council:** see section 1 (13) of the Rules of the Doctoral School of Medical Sciences.

**IV. The duties of the head of the doctoral school:** See section 1 (8) of the Rules of the Doctoral School of Medical Sciences.

**V. The duties of the secretary of the doctoral school**: see section 1 (14) of the Rules of the Doctoral School of Medical Sciences.

**VI. Signing powers:** Dr. László Csernoch in his absence: János Szöllősi, Dr. László Virág

**VII. Representatives of the doctoral school in the Doctoral Committee of Medical Sciences:**
As laid down in section 2 (4) the doctoral school shall be represented by the head of the doctoral school (with voting rights) and a further core member from the doctoral school (in exception cases an emeritus core member), with right of consultation. The representatives of the Doctoral School of Molecular Medicine in the Doctoral Committee of Medical Sciences shall be: Dr. László Csernoch, head of the Doctoral School of Molecular Medicine (with voting rights), and Dr. János Szöllősi (with right of consultation)

In accordance with the decision adopted by the Doctoral Committee of Medical Sciences on 8 November 2013, if the head of the doctoral school is unable to attend, he may be substituted by any core member of the doctoral school with voting rights. In case of the Doctoral School of Molecular Medicine, the head of the doctoral school shall be substituted by the chosen representative of the Doctoral School of Molecular Medicine, Dr. János Szöllősi, who may be substituted by Dr. László Virág or the core member designated by the head of the doctoral school, with voting rights.

The chosen representative of the Doctoral School of Molecular Medicine in the Doctoral Committee of Medical Sciences shall be elected by the doctoral school council among the heads of programme.

**VIII. Financial management within the doctoral school**

The doctoral school shall use the resources available in the financial framework in compliance with the relevant regulations of the university.

**The Operational Order of the Doctoral School of Molecular Cell and Immune Biology**

**I. The composition of the Council of the Doctoral School of Molecular Cell and Immune Biology:**
The principles on the composition and duties of the doctoral school councils are laid down in section 1 (13) of the present Regulations.

Members with voting rights:
- Dr. József Tőzsér, head of the doctoral school and Chairperson of the doctoral school council
- Dr. Gábor Szabó (substitute), Dr. Szilvia Benkő, Dr. Sándor Bíró, Dr. László Fésüs, Dr. Mónika Fuxreiter, Dr. Bálint Nagy, Dr. László Nagy, Dr. Éva Rajnavölgyi

Members with right of consultation:
- Dr. András Mádi, secretary of the doctoral school
- 1 student representative

The founding core members shall automatically become members of the doctoral school council as well as the core members who joined after the foundation. The student representative to the doctoral school council shall be elected by the students.

**II. The Operational Order of the doctoral school council:**
- the council of the Doctoral School of Molecular Cell and Immune Biology shall have meetings every two months;
- in urgent and justified cases electronic voting may also be possible on an ad hoc basis (e.g. to conduct faculty member accreditation, to initiate preliminary defence, and to designate the date of meetings)
- decisions require a simple majority vote

**III. The duties of the doctoral school council:** see section 1 (13) of the Rules of the Doctoral School of Medical Sciences.

**IV. The duties of the head of the doctoral school:** See section 1 (8) of the Rules of the Doctoral School of Medical Sciences.

**V. The duties of the secretary of the doctoral school**: see section 1 (14) of the Rules of the Doctoral School of Medical Sciences.

**VI. Signing powers:** Dr. József Tőzsér, head of the doctoral school, in his absence: Dr. Gábor Szabó

**VII. Representatives of the doctoral school in the Doctoral Committee of Medical Sciences:**
As laid down in section 2 (4) the doctoral school shall be represented by the head of the doctoral school (with voting rights) and a further core member from the doctoral school (in exception cases an emeritus core member), with right of consultation. The representatives of the Doctoral School of Molecular Cell and Immune Biology in the Doctoral Committee of Medical Sciences shall be: Dr. József Tőzsér, head of the Doctoral School of Molecular Cell and Immune Biology (with voting rights), and Dr. Gábor Szabó, vice head (with right of consultation)

In accordance with the decision adopted by the Doctoral Committee of Medical Sciences on 8 November 2013, if the head of the doctoral school is unable to attend, he may be substituted by any core member of the doctoral school with voting rights. In case of the Doctoral School of Molecular Cell and Immune Biology, the head of the doctoral school shall be substituted by the chosen representative of the Doctoral School of Molecular Cell and Immune Biology, Dr. Gábor Szabó, or in his absence the core member designated by the head of the doctoral school shall substitute for him with voting rights.

The position of the chosen representative of the Doctoral School of Molecular Cell and Immune Biology shall be held by the respective vice head, who shall be delegated by the doctoral school

council on the basis of his position. The vice head of the doctoral school shall be elected by the council of the Doctoral School of Molecular Cell and Immune Biology.

**VIII. Financial management within the doctoral school**

The doctoral school shall use the resources available in the financial framework in compliance with the relevant regulations of the university.

## The Operational Order of the Gyula Petrányi Doctoral School of Clinical Immunology and Allergology

**I. The composition of the Council of the Gyula Petrányi Doctoral School of Clinical Immunology and Allergology:**
The principles on the composition and duties of the doctoral school councils are laid down in section 1 (13) of the present Regulations.

Members with voting rights:
- the head of the doctoral school and Chairperson of the doctoral school council: Prof. Dr. Andrea Szegedi
- faculty members in the doctoral school: Dr. Edit Bodolay, Dr. Katalin Dankó, Dr. Péter Antal-Szalmás, Dr. Attila Bácsi, Dr. Ádám Kemény-Beke, Dr. Tünde Tarr, Dr. Antónia Szántó, Dr. Beáta Tóth Lajszné (also secretary of the doctoral school)

Members with right of consultation:
- 1 student representative

The process of election of the doctoral school council:
The doctoral school council shall be elected by the board consisting of core members. Proposal on the student representative shall be made by the members of the council; the elections are held every 3 years or as necessary.

**II. The Operational Order of the doctoral school council:**
The doctoral school council shall have meetings at least twice per semester, and once a month, if necessary. In urgent cases decisions may be reached without convening the members of the doctoral school council, in the form of "message-to-all" emails. Decisions shall be reached by the majority vote of the members with voting rights:

**III. The duties of the doctoral school council:** See section 1 (13) of the Rules of the Doctoral School of Medical Sciences.

**IV. The duties of the head of the doctoral school:** See section 1 (8) of the Rules of the Doctoral School of Medical Sciences.

**V. The duties of the secretary of the doctoral school:** See section 1 (14) of the Rules of the Doctoral School of Medical Sciences.

**VI. Signing powers:** Dr. Andrea Szegedi and Dr. Péter Antal-Szalmás shall have signing powers.

**VII. Representatives of the doctoral school in the Doctoral Committee of Medical Sciences:**
As laid down in section 2 (4) the doctoral school shall be represented by the head of the doctoral school (with voting rights) and a further core member from the doctoral school (in exception cases an emeritus core member), with right of consultation. The representative of the Gyula Petrányi Doctoral School of Clinical Immunology and Allergology in the Doctoral Committee of Medical Sciences shall be Dr. Andrea Szegedi (with voting rights). Member with right of consultation: Dr. Beáta Tóth Lajszné.
In accordance with the decision adopted by the Doctoral Committee of Medical Sciences on 8 November 2013, if the head of the doctoral school is unable to attend, she may be substituted by any core member of the doctoral school with voting rights.
If absent, the appointed doctoral school head shall be substituted at the meetings of the doctoral committee by the designated core member of the Gyula Petrányi Doctoral School of Clinical Immunology and Allergology.
The representative to the Doctoral Committee of Medical Sciences shall be elected on the basis of the majority vote of the doctoral school council members with voting rights.

## VIII. Financial management within the doctoral school

The doctoral school shall use the resources available in the financial framework in compliance with the relevant regulations of the university.

## The Operational Order of the Doctoral School of Nutrition and Food Sciences

**The composition of the Council of the Doctoral School of Nutrition and Food Sciences:**
The principles on the composition and duties of the doctoral school councils are laid down in section 1 (13) of the present Regulations.

