

UNIVERSITY OF PÉCS, FACULTY OF HUMANITIES DOCTORAL REGULATIONS

Pursuant to Section 46 of the Doctoral Regulations of the University of Pécs, the Board of the Faculty of Humanities enacts the following Faculty Doctoral Regulations (hereinafter: Regulations).

General Provisions

Section 1 The present Regulations shall be applied together with the provisions of Act CXXXIX of 2011 on National Higher Education (hereinafter: Higher Education Act), Government Decree 387/2012 (XII. 19.) on the doctoral schools, the rules of doctoral and habilitation procedures, the rules of procedure adopted by the Hungarian Accreditation Committee (MAB) and the internal rules of the Doctoral Schools and Special Committees.

Section 2 (1) The scope of these regulations applies to individuals participating in the doctoral training provided by the Faculty and the procedure for obtaining the doctoral degree: students participating in the doctoral training who have a valid student status at the Faculty (hereinafter: doctoral student) or candidates who prepare for obtaining the doctoral degree individually; lecturers participating in the doctoral training and the procedure for obtaining the doctoral degree; and members of the disciplinary doctoral boards, that is, the Faculty Doctoral and Habilitation Board (hereinafter: FDHB).

(2) The student allowances and fees related to the doctoral training as well as the fees for the doctoral award procedure are set out in the Fees and Grants Regulations of the University.

The fees payable by students participating in fee-paying training, the fees payable by doctoral candidates in the doctoral award procedure and the calculation of the fees payable to the members of committees participating in the doctoral award procedure are contained in Annex 2 of the Regulations.

(3) Issues related to the student status of doctoral students and issues related to the rights and obligations of students not settled in these Regulations are regulated in the Statutes of the University and the Faculty as well as in their annexes.

Doctoral schools

Section 3 Doctoral training – which is designed to provide doctoral students with the skills necessary for pursuing scientific work in the given discipline and enable them to acquire a high level of scientific knowledge; use scientific methods in a creative way; and demonstrate these abilities and knowledge in the form of scholarly publications and a doctoral dissertation – is offered by the accredited doctoral schools of the Faculty. The accredited doctoral schools are also responsible for that part of the doctoral award procedure in which the doctoral candidates (either with a pre-degree certificate obtained in the organised doctoral training or on the basis of individual preparation) can demonstrate the high-level knowledge they have acquired, the scientific achievements they have accomplished and the ability to pursue independent research work.

Section 4 The accredited doctoral schools of the Faculty and the programmes offered within the schools are listed in Annex 1 of the Regulations.

Section 5 The academic activities of the doctoral schools are managed by the head and the board of the school. The special committees may participate in the work of the doctoral schools.

Section 6 (1) The accredited doctoral schools which ensure the teaching and research framework of organised doctoral training shall;

- a) have the collective right to make a proposal for the doctoral training and the award of the doctoral degree;
- b) have the right to offer the doctoral training programme which includes the right to announce doctoral topics, teach doctoral courses, recognise credits and administer examinations;
- c) have the right to administer the procedure for admission to the doctoral programme and designate the members of the doctoral admission committee;
- d) approve of the consultants, decide on launching the doctoral degree award procedure, the subjects of the doctoral final examination and set up the final examination boards;
- e) have the right to delegate members to the University Doctoral Board (UDB) and the Faculty Doctoral and Habilitation Board (FDHB);
- f) have the right and obligation to create the rules for their own activities.

(2) A particular doctoral school may pursue research and teaching activities on one or more research topics that belong to the given scientific area and, within that, the given discipline.

(3) The doctoral schools may define groups of topics, topics and doctoral programmes within their research area. The detailed rules on the doctoral programmes must be set out in the regulations.

(4) The doctoral schools independently shall manage their resources coming from the normative funds allocated to them and their own revenues and also contribute to the budget of the Faculty of Humanities. The Faculty and the heads of the doctoral schools shall agree on the amount of this contribution in accordance with the actual financial situation. (The agreement shall be documented in writing.) The doctoral schools may contract lecturers at their own expense up the limits of their budget. The doctoral schools shall pay for the classes taught by lecturers teaching in the graduate programme in accordance with the resolution of the Faculty Board or on the basis of a separate agreement, or in accordance with the rules on cross-faculty teaching in absence of the above.

Head of the doctoral school

Section 7 (1) The head of a doctoral school may be selected from among the core professors of the University with a scientific degree who have a full-time public official employment relationship with the University.

(2) The head of the doctoral school is elected by the UDB, endorsed by the FDHB, at the proposal of the majority of the core members of the school. The head of the doctoral school is appointed by the Rector for at most a period of five years. The appointment may be extended several times.

(3) The head of the doctoral school

- a) manages all the activities of the Doctoral School Board and is responsible for the implementation of its decisions;
 - b) coordinates the academic activities of the School;
 - c) represents the School,
 - d) makes a proposal for the development of the School to the Board;
 - e) is responsible for the current status of the data and documents that must be made available on the website of the National Doctoral Board.
- (4) The appointment of the head of the Doctoral School shall terminate when
- a) the appointment expires;
 - b) the head of the School turns seventy years old;
 - c) the appointment is withdrawn;
 - d) the head of the School resigns;
 - e) the public official legal relationship terminates;
 - f) the head of the School passes away.
- (5) The Rector may withdraw the appointment of the head of the doctoral school after consulting the UDB if the head of the doctoral school fails to perform his/her tasks properly as defined in paragraph (3) or if he/she is prevented from performing these tasks at least for over six months. The proposal on withdrawing the appointment may be made by the doctoral school's Board, the FDHB or the UDB.

The Doctoral School Board

Section 8 The doctoral school's Board is a body to assist the work of the head of the doctoral school, the members of which are elected by the core members of the doctoral school from the heads of the doctoral programmes within the doctoral school and the lecturers of the Faculty with a scientific degree. The members are appointed and relieved by the UDB.

Section 9 The chairperson of the doctoral school's Board is the head of the school, its voting members are the programme heads (heads of the special doctoral committees) and – in accordance with the internal rules of the doctoral schools – a specific number of other lecturers. The doctoral school's Board has one doctoral student by programme as a member with the right of consultation.

Section 11 The work of the doctoral school's Board is assisted by a secretary commissioned by the head of the school.

Section 12 The tasks of the doctoral school's Board include the following:

- a) work out the internal regulations and the system of requirements of the school in accordance with the University and the Faculty Doctoral Regulations and implement the rules contained therein;
- b) monitor the infrastructural and academic conditions that are necessary for the studies and research activities of the doctoral students;
- c) determine the structure of the organised training and make a proposal for the classes to be offered;

- d) perform the administrative and record-keeping obligations of the doctoral school;
- e) appoint the chairpersons and members of the entrance examination, final examination and assessment committees as well as determine the final examination topics of the applicants for the doctoral award procedure;
- f) initiate a change in the identity of the head of the doctoral school and submit proposals to the FDHB in accordance with the rules of procedure of the Hungarian Accreditation Committee;
- g) initiate a change in the identity of the accredited lecturers of the doctoral school and submit proposals in accordance with the rules of procedure of the Hungarian Accreditation Committee;
- h) make a proposal to the FDHB on the termination of the student status of doctoral students/doctoral candidates;
- i) oversee the performance of the administrative tasks of the Doctoral Office of the Faculty of Humanities Office;
- j) invite a consultant – from among the programme heads of the school – to work with the candidates preparing for the doctoral degree award procedure on their own;
- k) prepare annual quality assurance reports for the FDHB;
- l) make a decision on filling in pre-doctoral jobs;
- m) submit proposals for the decisions of the FDHB;
- n) perform tasks specified by the FDHB.

