

CODE OF RULES AND REGULATIONS OF THE DOCTORAL
(PHD) PROGRAMS AND DOCTORAL (PHD) DEGREE
AWARDING PROCEDURES OPERATING UNDER THE
DOCTORAL AND HABILITATION COUNCIL OF HEALTH
SCIENCES (DHCHS) OF THE UNIVERSITY OF PÉCS
(UNIVERSITY)

DOCTORAL CODE



**PÉCS
2020**

Code of rules and regulations of the doctoral (PhD) programs and doctoral (PhD) degree awarding procedures operating under the Doctoral and Habilitation Council of Health Sciences (DHCHS) of the University of Pécs (University)UP University Doctoral Board adopted the Doctoral Code of DHCHS on 1 December 2020.

The present Code is comprised by nine Chapters (ix) and 22 Sections (§) and is supplemented by 7 Appendices

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I. GENERAL RULES

Section 1

(1) The legal source of the Code of rules and regulations of the doctoral (PhD) programs and doctoral (PhD) degree awarding procedures operating under the Doctoral and Habilitation Council of Health Sciences (DHCHS) of the University of Pécs (University) is Act CCIV of 2011 on the National Higher Education (hereinafter: NHE) and Government Decree 387/2012. (19 December) on Doctoral Schools, Doctoral Procedures, and Habilitation, and Appendix 13 of the Statutes of the University of Pécs.

Section 2

(1) The **doctoral (PhD) degree** (hereinafter: the PhD degree), as the highest qualification attainable at the university, is awarded by the University to those who give evidence of knowledge and practical skills of **high quality independent scientific research serving as a base for published novel research findings**.

(2) The doctoral (PhD) programme (hereinafter: the (PhD) programme) is a basic function of the Faculty aiming to prepare those having been admitted there to earn a PhD degree.

(3) The Faculty in accordance with the decision made by the National Board for Accreditations in Higher Education (hereinafter: National Board for Accreditations, NBA) conducts **organised doctoral instruction and degree awarding procedures in the field of medicine, focusing on health sciences**. The PhD instruction is conducted in the Doctoral School of Health Sciences (hereinafter: The Doctoral School).

Section 3

(1) The PhD degree can be earned:

a.) in **organised instruction**

b.) by **recognising** previously earned degrees (PhD degree earned abroad, Candidate of Sciences degree earned abroad, etc.) proving eligibility for high quality independent scientific research

c.) in individual preparation starting with the academic year 2016/2017.

(2) The **organised form** of PhD instruction is a fulltime training (fulltime instruction).

(3) Individuals admitted to the organised doctoral training (hereinafter: the doctoral student) shall have **students status** at the University. The student status comes into force with **registration** for the training.

(4) The **doctoral student** participating in the training can be:

a) subsidised by the state or holding a **Hungarian state scholarship** (hereinafter: state scholarship holder)

b) **holder of another scholarship**

c) fee paying or **self-supporting** (hereinafter: self-supporting)

(5) **Foreign citizens** who are not under the force of Article 21 (1) of the Code of Studies and Examinations of the University may conduct their studies in **self-supporting form** exclusively.

(6) **The length of the doctoral training shall be 36 months** which can be broken down to periods of accountability (hereinafter: semesters). The schedule of semesters is adjusted to the schedule determined by the Faculty, based on Article 34 (4) of the Code of Studies and Examinations of the University.

(7) In the case of students who enrol to their studies in or after the academic year 2016/2017, the length of the doctoral training shall be 48 months which can be broken down to periods of accountability (hereinafter: semesters). The schedule of semesters is adjusted to the schedule determined by the Faculty, based on Article 34 (4) of the Code of Studies and Examinations of the University.

II. THE COUNCIL OF THE DOCTORAL SCHOOL OF HEALTH SCIENCES AND THE DOCTORAL AND HABILITATION BOARD

Section 4

(1) The general regulation of the doctoral training and the procedure of awarding the PhD degree in the field of health sciences at the University of Pécs is the competence of the **Doctoral and Habilitation Council of Health Sciences** (hereinafter: DHCHS).

(2) The DHCHS shall delegate one person from among its members **to the University Doctoral Board** (hereinafter: UDB) **as an internal member**. The DHCHS shall appoint deputies for cases of the internal member's incapacitation.

(3) The doctoral training shall be conducted in the Doctoral School. Matters concerning the training conducted in the Doctoral School are managed by the **Council of the Doctoral School** (hereinafter: CDS).

(4) All matters in connection with the doctoral (PhD) training and the procedure of awarding the PhD degree at the Doctoral School of the Faculty of Health Sciences (hereinafter: Faculty) falling under the competence of the Doctoral and Habilitation Council of Health Sciences (DHCHS) of the University of Pécs (UP) shall be governed by the provisions outlined in these the rules and regulations (hereinafter: Doctoral Code). Adopting and amending the Doctoral Code shall fall under the competence of the UDB.

(5) Decisions adopted by the CDS shall become effective upon the approval of the DHCHS. In cases of disapproval, the CDS is to rediscuss the matter in question; the new decision is to be made with the arguments for the disapproval of the previous decision in mind.

Section 5 Doctoral and Habilitation Council of Health Sciences

Section 5/A The Council's Competences

(1) The general regulation of the doctoral training and the procedure of awarding the PhD degree in the field of health sciences at the University of Pécs is the competence of DHCHS.

(2) The DHCHS operates **as a standing committee of the UDB**. Its Chair and members are delegated by the DHCHS' Doctoral School(s), elected by the UDB and appointed by the Chairman of the UDB.

(3) **Rights and obligations of the DHCHS:**

a) elaboration of **the Doctoral Code** of the PhD degree awarding and PhD training and its modified versions and the appendices and submitting it to the UDB for approval,

b) submitting **proposals** for accrediting, modifying, or terminating the **Doctoral School** to the UDB,

c) submitting proposal for its composition to the UDB,

d) submitting proposals for the heads of the Doctoral School(s) to the UDB,

e) proposal for **admissions opportunities**.

f) decision about the principles of allocation of **state scholarship holders' posts**,

g) decision about the admission to the **doctoral training**, credit recognition of studies abroad, exemption, application for awarding of the PhD degree, conditions of the doctoral final examination, subjects of the complex and final exams, Chairs and members of admission, final, complex, and referees' committees,

h) proposal for awarding the **PhD degree, for nostrification** of foreign scientific degrees and awarding doctoral degrees with honour,

i) outlining the list of acceptable first foreign languages in the framework of the foreign language requirements of doctoral degree-awarding,

j) decision on the request of the thesis submitter for a closed defense procedure,

k) **the coordination of the operation of the CDS** and also the approval of its decisions,

l) proposal for setting the fees of **the PhD training** and the procedural fees awarding of the **PhD degree and the amount of own contribution**,

m) decision based on the proposal of the Doctoral School about **the accreditation of new programmes and instructors**,

n) making proposals concerning the amount of **payment** for those participating in the PhD training and the procedure of awarding the PhD degree. (These sums are determined taking into account the available financial means and the legal regulations in force),

o) **the distribution of the funds** (central subsidy, procedural fees etc.) available for the doctoral students and for the Doctoral School,

p) **the supervision of any kinds of activities related to the PhD training** conducted in the field of health sciences,

q) formulates opinions about the doctor honoris causa and doctor et professor honoris causa proposals submitted to it and forwards these to the UDB,

r) participates in the habilitation procedures according to the University's habilitation regulations, and outlines its own habilitation regulations in this framework,

s) any other tasks within the scope of the present Code specified elsewhere herein,

t) any other tasks specified by the UDB.

(4) **Appeals** may be filed to the UDB against the decisions of the DHCHS concerning the PhD training and the procedure of degree awarding. Appeals may be filed to the University

Habilitation Council (EHB) concerning habilitation decisions. Deciding on the appeals against the decisions of the UDB or the EHB is the Rector's competence.

(5) The DHCHS is to develop the principles of **quality assurance** of the PhD training and PhD degree awarding. They continuously monitor the operation of the Doctoral School(s) utilising the doctoral students' and recently awarded PhD holders' opinions and employing external experts when necessary.