The members with voting rights shall be the two heads of programme:
Dr. Zoltán Szilvássy (who is the Chairperson of the committeeat the same time)
Dr. Béla Kovács

and 5 further faculty members:
- Dr. Dénes Páll
- Dr. István Altorjay
- Dr. István Pócsi
- Dr. Miklós Fári
- Dr. Zoltán Győri, secretary of the doctoral school
- Dr. Béla Juhász
- +2 doctoral students

**II. The Operational Order of the doctoral school council:**
The meetings of the doctoral school council shall be convened by the Chairperson; or he may also take an electronic vote
or request the members' opinion on phone in matters concerning persons or in organisational issues, and shall notify the members of the council on the decision. Decisions require a simple majority vote.

**III. The duties of the doctoral school council:** See section 1 (13) of the Rules of the Doctoral School of Medical Sciences.

**IV. The duties of the head of the doctoral school (Chairperson):** See section 1 (8) of the Rules of the Doctoral School of Medical Sciences.

**V. The duties of the secretary of the doctoral school:** See section 1 (14) of the Rules of the Doctoral School of Medical Sciences.

**VI. Signing powers:** the person with signing powers shall be the head of the doctoral school (the Chairperson of the council).

**VII. Representatives of the doctoral school in the Doctoral Committee of Medical Sciences:**
As laid down in section 2 (4) the doctoral school shall be represented by the head of the doctoral school (with voting rights) and a further core member from the doctoral school with right of consultation. The current representatives of the Doctoral School of Nutrition and Food Sciences in the Doctoral Committee of Medical Sciences shall be: Dr. Zoltán Szilvássy, head of the doctoral school (with voting rights); and Dr. Dénes Páll (with right of consultation). In accordance with the decision adopted by the Doctoral Committee of Medical Sciences on 8 November 2013, if the head of the doctoral school is unable to attend, he may be substituted by any core member of the doctoral school (appointed by the Chairperson on an ad hoc basis), with voting rights.

**VIII. Financial management within the doctoral school:** The doctoral school shall use the resources available in the financial framework in compliance with the relevant regulations of the university.

All the above are only valid for the Doctoral Programme of Food Sciences operating within the Doctoral School of Nutrition and Food Sciences.

**We kindly request that the form of application valid in the respective admission period be used. The form can be obtained from the PhD rapporteur or the secretary of the relevant doctoral school.**

**UNIVERSITY OF DEBRECEN (FI 17198)** **……../20…**

## Form of application for regular doctoral (PhD) education

### Doctoral Committee of Medical Sciences

**I. Personal data**

Name: ……..…… Sex: male/female

Name given at birth: ……..

EHA/Neptun-code (for students of UD only):……..

Place of birth: ..... Date of birth: .....

Mother's name:…… ……. Citizenship: .....…….

Number of ID card: *(in case of non-Hungarian citizens the type and number of the residence document)* :…….

Permanent address:.....

Postal address: .....

E-mail address: .....

Telephone number: mobile phone number:……

Place of work:.....

**II. Qualifications, professional experience**

University degree programme (major) (to be provided even if the number of the diploma is not yet available): .....

qualification of the degree:……

issuing institution:…….

number/year:……...

Average of the grades in the completed semesters (up to 10, in case of MSC studies up to 4):…….

Language knowledge (language, certificate level, document number, date of issue):

.....

Has the candidate taken part in doctoral education and/or degree conferment procedure at the University of Debrecen or any other university:

a) no

b) yes, namely: .....

***Data pertaining to previous academic activities*** – please attach the documents supporting the listed activities (see Supporting documents, section 1)

The summary/abstract of presentations and posters shall not be considered publications, even if it was published in a journal.

| | **Number** |
|---|---|
| **First authored refereed academic publication**<br>in a foreign language<br>in Hungarian | |
| **Co-authored refereed academic publication**<br>in a foreign language<br>in Hungarian | |
| **First authored prize-winning paper in the National Student Competition, 1st to 3rd place** | |
| **First authored, non-prize-winning paper in the National Student Competition** | |
| **First authored paper in the Student Competition** | |
| **First authored project work in the Student Competition** | |
| **First authored paper in non-local conference and non-TDK (Student Competition)**<br>in a foreign language<br>in Hungarian | |
| **First authored poster in non-local conference and non-TDK (Student Competition)** | |
| **Non-first authored presentation or poster other than in Student Competition** | |
| **First authored presentation or poster in local (university organised) event announced in a public forum** | |
| **Other refereed first authored, not university published in extenso publication (at least reviewed)** | |

**III. The doctoral education applied for**

Name of the doctoral school: .....

*Name of the doctoral programme:* .....

The title of the topic intended to be elaborated on: .....

.....

Name and e-mail address of the dissertation supervisor: .....

The place of work of the dissertation supervisor (institute, clinic):

……..

Place of research (if other than the place of work of the dissertation supervisor):

……

The research resources of the dissertation supervisor:

……..

The number of PhD students who have received a doctoral degree under the supervision of the dissertation supervisor (the list of the students who have received a doctoral degree shall be enclosed as a separate document, see Supporting documents, section 1).

individual supervision: ……..

co-supervision: ……..

The number of doctoral students (year I to III) of the dissertation supervisor in the second semester of the academic year 2016/17 (active and passive as well, taking into consideration all the doctoral programmes the dissertation supervisor is involved in; the list of the students shall be enclosed as a separate document, see Supporting documents, section 1).

individual supervision: ……..

co-supervision: ……..

The number of publications the dissertation supervisor has published ***in the past 3 years in an academic journal with an impact factor*** (on the basis of the Thomson-Reuters list): ……..

(the list of the publications shall be enclosed as a separate document, see Supporting documents, section 1).

**The form of education applied for** (please underline as appropriate):

Full-time (state scholarship) – Full-time (other scholarship) – Correspondence

In case of "other scholarship", please provide the source of the scholarship:

Has the candidate been taking part in resident training (please underline as appropriate):

Yes– No

(In case the answer is "yes", please enclose the authorisation of the head of the professional panel, see Supporting documents, section 7).

Date: ……

……. ……..

signature of supervisor signature of applicant

…….

Signature of head of doctoral school

The application has been registered by the concerned doctoral school, the research topic has been announced in the doctoral database (www.doktori.hu).

……
Signature of the secretary of the doctoral school

If the candidate's application is accepted, the necessary infrastructure shall be ensured by the institute/clinic.

……
Head of the institute/clinic
(the dissertation supervisor's workplace manager)

……
Head of the institute/clinic
(the head of the place of research, if other than the workplace of the dissertation supervisor)

**In case of students applying for correspondence education:**

I consent to the candidate's application for PhD education.

……
Signature of the student's workplace manager

**Supporting documents:**
**Please note that the form of application, the documents listed in section 1 and the research plan (see section 5) shall also be sent in an electronic form to the following e-mail address: phd@med.unideb.hu** The documents - or in case of publications, their title page - shall be combined into a single pdf file having the following name format: surname_first name_20XX.pdf (e.g. Doe_Jane_20XX.pdf) The full text of published/accepted publications shall also be sent in separate pdf file(s).

1. The academic CV and list of publications of the candidate (the list of publications should be compiled in harmony with the grouping presented on the next page, and should contain all the information referred thereto); published/accepted publications (in case of accepted publications - unless the publication is available on Pubmed - the acceptance letter should also be enclosed); abstracts of papers and posters (based on Programme Book or Book of Abstracts. You are kindly requested to also enclose a copy of the title page of the Programme Booklet and/or the link to the conference website, if available), certification on your TDK (Student Competition) papers and project work, the list of publications of your dissertation supervisor that have an impact factor and were published in the past three years, the name of the doctoral students who obtained PhD degree under the supervisions of the dissertation supervisor, a list of the doctoral students supervised by the dissertation supervisor in the second semester of the academic year 2016/17. **(also in an electronic form)**
2. Photocopy of the academic record book
3. Photocopy of the university diploma or a declaration on its expected date of issue
4. Photocopy of the document certifying language knowledge

5. Planned research topic and research plan (bearing the signature of the dissertation supervisor and the head of the doctoral school) **(also in an electronic form)**
6. A certificate of good conduct unless the students graduated from the University of Debrecen.
7. In case of residents, the authorisation of the head of the professional panel regarding the student's application for doctoral education.

## List of publications

1. Publications in a foreign language (authors, title, place of publication, number of pages (if already available), date of publication)

2. Publications in Hungarian (authors, title, place of publication, number of pages (if already available), date of publication)

3. List of conference papers (authors, title of the paper, name, venue and date of the conference, link to the conference website - if available)

4. List of conference posters (authors, title of the paper, name, venue and date of the conference, link to the conference website - if available)

## Point scores in the admission process to doctoral programmes

The unified point score system consists of **100 available points** which can be earned in 3 categories.