Doctoral programme heads and consultants

Section 13 (1) The work of the doctoral schools is assisted by the programme heads and consultants.

(2) The head of a doctoral school may be a core member of the given school on the basis of the resolution of the doctoral school's board or a lecturer of the school who fulfils the scientific and publication requirements in the opinion of both the doctoral school and the FDHB and has worked as a consultant of at least one successful doctoral procedure (or two procedures as a co-consultant).

Section 14 (1) The lecturers of the doctoral school may announce topics for the organised training. The consultant is a university lecturer or a researcher with a scientific degree whose topics have been approved by the doctoral school's board and who – on the basis of this approval – is responsible for guiding and assisting the academic studies and research work of the doctoral student working on his/her topic and his/her preparation for the doctoral degree award procedure.

One doctoral student or candidate may have two consultants concurrently if it is approved by the doctoral board. The name of the consultant(s) must be clearly shown on the title page of the doctoral dissertation.

(2) The consultant

- a) announces the doctoral topic;
- b) verifies the doctoral student's completion of research tasks by the relevant entry in the ETR;

- c) prepares an annual report for the head of the doctoral school on the performance of the doctoral student;
- d) assists the doctoral student in writing the doctoral dissertation and various publications;
- e) makes a proposal for the teaching and research plan of the doctoral student and helps its implementation;

(3) Additional rules for the consultants are contained in the regulations of the doctoral schools.

Faculty Doctoral and Habilitation Board (FDHB)

Section 15 The disciplinary doctoral board of the Faculty, that is, the Faculty Doctoral and Habilitation Board is a standing committee supervised by the Faculty Board, which manages doctoral and habilitation matters at the Faculty.

Section 16 The FDHB consists of an elected chairperson and members. Voting members of the FDHB include

- a) the heads of the accredited doctoral schools;
- b) one-third of the Board are experts not employed by the University (and not professor emeriti of the institution either) who meet the requirements of core membership and are recommended by the doctoral schools;¹
- c) and one member, a PhD student participating in the doctoral training, who is delegated by the Union of Doctoral Students.
- d) Since only one board rather than two separate bodies attends to doctoral and habilitation tasks at the Faculty of Humanities, in order to ensure that the provisions contained in Section 9(3) of the university habilitation regulations, the current faculty representative of the University Habilitation and Assessment Board is member of the FDHB, who may be replaced by one of the heads of the doctoral schools if this representative is prevented from participating in the work of the University Habilitation and Assessment Board.

Section 17 The dean or his/her representative and the representative of the UDB may participate in the sessions of the FDHB with the right of consultation.

Section 18 The task of the secretary of the FDHB is performed by the employee of the Dean's Office commissioned with this task.

Section 19 The detailed rules of the organisation and operation of the FDHB are determined in the Rules of Procedure adopted by the Faculty Board.

Section 20 Powers and tasks of the FDHB:

- a) Monitor the doctoral training at the Faculty and initiate changes in personnel or organisation, as appropriate, make a proposal to the UDB to help develop or transform the doctoral training pursued at the University and elaborate the University's strategy for doctoral training programmes;
- b) Submit proposals prepared by the Faculty for accreditation to launch a new doctoral school, modify or dissolve existing ones and make the necessary changes in the identity of the school heads;

¹ Amendment adopted by the Faculty Board on its session held on 22 January 2014. Effective as of 22 January 2014.

- c) Approve the admission announcements of the doctoral schools;
- d) Make a decision on the allocation of doctoral scholarship places at the Faculty;
- e) Specify the foreign language requirements of the doctoral degree, including the list of foreign languages that can be accepted as a first foreign language and the requirements for the second foreign language;
- f) Make a decision on the doctoral candidate's request for a closed defence on the basis of the assessment committee;
- g) Make a decision on the accreditation of new lecturers in the accredited schools on the basis of proposal prepared by the doctoral school's board;
- h) Adjudge the justifiable proposals of the doctoral school's board on the unilateral termination of the student status of students admitted to the doctoral training;
- i) Take up a position on awarding the doctoral degree and the nationalisation of foreign degrees;
- j) Prepare and annual summary of the quality assurance reports of the doctoral schools;
- k) Monitor and coordinate the work of the doctoral schools and the special doctoral committees;
- l) Hold the heads of the doctoral schools to account;
- m) Oversee the entry into force of the Faculty Doctoral Regulations and proposes changes if appropriate.

Special Doctoral Committees

Section 21 The Special Committees define their own rules of procedures independently. The Special Committees may also participate in the tasks that are related to the habilitation procedure.

Keeping records

Section 22 The registry sheet of the doctoral students and candidates are kept by the Faculty Doctoral Office. The Faculty Office supplies data through the ETR for the higher education information system.

The Faculty Doctoral Office shall keep the records of the following:

- a) the students participating in the doctoral training;
- b) the subjects and credits offered by the doctoral schools in the given semester;
- c) the fulfilment of academic and research requirements;
- d) the postponement of studies;
- e) the doctoral students who have obtained the pre-degree certificate;
- f) the doctoral candidates who have began the procedure for obtaining the doctoral degree.

Section 23 The studies and examinations of the students participating in the doctoral training are subject to the effective academic and examination regulations and the schedule approved by the Faculty Board of the Faculty of Humanities for the given academic year.

Organised forms of doctoral training

Section 24 (1) The organised form of doctoral training may be conducted as a full-time programme or as a part-time (correspondence) programme. Although the language of doctoral training is Hungarian, the Faculty may also announce and conduct training in a foreign language.

(2) The duration of the doctoral training is 36 months for all programmes, which can be broken down into half-year stages (hereinafter: semester). The schedule of the semester is adjusted to the timeline specified by the Faculty in accordance with Section 34(4) of the academic and examination regulations.

(3) An individual admitted to the organised doctoral training, the doctoral students, shall have a student status at the University. The student status shall be created by enrolment. The doctoral student must meet the enrolment obligation by the end of the period specified in the schedule of the academic year. The data of the enrolled students are registered in the Unified Study System (hereinafter: ETR) by the Faculty Office's Doctoral Office.

(4) The students status of the doctoral student (under which the requirements may be fulfilled within six active semesters – or more if the student undertakes it) may last up to twice the training time, a total of 12 semesters.

(5) The doctoral student is required to sign a statement upon enrolment which certifies that the student has read the university regulations on the doctoral training, the doctoral award procedure and the recommended curriculum of the doctoral school and has become familiar with his/her rights and obligations based on these rules. Upon enrolment the doctoral student shall receive a registration book and may apply for a student card.

(6) There is no need to enrol again during the student status. However, the student must register in the ETR at the beginning of every semester.

(7) If the student states that he/she does not wish to fulfil the requirements in the next semester or if the student fails to register for the next training cycle, the student status will be suspended. The contiguous suspension of the student status may not be longer than two semesters. The doctoral student may exercise the right to suspend the student status several times. The first suspension may only take place after the first semester is successfully completed.

(8) The student status is also suspended if the student is unable to perform the obligations arising from student status through no fault of his/her own because of childbirth, accident, illness or any other unforeseeable reason. The restrictions specified in paragraph (7) shall not be applied for the cases defined under this paragraph.