(6) Quality assurance: The DHCHS annually prepares a summary of the quality assurance reports prepared in the Doctoral School(s) and forwards it to the UDB. An important element of quality assurance is feedback. The DHCHS involves students and degree holders in monitoring and evaluating the operation of the Doctoral School(s) in the following ways:

- a) at least once a year organises an **orientation and discussion meeting** with the doctoral students participating in the training
- b) PhD students participating in the training fill in a questionnaire of **course evaluation each year**
- c) holders of recently awarded degrees are also invited to the annual **programme evaluation session**
- d) **each semester**, supervisors and students prepare **detailed reports** on their scientific research.

(7) In the information brochure of the Faculty, a yearly report is to be published by the DHCHS.

Section 5/B The Council's Organization

(1) The members of the DHCHS receive their mandate according to the provisions outlined in this Code for 5 years, which period may be renewed several times.

(2) Voting members of the DHCHS

- a) the Chair,
- b) at least two internal members, with that each accredited field of science at the Doctoral School(s) of the DHCHS shall receive equal representation,
- c) at least two external members,
- d) one doctoral student representative.

(3) The Chair of the DHCHS shall be a Doctor of the Hungarian Academy of Sciences, whom the UDB deems suitable to lead the organization. There shall be at least two Chairs of the respective Doctoral Schools among the internal members. If there is only one Doctoral School under the DHCHS, the UDB shall appoint the other Doctoral School Chair member. Doctoral School Chairs shall not be appointed as the Chair of the DHCHS.

(4) The DHCHS shall have two external voting members. They are appointed from among those recommended by the Doctoral School(s). The external member shall be a person with a doctorate in sciences or arts, who is not an employee of the university and meets the conditions of being a core member. Professor Emeritus/Emerita shall be considered as an employee of the university under this Code.

(5) One voting member of the DHCHS shall be delegated by the Doctoral Student Association from among the doctoral students having active student status at one of the relevant Doctoral Schools.

(6) The DHCHS shall adopt its rules of operation at its inauguration meeting. The rules of operation shall be approved by the UDB. The Doctoral Council shall outline its own rules of operation to ensure its functionality. The Chair of the doctoral council is eligible to appoint the Secretary of the DHCHS.

(7) The DHCHS shall upload its composition into the database of the Hungarian Doctoral Council (HDC).

(8) The Chair and the members of the DHCHS are appointed for 5 years, which period may be renewed several times.

Section 5/C The Rights and Obligations of DHCHS Members

(1) The members have the right and are obliged to facilitate the successful operation of the DHCHS.

(2) The members have the right to:

- a) participate in the DHCHS meetings,
- b) ask questions, propose actions or amendments to any matter falling under the competence of the DHCHS,
- c) access any information that is necessary to fulfill their duties as members.

(3) The members are obliged to:

- a) notify the Chair or the Secretary in case of their incapacitation,
- b) inform the Chair of the DHCHS about their intention to resign from their position with a month's notice. The Chair of the DHCHS may allow a shorter notice under special circumstances.
- c) adhere to the laws, University and Faculty regulations in connection with their membership.

(4) The Chair shall coordinate the operation of the DHCHS. The Chair shall convene and chair the meetings and shall be responsible for carrying out the tasks.

(5) Apart from other responsibilities, the Secretary of the DHCHS shall draw up the minutes of the meetings. The Secretary shall also provide the members with the documents necessary for the decisions in a timely manner, to keep records of DHCHS documents, minutes, and decisions according to the relevant regulations of the University.

Section 5/D Conflict of Interest

(1) The members shall not participate in cases where the applicant is a dependent or relative of the member, or from whom an objective decision of the case cannot be expected for other reasons. Under this provision, a relative shall mean the same as outlined in 8:1 (1) 2. of the Hungarian Civil Code.

(2) There shall be no special conflict of interest categories in connection with the DHCHS membership other than the general provisions outlined in the relevant University regulations.

(3) In case of a conflict of interest, the Chair, the Secretary, or the respective members shall not exercise their membership rights.

(4) The members shall eliminate the conflict of interest within 14 days from appointment or the occurrence of the conflict. otherwise, their appointment shall cease on the 15th day from the occurrence of the conflict of interest.

Section 5/E The Meetings of the DHCHS

(1) The DHCHS exercises its powers at its meetings.

(2) The DHCHS shall hold its meetings in the official premises of the Faculty.

(3) The Dean (or a colleague with permanent authorization) may participate in the DHCHS meeting as a consultant.

(4) The meeting shall be chaired by the Chair of the DHCHS. If the Chair is incapacitated, a member shall chair the meeting upon the request of the Chair. In case of an inauguration meeting, the meeting shall be chaired by an acting Chair elected by the members.

(5) The members shall not be substituted.

(6) The DHCHS shall outline its schedule according to this Code every Academic Year.

(7) The DHCHS shall hold a meeting as necessary but at least twice every Academic Year.

(8) The Chair of the DHCHS shall convene a meeting upon the written request of at least two members, the UDB, or the Dean.

Section 5/F Preparing the meetings of the DHCHS

(1) The meetings of the DHCHS shall be prepared by the Secretary with the help of the Doctoral and Habilitation Office.

(2) The invitations for the meetings shall be sent to the members and the invitees by the Secretary at least three days prior to the meeting.

(3) Under special circumstances, the meeting may be convened on a short notice, in verbal communication.

Section 5/G The Order of the DHCHS meetings

(1) After opening the meeting, the Chair shall examine the quorum. the meeting has a quorum, if at least half of the members are present.

(2) If the meeting has a quorum, the Chair shall present the meeting's planned agenda. After that, the DHCHS shall vote on the agenda.

(3) If the quorum is not met, the Chair shall reconvene the meeting within 3 days.

Section 5/H Decision-Making

(1) The DHCHS has a quorum, if more than half of the voting members are present. As a general rule, the DHCHS adopts its decisions in an open majority vote. In case of a tied vote, the Chair's vote shall decide.

(2) The DHCHS shall have a secret vote in personal matters. Decisions by secret votes shall be adopted by a qualified majority: the proposal shall be deemed adopted if it is supported by at least two-thirds of the members present. The secret votes shall be cast on numbered and stamped ballots.

(3) In specifically justified cases, the DHCHS may adopt its decisions via e-mail voting. The members shall only vote from their e-mail address specified in advance. The e-mail voting shall be valid, if more than half of the DHCHS members cast a vote. The decision shall be adopted, if more than half of the validly voting members voted for the same outcome.

Decisions adopted via this method shall be verified by signature of the members taking part in the vote at the next regular meeting.

(4) The members shall vote with "yes", "no", or "abstain". In case of a tied vote, the vote shall be repeated. If the repeated vote is tied again, then the vote of the Chair shall decide in open votes. In secret votes, the proposal shall be discussed again in the next meeting.

Section 5/I The Minutes

(1) The Secretary shall draw up the minutes of the meetings. If the Secretary is incapacitated, then the (Acting) Chair shall appoint a member to draw up the minutes of the meeting.

(2) The minutes shall contain the meeting's venue, date, and agenda, the essentials of the discussion and the exact text of the decision. The decisions shall be referenced with continuous numbers restarting each year and the meeting's date.

(3) The minutes shall be attested by the signature of the Chair and the person who draws up the minutes.

Section 6 The Council of the Doctoral School

(1) **The CDS's**

a) **Chair** is the leader of the accredited school;

- b) **members** are the programme leaders and the founding members indicated in the accreditation procedure of the Doctoral School;
- c) a **doctoral student** can also be member, who has consultation rights.