- In the first category, the board of admissions examines the candidate's professional intelligence and orientation, plans related to the research project proposed to be carried out in the course of the doctoral programme, and how well-founded it is. The assessment of the above may take place in the form of an oral examination and/or on the basis of an application or research proposal submitted in writing. The maximum points available in this category is 40.
- The second category evaluates the prior academic results of the candidate. This may be in the form of an index number generated from the grade point averages of completed semesters and/or the evaluation of the diploma received in the university/master's programme. The maximum points available in this category is 30.
- The third category evaluates the prior academic record and accomplishments of the candidate. Points may be earned on the basis of documented products (publications, papers submitted to TDK (Student Competition), etc.). The accomplishments for which points may be earned shall be identical with those listed in Section II. 2, paragraph c) of the Regulations of the Talent Management Programme of the University of Debrecen. The maximum points available in this category is 30. The scores shall be assigned by the board of doctoral admissions with attention to the following tiers:

  20–30 points:
  – first authored refereed publication in an academic journal ("in extenso")
  – prize-winning paper in the National Student Competition, 1st to 3rd place
  – national design plan competition, 1st to 3rd place (or the plans being purchased)
  – documented place in a Hungarian or international artistic or professional competition

  10-20 points:
  – non-first authored refereed publication in an academic journal
  – first authored paper or poster in non-local conference and non-OTDK (National Student Competition)
  – paper (and/or competition project) presented in the National Student Competition, not winning a prize
  – national design plan competition, not winning a prize

  0-10 points:
  – non-first authored paper or poster other than in National Student Competition
  – paper presented at local or student conference (other than TDK Student Competitions)
  – exhibition of design plans at public exhibition
  – documented concert participation

A prerequisite of admission is an intermediate-level, C-type language examination. The applicant applying to a doctoral school of medical sciences must have a state-recognized, at least intermediate level (corresponding to level B2 of the Common European Framework of Reference for Languages of the Council of Europe), complex (certifying both oral and written skills, earlier called "C"-type) language examination certificate in English as this is a prerequisite for the conferment of the doctoral degree in case of the students enrolled in the

doctoral education of Medical Sciences (see section 16 (4)). For language examinations no points may be conferred.

# Admissions Regulations of the Doctoral Committee of Medical Sciences

## Point scores:

**1. Academic results of the candidate: up to 30 points**
**2. Prior academic activities of the candidate: up to 30 points**
**3. Research topic, preparedness of the candidate, professional requirements of completion: up to 40 points**

The total points shall be aggregated by: the PhD office (on the basis of the form for application and the supporting documents), doctoral school boards, Doctoral Committee of Medical Sciences

## Details regarding the scoring system

**1. Course grades:** The average of grade points achieved by the candidate in the completed semesters (up to 10 semesters, in case of an MSc diploma up to 4 semesters, see the decision adopted by the Doctoral Committee of Medical Sciences on 19 February 2010) minus 3.5, then multiplied by 20 ([ average-3.5] x20). An average of 5.0 means **30 points**.

**2. Academic activity** (up to **30 points**):

| | |
|---|---|
| First authored refereed (in extenso) publication in an academic journal (in a foreign language) | 30 points |
| First authored refereed (in extenso) publication in an academic journal (in Hungarian) | 20 points |
| First authored prize-winning paper in the National Student Competition, 1st to 3rd place, special prize | 20 points |
| Non-first authored refereed publication in an academic journal (in a foreign language) | 15 points |
| First authored paper in non-local conference and non-TDK (Student Competition) (in a foreign language) | 15 points |
| First authored paper in non-local conference and non-TDK (Student Competition) | 10 points |
| First authored poster in non-local conference and non-TDK (Student Competition) | 10 points |
| Non-first authored refereed publication in an academic journal (in Hungarian) | 10 points |
| First authored, non-prize-winning paper in the National Student Competition | 10 points |
| Non-first authored paper or poster other than in Student Competition | 3 points |
| First authored paper in the Student Competition | 5 points |
| First authored project work in the Student Competition | 5 points |
| First authored paper or poster in local (university organised) event announced in a public forum | 5 points |
| Other first authored, not university published *in extenso* publication (at least reviewed) | 5 points |

(The details of the above table on the scoring system are laid down in the University Regulations).

**3. Research topic, preparedness of the candidate, professional requirements of completion** (up to **40 points**)**:** The academic preparedness of the candidates and their research plan shall be assessed by the ad hoc boards of the Doctoral Committee of Medical Sciences (in an oral form). The individual boards may assess applications to various doctoral schools, and the composition of the boards shall be defined on the basis of the number of applicants and their distribution between the doctoral schools. The doctoral schools shall be represented in the boards by one faculty member (preferably core member) from each concerned doctoral school, and each board shall also have at least one faculty member from an independent doctoral school (core member, experienced dissertation supervisor).

**POINT SCORES:**

- Research plan: **0 -5-10 points**
- The academic preparedness of the candidate: **0 -5-10 points**
  Recognition of a performance that exceeds the maximum of 30 points specified in section 2.
- The professional requirements of topic elaboration: scoring shall be performed by the PhD office on the basis of the submitted application material.
  - the academic performance of the dissertation supervisor
    The number of publications published in an academic journal with an impact factor, in the past 3 years: **up to 5 points.**
  - the research resources of the dissertation supervisor
    In case the dissertation supervisor has resources from tenders: **up to 5 points.**

- the performance of the dissertation supervisor within the doctoral education
  The number of students who have obtained a doctoral degree under the supervision of the dissertation supervisor: **up to 5 points.**

- Additional **5 points** may be awarded by the Doctoral Committee of Medical Sciences in case more than one student have the same score points or the number of students is disproportionate among the doctoral schools.

On case of self-financing applicants (except for the Richter grant) the admission process shall be conducted by the doctoral schools. The school may deviate from the scoring scheme.

**UNIVERSITY OF DEBRECEN**
FI 17198 . . ./20…… .

## Form of application for the complex examination and the doctoral (PhD) degree conferment procedure

I. Personal data

Name: ..... Student ID number: ……..
Participated in regular doctoral education: □Yes, full-time □ Yes, correspondence □ No (individual preparation)
Place and date of birth: .....
Mother's name: .....
Number of ID card: .....
Permanent address: .....
Postal address: .....
E-mail address: .....
Place of work: .....
University degree programme (major): ..... qualification of degree: .....
issuing institute: ..... number/year: .....
II. Data pertaining to previous academic activities:
published . . . . academic articles - . . . . reviews - . . . . conference presentations - other:
.....
.....
III. Language skills (date of documents): .....
.....
IV. The disciplinary area of the doctoral degree: .....
Discipline: .....
Doctoral school: .....
Doctoral programme: .....
The topic of the dissertation: .....
.....
Dissertation supervisor: ..... (Identification no.: ……)
The requested complex examination subjects: .....
.....
Number of enclosures: …….

Debrecen, ……..

(signature of applicant) (signature of supervisor) (signature of head of doctoral school)

**UNIVERSITY OF DEBRECEN**
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## Written record of the complex examination

Name: ..... Student ID number: ……..
Dissertation supervisor: ..... Faculty ID number: ……..
(Co-supervisor: ..... Faculty ID number: ……..)
Disciplinary area: .....
Discipline: .....

Board of complex examination:

| | NAME | FACULTY | SIGNATURE<br>ID number |
|---|---|---|---|
| Chairperson: | | Dr. . . . . | …… |
| members: | …….. | Dr. . . . . | …… |
| | Dr. . . . . | …… | …….. |
| | Dr. . . . . | …… | …….. |
| | Dr. . . . . | …… | …….. |

The date of the examination: 20… . ……. . … . Place:
……

I. Theoretical part

Primary subject:
……
Secondary subject:
……

Questions asked at the examination:

Evaluation of the responses:

The opinion of the members of the board – theoretical part (*number of votes*):
pass: … did not pass: …

II. Dissertation part

1) Evaluation of knowledge of literature

2) Evaluation of prior research results

3) Evaluation of the research and publication plan

The opinion of the members of the board – dissertation part (*number of votes*):
pass: … did not pass: …

III. The result of the complex examination

The examinee:

a) passed both parts of the complex examination;
b) passed the theoretical part of the complex examination and needs to retake the dissertation part;
c) passed the dissertation part of the complex examination and needs to retake the theoretical part.