Section 25 (1) The full-time and part-time trainings assist the doctoral student in acquiring the knowledge and the research experience required for the doctoral degree. To this effect, the doctoral student shall participate in academic training and pursue independent research. The student participating in the doctoral training may also teach classes; however, this is not part of the academic requirements.

(2) The participation of the doctoral student in the teaching and research activities of the University is related to the obligations arising from student status. This kind of work shall be performed on the basis of an agreement regulated by Section 40 of the Fees and Grants Regulations.

(3) The doctoral student shall pursue his/her studies on the basis of the curriculum recommended by the doctoral school. The doctoral student shall carry out the research that is necessary for the completion of the dissertation in accordance with the curriculum, take the required examinations and may also perform teaching and additional research tasks.

(4) Every semester, the doctoral student shall sign up for classes in the ETR system in accordance with the curriculum. The subjects may include required and elective courses as well as required elective courses. The student must fulfil the academic requirements of the courses he/she signed up for in each semester. Every semester the doctoral student must be given one occasion to improve his/her academic results.

(5) Successful performance in the exams and the fulfilment of the research requirements shall be verified by the lecturer authorised to make an entry in the ETR.

(6) The doctoral student may participate in study abroad training programmes during the time of student status. The doctoral student should apply to the Credit Transfer Committee for the recognition of courses taken during his/her study abroad programme in accordance with Sections 54-55 of the Academic and Examination Regulations. Before its decision, the Credit Transfer Committee shall ask the consultant for proposal.

(7) If the doctoral student has fulfilled his/her academic requirements, that is, he/she has acquired 180 credit points in the course of at least 6 active semesters, he/she may apply for a pre-degree certificate to the Faculty Office. The pre-degree certificate may be issued only if the student has uploaded publication data to the Repository of Hungarian Scientific Works (RHSW) and made them public within two months after the request for the pre-degree certificate was submitted (or, in the case of new registration, after the registration data were added).²

Section 26 (1) The student status of the doctoral student shall terminate on the last day of the doctoral training (36 months) or in a semester beyond the training time, on the day the student fulfils the training requirements if the student applies for the pre-degree certificate.

(2) The student status of the doctoral student shall terminate with the decision of the doctoral school's board

- a) if the doctoral student fails to register for the next semester on two consecutive occasions, effective on the day the decision enters into force;
- b) if the doctoral student fails to resume his/her studies after the suspension of student status, effective on the day the decision enters into force;
- c) if the doctoral student fails to obtain the pre-degree certificate within twice the training time from enrolment – including both active and passive semester, provided in all the above cases that the student has been called upon – at least twice – in writing or in electronic form to meet this obligation by the required deadline and has been informed of the legal consequences of such default.

Admission to the organised doctoral training

Section 27 Any Hungarian or foreign citizen is eligible to apply for the organised doctoral training who has an MA degree with at least grade 4 (good) from a domestic or foreign

² Amendment adopted by the Faculty Board on its session held on 10 December 2014. Effective as of 10 December 2014.

institution or will obtain this degree in the year of admission at least by the time the enrolment period begins and has a type C (that is, level B2 complex) foreign language proficiency exam recognised by the state in one of the foreign languages specified by the FDHB.

Section 28 The admission announcement along with the condition for application to the doctoral training programmes shall be made public by the Doctoral Office on the website of the Faculty of Humanities and by the doctoral schools on their respective websites.

Section 29 The entrance examinations shall be organised and implemented by the doctoral schools. The application forms shall be forwarded to the Doctoral Office after the expiry of the application deadline, and following the oral entrance hearing the resolutions of the doctoral school shall also be forwarded for further action.

Section 30 The procedural fee for application to the doctoral training is HUF 9,000 per application. When submitting the application, the applicant must certify, by attaching the document certifying payment, that the procedural fee has been paid to the doctoral school.

Section 31 (1) The applicants shall be informed by the Doctoral Office about the decision and the explanation if the application is rejected.

(2) If the applicant applying for a scholarship meets the entrance requirements but, for lack of a sufficient number of scholarships, can only start his/her studies as a fee-paying student, the Doctoral Office shall ask him/her to state whether he/she is willing to modify the application accordingly.

(3) In the case of admission, the Doctoral Office shall inform the applicants in writing of the schedule of the semester – including the beginning and the end of the enrolment period –, the method of enrolment, the costs of the training, the payment deadlines and the possibility to apply for a student card.

Section 32 The Doctoral Office shall also inform, in writing, the students who have been admitted about the availability of the university and faculty regulations related to the doctoral training so that they can get acquainted with their rights and obligations. (By signing the enrolment form at the required place, the students state that they have become familiar with the regulation that apply to them.)

The doctoral award procedure and the doctoral degree

Section 33 (1) After completion of the doctoral training programme, the doctoral degree may be obtained under a separate award procedure.

(2) The participant in the doctoral award procedure is the doctoral candidate. Doctoral candidates may also be individuals who have not participated in the doctoral training but intend to prepare for obtaining the degree on their own provided that they have a Master's degree and have fulfilled the requirements of the doctoral training. If the doctoral student begins the doctoral award procedure during his/her doctoral training, in addition to student status he/she also becomes a doctoral candidate.

(3) The doctoral award procedure shall begin on the basis of the application submitted by the individual once the application is accepted. The application of an individual who has successfully completed his/her studies in a doctoral school may not be rejected. The applicant

states on the application form that there is no other doctoral award procedure in progress in the same discipline, there has been no rejected application for a doctoral award procedure within the last two years, and he/she has not failed to defend his/her doctoral dissertation in the last two years. The board of the accredited doctoral school shall make a decision on launching the doctoral award procedure. The Doctoral Office shall prepare a registry sheet for the doctoral candidate.

- (4) Conditions for obtaining the doctoral degree:
- a) fulfilling the obligations specified in this regulation and those specified by the doctoral schools;
 - b) passing the comprehensive doctoral examination;
 - c) evidence of knowledge of two foreign languages – required for the pursuit of academic activity in the given discipline of science;
 - d) presentation of independent academic work such as articles, studies, or in other forms; as a precondition for taking the DLA degree, presentation of the results of independent artistically creative work in line with the specificities of the given field of art;
 - e) independent execution of academic or artistic assignments appropriate to the requirements of the academic degree; presentation of the dissertation, or the master project; public defence of the research results;
 - f) a pre-degree certificate issued by the Faculty which certifies the completion of the required 180 credits and the 36 months of training. The pre-degree certificate shall be issued by the Faculty at the request of the student on condition that all the requirements have been fulfilled (after checking the data uploaded to the RHSW, on the basis of the proposal prepared by the head of the doctoral school). The pre-degree certificate may not be issued if the student's public publication data are not listed in the Repository of Hungarian Scientific Works (RHSW) within two months after the request for the pre-degree certificate was submitted (or, in the case of new registration, after the registration data were added).³
- (5) a) The doctoral candidate status shall terminate with the completion of the doctoral degree award procedure or if the doctoral candidate fails to submit the doctoral dissertation within two years after the doctoral candidate status is created. The provisions applying to student status must be applied to any other matters regarding the rights and obligations of the doctoral candidate.
- b) The doctoral candidate status may be immediately terminated by the decision of the doctoral school's resolution if it is proved that the doctoral candidate – contrary to the statement on originality – used the intellectual property of others as his/her own in the submitted dissertation or used false or forged data in the dissertation.⁴

The doctoral award procedure following individual preparation

Section 34 (1) The goal of individual preparation is to enable experts who have considerable teaching and/or research experience gained at higher education institutions and/or academic

³ The amendment was adopted by the Faculty Board on its session held on 10 December 2014. Effective as of 10 December 2014.