(2) **Rights and obligations within the rights of the CDS:**

- a) making proposals for launching **new doctoral programmes**
- b) announcing research **themes** giving opportunities for high quality scientific research and providing for appropriate supervisors and monitoring its effectiveness;
- c) offering high quality **courses** (lectures, practices) and providing for the participants' examinations;
- d) **specifying the doctoral students' study and research tasks and monitoring their performance,**
- e) any other tasks specified elsewhere in the present regulation.
- f) Adhoc tasks specified by the DHCHS or its Chair;

(3) The CDS is called into session by its Chair as necessary, **their decisions are adopted by majority vote.** Other rules of their operation are identified by the members themselves. Their decisions – in the necessary detail- as well as all written documents related to their operation are to be forwarded to the Chair of the DHCHS.

(4) **Appeals** against the decisions made by the CDS can be submitted to the DHCHS.

III. THE DOCTORAL AND HABILITATION OFFICE

Section 7

(1) The operation of DHCHS and CDS is supported by the **Doctoral and Habilitation Office.** Its leader is the **Secretary** who is appointed by the Dean of the Faculty in accordance with the proposal made by the Chair of the DHCHS. The Secretary is responsible for directing the clerical work of the Doctoral and Habilitation Office.

(2) **The responsibilities of the Doctoral and Habilitation Office include:**

- a) preparing for decision making and filing the written documents in accordance with the rules,
- b) **keeps record of** appeals, applications and other **documents** submitted to the DHCHS and CDS, and provides for making the **decisions/responses on time,**
- c) keeps the **records** (issues certificates),
- d) prepares materials for the **sessions** and participates in the decision making,
- e) keeps contact with the **authorities** and ministries,
- f) provides for **publishing decisions** made by the DHCHS,
- g) manages **the finances** of the Doctoral School,
- h) takes responsibility for the information published on the Doctoral Schools' **homepage,** and also for the database run on the homepage.

IV. LEADERS AND INSTRUCTORS OF THE PHD TRAINING

Section 8

(1) **The leaders** of the PhD training are the **leader of the Doctoral School, programme leaders, supervisors** and members of the CDS. Its **instructors** are individuals holding scientific degrees who are lecturers of courses and leaders of practicals and also supervisors of the doctoral students' research activity.

(2) **The leader of the Doctoral School** can be an instructor-researcher, full time public employee of the University, who is a habilitated or the Doctor of the Hungarian Academy of Sciences (DSc), aged up to 70 years.

(3) **The responsibilities of the leader of the Doctoral School includes:**

- a) the **accreditation** of the Doctoral School
- b) the **quality assurance of the training** conducted in the Doctoral School,
- c) directing the **CDS** and providing for the implementation of the decisions made by it,
- d) **representing** the Doctoral School in the DHCHS,
- e) managing the clerical work of the Doctoral School.

(4) **The responsibilities of the programme leader include:**

- a) **elaborating** and following up the doctoral programme and announcing the doctoral research topics,
- b) **providing for the objective professional and financial conditions** necessary for the doctoral students' research activity and studies,
- c) approving of the doctoral students' individual training plan and research topic, **coordinating the training schedules and research topics and supervisors' activity**

(5) **Prerequisites of accrediting new doctoral programmes:**

- a) the programme leader is supposed to be a **public employee** of the University,
- b) the majority of the instructors are supposed to be public employees of the University,
- c) the instructors are supposed to be **holders of scientific degrees** of the required level,
- d) the **subjective and objective conditions** for the doctoral students to receive **regular and continuous personalised scientific supervision**,
- e) the scientific standards of the PhD programme is supposed to be in harmony with the international norms,
- f) the range of topics is supposed to be sufficiently wide to provide convertible knowledge on the one hand, and to make simultaneous instruction of **several doctoral students** possible on the other hand,
- g) the programme leader is supposed to give evidence that the objective conditions and the finances necessary for the doctoral students' research is available;
- h) the programme is supposed to include relevant introduction and provide for concentration with the most important borderline areas,
- i) **the teaching programme** is supposed to be sufficiently detailed to facilitate judgements about its quality,
- j) the teaching programme is supposed to include the system of testing, which is supposed to be coherent with the syllabus.

(6) **The responsibilities of the supervisors include:**

a) **helping the doctoral student** with conducting research, writing articles, preparing the PhD theses and obtaining foreign scholarships,

b) makes proposals for the **individual training and research plan** and is responsible for their standards and implementation,

c) takes responsibility for **the submission of the doctoral theses** prepared,

(7) The instructors of the PhD training - in recognition of the amount of their extra work - are remunerated from the amount available at the Faculty for the purposes of PhD training.

V. THE DOCTORAL STUDENTS OF THE PHD TRAINING

Section 9

(1) **Doctoral students** are individuals having students status with the University, participating in organised doctoral training (including research and reporting activities).

(2) Issues related to the doctoral students' student status concerning the rights and obligations of students not regulated in the present Code are covered by the Code of Rules and Regulations of the University and its appendices.

(3) **Student status is established by enrollment.** The doctoral student is required to enroll **until the first day of the semester**. The Doctoral and Habilitation Office sets up a registry sheet of the enrolled doctoral student and provides for registering the doctoral students' data in the NEPTUN Educational System (hereinafter: ES).

(4) Upon enrollment, doctoral students are required to sign a **declaration** that they have studied the recommended schedule and the regulations concerning the doctoral training and the degree awarding procedure, and based on this, they are **aware of their rights and obligations**. On enrollment the doctoral students may apply for **student cards** (in accordance with the legal regulation in force they are entitled to the benefits related to it).

(5) No further enrollment is required during the effective period of the student status, however, the student is required to **register** in the ES at the beginning of each semester or inform the doctoral and habilitation office about the intention to continue the doctoral studies. The Office registers the student's legal relationship in the ES.

(6) If the doctoral student makes it clear that he/she is not intended to fulfil his/her obligations for the given semester or if the doctoral student does not register for the following period of training, the **student status shall be suspended**. The duration of the suspension period cannot be longer than **two semesters at a time**. The doctoral student may suspend his/her legal status several times. The first time of suspension, however, is **only possible following the completion of the first semester's requirements**.

(7) In the case of students who enrol to their studies before the academic year 2016/2017, participation in the training may be suspended in duly justified cases with the permission of the

DHCHS, **altogether for three years**. Application for suspension submitted **in due time and form** must be accepted. No scholarship can be provided for the period of suspension.

In the case of students who enrol to their studies in or after the academic year 2016/2017, participation in the training and research phase may be suspended in duly justified cases with the permission of the DHCHS two times at the most, for a maximum of two years altogether. The degree awarding procedure (research and dissertation phase) may be suspended in duly justified cases with the permission of the DHCHS for a maximum of two semesters. At least one permission shall be granted per student for requests lodged in an appropriate time and manner. State scholarships shall not be transferred during the suspension.

(8) Student status is also suspended if the student is unable to fulfil his/her obligations **through none of his/her fault** such as **childbirth, accident, disease** or other unexpected events. In the cases specified in the present paragraph restrictions listed in paragraph (6) are not to be applied.

(9) The suspension of the student status **is approved by the DHCHS in all cases** and the approval must be applied **at the beginning of each semester affected**. The deadline for submitting the applications – except for cases specified in paragraph (8)- is the end of the fourth week of the semester. Changing the semester to passive status in the ES is only possible after the approval of the DHCHS is obtained.

(10) **Doctoral students holding state scholarships:**

a) may be obligated to conduct work in relation with their academic and research activities on the recommendation of their supervisor as part of their study obligations (student status). The duration of their working obligation shall not exceed 20 % of the normal weekly working hours (8 hours per week) on the average of one semester. Furthermore, they shall not conduct institutional or clinical activities other than that is an integral part of their doctoral programme.

b) for their teaching activity, **credits** can be allotted;

c) may sign before each semester an employment contract with the University for additional academic and research activities upon referral and with the consent of the leader of the Doctoral School and the head of the department affected;

e) their obligatory **availability in the institution shall be 7 hours per day on average;**

f) they are entitled to **25 days of study leave**

g) they are not entitled to **work fulltime jobs except for the University**. They may **work part-time jobs** only with the consent of the supervisor and the DHCHS. The duration of the work done by the doctoral student **shall not exceed 50 percent of the total weekly working hours.**)

(11) Article 24 (1) of the Code of Charges and Benefits of the University of Pécs regulates the amount of **doctoral students' scholarship**. For registered doctoral students one twelfth part of the yearly sum is to be paid each month.