(signature of the Chairperson of the board)

**UNIVERSITY OF DEBRECEN**
FI 17198 . . ./20…… .

**Written record of the doctoral (PhD) degree conferment**

Name: ..... Student ID number: ……..
Dissertation supervisor: ..... Faculty ID number: ……..
(Co-supervisor: ..... Faculty ID number: ……..)
Disciplinary area: .....
Discipline: .....
The title of the dissertation: .....
.....

I. The dissertation defence

Official opponents: Dr. . . . . yes/no
Dr. . . . . yes/no
(Dr. . . . . yers/no)

Defence board:

| NAME | FACULTY ID number | SIGNATURE |
|---|---|---|
| Chairperson: Dr. . . . . | …… | …….. |
| members: Dr. . . . . | …… | …….. |
| Dr. . . . . | …… | …….. |
| Dr. . . . . | …… | …….. |
| Dr. . . . . | …… | …….. |
| Dr. . . . . | …… | …….. |
| Dr. . . . . | …… | …….. |

The date of the defence: 20… . ……. . … . Place: ……

1) The opinion of the members of the defence board on the academic accomplishments of the candidate (number of votes):
did not pass: …; rite: …; cum laude: …; summa cum laude: …;

The qualification of the academic accomplishments:
did not pass / rite / cum laude / summa cum laude (*please underline*)

2) The opinion of the members of the defence board on the dissertation (number of votes):
did not pass: …; rite: …; cum laude: …; summa cum laude: …;

The qualification of the dissertation:
did not pass / rite / cum laude / summa cum laude (*please underline*)

3) The opinion of the defence board on the candidate's performance at the defence (number of votes):
did not pass: …; rite: …; cum laude: …; summa cum laude: …;

The evaluation of the performance at the defence:
did not pass / rite / cum laude / summa cum laude (*please underline*)

Reasons (please continue on a eparate sheet if necessary):

(signature of the Chairperson of the board)

II. The decision of the doctoral committee of the disciplinary area:

The doctoral committee of the disciplinary area, by way of its resolution no. ..... adopted at the meeting held on …….. **supported / did not support** the conferment of the doctoral degree to the candidate.

The qualification of the doctoral degree: **summa cum laude / cum laude / rite**

Reasons in case of rejection:

……., 20… (signature of the Chairperson of the Doctoral and Habilitation Council of the University)

III. The decision of the Doctoral and Habilitation Council of the University:

By way of its resolution no. ..... adopted at the meeting held on ..... 20…, the Doctoral and Habilitation Council of the University **conferred / did not confer** the doctoral degree to the candidate.

Reasons in case of rejection:

(signature of the Chairperson of the Doctoral and Habilitation Council of the University)

IV. The University conferred the doctoral degree on

……, 20...
The number of the doctoral diploma: ……/20….

(signature of the rector)

## The scope of acceptable academic publications

The scope of acceptable academic publications includes printed and/or electronic publications (journal articles[1], university/college textbooks, technical books, academic monographs, book chapters, translations from ancient classic languages, etc.), which:

a) present the author's own research findings and results (in case of books, also refers to them in an itemized manner);
b) include precise references to literature;
c) have an ISBN or ISSN number;
d) are refereed[2];
e) are referenced (can be found in a publicly known database);[3]
f) have an impact factor subject to the given discipline/branch of art (on the basis of the Thomson-Reuters list),
g) have appeared in or as a professional publication, and this publication was issued by
h) an internationally or at least nationally recognized publisher;[4]
i) preferably in a foreign language that is widely used in professional circles;
j) can be found and accessed in major public libraries;
k) can be ordered/subscribed/purchased.

Also acceptable as publications are completed technical or artistic works, patents registered in Hungary or abroad; and as references, the documented implementation of or industrial mass production based on a patent.

The following are **not acceptable** as academic publications:

- writings published in daily newspapers or non-professional weeklies (even if their topic is of professional nature);
- works published by the author (if not reviewed in terms of language/content);
- university or college notes, auxiliary materials, handouts, workbooks, compilations, works of editing in terms of content or language, etc.;
- short (one-page) writings in conference proceedings or on a poster;
- (book) translations, with the exception of the translation of ancient classics, with philological annotations;
- book reviews or critiques (except longer analyses of works);
- research reports prepared in the framework of grant applications or for order;
- student theses, dissertations (for titles of dr.univ., PhD, DLA, CSc, DSc, inaugural papers);
- other manuscript-type treatises, writings;
- writings in popular science journals and similar (e.g. in *Élet és Tudomány*);
- interviews other than those prepared with research objectives and methodologies (either as the reporter or the subject);
- any writings that have not yet been published (planned) or accepted for publication.

[1] **Journal**: a periodical publication, identified by a volume number, which appears regularly, typically at least four times (i.e. four issues) a year (but as a minimum twice), containing articles written for the given periodical, identified by a volume number.

[2] **Refereed** (peer-reviewed) publication: an independent reader or readers has/have provided their opinion on the work before its publication. The acceptance of conference presentations on the basis of abstracts and their publication in conference proceedings shall NOT mean that they are refereed publications.

[3] **Referenced** publication: the work of the candidate (i.e. all works with the exception of book chapters) can be found on the basis of the author's name in a searchable database (e.g. Web of Science/Science Citation Index, Scopus, Engineering Index, etc.) or a bibliographic indexing journal.

[4] **Hungarian publication of international circulation**: publication that is circulated internationally by way of official, regular (subscription-based) channels.

## The insert sheet of the doctoral dissertation

<< TITLE OF THE DISSERTATION>>

Dissertation submitted in partial fulfilment of the requirements for the doctoral (PhD) degree in …..... (discipline name)

Written by …..... certified …......

Prepared in the framework of the …..... doctoral school of the University of Debrecen
(…..... programme)

Dissertation supervisor: Dr. . . . . .

The official opponents of the dissertation:
Dr. …..
Dr. ……

The evaluation board:
Chairperson: Dr. …..
members: Dr. ……..
Dr. ……..
Dr. ……..
Dr. ……..

The date and venue of the dissertation defence:
....., 20…
.....,Faculty of General Medicine, University of Debrecen

**The title page and the required chapters of the theses of doctoral dissertation**

The title page of the thesis booklet:

## Theses of Doctoral (PhD) Dissertation

# << TITLE OF THE DISSERTATION>>

<<name of the candidate>>

Dissertation supervisor: Dr. …….

UNIVERSITY OF DEBRECEN
.....Doctoral School of .....

Debrecen, .....20…

The required chapters of the thesis booklet:

1. The antecedents and the objectives of the doctoral dissertation;
2. New contributions to academic knowledge;
3. The list of the candidate's publications in the topic of the dissertation (see Appendix 6), authenticated by the Kenézy Library, with all authors indicated.

The thesis booklet may also have further chapters, as customary in the given disciplinary area. For form and content requirements see Appendix 15.

**Doktori oklevél**

**FI 17198**

# *DOKTORI OKLEVÉL*

*Mi, a Debreceni Egyetem*

*Rektora és Doktori Tanácsa*

*megállapítottuk, hogy*

. . . . . .

*aki . . . . . -ban, 19 . . . év . . . . . havának. . . . napján született, doktori bizottságaink előtt a …….. tudományterületen, a . . . . . tudományágban, summa cum laude / cum laude / rite minősítéssel megfelelt a törvényben, valamint az Egyetemünk szabályzatában meghatározott doktori követelményeknek.*

*Ennek alapján részére a* ***doktori (PhD) tudományos fokozatot*** *odaítéltük és ezzel feljogosítottuk a "****doktor (PhD)****" cím viselésére.*

*Ennek hiteléül az Egyetemünk pecsétjével és sajátkezű aláírásunkkal megerősített ezen okiratot részére kiadtuk.*

*Debrecen, 20... . év . . . . . hó . . . nap.*

. . . . . .. . .  . . . . . .
. . .. . . .

***Doktori Tanács elnöke*** ***Rektor***

*Anyakönyvi szám: …/20… . PhD*

**FI 17198**

# *PhD Diploma*

***The Rector and the Doctoral Committee of***

***University of Debrecen***

*have conferred upon*

. . . . . . . . . . . . . . .

*(born: mm dd, yy)*

*the degree of* ***Doctor of Philosophy (PhD)***

*with summa cum laude / cum laude / rite qualification*

*in recognition of his/her proficiency in*

*. . . . . . . . . Science*

*with all the rights appertaining thereto.*

*Given under the Seal of the University, in Debrecen, Hungary*

*on mm dd, yy.*

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
. . . . . . . .