⁴ The amendment was adopted by the Faculty Board on its session held on 16 October 2013. Effective as of 16 October 2013.

research institution as well as have an excellent track record of documented scientific activities to obtain the doctoral degree without participating in organised doctoral training.

(2) The doctoral school's board shall assign a consultant – selected from the programme heads of the school – to the doctoral candidate preparing for the degree individually to monitor and assist the preparation of the candidate.

(3) The academic requirement set out in Section 33(4) f) (pre-degree certificate obtained at the end of studies in the organised training offered by the doctoral school) shall not be applied to such candidates.

(4) The doctoral school may specify special requirements for the acceptance of the application in its own regulations.

The doctoral final examination

Section 35 (1) The doctoral final examination is part of the procedure for obtaining the doctoral degree and is designed to assess, in a comprehensive way, the knowledge acquired by the individual participating in the doctoral procedure in the respective discipline.

(2) The topics of the comprehensive final examination shall be determined by the doctoral school's board. The topics must be made available to the candidate at least one month before the time of the final examination.

(3) The doctoral final examination must be taken publicly before the final examination board – no later than within two years after the application for the degree award procedure is accepted (or, if the candidate has already submitted the dissertation, during the period of assessment).

The members of the comprehensive final examination board and the topics of the examination shall be determined by the doctoral school's board.

The final examination board, which is established by the doctoral school's board, shall consist of at least three members. The members of the final examination board must hold a scientific degree. In selecting the members of the comprehensive examination board, it must be ensured that at least one of its members has no employment relationship with the University. For the purpose of this provision, a professor emeritus qualifies as a person with an employment relationship with the University.

The chairperson of the final examination board must be a professor, professor emeritus/emerita or an associate professor with habilitation.

The consultant, a close relative of the doctoral candidate or any other person who cannot be expected to assess the case objectively may not be the member of the final examination board.

(4) The final examination board shall make a decision on the performance of the examinee at a closed session by secret vote (for which the doctoral regulations propose scores between 1 and 5), and 60% of the total number of scores that can be given by the members of the board present is required for a pass. The assessment of the successful examination may be: summa cum laude (above 85%), cum laude (71–85%), rite (60–70%). The final examination below 60% shall result in a fail.

(5) The result of the final examination must be announced immediately after the examination. The doctoral final examination must be registered in a record.

- (6) If the doctoral final examination is a fail, the doctoral candidate may retake it once during the doctoral candidate status but not earlier than in the next semester. After two unsuccessful final examinations, the doctoral school shall consider the procedure unsuccessful and will not allow the creation of a new doctoral candidate status within two years.
- (7) The doctoral defence can only take place after a successful doctoral final examination.

The doctoral dissertation

Section 36 (1) The doctoral topic is a research area which enables the doctoral candidate – under the guidance of the consultant – to acquire the skills that are necessary for using scientific methods, achieve appreciable scientific results and demonstrate his/her knowledge and skills in the form of scientific publications and presentations, creative works of art and, finally, a doctoral dissertation.

(2) The doctoral dissertation is a comprehensive piece of work written in Hungarian or a foreign language which presents the candidate's objectives, knowledge of the literature and research methods.

(3) The dissertation must show the name of the author, the doctoral school, the name of the consultant and the place and date of preparation. The dissertation must include a table of contents, an abstract in Hungarian and a list of references. The latter must also include the scientific publications of the candidate. The dissertation may include appendices (e.g. pictures, document collections, etc.). If an abstract is prepared in a foreign language, the language of it is determined by the doctoral school.

(4) The dissertation must be submitted to the competent doctoral school concurrently with the application for the degree award procedure or within two years after the application is accepted. As an additional precondition for the submission of the dissertation, the doctoral candidate may not have a doctoral degree award procedure in progress, his/her application for the degree award procedure may not have been rejected within the last two years, he/she may not have failed to defend his/her doctoral dissertation in the last two years or his/her doctoral dissertation may not have been withdrawn within five years. Compliance with these additional requirements and the fact that the dissertation is the result of independent work and the references are clear and complete must be confirmed in a statement by the doctoral candidate in writing at the time of submitting the doctoral dissertation or the application for the degree award procedure.

The consultant's statement which supports the submission of the dissertation for public defence should also be attached to the doctoral dissertation.⁴

(5) The dissertation must also be submitted electronically to the doctoral school. In addition to the electronic format, the dissertation must be submitted in the form and number of copies specified by the doctoral school.

(6) The theses of the dissertation must be attached in the number of copies and in the language specified by the doctoral school. The thesis booklet of the dissertation is an independent piece of work which summarises the results of the independent research or independent work of art.

⁴ Amendment adopted by the Faculty Board on its session held on 16 October 2013. Effective as of 16 October 2013.

The results must be presented in a uniform system that can be interpreted on its own with listing the new findings and building upon the publications or works of art of the candidate.

- (7) The formal requirements and the length of the dissertation and the theses are determined by the doctoral school.
- (8) When the dissertation has been received, the doctoral school's board shall make a proposal for the assessment committee and the two official reviewers (opponents). The two official reviewers may reject the task within 15 days without explanation.
- (9) The own regulations of the doctoral schools shall provide for any preliminary debate of the doctoral dissertation before it is put into its final form. The preliminary debate shall be organised by the doctoral school.

The assessment procedure and the public debate

Section 37 The dissertation must be defended before an assessment committee in a public debate. The debate must be announced one week before its date on the notice board and the website of the faculty concerned as well as at the venue of the debate. The doctoral school may also decide to publish the announcement in the media.

Section 38 (1) The assessment committee, which consists of a chairperson, the two reviewers and another two members, shall be appointed by the doctoral school's board. The chairperson of the committee shall be a professor or professor emeritus/emera of the University who is competent in the area. All the members of the committee shall hold a scientific degree. One reviewer and at least one member shall be an external expert who are not in an employment relationship with the University. The candidate's consultant may not be the member of the committee. The candidate may raise an objection to the composition of the assessment committee within 8 days – only on the basis of any conflict of interest or prejudice.

(2) The two reviewers shall prepare a written report on the dissertation at the request of the doctoral board within two months after the submission of the dissertation during the study period and shall state whether they propose the dissertation for public defence.

After the reports and the answers to the questions are completed, the public debate of the dissertation shall be organised within two months. The dissertation may only be submitted for public defence if both reports are positive. If one of the reports prepared by a reviewer is negative, the doctoral board shall invite a third reviewer. In this case, the number of the members of the assessment committee shall be six.

If both reports are negative or the defence of the dissertation is unsuccessful, a new dissertation for a new assessment procedure may be submitted only after two years. A new assessment procedure in the same topic may be initiated only once.

(3) The report must provide details on the content and formal merits and shortcomings of the dissertation, mentioning whether the new scientific results of the candidate presented in the theses are acceptable. The reviewers must also state whether they propose the acceptance of the dissertation and the award of the doctoral degree to the candidate. The reports may contain questions to the candidate.

(4) The reports must be prepared in 3 copies and submitted to the competent doctoral school's board. The candidate shall receive the reports in writing and shall respond to the questions contained in them in writing at least 15 days before the public defence.

(5) The dissertation must be submitted for public defence within two months after the two positive reports are received during the study period.

The doctoral school and the Doctoral Office shall ensure that the members of the assessment committee can read the reports and the answers to the questions.