(12) State scholarship holders **do not pay own contribution**, their expenses are covered from state subsidy.

(13) Based on law or international agreement, **foreign citizens** can also receive Hungarian state scholarship, in such cases, with regard to the rules of the doctoral training they are to be treated in the same way as the Hungarian state scholarship holders.

(14) In the cases of **other scholarship holders**

a) in order for the applicant to gain the scholarship, he/she is supposed to meet **the requirements of admission** to the doctoral training in force at the University.

b) following successful admission procedure, the doctoral student as a self-supporting student will participate in full time organised training;

c) following enrollment, **student status** is established with the University and they are issued with grade books and student cards.

d) concerning their students rights and obligations, **regulations** pertaining to state-subsidised fulltime doctoral students are to be applied for them

(15) In the cases of other doctoral students, **the monthly amount of the scholarship is specified in agreements** which may also include regulations on supporting the research in accordance with section 22/A (1) of the Doctoral Code of the University.

(16) Doctoral students participating in the **self-supporting training** are required to pay own contribution, whose amount is specified in Appendix 4 of the present Code

(17) Article 74 of the Code of Studies and Examinations of the University concerning foreign students out of the scope of specific regulations, **fees to be paid by foreign citizens** participating in self-supported training are specified in Appendix 4.

(18) **Moving from one Doctoral School to another** – with regard to the possibilities and the fulfilment of the requirements – may be permitted by the DHCHS.

(19) **The student status ceases** (on the day the decision becomes final):

a) In the case of students who enrol to their studies before the academic year 2016/2017, with obtaining the **final certificate** or on the last day of their sixth active semester (31 August of the given year in the spring semester).

In the case of students who enrol to their studies in or after the academic year 2016/2017, with obtaining the final certificate (absolutorium) or on the last day of their eighth active semester (31 August of the given year in the the spring semester).

b) **leaving,**

c) **automatic exclusion** (unaccepted semester, more than 14 days of unjustified absence),

d) **disciplinary exclusion** (eg: continuously unfulfilled obligations originating from the legal relationship)

e) if the doctoral student **did not register for the following semester on two successive occasions.**

f) if the doctoral student **does not start the studies following the suspension of student status** or the suspension exceeds two continuous semesters.

g) if the doctoral student does not obtain the final certificate **within the time twice as long as the regular training period** (including both active and passive semesters) or in the case of students who enrol to their studies in or after the academic year 2016/2017, within 14 semesters (8 semesters in the training and research phase, 6 semesters in the research and dissertation phase), provided in all cases that the student **has been called in writing or electronic form on two occasions** to fulfill his/her obligations until the given deadline and informed about the legal consequences of the omission.

This notification shall be received by the student with at least 30 days in advance to the semester in which the legal effects of the omission are expected to enter into force in the cases set out in f) and g). This notification shall be received by the student with at least 30 days in advance to the last semester in which the student can obtain the final certificate in the cases set out in c).

h) if the students who enrol to their studies in or after the academic year 2016/2017 fail to pass the complex exam, their students status shall terminate on that day.

(20) The establishment of automatic exclusion or the disciplinary act is the competence of the DHCHS.

(21) In accordance with section 57 of the Higher Education Act, the doctoral student **is entitled to legal remedy** against measures or failure of measures **-within fifteen days following notification** or in the lack of it, the time of learning about the fact- as given in section 12 of the Code of Studies and Examinations.

VI. THE PHD TRAINING

Section 10 Admission to the Doctoral School

(1) Admission to the PhD training **is announced** by the Dean of the Faculty based on the proposal of the DHCHS on the homepage until 30 April of each year in accordance with the conventions of the University by naming the accredited Doctoral Schools and programmes, the number of posts for scholarship holders and the requirements for admission.

For those interested, the Doctoral and Habilitation Office sends **information** on the aim and process of the PhD training, the amount of scholarships available, and the amount of procedural fees and own contribution. The requirements of application for the PhD training are accessible for all on the homepage of the Doctoral School.

(2) **Basic requirements of admission:**

a) **masters degree (MSc/MA)** or professional qualification or **university degree** equal to it. **(Students in their last years of the University studies** may also apply and take the entrance examination provided they complete their master level studies at a later point of time, but before the first semester of the PhD training starts, however, their admission comes into force only by presenting the graduate University degree. For **non-field-specific** or partially field-specific degree holders the DHCHS may prescribe to pass examinations in one or two subjects or parts of those subjects before the end of the second semester of their post-graduate training)

b) obtaining **recommendations** justifying the applicants' competence **from two** PhD holders (or similar degree holders)

c) State accredited general or specific at least level **B2 language certificate** or equivalent in one of the official languages of the member states of the European Union or in Russian.

(3) Advantages both on admission and on awarding the state scholarship

- a) **excellent** qualification during graduate university studies in general and in the discipline of the Doctoral School concerned;
- b) successful **participation in scientific student associations**;
- c) **language skills** exceeding the requirements,
- d) having participated in **study trips abroad**,
- e) participating in scientific congresses as **presenter (poster-presenter) or co-authors** of research papers. (For details concerning the assessment system see Appendix 3.)

(4) Applicants

- a) are required to attach **their research plan, CV and all the documents** that certify the fulfilment and of the basic requirements and the preliminary performances justifying the advantages;
- b) on the application form the **Doctoral School, the programme and the research** topic are required to be indicated and also the **name of the supervisor** or (co-supervisor);
- c) contacting the supervisor (and co-supervisor) is required, the **agreement with the supervisor** in which he/she undertakes to supervise the applicant's work in the PhD training, is to be attached;
- d) are required to declare **the way they wish to participate** in the training: state (or other) scholarship holder/ self-supporting.

(5) Applicants having met the basic requirements **applying for a scholarship** are required to prove knowledgeability and creativity in front of a three-member **admission committee in an informal interview**, which assesses the performance by allotting a maximum of five points per member. **The admission committee** also assesses the **preliminary performance giving advantages**. The Chair of the admission committee is the Chair of the DHCHS, one member is appointed by the DHCHS, the other member is delegated by the CDS.

(6) The admission of applicants applying for **self-supported training** is decided about on the basis of the documents submitted. The decision about admission is made by DHCHS relying on the proposal of the Doctoral School. The content and formal requirements of the **application material** is the same as those applying to the applicants for scholarships. An exception is the **declaration by the applicant's superior which is to be attached** to the agreement.

(7) Beyond the judgement of the fulfilment of the basic requirements the **DHCHS** takes into consideration the score on the interview and also the contingent permitted and the capacity of the doctoral programmes when making a decision about admission and also about awarding the state and other scholarships. The applicants are **notified about the decision by the Doctoral and Habilitation Office**. Rejected applications are to be argued. In the case of admission the **time of enrollment, the documents necessary for enrollment and the beginning of the academic year** need to be announced. **The expenses** related to the training need to be referred to. Doctoral students also need to be informed which **discipline's** requirements they are required to fulfil as a precondition of launching the doctoral procedure.

(8) All decisions concerning admission are to be made available for the **public**.

(9) Those admitted are required to sign a **declaration** that they have studied the Code and requirements of the relevant Doctoral School and understood their rights and obligations. In all cases when **expenses of the training and/or the research** are covered by the doctoral students, their workplace or any other agent, detailed conditions of the payment are to be included in a **contract**.

(10) **Appeal can be submitted to the UDB within 8 workdays** against the decision by the DHCHS rejecting admission or awarding scholarship, but only on the grounds that the decision **violates the law** or contradicts some of the points of the present Code.

(11) Applicants meeting the admission requirements but rejected **due to the lack of ‘training position’** will be included in a waiting list. Training positions becoming vacant during the academic year are filled by the DHCHS from those in the waiting list – in the rank order of scores achieved at the admission test by inquiring about their intentions, they may be admitted.