*Chairperson of the Doctoral Committee* *Rector*

*Registered: . . . /20... .*

**A doktori fogadalom szövege**

Én, .....fogadom,
hogy a Debreceni Egyetem doktoraihoz méltó magatartást tanúsítok.
Legjobb tudásom szerint munkálkodom
az egyetem hírnevének öregbítésén.
A tudományos etika tiszteletben tartásával
szolgálom a tudományos haladást,
az egyetemes emberi kultúrát
és a nemzeti értékek megőrzését.

I , ……..,
pledge myself
to behave in a manner
worthy of the doctors of the University of Debrecen.
I will do my best
to enhance the university's reputation.
I will serve the advancement of science,
universal human culture
and the preservation of national values
respecting scientific ethics.

**UNIVERSITY OF DEBRECEN**
FI 17198

## Application for the conferment of doctoral (PhD) degree on the basis of nostrification

Name: .....
Place and date of birth: .....
Mother's name: .....
Personal identification card no.: .....
Permanent address: .....
Postal address: .....
E-mail address: .....
Place of work: .....
Proficiency in foreign languages (date of certificate): .....
Subject of university degree, number and year conferred: .....
Issuing institution: ..... seat: .....
Academic activities so far: published . . . . . scientific/scholarly articles . . . . . reviews - . . . . . presentations - other: .....
The title of the dissertation submitted for the nostrification procedure: ..... ..... language: .....
The number/year of the original diploma: ..... Discipline: .....
Issuing institution: .....
Seat/country: .....

I declare that I have not submitted an application for a doctoral (PhD) degree at another university, nor has such an application been rejected.
I hereby request . . . . . the conferment of the doctoral (PhD) degree in . . . . . (discipline) and the issuance of the doctoral (PhD) diploma.
Debrecen, ..... of ....., 20… . . . . . .

. . . . . .
(signature of the applicant)

Enclosures:

a) the certified copy of the original certificate or diploma or, in exceptional cases, a certified copy of a document that is equivalent to the original diploma (e.g. duplicate);
b) the certified copy of a document issued by the educational institute abroad (e.g. academic record book, official transcript), which proves the length of the studies completed and the successful performance of the requirements prescribed for the conferment of the diploma (courses completed, examinations, doctoral dissertation, etc.);
c) the certified Hungarian translations of the documents indicated in sections a) and b) above, and
d) proof that the applicant has paid the procedural fee.

The doctoral committee of the disciplinary area *supports - does not support* the conferment of the degree.

Debrecen, …… 20… . . …….
(Chairperson)

The Doctoral and Habilitation Council of the University has *conferred - has not conferred* the degree.

Debrecen, …… 20… . . …….
(Chairperson)

## Allowances, normative financing and fees to pay

1. The annual amount of a doctoral student participating in a state-financed doctoral education programme shall be the equivalent of the annual normative financing, as determined in the Act on the National Budget, plus 56% of the normative financing provided for textbooks, sports and cultural services. Each month, registered doctoral students shall receive one-twelfths of the annual amount thus determined.

2. Doctoral students who participated in a state-financed doctoral education programme and obtained their absolutorium shall receive a one-time stipend of HUF 400,000 upon the successful defence of their doctoral dissertation submitted within the statutory deadline and the conferment of the doctoral degree.

2. Fee for admission procedure: HUF 9,000

3. Fee for degree-conferment procedure: HUF 160,000
(The payment shall be due at the time of the submission of the doctoral dissertation.)

Honorarium for official opponent: HUF 20,000
The honorarium of external members of the defence boards: HUF 7,500

4. Contribution to the costs of the conferment ceremony (cf. Section 19 (7)), and the fee for the issuance of foreign-language diploma: 0.2 x PA (HUF 4,000 in 2016)
(PA = supplements base for state employees)

5. The decision on the use of the incomes from the fee for admission procedure and the fee for degree-conferment procedure shall be made by the doctoral committees of the disciplinary areas.

6. Decisions on further fees and honorariums shall be made, by taking into consideration the relevant provisions of law and the university regulations, by the doctoral committees and the councils of the doctoral schools in the disciplinary areas.

Fees in case of schools operating under the Doctoral Committee of Medical Sciences: The tuition fee for correspondence students and those preparing individually, as well as other self-financing students shall be 60,000 HUF per semester.

For self-financing foreign (non-EU) students the tuition fee and the fee for admission procedure shall be the same as that payable by the foreign medical students.

## Doctoral acts and the qualification of the doctoral degree

The qualification of the doctoral degree shall be calculated from the aggregate of the qualifications assigned by the members of the board. The qualification of the doctoral (PhD) degree is determined by the qualifications of a) the comprehensive examination b) the dissertation and the independent academic accomplishments, and c) the defence. The qualification of the doctoral degree: *summa cum laude* if all three qualifications were *summa cum laude*; *rite* if at least two of the three were *rite*; and *cum laude* in all other cases.

Each member shall provide an evaluation on a four-grade scale (s*umma cum laude, cum laude, rite,* did not pass), and the opinion of the board shall be calculated from these.

- The result shall be ***summa cum laude*** of more than half of the members gave a *summa cum laude* evaluation, and there was no evaluation below *cum laude*. If there are at least 5 members, the result shall be *summa cum laude* also if all but one member gave a *summa cum laude* evaluation (regardless of the evaluation given by that one member).
- The result shall be ***did not pass*** if more than half of the evaluations given were ***did not pass***, and also, in case of an even number of members, half of the members gave an evaluation of *did not pass* and the other half gave a *rite* evaluation.
- In all other cases, the mathematical average of the evaluations shall be calculated on the basis of the following: did not pass corresponds to 1, rite to 2, cum laude to 3, and summa cum laude to 4. If the average is 2.5 or above, the result will be ***cum laude***; otherwise it will be ***rite***.
- The above principles are summarized by the tables below for boards having 3 to 7 members (the numbers shown in the table indicate the number of votes for the given grade, with the last column showing the final qualification by the board).

**4-member board**

| NO | RITE | CL | SCL | result |
|---|---|---|---|---|
| 4 | 0 | 0 | 0 | NO |
| 3 | 1 | 0 | 0 | NO |
| 3 | 0 | 1 | 0 | NO |
| 3 | 0 | 0 | 1 | NO |
| 2 | 2 | 0 | 0 | NO |
| 2 | 0 | 2 | 0 | RITE |
| 2 | 1 | 1 | 0 | RITE |
| 2 | 1 | 0 | 1 | RITE |
| 2 | 0 | 1 | 1 | RITE |
| 1 | 3 | 0 | 0 | RITE |
| 1 | 2 | 1 | 0 | RITE |
| 1 | 2 | 0 | 1 | RITE |
| 1 | 1 | 2 | 0 | RITE |
| 0 | 4 | 0 | 0 | RITE |
| 0 | 3 | 1 | 0 | RITE |
| 2 | 0 | 0 | 2 | CL |
| 1 | 1 | 0 | 2 | CL |
| 1 | 1 | 1 | 1 | CL |
| 0 | 3 | 0 | 1 | CL |
| 0 | 2 | 2 | 0 | CL |
| 1 | 0 | 3 | 0 | CL |
| 1 | 0 | 2 | 1 | CL |
| 1 | 0 | 1 | 2 | CL |
| 1 | 0 | 0 | 3 | CL |
| 0 | 2 | 1 | 1 | CL |
| 0 | 2 | 0 | 2 | CL |
| 0 | 1 | 3 | 0 | CL |
| 0 | 1 | 2 | 1 | CL |
| 0 | 1 | 1 | 2 | CL |
| 0 | 1 | 0 | 3 | CL |
| 0 | 0 | 4 | 0 | CL |
| 0 | 0 | 3 | 1 | CL |
| 0 | 0 | 2 | 2 | CL |
| 0 | 0 | 1 | 3 | SCL |
| 0 | 0 | 0 | 4 | SCL |