Section 39 (1) The public debate shall be chaired by the chairperson of the committee.

(2) At the beginning of the public debate the chairperson shall establish that the committee has a quorum for which at least four members of the committee, at least one of them being an external expert, must be present. The debate can take place if at least one of the reviewers is present and the other reviewer has stated in writing that he/she accepts the answers to his/her questions.

(3) The candidate shall present the theses of his/her dissertation in a free lecture during the public debate and then shall answer the written questions of the reviewers, the members of the committee and the members of the audience. If so requested by the candidate, the defence may be a close procedure provided that the assessment committee supports it and the doctoral board approves it, if the doctoral dissertation contains classified data protected by intellectual property or for reasons of national security.

(4) After the debate is closed by the chairperson, the assessment committee shall make a decision on the performance of the candidate at a closed session by secret vote (for which the doctoral regulations propose scores between 1 and 5), and 60% of the total number of scores that can be given by the members of the committee present is required for a positive decision. The assessment of the successful defence of the dissertation may be: *summa cum laude* (above 85%), *cum laude* (71–85%), *rite* (60–70%). If the assessment of the dissertation is below 60%, the defence of the dissertation shall be unsuccessful. The chairperson shall publicly announce and explain the results of the public debate after the voting.

(5) The results of the defence and the decision of the committee must be registered in a record. The doctoral candidate may request a certificate on the result of the doctoral final examination and the defence. The certificate does not mean that the doctoral degree will be awarded, which must be made clear in the certificate.

(6) If both reports are negative or the defence is unsuccessful, a new procedure may be initiated not earlier than after two days from the date of the unsuccessful defence and only once in the same doctoral topic.

(7) The degree award procedure must be completed within two years after the submission of the dissertation.

(8) The doctoral degree may be withdrawn on the basis of the decision of the doctoral board if it is established that the requirements for the award of the doctoral degree have not been fulfilled.

The publicity of the doctoral dissertation

Section 40 (1) The doctoral dissertation and its theses can be freely viewed by anybody. The doctoral schools shall ensure that the doctoral dissertation and its theses are filed in an electronic and printed format and made available for the public in full in such a way that one electronic and

one printed copy of the dissertation and its theses are stored in the form specified in paragraphs (2) and (3).

(2) The doctoral dissertation and its theses shall be made available to anybody in an electronic format in a separate database on the University's website – in the database of doctoral theses and dissertations – in Hungarian and English or in any other foreign language that is justified by the special conditions of the given discipline. The doctoral schools shall ensure that the database created by the University is constantly updated.

(3) One printed and catalogued copy of the dissertation must be placed in the central library of the University .

(4) The doctoral dissertation and its theses must be made available to anybody in the Repository of Hungarian Scientific Works, furnished with an identifier (DOI) in accordance with generally accepted international practice.

(5) In the case of a doctoral dissertation protected by intellectual property or a patent, the disclosure of the doctoral dissertation and its theses may be postponed at most up to the date on which the patent right is registered, if so requested by the candidate and if it is supported by the assessment committee and approved by the doctoral board. A doctoral dissertation and its theses containing classified data for reasons of national security shall be made public after the period of classification expires.

Independent scientific work

Section 41 (1) The doctoral candidate shall demonstrate his/her scientific work by monographs and papers published in scientific journals or volumes – some of which may be works accepted for publication. When assessing the scientific publications, only works listed in the Repository (RHSW) may be considered. Depending on the particular discipline, the candidate may specify his/her doctoral school and consultant, if it is justifiable.

(2) The academic requirements for the place and the number of publications shall be determined by the doctoral school's board every three years (which was first done in 2001).

(3) The publications may have co-authors, including the candidate's consultant. If two authors of a publication are doctoral candidates, the consultant must decide how much each of the two doctoral candidates contributed to the results used in the dissertation.

Foreign language proficiency

Section 42 (1) In accordance with the resolution of the FDHB, the foreign language requirements in the doctoral schools of the Faculty of Humanities shall be as follows:

(1) The foreign language proficiency requirement for admission shall be as follows: at least an accredited type C (level B2 complex) language proficiency exam recognised by the state in one of the following languages: English, German, Russian, French, Spanish, Italian, Portuguese, Chinese, Japanese.

The language proficiency exam that fulfils the admission requirements must be a proficiency exam taken at an accredited language examination centre in accordance with the effective government decree or a language proficiency certificate issued before the government decree entered into

force or any other equivalent certificate recognised by the state. (The documents that were classified as equivalent with the language proficiency exam before the entry into force of the government decree – in the event that they are not listed in the currently effective decree – may not be accepted as a first foreign language proficiency exam.)

(2) The PhD degree requires two foreign language proficiency exams, and the minimum requirement for the second foreign language – unless otherwise provided by the doctoral school's board – is an exam taken at the Department of Foreign Languages, but at least an accredited type C proficiency exam is recommended or a certificate that is recognised as equivalent by the effective government decree (in special cases by the ministerial decrees already repealed) in one of the foreign languages accepted for scientific publications. The range of foreign languages eligible as a second language may be determined by the doctoral school/programme – for the discipline of the research.

(3) The doctoral candidates admitted before the 2006/2007 academic year, who were enrolled in the training programme with a proficiency exam in a language other than those listed, shall be subject to the following: professional level must be assessed extremely carefully in the dissertation with special regard to the number and quality of publications (publications in a foreign language, etc.).

As for the type C basic-level proficiency exam in the second foreign language, it is expected that this language should be one of the major languages that are acceptable for scientific publications.

(4) The non-Hungarian native language of the home country may be accepted as a second foreign language for doctoral candidates coming from beyond the borders of Hungary if the candidate concerned obtained his/her university degree in this language or he/she can credibly verify proficiency in this language.

(5) If the native language of the candidate is other than Hungarian, this language must be accepted as a language satisfying the foreign language requirement.

(6) A non-Hungarian sign language may be accepted as a foreign language for candidates with a hearing disability.

The doctoral degree, the assessment of the doctoral degree, the content of the doctoral degree certificate and conferring the degree

Section 43 (1) The degree award procedure shall be successful if the candidate has fulfilled all the publication requirements of the given doctoral school, passed the doctoral final examination, successfully defended the dissertation and certified the fulfilment of the foreign language requirements.

(2) The doctoral school shall make the proposal on conferring the doctoral degree upon the basis of the fulfilment of all the publication requirements, the successful final examination and defence of the dissertation. The doctoral degree shall be awarded by the UDB on the basis of the proposal of the doctoral school and the FDHB in secret vote with a simple majority of the members present and shall inform the Hungarian Accreditation Committee of this decision. The UDB shall issue a certificate on the doctoral degree, which is signed by the president of the UDB and the rector of the University.

(3) The addressee of this decision may lodge an appeal in accordance with the provisions contained in Section 14 of the university doctoral regulations.

(4) The assessment of the doctoral (PhD) degree shall be calculated on the basis of 30% of the result of the final examination and 70% of the result of the public defence. The assessment of the doctoral degree may be: *summa cum laude* (above 85%), *cum laude* (71–85%), *rite* (60–70%).

Section 44 (1) The doctoral degree certificate shall contain the name and seal of the University of Pécs, the name, place and date of birth of the holder of the degree, the assessment of the doctoral degree, the discipline, the place, year, month and day of award.

(2) The University shall issue the certificate in Hungarian and English or Latin. The data sheet necessary for issuing the certificate is contained in Annex 7 of the university doctoral regulations.