(12) Applicants gaining admission become doctoral students with a student status of the Faculty through **enrollment**. The doctoral students are registered electronically.

Section 11 The PhD Courses

(1) **The PhD training** is implemented in the form of **theoretical courses** (all lectures on the same subject), **practical courses** (acquisition of methods) and **research topic supervision**.

(2) The courses organised by the CDS; all the courses are announced and coordinated by the DHCHS.

(3) **Participation in the courses:**

a) theoretical courses are **open for doctoral students of other Doctoral Schools**- provided they register for them in time).

b) With the permission of the course tutor, theoretical courses can be included in the elective courses of the **graduate training** by the Committee for Studies of the Faculty and the credits obtained in these courses may be accepted in the graduate training.

c) with the consent of the course tutor **practical courses** are open for doctoral students of other Doctoral Schools provided they fulfil the requirements.

d) acting upon the proposal made by the CDS, participation in elective **courses of the graduate training** can be accepted by the DHCHS.

e) the PhD courses of the Faculty, with the permission of the CDS and the DHCHS are **open to doctoral students of other universities** provided they fulfil the requirements.

f) acting upon the proposal of CDS monitored and qualified **participation in PhD courses of other universities or in courses** of scientific organizations can be accepted by the DHCHS (the participation is also to be applied for in the other institution).

(4) The doctoral students in accordance with relevant rules in the Code of Studies and Examinations are required to **register in the ES for the courses offered by their own Doctoral School**. The courses can be launched with at least **ten applicants**.

(5) Theoretical courses can be regarded as completed if the participant passes the examination with **'pass'** qualification in front of examiners appointed by the CDS. In the case of **'failed'** qualification, the examination can be retaken on one occasion. practical courses are to be regarded as completed if the successful participation is acknowledged by the course tutor. The examination can be oral, written and also related to practical tasks. At the examination minutes have to be taken which includes the venue, the time, the examiners name and instructor's ID and their signature, the name of the candidates, students ID and the qualification of the exam. One copy of **the report taken at the exam** is to be forwarded to the Secretary of the DHCHS **within one week** following the day of the examination.

(6) **The measure of the completion of courses and requirements is the credit**. One credit equals to fourteen theoretical or practical hours.

(7) The completion of the individual courses is to be registered in the ES. In the case of other course participants, the completion is certified by representative of the CDS and the course tutor in a document containing the list of topics and the number of contact hours.

Section 12 Regulations concerning holders of state or other scholarships

(1) **The progress made by the student in the training is expressed by the number of credits obtained by him/her**. In the PhD training, the doctoral student participates in a scientific training in order to obtain the **knowledge and skills of independent research**, and also conducts individual research and may also take teaching responsibilities; thus in the doctoral training **credits can be obtained through three different forms of activity: studying (training), research and teaching**.

(2) Training (study) credit

a) by completing theoretical or practical courses during the training- preferably **in the first two years- at least 16** – 'training (study) credits' are to be obtained as given in the curriculum of the Doctoral School, - taking the supervisors advice into account.

b) For holders of national and other **scholarships**, taking the doctoral students' preliminary qualifications and research interest into account, the CDS assigns courses for **12 credits** (obligatory courses) and the doctoral students select courses for at least another **4 credits**, taking the recommendations of the CDS into consideration (**elective courses**).

c) In accordance with the Code of Studies and Examinations of the University the doctoral student is required to register his/her application for the courses in the ES.

d) Acting upon the proposal by the CDS the DHCHS may grant permission for obtaining credit by **attending other educational and scientific gatherings**. In such cases the student is expected to give account to the CDS of the materials of the events or take an **exam**.

e) In exceptional cases **special consultations** can also serve as the basis for obtaining credits provided, they offer special knowledge related to the research topic and exceeding the subject matter of the official courses. The doctoral students **are required to give account** of the

consultation material to the CDS. The total of the credits obtained through special consultations may not exceed 30 percent of all credits. Proposals concerning the number of credits obtainable through attending scientific events and consultations are made by the CDS and the decision is made by the DHCHS.

f) The prerequisite for accepting the first semester is 4 credits and 8 credits for the second semester, 12 credits for the third semester and 16 credits for the fourth semester. This rule can be modified by the DHCHS in exceptional cases (e.g. lasting disease)

(2) Research credit

A further condition for accepting the semesters is that **the supervisor certifies with his/her signature** on the semester report submitted by the student that – based on the students perseverance, familiarity with the literature on the research topic and the performance in the field of research - he/she finds the doctoral student eligible for continuing the PhD training.

(3) Training credit

By taking teaching responsibilities the doctoral student can obtain ‘teaching credits’. For the completion of the training maximum a fourth part of all credits can be obtained in this way.

(4) Accepting semesters and the final certificate

a) **The acceptance of the individual semester** constitutes the precondition for enrollment for the following semester and for the payment of the next semesters state scholarship.

b) State scholarship holders may participate in **training courses abroad**, provided those courses are related to their PhD work. The time and the work done in these courses can be included and acknowledged in the PhD training. For the time of the studies conducted abroad the payment of the state scholarship is to be made for maximum six months and may be made for maximum twelve months.

c) In the case of students who enrol to their studies before the academic year 2016/2017, the training consists of six semesters as a rule, after completion of which the doctoral student may request the **final certificate** – provided he/she met all the study requirements, i.e. obtained the 180 credits. The DHCHS may grant shorter or longer periods than three years. State scholarship shall not be granted for more than four years. The state scholarship doctoral student is entitled to a scholarship for 38 months, but the scholarship shall be terminated upon obtaining the absolutorium. In the case of students who enrol to their studies in or after the academic year 2016/2017 the duration of the doctoral training is usually eight semesters. The training programme may be broken down to semesters. The first semester shall last from 1 September to 31 January, the second semester shall last from 1 February to 31 August. The PhD training shall consist of a training and research phase and a research and dissertation phase. During the PhD training, at the end of the fourth semester, a complex exam assessing the study and research progress shall be taken as a closure of the first phase and entering requirement for the second phase. If the PhD student fulfilled his or her study requirements - obtained at least 240 credits - may request a pre-degree certificate/absolutorium. The DHCHS may allow a longer than four years period for obtaining the absolutorium. State scholarship shall not be granted for more than four years. The state scholarship doctoral student is entitled to a scholarship for 48 months, but the scholarship shall be terminated upon obtaining the absolutorium.

d) Decisions about applications concerning the acceptance of the semesters issuing the final certificate and postponing semesters as well as retaking the unaccepted semesters are the competence of the DHCHS.

e) The credit system of the PhD training at the Faculty is presented in Appendix 6 of the present Code.

Section 13 Regulations concerning self-supporting doctoral students

(1) In the case of self-supporting doctoral students **the rules of organised PhD training** apply, with the exception that at the doctoral student's request preliminary performances requiring the acquisition of knowledge justified by appropriate certificates **equal to that offered at the PhD courses** may be acknowledged.

(2) Eligible preliminary performances

a) scientific publication exceeding the minimum number of impact factors required for the dissertation to be admitted for defence, namely, the number of times the achieved impact factors exceed the required impact factors doubled, but maximum 8 credits,

b) **presentation or poster-presentation** (but not co-authorship) at scientific gathering, namely 0.4 credits for Hungarian language presentation/occasion and 0.8 credits for presentation in foreign language but altogether no more than 4 credits,

c) **study trips abroad** 0.1 credit/months but no more than 2 credits,

d) **participation in course(s)** abroad or in this country, namely taking the topics, the number of contact hours and the way of completion into account, two credits per course altogether no more than 4 credits,

e) **qualifying examination** in the discipline of the PhD programme no more than 1.5 credits,

f) **university teaching activity** fitting into the discipline of the Doctoral School no more than 1.5 credits,

g) participation in **research teams** having been granted financial support in the discipline of the PhD programme 0.8 credits/team no more than credits altogether

(3) The acknowledged number of credits for each doctoral student is established by the DHCHS acting upon the proposal of the CDS

(4) **For each self-supporting doctoral student, a minimum number of 4 credits should be obtained by participating in the courses** offered in the PhD programme of the Faculty. The courses to be completed are prescribed by the CDS, taking the previous qualifications and research interest into account.