**5-member board**

| NO | RITE | CL | SCL | result |
|---|---|---|---|---|
| 5 | 0 | 0 | 0 | NO |
| 4 | 1 | 0 | 0 | NO |
| 4 | 0 | 1 | 0 | NO |
| 4 | 0 | 0 | 1 | NO |
| 3 | 2 | 0 | 0 | NO |
| 3 | 1 | 1 | 0 | NO |
| 3 | 1 | 0 | 1 | NO |
| 3 | 0 | 2 | 0 | NO |
| 3 | 0 | 1 | 1 | NO |
| 3 | 0 | 0 | 2 | NO |
| 2 | 3 | 0 | 0 | RITE |
| 2 | 2 | 1 | 0 | RITE |
| 2 | 2 | 0 | 1 | RITE |
| 2 | 1 | 2 | 0 | RITE |
| 2 | 1 | 1 | 1 | RITE |
| 2 | 1 | 0 | 2 | RITE |
| 1 | 4 | 0 | 0 | RITE |
| 1 | 3 | 1 | 0 | RITE |
| 1 | 3 | 0 | 1 | RITE |
| 1 | 2 | 2 | 0 | RITE |
| 1 | 2 | 1 | 1 | RITE |
| 0 | 5 | 0 | 0 | RITE |
| 0 | 4 | 1 | 0 | RITE |

| | | | | |
|---|---|---|---|---|
| 0 | 4 | 0 | 1 | RITE |
| 0 | 3 | 2 | 0 | RITE |
| 2 | 0 | 3 | 0 | RITE |
| 2 | 0 | 2 | 1 | RITE |
| 1 | 1 | 3 | 0 | RITE |
| 1 | 2 | 0 | 2 | CL |
| 0 | 3 | 1 | 1 | CL |
| 2 | 0 | 1 | 2 | CL |
| 2 | 0 | 0 | 3 | CL |
| 1 | 1 | 2 | 1 | CL |
| 1 | 1 | 1 | 2 | CL |
| 1 | 1 | 0 | 3 | CL |
| 1 | 0 | 4 | 0 | CL |
| 1 | 0 | 3 | 1 | CL |
| 1 | 0 | 2 | 2 | CL |
| 1 | 0 | 1 | 3 | CL |
| 0 | 3 | 0 | 2 | CL |
| 0 | 2 | 3 | 0 | CL |
| 0 | 2 | 2 | 1 | CL |
| 0 | 2 | 1 | 2 | CL |
| 0 | 2 | 0 | 3 | CL |
| 0 | 1 | 4 | 0 | CL |
| 0 | 1 | 3 | 1 | CL |
| 0 | 1 | 2 | 2 | CL |
| 0 | 1 | 1 | 3 | CL |
| 0 | 0 | 5 | 0 | CL |
| 0 | 0 | 4 | 1 | CL |
| 0 | 0 | 3 | 2 | CL |
| 1 | 0 | 0 | 4 | SCL |
| 0 | 1 | 0 | 4 | SCL |
| 0 | 0 | 2 | 3 | SCL |
| 0 | 0 | 1 | 4 | SCL |
| 0 | 0 | 0 | 5 | SCL |

## Társszerzői nyilatkozat (magyar nyelvű)

Jelölt neve:
Témavezető neve:
Doktori iskola (Program):
Közlemény címe:
Szerzői:
Megjelenés helye, ideje:

*Nyilatkozat*

Alulírottak kijelentjük, hogy a fenti közleményben megjelent és a ***Jelölt*** által a Debreceni Egyetemre benyújtott PhD értekezésben felhasznált tudományos eredmények eddig nem szerepeltek más PhD értekezés tudományos eredményei között. Tudomásul vesszük, hogy a fenti tudományos eredmények a jövőben nem szerepelhetnek más PhD értekezés eredményei között.

Date:

Aláírások:

Jelölt

Témavezető

A közlemények hazai társszerzői

Név (nyomtatott betűkkel) Aláírás

## Co-author statement related to the submission of PhD dissertation

With reference to the Regulations of the Doctoral Committee of Medical Sciences, University of Debrecen, statement from each author about the PhD student's contribution in the shared work, which is already published and included in the PhD dissertation of the applicant, must be presented to the PhD Committee. The authors state that the published work, or the indicated part of the work, *has not been and will not be used in other PhD dissertation*.

---

Paper title:

Place and time of publication:

List of authors:

PhD student:

Contribution: (%, text):

Signature (PhD student)

Name (with capital letters) and signatures of co-authors

## Shared use 1.

Name of the candidate:
Name of the dissertation supervisor:
Doctoral school (programme):
Title of the publication:
Authors:
Place and date of publication:

*Declaration*

We the undersigned state that the results published in the above mentioned publication and included in the PhD dissertation written by the ***Candidate*** and submitted to the University of Debrecen have not been used among the results included in any other PhD dissertation.

We further state that the Candidate is only partially using the results of the publication above in his/her dissertation.

Description of the results made use of: (on the basis of the publication: figure, table, chapter):

We understand that the above academic results cannot be used in the future among the results of any other doctoral dissertation.

Date:

*Signatures:*

Candidate:

Dissertation supervisor:

Domestic co-authors of the publication:
Name (in capital letters) Signature

I give permission to the shared use of the above publication.

Name of the head of the doctoral school (in capital letters) and his/her signature

## Shared use 2.

Name of the candidate:
Name of the dissertation supervisor:
Doctoral school (Programme):
Title of the publication:
Authors:
Place and date of publication:

*Declaration*

We the undersigned state that part of the academic results published in the above mentioned publication has been used by (name, doctoral school, year) in his/her dissertation (please enclose Statement 1 on the previous use). The academic results used by the ***Candidate*** in the dissertation submitted to the University of Debrecen constitute part of the results of the above mentioned publication that have NOT been used in any previous doctoral dissertation.
A short description of the results used by the Candidate: (on the basis of the publication: figure, table, chapter):

We understand that the above academic results cannot be used in the future among the results of any other doctoral dissertation.

Date:

Signatures:

Candidate:

Dissertation supervisor:

Domestic co-authors of the publication:
Name (in capital letters) Signature

I give permission to the shared use of the above publication.

Head of the doctoral school (name + signature)

## Formal requirements regarding the doctoral dissertation and the theses

(1) The doctoral dissertation shall be submitted along with the request for submission to procedure in 6 printed copies as well as electronically to the doctoral committee.
(2) The dissertation may be written in Hungarian or English. The template of the cover page and the title page can be found in the present Appendix.
(3) The Doctoral Dissertation shall be of A4 form and shall consist of the following parts:
1. **Introduction**, which shall provide justification for choosing the topic.
2. **Literature review**, which shall provide a thorough presentation of the previous academic results the dissertation is related to, and shall also define the objectives of the work.
3. **Methodology** (materials and methods; or patients and methods) chapter, which shall provide a thorough presentation of the used experimental techniques, including the statistical processing and archiving of data, etc.
4. **Results** chapter, which shall present the newly obtained academic results. It is required that the results obtained by the candidate be clearly separated from the results obtained by the co-authors of the publication.
5. **Discussion** chapter, which shall contain the critical analysis of the new results obtained by the candidate arranged in a coherent framework.
6. **Summary** in Hungarian and English (up to one page in length; the English version shall also be submitted in a separate file).
7. The **References** section shall consist of two parts: a list of the publications referred to in the previous chapters and a separate list of publications published by the candidate and authenticated by the Kenézy Life Sciences Library. The list of publications serving as basis for the dissertation shall only contain peer reviewed in extenso publications written in a foreign language. Apart from the peer-reviewed in extenso publications written in a foreign language, the list of further publications may also include peer-reviewed publications written in Hungarian provided they are novel publications, that is their content has not been published anywhere either in a foreign language or in Hungarian. Neither conference publications nor supplements may be included in the list either among the publications serving as basis for the dissertation or among the further publications, even if they have been published in a journal with impact factor.
8. **Key words:** 6-12 keywords in Hungarian and English
9. **Acknowledgement**
10. **Appendix**: list of publications and manuscripts.

(4) The doctoral theses shall be compiled both in Hungarian and English. Non-Hungarian candidates may only compile their theses in English.
(5) The doctoral thesis is a shortened version of the dissertation, in which the candidate presents the academic public the justification for the academic work he/she has done showing his/her methodological preparedness and most significant results. The thesis shall contain contain figures or tables.
(6) The thesis booklet shall be of A5 form. The cover page of the booklet shall have the structure shown in Appendix 8 (in case of theses compiled in English the present Appendix is to be followed). The theses shall be submitted both in an electronic and a printed form along with the request for submission to procedure to the Doctoral Committee. The insert page containing the name and academic degree of the members of the complex examination board and the defence board, as well as the date and venue of the complex examination and defence shall only be inserted into the final version of the theses after the submission to procedure has been approved. The list of

the candidate's publications authenticated by the Kenézy Life Sciences Library shall also be inserted at the end of the thesis booklet. A separate list of the presentations, citable abstracts, etc related to the dissertation may also be enclosed.