Section 45 (1) The doctoral degree shall be conferred upon the candidates who have obtained the doctoral degree at a public ceremonial session of the Senate. The candidates shall take a doctoral oath at the award ceremony.

(2) The candidates who have obtained the doctoral degree shall have the right to use the Dr (PhD) title after the degree is officially conferred. If so requested by the student, the University will issue a certificate on the results of the doctoral final examination and the public defence, which will be signed by the president of the UDB.

Doctoral degree with honours

Section 46 (1) The University – at the proposal of the Senate and at the initiative submitted by the minister, subject to the prior consent of the President of the Republic of Hungary – shall confer the doctoral degree with *Promotio sub auspiciis praesidentis Rei Publicae* honours upon a student

- a) whose grades during his/her studies in secondary (vocational) school for each subject in every year beginning with year 9 were excellent (5) in his/her school report; whose grades in the school-leaving certificate for each subject were excellent (5), including the grade for diligence;
- b) whose grades for each required examination taken during his/her studies in the BA and MA or the undivided, single-tier training programme were excellent (5) or equivalent to excellent (5) in the University's assessment system; and
- c) whose grades for each required exam taken during his/her doctoral studies were excellent (5) and the assessment of the doctoral final examination was *summa cum laude*, and whose performance in the procedure leading to the award of the doctoral degree received the highest possible assessment in the given assessment system.

(2) If the candidate pursued some of his/her studies at a foreign institution, the requirements in paragraph (1) must be taken into account in accordance with the assessment system of the foreign education institution – after the qualification level certified by the foreign diploma or the doctoral degree certificate is nationalised.

(3) If the qualification has been acquired in a university or college level training, the provisions in point b) of paragraph (1) must also be applied to the results achieved in university or college training.

(4) The candidate concerned shall apply, in writing, to the doctoral board for the doctoral degree with honours. The doctoral board shall forward the application – along with its proposal – to the president of the UDB. The decision on endorsing the application shall be made by the Senate.

(5) On the basis of the Senate's positive proposal, the rector of the University shall send the minister responsible for education the authentic copies of the documents required for the minister's submission which verify that the candidate meets the conditions specified in Section 40(1).

Recognition of the title of candidate of science(s)

Section 47 The University shall issue the doctoral certificate for a candidate of science(s) – provided that the University is accredited in the discipline specified in the certificate issued for the candidate of science(s) degree – upon a written application without any separate assessment procedure. The certificate so issued shall not have any assessment.

Nationalisation of a scientific degree obtained abroad

Section 48 (1) The University shall conduct the nationalisation procedure in accordance with the provisions of Act C of 2001 on the recognition of foreign certificates.

(2) The UDB may nationalise a scientific degree as a doctoral degree upon the proposal of the doctoral schools when the requirements for obtaining the given scientific degree comply with the requirements for the doctoral degree or can be made to comply with such requirements after specifying and completing additional requirements. The naturalised degree shall not have any assessment.

(3) The detailed rules are contained in the Faculty's PhD nationalisation procedure. The rules of procedure for the naturalisation of scientific degrees obtained abroad shall constitute an annex to these Regulations.

Pre-doctoral jobs

Section 49 (1) The University – in agreement with the doctoral schools – may announce pre-doctoral jobs funded by the revenues of the doctoral training in a number determined annually for the doctoral students who have received the pre-degree certificate in the organised training. The goal of pre-doctoral employment is to assist the doctoral student in preparing the dissertation within one year after the completion of the organised training.

(2) The pre-doctoral jobs may be filled under an agency contract for a fixed period of 12 months; the employed student shall not have a student status. The net agency fee shall be equal to the amount of the current doctoral scholarship.

(3) The individual employed in the pre-doctoral job may not have any income coming from any other full-time job during the effective period of the agency contract.

(4) The additional conditions for filling in the pre-doctoral jobs shall be determined by the doctoral school's board.

Legal remedy

Section 50 (1) Pursuant to Section 57 of the National Higher Education Act, the doctoral student may appeal against the decision of the University or when the University fails to make a decision within fifteen days from the notification of the student concerned or, in lack of such notification, within fifteen days after the date on which the student learns about such decision or failure in accordance with the rules of procedure contained in the Academic and Examination Regulations.

(2) The appeal against the decision of the FDHB shall be dealt with by the UDB.

Final provisions

Section 51 (1) These Regulations shall enter into force on the day it is adopted by the Faculty Board; at the same time, the faculty doctoral regulations adopted on 16 September 1998, amended from time to time, shall be repealed.

(2) The doctoral events and procedures that began before the entry into force shall be regulated by law and, up to the deadline determined by the Hungarian Accreditation Committee, the faculty doctoral regulations adopted on 16 September 1998, amended from time to time.

(3) The doctoral schools must prepare their own internal statutes by 30 September 2013, taking into account the present Regulations and the rules of procedure of the FDHB. The rules of procedure and the internal statutes shall constitute annexes to these Regulations.

Section 52 The FDHB shall prepare its Rules of Procedure by 1 September 2013 and shall submit it to the next session of the Faculty Board.

Dated: Pécs, 26 June 2013

Dr Ferenc Fischer
Dean

Clause:

- These Regulations were adopted by resolution No 961/2013 (VI. 26.) of the Faculty of Humanities Board at its 239th session.
- The amendment of these Regulations was adopted by resolution No. 976/2013. (X. 16.) at the session of the Faculty of Humanities Board of the University of Pécs held on 16 October 2013. The amended Regulations shall enter into force on the day it is adopted by the Faculty Board.
- The amendment of these Regulations was adopted by resolution No. 3/2014. (I. 22.) at the session of the Faculty of Humanities Board of the University of Pécs held on 22 January 2014. The amended Regulations shall enter into force on the day it is adopted by the Faculty Board.
- The amendment of these Regulations was adopted by resolution No. 3/2014. (XII. 10.) at the session of the Faculty of Humanities Board of the University of Pécs held on 10 December 2014. The amended Regulations shall enter into force on the day it is adopted by the Faculty Board.

Dr Ferenc Fischer
Dean

Doctoral schools and programmes at the UP Faculty of Humanities

Doctoral School in Philosophy

Head of the School: Dr János Boros, DSc., professor

History of ancient philosophy; the history of Hungarian philosophy

Programme head: Dr Róbert Somos, DSc., professor

Epistemology and ethics

Programme head: Dr János Boros, DSc., professor

Social philosophy and aesthetics

Programme head: Dr János Weiss, DSc., professor

Interdisciplinary Doctoral School

Head of the School: Dr Ferenc Fischer, DSc, professor

“Europe and Hungarians in the 18th–20th centuries” Doctoral Programme

Programme head: Dr Mária Ormos, professor emerita, regular member of the Hungarian Academy of Sciences

Doctoral Programme in Medieval and Early Modern History: “The Carpathian Basin and the neighbouring empires 600–1700”

Programme head: Dr Márta Font, DSc, professor

Doctoral Programme in Ancient History: The history and culture of the Carpathian Basin and the peoples of the ancient world and their relations in the antiquity

Programme head: Dr Zsolt Visy, DSc., professor

Doctoral Programme in Ethnography – Cultural Anthropology

Programme head: Dr Gábor Vargyas, DSc., professor

“The territorial, historical and social dimensions of governance”

Doctoral Programme in Political Science

Programme head: Dr Ilona Kovács-Pál, DSc, professor, correspondent member of the Hungarian Academy of Sciences