(5) As a rule, the training consists of **six semesters** and after completing the requirements of each, the doctoral student may apply for the final certificate, **provided he/she is able to certify obtaining 180 credits**. With grave reasons the DHCHS may allow a period shorter or longer than three years for the doctoral student to obtain the final certificate.

(6) In the case of students who have enrolled to their studies in or after the academic year 2016/2017 the duration of the doctoral training is eight semesters. The training programme may be broken down to semesters. The first semester shall last from 1 September to 31 January, the second semester shall last from 1 February to 31 August. The PhD training shall consist of a

training and research phase and a research and dissertation phase. During the PhD training, at the end of the fourth semester, a complex exam assessing the study and research progress shall be taken as a closure of the first phase and entering requirement for the second phase. If the PhD student fulfilled his or her study requirements - obtained at least 240 credits - may request a pre-degree certificate/absolutorium. The DHCHS may allow a longer than a four year period for obtaining the absolutorium.

Section 14 Individual Preparation

(1) The Faculty of Health Sciences provides the opportunity to obtain a PhD degree with individual preparation (without participation in organized DHCHS training) for persons having documented scientific achievements and experience in academic and research activities.

(2) From the academic year 2016/2017 persons having prepared individually for obtaining a PhD degree may enroll to the training as long as the person has fulfilled the enrollment and study requirements of the PhD training. In this case, the student status shall start with passing the complex exam. The DHCHS may recognize the fulfillment of the study requirements by the person enrolling to the training in this manner.

(3) One of the requirements to sit the complex exam is to obtain 16 credits in PhD courses. In the case of individual preparation, former professional achievements which equal to the proficiency obtainable in these courses shall be counted towards the necessary credits as follows:

a) scientific publication exceeding the minimum number of impact factors required for the dissertation to be admitted for defence, namely, the number of times the achieved impact factors exceed the required impact factors doubled, but maximum 8 credits,

b) **presentation or poster-presentation** (but not co-authorship) at scientific gathering, namely 0.4 credits for Hungarian language presentation/occasion and 0.8 credits for presentation in foreign language but altogether no more than 4 credits,

c) **study trips abroad** 0.1 credit/months but no more than 2 credits,

d) **participation in course(s)** abroad or in this country, namely taking the topics, the number of contact hours and the way of completion into account, two credits per course altogether no more than 4 credits,

e) **a second degree/medical specialty exam** connecting to the discipline of the PhD programme no more than 1.5 credits,

f) **university teaching activity** fitting into the discipline of the Doctoral School no more than 1.5 credits,

g) participation in **research teams** having been granted financial support in the discipline of the PhD programme 0.8 credits/team, no more than 4 credits altogether.

(4) The DHCHS shall determine the recognition of credits for each individual doctoral student. All doctoral students shall obtain at least 4 credits in PhD courses offered by the Faculty. If the student has less than 16 credits with the compulsory and recognizable credits, the missing credits shall be obtained with PhD courses offered by the Faculty before being admitted to sit the complex exam. The DHCHS shall determine the courses to pass taking into account the preliminary qualifications and research ideas of the student.

Section 15 Organised doctoral training in foreign languages

(1) The Faculty of Health Sciences offers the organized doctoral training in foreign languages (in English at present)

(2) Content and formal requirements (admission procedures, clerical procedures, degree awarding) related to the doctoral training offered in foreign languages are identical to those described for training in Hungarian.

(3) Expenses of stay (accommodation, subsistence, etc) are covered by the doctoral students during the doctoral training in foreign languages.

(4) During the training, the doctoral student is to pay the amount of EUR 3,000 as own contribution to cover the financial and material expenses of the training.

(5) If the expenses of the doctoral students included in point (4) are covered by a foundation or state-authority which includes extra expenses (e.g., tax, insurance, etc) the amount of the financial contribution is to be determined so that the EUR 3,000 is transferred to the bank account of the University as net sum.

(6) The utilisation of the EUR 3,000/semester is regulated by the university and faculty regulations in force.

(7) The amount remaining after deducing university and faculty costs is meant to support the doctoral student's activity in accordance with the recommendations made by the programme-leader and the supervisor.

(8) The DHCHS at the Faculty of Health Sciences is responsible for the implementation of the training in foreign languages including holding the courses in foreign languages.

(9) The provisions of the Hungarian state scholarship doctoral programme shall apply to the academic and content requirements (admission, procedures, administration, earning the degree) of the full-time doctoral studies in the framework of the Stipendium Hungaricum Scholarship Program. Other requirements are set forth in the Stipendium Hungaricum Programme Operational Regulations.

Section 16 The PhD complex exam

(1) In the case of students who enrol to their studies in or after the academic year 2016/2017 a requirement of the closure of their fourth semester is to pass a complex exam which assesses their study and research progress.

(2) The PhD complex exam is a public oral examination conducted by the Complex Exam Committee commissioned by the DHCHS. The complex examination consists of two main parts: in the first „theoretical part” evaluates the theoretical knowledge of the students, while in the second „dissertation phase”, the research progress of the students is evaluated. In the theoretical part, the student shall pass in at least two subjects/topics. In the dissertation part, the student gives an oral presentation on his or her knowledge of the professional publications of the field, reports on the progress of his or her research progress, introduces his or her research plan for the second phase of PhD studies, and set out the planned schedule of preparing and publishing the

dissertation. The student shall submit upon applying for the complex exam the paper with the approving signature of the topic leader based on the following suggested parts: introduction, object, and method of the research, expected results. The complex exam shall be publicized three weeks before the exam.

(3) The DHCHS may absolve the student of one subject in the theoretical part on an individual basis, who:

- a) passed a PhD final exam or equivalent of the given subject,
- b) taught the given subject for at least four semesters in graduate training,
- c) was the author of a book/textbook in the given subject.

(4) The Complex Exam Committee shall consist of a president and two members, established by the DHCHS on the recommendation of the Doctoral School. The president shall be a professor of the Faculty having the competency in the given field, one of the members shall not be an employee of the University. The student's supervisor or any person from whom objective assessment of the case is not expected shall not be a member of the Committee. The composition of the Committee shall be communicated to the student. The student may raise an objection in writing, addressed to the DHCHS, to the composition of the committee within 8 days on the basis of impartiality or conflict of interest only.

(5) The Complex Exam Committee shall make its decisions in every matter in closed session, with an open vote and simple majority. The president shall vote last. The vote shall be either "no" or "yes".

(6) The complex exam shall only take place, if all three members are present. The Committee shall assess the two parts of the exam separately. A report containing the textual evaluation of the exam shall be drawn up. The complex exam is passed if both parts of the exam are deemed passed by the majority of the Committee members. The student may sit a repeated theoretical exam in the same exam period for failed subject(s). The unsuccessful dissertation part shall not be repeated in the same exam period. The exam is evaluated by the members of the Committee in parts and as a whole on a scale of 1 to 5. The exam is a pass, if the student reaches at least 60 % of the points. Accordingly, assessment of the exam shall be passed or failed. The result shall be published promptly following ending the complex exam. The result of the complex exam shall be fixed in the report and a certificate of the result shall be issued.

(7) During the composition of the Complex Exam Committee and other evaluation committees special care shall be taken to avoid conflict of interest. One person shall only participate in one phase of the proceeding.

(8) Doctoral defence may be sit only after a passed complex exam.

(9) In the case of students who enrol to their studies in or after the academic year 2016/2017, a PhD dissertation plan shall be submitted for preliminary evaluation within one year from the closure of their eighth semester as a requirement to start the procedure of earning the PhD degree.