**Értekezés fedőlapja**

# EGYETEMI DOKTORI (PhD) ÉRTEKEZÉS

## Szerző neve

# Értekezés címe

**UNIVERSITY OF DEBRECEN**

**…… DOKTORI ISKOLA**

**Debrecen, 20..**

**Értekezés belső címlapja**

# EGYETEMI DOKTORI (PhD) ÉRTEKEZÉS

## Értekezés címe

### Szerző neve

### Témavezető: Dr. ……

**DEBRECENI EGYETEM**

**…… DOKTORI ISKOLA**

**Debrecen, 20..**

**Dissertation cover page (English version)**

DISSERTATION FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (PHD)

# Title

by name

UNIVERSITY OF DEBRECEN
DOCTORAL SCHOOL OF .....

DEBRECEN, 20XX

**Dissertation title page (English version)**

DISSERTATION FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (PHD)

# Title

by name

Supervisor: ……..

UNIVERSITY OF DEBRECEN
DOCTORAL SCHOOL OF ……

DEBRECEN, 20XX

**Cover page of the thesis booklet (English version)**

SHORT THESIS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (PHD)

# Title

by ……(name)

Supervisor:

UNIVERSITY OF DEBRECEN
DOCTORAL SCHOOL OF ……

DEBRECEN, …… 20…

## Insert page of the thesis booklet (English version)

<<Title of the thesis>>

By ……..(name), ……..(MD/MSc degree)

Supervisor:. . . . . .

Doctoral School of ……., University of Debrecen

Head of the **defence board**: …….
Reviewers: …….
…….
Members of the defence board: …….
……

The PhD defence takes place at the Lecture Hall of Bldg. A, Department of Internal Medicine, Faculty of Medicine, University of Debrecen
……. , 20..

## Template of the invitation

## INVITATION

The Doctoral Committee of Medical Sciences at the University of Debrecen kindly invites you to the public defence of the doctoral (PhD) dissertation entitled

## the title of the dissertation

by

**name of the candidate**

held in
**place and date of the defence.**

The defence shall be chaired by: Name, academic degree
Official opponents: Name, academic degree
Name, academic degree

The dissertation may be looked into in the Kenézy Life Sciences Library, University of Debrecen. Everyone present may participate in the public defence, and may submit written remarks in advance.

**The Doctoral Committee of Medical Sciences, University of Debrecen**

## Scenario for PhD defences

(1) The Chairperson greets the attendees. He/she announces that the candidate submitted a doctoral dissertation to the doctoral committee. The doctoral committee examined the dissertation and whether the Candidate meets the rest of the requirements of a doctoral degree, and submitted the dissertation to procedure. The council appointed ..... to be the Chairperson, ..... and ..... to act as opponents, and ..... and ..... to be members of the defence board.

(2) The Chairperson invites the dissertation supervisor of the candidate to give a short presentation of the candidate's resume.

(3) The Chairperson invites the candidate to present his/her theses in free speech in an about 20 minutes long oral presentation.

(4) The Chairperson invites the first opponent to present his/her opinion.

(5) The candidate answers the Chairperson's questions in free speech (not by reading out the answers).

(6) The Chairperson invites the second opponent to present his/her opinion.

(7) The candidate answers the Chairperson's questions in free speech (not by reading out the answers).

(8) The Chairperson asks the attendees - including the members of the comittee - if they have any questions. It is advisable to have as many questions as possible at this stage, preferably in the form of remarks to be discussed. The questions need not be closely related to the theses, they can also be comprehensive in nature so that the candidate can demonstrate his/her understanding of his/her broader field of interest.

(9) When there are no questions left, the Chairperson closes down the public defence, and announces that the board retires for discussion behind closed doors. At the discussion each member of the board assesses the academic work and the performance given at the defence by way of ballot.

(10) The Chairperson discloses the result of the vote (with the attendees standing), then provides a short evaluation of the defence.

## Accreditation form for dissertation supervisors

## PERSONAL DATA SHEET OF THE PARTICIPATING FACULTY MEMBER AND RESEARCHER
## Doctoral Committee of Medical Sciences, University of Debrecen

Doctoral school:
Programme:
Name:

(1) University diploma (institution, major, year):

(2) Highest academic degree (institution, degree, year):

(3) Language knowledge: level: language certificate:

(4) Title of the research topic (in Hungarian):

(5) Title of the research topic (in English):

(6) A short description of the topic (about half a page):

(7) Research conditions:

(8) Number of my academic publications: ..., the sum of impact factors: ... .

(9) Number of my publications published in the past 5 years: ..., the sum of impact factors... .

(10) The bibliographical data of 10 of my most significant academic works (authors, title, journal):

(11) I know about ... independent references (on the basis of the citation index) made to my works.

(12) I have been supervisor of the following habilitation and university doctoral dissertations:

(13) In the past 5 years I have obtained the support of the following tenders:

Year: Resource: Support: Topic:

(14) My major study programmes and cooperations done in Hungary and abroad:

(15) Data on my teaching in Hungary and abroad (year, title of the topic, host university):

I wish to take part in the doctoral programme specified in the title.

Debrecen, ....., 20.. signature

## Registration Form for PhD Training

1. Name: .....

2. Year:..... Start of full-time□correspondence□ PhD studies: .....

3. Place and date of birth:.....

4. Mother's name: .....

5. Citizenship:.....

6. Permanent address:.....

7. Contact address: .....

8. Place of work or research:.....

9. Neptun-code: .....

10. Telephone number: .....

11. (LEGIBLE) e-mail address: .....

12. University diploma issued by:.....

13. Faculty: .....Major:.....

14. Number, qualification and date of issue of the diploma: .....

15. Name of the doctoral school: .....

16. Name and place of work of the dissertation supervisor: .....

17. Number of student ID card:.....

18. Tax number: .....

19. Hungarian Health Insurance number: .....

20. Bank account number and name of the bank: .....

21. Are you taking part in any further undergraduate or postgraduate training? Yes: …….
No:.....

I have thoroughly read the applicable Doctoral Regulations of the University of Debrecen and the Rules of Operation of the relevant doctoral school; therefore, I am aware of my rights and obligations.
Debrecen, ……

……
signature

## Written records of the preliminary defence

## WRITTEN RECORD OF THE PRELIMINARY DEFENCE OF DOCTORAL (PhD) DISSERTATION

Name of the doctoral candidate: ……
The title of the dissertation: .....
……..
Doctoral school: ……Programme:……..
Dissertation supervisor(s): .....

Opponents: Dr. . . . . .
Dr. . . . . .

Board:

| | NAME | SIGNATURE |
|---|---|---|
| Chairperson: | Dr. . . . . | …….. |
| Members: | Dr. . . . . | …….. |
| | Dr. . . . . | …….. |

Date of the preliminary defence: ....., 20… .

1) The opinion of the members of the defence board on the academic accomplishments of the candidate:
Adequate/ not adequate (to be underlined as appropriate)

Justification:

2) The opinion of the members of the defence board on the dissertation:
acceptable/ acceptable after modifications/ not acceptable (to be underlined as appropriate)

Justification:

3) The dissertation
meets/ does not meet the requirements of publication ethics (to be underlined as appropriate).

The board
**supports / does not support the candidate's application to procedure** (to be underlined as appropriate).

(signature of the Chairperson of the board)

***Enclosures***: the written opinion of the opponents participating in the preliminary defence, list of modifications, result of the screening for duplicate text

## Research report

**Name:**
**Name and contact details of the dissertation supervisor (email address, telephone number)**

**Title of the research topic:**
**Reported period:**

**I. Short presentation of the work accomplished in the previous semester (up to 500 words)**

**II. Published or accepted publications**
- authors:
- title:
- journal, page number, year:
- impact factor of the publication:

**III. Papers submitted for publication**
- authors:
- title:
- submitted to:

**IV. Participation in specialised conferences**
- Name, date and venue of the conference (website of the conference, if available)
- nature of participation: poster paper
- authors of the paper/poster, title of the paper/poster:

**V. Title and date (month/year) of reports done in the institute (project report, report on an article, etc)**

**VI. Study programs**
- Name and address of the host institution:
- Date and duration of the study program:
- Financed by:

**Debrecen, 20XX**

**……** **……**
**PhD student** **dissertation supervisor**

**……..**
**Head of the doctoral school**

## List of the primary subjects of the complex examination

| Name of the Doctoral School | Primary subjects of the complex examination |
|---|---|
| **Disciplinary area: Theoretical Medicine** | |
| **Doctoral School of Molecular Medicine** | Biophysics<br>Cell Physiology<br>Cell Biology<br>Molecular Biology<br>Biochemistry<br>Immune Biology |
| **Doctoral School of Molecular Cell and Immune Biology** | Biochemistry<br>Cell Biology<br>Genetics<br>Immune Biology |
| **Disciplinary area: Health Sciences** | |
| **Doctoral School of Health Sciences** | Preventive medicine and public health<br>Epidemiology and Biostatistics<br>Health Policy<br>Health Psychology<br>Environmental Health<br>Health Management<br>Rehabilitation Medicine<br>Metabolic Diseases<br>Endocrine Diseases<br>Dermatological Diseases<br>Dermatological Immunology<br>Public Health Services in Primary Health Care<br>Public Health Genomics |
| **Disciplinary area: Pharmaceutical sciences** | |
| **Doctoral School of Pharmaceutical Sciences** | *Microbiology programme*<br>Medical bacteriology<br>Medical virology<br>Medical mycology<br><br>*Pharmacology programme*<br>Pharmacology<br>Metabolic diseases and pharmacotherapy<br>Biophysics<br>Cell biology<br>General immunology<br>Pharmaceutical technology<br>Pharmaceutical chemistry<br>Pharmacognosy |
| **Disciplinary area: Clinical Medicine** | |
| **Doctoral School of Dental Sciences** | Functional Neuroanatomy<br>Removable and fixed dental prostheses<br>The characteristic features of polymers, ceramics and metals, and their application in dentistry<br>The physiology of the heart and circulation<br>Oncology<br>Wound healing<br>Molecular Biology<br>The relationship between oral inflammatory diseases and health<br>Oral tumors and precancerous conditions |

| | |
|---|---|
| | The influence of oral health on quality of life<br>Dental aspects of infectious diseases<br>Oral manifestations in hematologic and cancer patients<br>Characteristics of oral inflammations<br>Nutrition disorders<br>Dental aspects of chronic internal diseases<br>Oral pathology<br>Biomechanics in dentistry |
| **Doctoral School of Clinical Medicine** | Clinical epidemiology<br>Biostatistics<br>Clinical and Molecular Pathology<br>Therapeutic options for clinical diseases (conservative, operative, interventional and molecularly targeted therapies)<br>Pathophysiology of the sensory organs<br>Pathophysiology of the locomotor system<br>Pathophysiology of the urogenital system |
| **Gyula Petrányi Doctoral School of Clinical Immunology and Allergology** | The immune pathomechanism of systemic autoimmune diseases<br>The immune pathomechanism of organ-specific autoimmune diseases<br>The immune pathomechanism and the modern therapy of different allergies<br>The genetic, environmental and intrinsic factors affecting the development of autoimmune diseases<br>The primary defects of congenital and adaptive immunity<br>The characteristic features of congenital and adaptive immunity<br>The structure and functioning of the skin immune system<br>The mucous immune system and its structure<br>The immune pathomechanism of rheumatological diseases<br>The immunological aspects of tissue and organ transplantation |
| **Disciplinary area: Theoretical Medicine, Clinical Medicine** | |
| **Doctoral School of Neurosciences** | Molecular and Cellular Neurobiology<br>Developmental biology of the nervous system<br>Plasticity in the nervous system<br>Degeneration and regeneration in the nervous system<br>Neurodegenerative diseases<br>The structure of the sensory systems of the nervous system, their healthy and abnormal functioning<br>The structure of the motor systems of the nervous system, their healthy and abnormal functioning<br>The structure of the vegetative and neuroendocrine regulatory systems of the nervous system, their healthy and abnormal functioning<br>The neurobiological foundations and pathophysiology of cognitive function, learning and memory<br>The neurobiology of behaviour, emotion and motivation Behavioral disorders<br>The neurobiological foundations and pathophysiology of epilepsy<br>The cerebrovascular system and its diseases |

| | |
|---|---|
| | Neuro-Oncology<br>The neurobiological background of addictive diseases |
| **Kálmán Laki Doctoral School** | Clinical hemostaseology<br>Experimental hemostaseology<br>Metabolic diseases<br>Haematology<br>Vascular Biology<br>Vascular Pathophysiology<br>Clinical Cardiology<br>Experimental Cardiology<br>Molecular Biology<br>Clinical laboratory diagnostics<br>Clinical Psychology |
| **Doctoral School of Nutrition and Food Sciences**<br>**Nutrition Sciences programme** | The role of functional foods in preserving health<br>Food intolerances, food allergies<br>The role macronutrients play in physiological and pathological processes<br>The role micronutrients play in physiological and pathological processes<br>Metabolic diseases<br>Nutrition and food marketing<br>The methodology of epidemiology and nutrition epidemiology<br>The connection between gastroenterological tumors and nutrition<br>Nutrition-related diseases<br>Obesity and nutrition |

In justified cases a primary subject belonging to the list of another doctoral school may also be chosen. The list of recommended secondary subjects is available in the educational plan of the individual doctoral schools and the website of the doctoral schools. Taking into consideration the diversity of the educational and professional background and research fields of the doctoral candidates participating in PhD education in medical sciences, the management of the competent doctoral schools and the doctoral committee of the disciplinary area may decide to deviate from the recommended list when designating the two subjects for the complex examination.

## Declaration of the doctoral candidate

**Name of the doctoral candidate:**
**Place and date of birth:**
**Doctoral school:**
**Dissertation supervisor:**

I, the undersigned doctoral candidate ……. hereby declare that in accordance with section 12 (6) of the Doctoral Regulations of the University of Debrecen

- I have no other doctoral degree conferment procedure in progress in the same discipline;
- my dissertation has not been submitted in another institute previously and has not been rejected;
- I did not have an unsuccessful doctoral defence within the past two years;
- I am not subject to proceedings aimed at the revocation of a doctoral degree, and that a doctoral degree earlier conferred has not been revoked from me during the past 5 years;
- the dissertation is my independent, original work, and the references are complete and clear;
- I have clearly indicated in my dissertation which of the results are not my own (co-authored) or are only partially my own.

Debrecen,……

……
Signature of the doctoral candidate

……
Signature of the dissertation supervisor

## Request for changing the dissertation supervisor

## Doctoral Committee of Medical Sciences, University of Debrecen[1]

**1. Student's Name:**

**2. Current status[2]:**
First year Second year Third year Has pre-degree certificate
In case of students with pre-degree certificate, the date of the same:

**3. Form of education[2]:** full-time correspondence

**4. Research topic[2]:** unchanged changed[3]

**5. Current doctoral school** (and the name of the doctoral programme, if applicable):

**6. Current dissertation supervisor:**

**7. New doctoral school** (and the name of the doctoral programme, if applicable):

**8. New dissertation supervisor:**

9. **Justification** of the request (in up to 5 sentences):

Debrecen, .....201……..

---
Student's signature

---
Signature of the current dissertation supervisor

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Signature of the new dissertation supervisor

---
Signature of the current doctoral school head

---
Signature of the new doctoral school head[4]

The topic has been announced in the National Doctoral Database (www.doktori.hu) under the name of the new dissertation supervisor.

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Secretary of the doctoral school[5]

[1]The request (and the new research plan, see section 4) should be also sent electronically to the following email address: phd@med.unideb.hu .
[2]to be underlined as appropriate
[3]in this case the research topic approved by the new dissertation supervisor and the head(s) of the relevant doctoral school(s) should also be enclosed
**Please note that the topic must be published on www.doktori.hu under the name of the new dissertation supervisor even if there is no change in the topic.**
[4]if there is also a change in the doctoral school
[5]If there is also a change in the doctoral school, the secretary of the new doctoral school shall certify that.

## Request for the approval of a co-supervisor

Name of the **doctoral student**: ……..……
Year:..... ……
Doctoral school:
……
Research topic: ……
……
…….....

Name of the **dissertation supervisor**:
……
Place of work:
……
……....
Research field: ……
……....

Name of the suggested **co-supervisor**: ……
Place of work:
……
……....
Name of the doctoral school, where he/she is an accredited dissertation supervisor:
……
……....
Research field: ……
……....

Justification:
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……....

Date: …….

…… …… ……
doctoral student dissertation supervisor co-supervisor

I consent/ do not consent to the request.

……
head of the doctoral school

The doctoral committee of the disciplinary area consents/ does not consent to the request.

……
Chairperson of the doctoral committee:

The Doctoral and Habilitation Council of the University consents/does not consent to the appointment of the co-supervisor.

Date: ……..

……
Chairperson of the Doctoral and
Habilitation Council of the University