Doctoral School in Literary Studies

Head of the School: Dr Beáta Thomka, DSc., professor

Doctoral Programme in Literary Studies

Programme head: Dr Beáta Thomka, DSc., professor

Doctoral School in Linguistics

Head of the School: Dr Marianne Nikolov, DSc., professor

Doctoral Programme in Applied Linguistics

Programme head: Dr Tibor Szűcs, PhD, associate professor
Doctoral Programme in English Applied Linguistics and TEFL/TESOL
Programme head: Dr Marianne Nikolov, DSc., professor

Doctoral School in Education: “Education and Society”

Head of the School: Dr Katalin Kéri-Ambrus, DSc., professor
Doctoral Programme in the Sociology of Education
Programme head: Dr Katalin Forray R., DSc., professor emerita
Doctoral Programme in the History of Education
Programme head: Dr Katalin Kéri-Ambrus, DSc., professor

Doctoral School in Psychology

Head of the School: Dr János László, DSc., professor
Doctoral Programme in Applied Psychology
Programme head: Dr György Révész, PhD, associate professor
Doctoral Programme in Theoretical Psychoanalysis
Programme head: Dr Ferenc Erős, DSc., professor emeritus
Doctoral Programme in Evolutionary Psychology
Programme head: Dr Tamás Bereczkei, DSc., professor
Doctoral Programme in Developmental and Clinical Psychology
Programme head: Dr Bernadette Péley, professor
Doctoral Programme in Personality and Health Psychology
Programme head: Dr Enikő Kiss, professor
Doctoral Programme in Social Psychology
Programme head: Dr János László, DSc., professor

Doctoral School in Demography and Sociology

Head of the School: Dr Zsolt Spéder, professor
Doctoral Programme in Demography
Programme head: Dr Zsolt Spéder, professor
Doctoral Programme in Addictology and Healthy Lifestyle
Programme head: Dr Gábor Kelemen, professor
Doctoral Programme in the Sociology of Settlements
Programme head: Dr Teréz Kovács, DSc, professor

Fees of the doctoral training and the doctoral and habilitation procedure

The fees are determined on the basis of the **current base remuneration of public officials**. From 2008 (and also at present) the *base remuneration of public officials (BR)* is: HUF 20,000.

Fees payable by doctoral students and doctoral candidates as well as lecturers applying for habilitation:

Fee for admission to the doctoral programme: HUF 9,000

Training fees for fee-paying students as of the 2014/2015 academic year⁶:

Doctoral School in Demography and Sociology	750% of the base remuneration (HUF 150,000)
Doctoral School in Philosophy	450% of the base remuneration (HUF 90,000)
Interdisciplinary Doctoral School	500% of the base remuneration (HUF 100,000)
Doctoral School in Literary Studies	500% of the base remuneration (HUF 100,000)
Doctoral School in Linguistics	475% of the base remuneration (HUF 95,000)
Doctoral School in Education: “Education and Society”	500% of the base remuneration (HUF 100,000)
Doctoral School in Psychology	500% of the base remuneration (HUF 100,000)

In accordance with the Dean’s Order on the reduction of training fees, the Dean is entitled to grant a reduction in the training fees up to 1.5% per doctoral school of the total amount of the fees actually paid in the given semester for PhD training by the required deadline in the semester concerned and up to a total of 50% of the training fees for semesters 1 to 6.

Doctoral students may apply for a reduction of the training fee especially beyond the training period for earning the research credits. In this case, the amount of the reduction – without any deliberation – shall be as follows: the reduced fee of the 7th active semester shall be 20% of the training fee; the reduced fee of the 8th active semester shall be 50% of the training fee; the reduced fee of the 9th active semester shall be 75% of the training fee. The doctoral student may not receive any reduction in the 10th–12th semesters.

⁵ Amendment adopted by the Faculty Board at its session held on 10 December 2014. Effective as of 10 December 2014.

⁶In accordance with the resolution of the FDHB of the Faculty of Humanities adopted on 28 January 2014.

Fees payable by during the doctoral candidate status as of 1 January 2015:

The fee for the doctoral degree award procedure and the defence fee may be different for each doctoral school within the limits defined by the University's Fees and Grants Regulations. (The new regulation on the fee for the doctoral degree award procedure shall apply to those who had not submitted an application for the creation of the doctoral candidate status by 18 November 2014 or who do not have a doctoral candidate status.)

Fee for the doctoral degree award procedure: shall differ for each doctoral school (in a procedure conducted in Hungarian and in the case of Hungarian and foreign language dissertations). (The doctoral schools reserve the right to modify the currently unified fee structure – four times the current remuneration base of public officials.):

Doctoral School in Demography and Sociology	BR x 4, currently HUF 80,000
Doctoral School in Philosophy	BR x 4, currently HUF 80,000
Interdisciplinary Doctoral School	BR x 4, currently HUF 80,000
Doctoral School in Literary Studies	BR x 4, currently HUF 80,000
Doctoral School in Linguistics	BR x 4, currently HUF 80,000
Doctoral School in Education: "Education and Society"	BR x 4, currently HUF 80,000
Doctoral School in Psychology	BR x 4, currently HUF 80,000

For those who have paid a contact fee per semester before and can certify it with documents, the doctoral schools/programmes may offset these amounts at their own discretion against the fees payable during the doctoral candidate status.

The fee for the doctoral degree award procedure shall be paid in two instalments: the first one at the time of registration and the second one at the time of applying for the doctoral final examination. The doctoral final examination may not be organised as long as the doctoral candidate owes any procedural fee.

Only those are eligible for a reduction – of 50% – who create a doctoral candidate status immediately after their doctoral student status. No reduction in the fee for the doctoral degree award procedure may be awarded under any other title. Those who have received a reduction but fail to pass the doctoral final examination and submit the doctoral dissertation during the two-year doctoral candidate status and cannot credibly provide a well-founded reason for such delay (e.g. an accident or illness) must pay the second instalment of the procedural fee.

Fee of the doctoral final examination: BR x 1 (currently HUF 20,000)

The fee of the doctoral final examination must be paid and payment must be certified 10 days before the examination the latest.

The fee of the final examination may not be reduced.

The **defence fee** shall be different for the different doctoral schools. (The doctoral schools reserve the right to modify the currently unified fee structure – seven times the current remuneration base of public officials.) The defence fee may not be reduced.

Defence fee by doctoral school:

Doctoral School in Demography and Sociology	BR x 7, currently HUF 140,000
Doctoral School in Philosophy	BR x 7, currently HUF 140,000
Interdisciplinary Doctoral School	BR x 7, currently HUF 140,000
Doctoral School in Literary Studies	BR x 7, currently HUF 140,000
Doctoral School in Linguistics	BR x 7, currently HUF 140,000

Doctoral School in Education: "Education and Society"	BR x 7, currently HUF 140,000
Doctoral School in Psychology	BR x 7, currently HUF 140,000

The defence fee shall be payable in two instalments: the first one shall be due at the time the dissertation is sent for review and the second one by the time the date of the defence is set.

In a procedure conducted in a foreign language the fees are determined by the doctoral schools/programmes on a case-by-case basis within the following limits:

- a) the fee for the doctoral degree award procedure shall be an amount between four and sixteen times the current base remuneration of public officials;
- b) the fee for the doctoral final examination shall be an amount between one and six times the current base remuneration of public officials;
- c) the defence fee shall be an amount between six and forty times the current base remuneration of public officials;

Fee for **issuing the certificate**: BR x 0,5 (currently HUF 10,000)

The fee for issuing the certificate must be paid within 15 days the latest from the day on which the successful defence took place. The data sheet used for issuing the certificate (Annex 3 of the university doctoral regulations, which the candidate received as Annex 7 of the Faculty Doctoral Regulations) must be filled!