VII. THE PROCEDURE OF EARNING THE PHD DEGREE

Section 17 Starting the procedure of earning the PhD degree

(1) **The procedure of earning the degree** in the case of students who enrol to their studies before the academic year 2016/2017

a) **The PhD degree can be earned in a procedure following the PhD training.**

- b) The participant of the degree earning procedure is the **candidate**. (If the doctoral students starts the degree earning procedure during the PhD training, in addition to the student's legal status he/she also has the candidate's legal status)
- c) The doctoral degree earning procedure is started by **submitting and accepting a request and application**. Decision about starting a degree earning procedure is made by the DHCHS. The Doctoral and Habilitation Office sets up a registry card of the candidate
- d) The candidate's **legal status terminates** with the closing of the degree earning procedure and also in the case if the candidate does not submit his/her doctoral theses within two years following the day of establishing the legal status.

(2) The doctoral students who enrol to their studies in or after the academic year 2016/2017 shall submit a PhD dissertation plan pursuant to this Code within three years after passing the complex exam. This deadline may be extended by one year with the approval the DHCHS, if the deadline is missed due to giving birth, accident, illness, or other unexpected cause that can not be attributed to the student. Additionally, prerequisites of submitting the PhD dissertation is that the student shall not have in progress another procedure of earning the PhD degree in the same scientific field, the student's application for the procedure of earning the PhD degree has not been rejected within two years, the student has not failed in the defence of the PhD within two years, the student's PhD title has not been revoked within 5 years.

(3) The degree earning is declared unsuccessful by the UDB if

- a) **the public discussion of the theses cannot be conducted** through the doctoral student's fault **within two years** following the day of the application
- b) **the defence** of the PhD theses **is not successful**
- c) in the case the degree earning is declared to be unsuccessful, **starting a new degree earning procedure can be applied for after two years** the earliest and only on one occasion.

(4) For certain steps of the degree earning procedure the doctoral student is to pay **fees**, while individuals contributing to this procedure **are remunerated**. The amounts are presented in section 2 (e)-(g) of the present Code and in Appendix 4.

(5) The conditions of starting the PhD degree earning procedure

- a) **submission of the application form**
- b) **final certificate**
- c) **completion of language requirements**, appropriate certification of language skills (a level B2 certificate of one language and one level B1 certificate of another language as given in Appendix 1)
- d) meeting the **publication requirements** for demonstrating research activity and certifying it in the MTMT database (as described in Appendix 2)
- e) preparing **a synopsis of the PhD theses** (4 working copies)
- f) **declaration about originality** (Appendix 7)
- g) proposal for the members of the **committees** participating in the degree earning procedure (each committee member participating in the degree earning procedure is to be degree holder, each individual can participate only once in the whole procedure).

(6) Preliminary opponents

a) Within one month after the submission of the synopsis of these theses, before the final version is prepared, the DHCHS contracts two scientific degree holders preferably selected from those not having a public employment relationship with the Faculty as preliminary opponents. The preliminary opponents are to forward their expert opinions through electronic mail and by post signed, within a period of maximum two months to the DHCHS which forwards it to the doctoral student/candidates.

b) In the **preliminary expert opinion**, the content and formal advantages of the synopsis with special regard to stating the fact whether or not the findings presented are accepted by him/her as the candidate's own research findings. The preliminary expert opinions must also state **whether or not the preliminary opponents recommend** conducting the degree earning procedure and the public discussion of the theses. In the case of one positive and one negative recommendation the DHCHS contracts a third preliminary opponent. In the case of two negative (or 2 negative and 1 positive recommendations) the degree earning procedure is regarded unsuccessful. In the case of two positive (or 2 positive and one negative) recommendations **the doctoral students who started his or her studies before the Academic Year 2016/2017 can be admitted to the final examination.**

(7) Taking the PhD final examination is to be attempted **within one year** following the acceptance of the application for degree earning for doctoral students who started their studies before the Academic Year 2016/2017.

Section 18 The PhD final examination

(for doctoral students who started their studies before the Academic Year 2016/2017)

(1) The PhD final examination is a **public oral examination in one or two subjects** assessed by the **Final Examination Board** contracted by the DHCHS. The subject is related to the doctoral student's wider area of research. The discipline of the final examination and its detailed topics are identified by the DHCHS acting upon the proposal of the CDS within one month following the application. The final examination is to be announced a week before its day in the way usually used at the Faculty.

(2) **From one of the subjects of the PhD final examination** the DHCHS may provide **exemption for candidates, who**

a) have passed a **PhD final examination** in the subject either in this country or abroad, or have passed an examination accepted by **the DHCHS** as equal to the PhD final examination (only excellent final examination results are acceptable),

b) **have taught for at least two years** as a subject of the final examination in the graduate education

c) are authors of **monographies** on the subject.

(3) The **Final Examination Board** consists of the Chair and two members. **The Chair is a professor emeritus** of the subject, **one of the members cannot have a public employment relationship with the University.** On the Final Examination Board no individual can serve who in the opinion of the EDHT cannot be expected to make objective judgements. The candidate is to be informed about the members and Chair of the Final Examination Board. The candidate –

exclusively in cases of incompatibility or bias – may present an appeal to the DHCHS within 8 days.

(4) All matters related to the operation of the Final Examination Board are decided **in closed session with open ballott and majority vote**, the Chair is to vote last, only ‘yes’ or ‘no’ votes are possible.

(5) Final examination can be conducted only when all the three members of the board are present. The questions asked and the replies given to them and the successful or unsuccessful result of the final examination are entered into **the minutes** by the Final Examination Board. The result of the final examination is scored by each member of the committee on a scale from one to five. The final examination is regarded **successful** if the candidate scores 60 percent or more of the available points. The qualification of the doctoral final examination: summa cum laude (over 85 percent), cum laude (70-85 percent) and rite (below 70 percent). The result is to be announced right after the final examination. The submission of the modified (final) form of the theses, its assessment and the defence are only possible following the successful PhD final examination.

(6) **If unsuccessful**, the PhD final examination can be retaken on one occasion after six months, but within two years following the submission of the application for degree earning it is to be passed.

(7) On setting up the committees’ special attention is to be paid to avoid incompatibility. One individual may participate only in one phase of the procedure.

Section 19 The defence of the PhD theses

(1) The PhD theses is the documentation of the results achieved in PhD research

a) **written for this purpose**, no less than 50 and no more than 100 pages in length (32 lines, 70 characters), (including the title page, the content page and the references but not including the figures and tables). In the form of independent writing, or

b) in the form of writings, **published or accepted for publication** linked by a text written for this purpose. The new findings achieved by the candidate must be listed in detail in a separate chapter in both cases

c) The theses is to contain in a separate enumeration the **list of research papers published on which the dissertation is based on**, and the congress presentations

d) The theses can be fully Hungarian, fully English or in the case indicated in point (b) above – partly Hungarian and partly English.

e) In order to ensure high quality and unified appearance of the theses the practical experiences and the recommendations by the Hungarian Accreditation Board are to be kept to. In order to do so, **the Secretary** of the DHCHS is to be consulted before preparing the theses.

f) The theses should be prepared according to point (a) or point (b) above **in A/4 format in five copies**. Its binding should be black, and the labels should be written in gold. On the cover page the title of the theses should appear and also the indication of ‘doctoral (PhD) theses, the author’s name, and at the bottom, the Doctoral School of Health Sciences, the Faculty of Health Sciences, the University of Pécs, Pécs, the year of preparation. In addition to these data on the title page the names of the leader of the Doctoral School, the programme leader, the supervisor’s and the co-supervisor’s names should appear.

g) Candidates are to prepare their theses of dissertation in both Hungarian and English, which, similarly to the candidate of sciences theses should be roughly unified. The theses booklets should be made A/5 format, pinned in cardboard paper cover.

h) The list of published papers and congress presentations should also be included in the theses booklet. The theses booklet should be sent to the DHCHS as it is part of the appendices attached to the minutes of the defence.

i) At least fifteen printed copies of the theses booklets in both languages should be submitted to the Doctoral and Habilitation Office, before the public discussion is announced.

j) A condition of submitting the dissertation is sending the **signed minutes of the inhouse defense** to the DHCHS.

k) All the five copies of the dissertation are to be supplemented upon submission by a CD/DVD containing the dissertation with its appendices and the theses booklets both in Hungarian and in English in three separate pdf files.