Fee for the nationalisation of a scientific degree obtained abroad: HUF 25,000

Fee for the habilitation procedure

If conducted in Hungarian: BR x 11 (currently HUF 220,000)

If conducted in a foreign language: BR x 17 (currently HUF 340,000)

Minimum remuneration for the participants of the doctoral and habilitation procedures:

- **reviewers (opponents):** 100% of the current base remuneration of public officials
- **chairperson of the assessment committee:** 100% of the current base remuneration of public officials
- **members of the assessment committee:** 50% of the current base remuneration of public officials

RULES OF PROCEDURE FOR THE NATIONALISATION OF A SCIENTIFIC DEGREE AT THE FACULTY OF HUMANITIES WHICH IS OBTAINED ABROAD

1. Pursuant to the Doctoral Regulations of the University of Pécs, the University Doctoral Board may nationalise a scientific degree as a doctoral (PhD) degree upon the proposal of the faculty doctoral board (FDHB) when the requirements for obtaining the given scientific degree comply with the requirements for the doctoral (PhD) degree or can be made to comply with such requirements after specifying and completing additional requirements.
2. The application for nationalisation along with the following documents and certificates may be submitted by the applicant to the president of the FDHB:
 - application for the nationalisation of the degree;
 - photocopy of the foreign PhD certificate;
 - translation of the university degree authenticated by the Hungarian Office for Translation and Attestation (OFFI);
 - copy of the check certifying payment of the nationalisation procedure fee;
 - Curriculum Vitae;
 - list of publications.
3. The president of the FDHB, in collaboration with the secretary, shall examine if the required documents and certificates have been submitted by the applicant in full. If the documents are incomplete, the applicant shall be called upon to correct application by a specified deadline.
4. The president of the FDHB shall send the documents which comply with the rules of procedure to the head of the Doctoral School/Programme competent in the area.
5. The head of the Doctoral School/Programme may specify additional requirements on the basis of the opinion of the Doctoral School's Board, which must be fulfilled by a deadline.
6. The head of the Doctoral School/Programme – after personally consulting with the applicant – shall make a proposal to the FDHB on the nationalisation of the PhD degree or the refusal of the application by taking into account the opinion of the Doctoral School's Board.
7. On the basis of this proposal, the FDHB shall make a decision on the nationalisation of the PhD degree.
8. The FDHB may propose to the University Doctoral Board the nationalisation of the PhD degree obtained abroad. The final decision on nationalisation shall be made by the UDB.

9. The procedural fee is HUF 25,000. 95% of the fee shall be due to the competent Doctoral School/Programme which is responsible for the review work. 5% of the fee shall be due to the Dean's Office as administration fee.

DATA SHEET FOR ISSUING THE PRE-DEGREE CERTIFICATE

I. Data

Name:

Mother's name:..... maiden

Name of Doctoral School/Programme and Consultant:
.....
.....

Mailing address:.....

Phone:.....Email:.....

Number of completed semesters:..... Credits earned :.....

The registration book must be attached if it has not been given to the Doctoral Office! After the pre-degree certificate is issued, (please encircle as appropriate),

- a)** I will take my registration book at the Doctoral Office **b)** please mail my registration book to my mailing address

Dated:.....

.....
Applicant's signature

II. The database contains publications which are public.

Dated:.....

.....
Faculty RHSW administrator

III. Opinion of the head of the school/programme (please mark as appropriate)

1. The pre-degree certificate may be issued.
2. The pre-degree certificate may not be issued.

Explanation if choice is negative.

.....
.....

Dated:.....

.....
Signature of the head of the school/programme

IV. Pre-degree certificate issued by:

Dated:.....

**APPLICATION FOR THE DOCTORAL (PHD) DEGREE AWARD
PROCEDURE AT THE UNIVERSITY OF PÉCS**

(Please fill in block capitals or in a word processing programme)

I. Data

NAME:

Name at birth:

Mother's maiden name:
.....

Place and date of birth: Nationality:

Mailing address:

Email address:
.....

Doctoral School/Programme:

Consultant's name:

Title of doctoral dissertation:
.....
.....

Date of issuance of the pre-degree certificate:
.....

Statement:

I, the undersigned hereby state that I have not submitted the doctoral dissertation submitted under this procedure to any other (Hungarian or foreign) doctoral school, my application for a doctoral degree award procedure has not been rejected in the past two years; I have not participated in an unsuccessful doctoral degree award procedure in the past two years; and my doctoral degree has not been withdrawn in the past five years.

Dated:.....

.....
Applicant's signature

II. The database contains publications which are public.

Dated:.....

.....
Faculty RHSV administrator

III. Opinion of the head of the school/programme (please mark as appropriate)

- 1. I accept the application.
- 2. I do not accept the application.

Explanation if choice is negative:

Dated:.....

.....
Signature of the head of the school/programme

Submission of the doctoral dissertation and statement on originality

I the undersigned

name:

name at birth:

mother's maiden name:
.....

place and date of birth:
.....

hereby submit my dissertation entitled
.....
.....
to the Doctoral School
.....,

within the Programme:
.....

Consultant's name:

I hereby also state that

- I have not submitted the doctoral dissertation submitted under this procedure to any other (Hungarian or foreign) doctoral school;
- my application for a doctoral degree award procedure has not been rejected in the past two years;
- I have not participated in an unsuccessful doctoral degree award procedure in the past two years;
- my doctoral degree has not been withdrawn in the past five years;
- my dissertation is my own work; it does not present the intellectual property of others as my own work; the references to the literature are clear and complete; I have not used false or forged data for the dissertation.

Dated:.....

.....
doctoral candidate's signature

Statement of the consultant on the submission of the dissertation

I the undersigned state that
I have read the dissertation of the doctoral candidate

.....

entitled:

.....

.....

.....

..... and

I recommend the submission of the dissertation for public defence.

Dated:.....

.....

consultant's signature

⁷ The amendment was adopted by the Faculty Board on its session held on 16 October 2013. Effective as of 16 October 2013.

Annex 3 of the Doctoral Regulations of the University

Data sheet for the issuance of the

PhD/DLA certificate

Name	
Place of birth	
Date of birth	
Mother's name	
Permanent address	
Mailing address	
Institution issuing the basic degree certificate	
Basic degree	
Time of obtaining the basic degree	
Date of obtaining the candidate of science(s) degree in the case of requalification	
Assessment of the doctoral degree (summa cum laude, cum laude, rite)	
Discipline	
The degree certificate will be issued in Hungarian <u>and</u> Latin <u>or</u> English. The selected language of the foreign language degree certificate is: (English or Latin)	The procedural fee may also be subject to the method of payment!
The certificate shall be issued in a third foreign language at the cost of the applicant if so requested by the applicant. Please issue my certificate in another foreign language for which I agree to pay the costs.	<i>The procedural fee may also be subject to the method of payment!</i>
Date of data supply	
Own signature I hereby certify by my signature that the data are true and correct. I agree to cover any costs arising from incorrect data supplied by me.	

To be filled in by the University of Pécs:

<i>Date of the UDHB's decision</i>	
<i>The certificate may be prepared on the bases of the data sheet</i>	