(2) **Publicising** the theses booklets and their library **registration** are the responsibility of the Doctoral and Habilitation Office, acting upon section 34 of the University Doctoral Code.

(3) The degree earning procedure **is to be completed within one year** following the submission of the theses.

(4) **The expert opinion**

a) One month following the submission of the theses, the DHCHS contracts two persons in no public employment relationship with the University (hereinafter: the opponents). **The opponents** are supposed to submit their expert opinions electronically and by post in three copies to the DHCHS **within two months**, which forwards them to the candidate.

b) In the expert opinion the **content and formal** advantages and faults of the theses are to be detailed with special regard to **whether or not the opponent accepts the new research findings presented in the theses as the candidate's own**. In their expert opinions the opponents are required to make a statement **whether or not they recommend the public discussion of the theses**. In the case of one positive and one negative recommendation, the DHCHS contracts a third opponent. In the case of two negative (or two negative and one positive) recommendations the defence of the PhD dissertation is regarded as unsuccessful.

c) In the case of two positive (or two positive and one negative) recommendations, the DHCHS sets the date of public discussion to be held within two months following the receipt of the replies given to the opponents. **The written responses given to the opponents' opinions** are to be forwarded by the candidate to the DHCHS **at least 15 days before public discussion**. The venue and time of the discussion are to be published on the notice board of the Faculty one week earlier. The CDS may decide about publicising it in the press.

(5) **The public discussion**

a) The public discussion takes place in front of **the Assessing Board** entrusted by the DHCHS. The Board consists of the Chair the two opponents and another two members. Members of the board can only be **scientific degree holders**. Of the opponents and the members **at least two individuals are not supposed to be in public employment relationship with the University**. **The Chair is the professor of the Faculty** or emeritus professor. The candidate's supervisor is

not supposed to be the member of the board neither is any other person who in the view of the DHCHS cannot be expected to make objective judgements.

b) The candidate is to be informed about the members and Chair of the Final Examination Board. The candidate – exclusively in cases of incompatibility or bias – may make a plea to DHCHS within 8 days.

(6) At the beginning of the public discussion the Chair is to establish **the decision making capacity** for which at least four members of the committee, one of them an external expert, are to be present. The discussion can be conducted if at least one of the opponents is present and the other opponent **made written statement** about accepting the responses to the questions.

(7) Part of the public discussion is **a twenty-minute free presentation** in which the candidate summarises the main points of the theses, then responds to the opponents and also answers **the questions** asked by the committee members and the public present.

(8) After the public discussion is closed, the board discusses and **with secret scoring assesses** the theses in closed session – taking the opponents' assessment and the results of the public discussion into account. On scoring both the Chair and the members of the board may allot a maximum of five points each. The theses can be regarded as defended if the score is **at least 60 percent** of the total number of points at the board's disposal. The qualification of the successfully defended theses: summa cum laude (over 85 percent), cum laude (70-85 percent) and rite (below 70 percent). The result is to be announced by the Chair.

(9) Decision about awarding or rejecting the PhD degree is made by the DHCHS based on the points scored and the report prepared by the Final Examination Board and the assessment board within one month following the day of the defence, then, based on this, the UDB makes the final decision. **The qualification of the doctoral degree** is calculated based on 30 percent of the percentage achieved at the final examination and 70 percent of the percentage achieved in the public discussion. The qualification of the degree: summa cum laude (over 85 percent), cum laude (71-85 percent) and rite (below 70-60 percent).

(10) **The doctors degree** contains the name of the University of Pécs, its seal, the holders name suitable for identification, the holders date and place of birth, the qualification of the doctoral degree, the discipline, the venue, year, month and day of conferment. The degree is signed by the Rector and the Chair of the UDB.

(11) The degree is issued in Hungarian and Latin or English languages.

(12) **Doctors degrees are conferred on the candidates in a public session of the University Council**, part of the conferment ceremony is pledge of the candidates.

(13) Doctors degrees are to be issued following the degree conferment, indicating its date. doctors may use the title of Dr (PhD) following the conferment. The University at the candidate's request prior to the conferment ceremony **issues a certificate** about the results of the doctoral final examination and the public discussion and about the decision made by the UDB, which is signed by the Chair.

Section 20 Recognition of other degrees

(1) Other degrees certifying the ability to conduct independent scientific research (PhD degrees acquired abroad, Candidate of Sciences degree acquired abroad, etc) at individual requests acting upon the CDS opinion and the proposal of the DHCHS **may be nostrified** by the UDB or may be recognised as a PhD degree – with the exception of paragraph (4) of the present document. From the documents attached to the application it is to be clear that **the requirements for awarding the PhD degree** and the **documented knowledge and researchers experience and results** obtained in the period following the degree awarding is not less than those detailed in sections 14-17 of the present Code.

(2) **The following documents are to be attached to the application submitted:**

- a) the nostrified **degree**,
- b) the applicant's list of **publications**,
- c) the list of **presentation and poster presentations** performed by the applicant
- d) documents certifying the applicant's **University teaching activity**,
- e) the certification of theoretical and practical **courses** completed by the applicant in Hungary or abroad
- f) **study trips** abroad
- g) certification of participation in **teams** receiving research funding from grant proposals
- h) professional **CV**,
- i) certification of the required **language skills**
- j) certification of any other fact that may contribute to meeting the requirements listed in point (1), (e.g recognition of professional excellence, decoration)
- k) **statement** about where and how many times the applicant submitted reapplication for renostrification

(3) The **expenses** of nostrification are covered by the applicant. The nostrified degree **has no qualification**.

(4) The University issues PhD degrees – at the request of the applicants – **based on degrees of Candidate of Sciences** in the field of health sciences, biological sciences, chemical sciences and medical sciences issued by the Hungarian Scientific Board of Qualifications and this fact is registered in the registry of the Doctoral School and the National Registry is also notified about it.

(5) For the nostrification of other degrees, procedural fees specified in section (5) (f) and Appendix 4 of the present document are to be paid.

VIII. SPECIAL REGULATIONS

Section 21

(1) Payment of contribution to be made by citizens speaking Hungarian and declaring themselves of Hungarian origin in official documents coming from countries bordering with Hungary admitted to PhD training at the Faculty – for grave reasons may be taken over.

(2) The awarding of Doctor's titles certifying graduate university qualifications (dr.med., dr. dent.) and (doctor honoris causa) is regulated by other Codes.

(3) The Department of Languages and Communication in Health Sciences at the University of Pécs organises courses to give opportunities for acquiring English for specific purposes and – when there is a required number of applicants – other languages for specific purposes and for the certification of the language skills the Department organises language exams.

(4) The UDB promotes those individuals who completed their secondary, university and PhD studies with excellent results for '**Promotio sub auspiciis praesidentis** Rei Publicae' degree conferment.

(5) The vacations in the graduate training are not counted in the case of deadlines no longer than two months specified by this Code.

(6) **Special subsidies** offerable to doctoral students and candidates (textbooks, buying in-house materials, accomodation subsistence, financial support for attending congresses, etc.) are decided about by the DHCHS taking the possibilities into account and acting upon the proposal of ad-hoc committies.

IX. CLOSING REGULATIONS AND THE FORCE OF THE PRESENT CODE

Section 22

(1) This Code shall enter into force with its approval by the University Doctoral Board on 1 December 2020.

(2) With the present Code coming into force, the previous Code of organisation and operation of doctoral (PhD) degree awarding and doctoral (PhD) training at the Faculty of Health Sciences at the University of Pécs is invalidated.

Dr István Kiss, Doctor of the HAS
professor
Chair of the Doctoral and Habilitation Council of
Health Sciences

Appendix 1

KNOWLEDGE OF FOREIGN LANGUAGES

(1) Paragraph 10 (2) point c) identifies **the minimum requirement for admission**. For details contact the Department of Languages for Specific Purposes at the Faculty of General Medicine, the University of Pécs.

(2) The certification of **language skills required for awarding the PhD degree** (section 14 (4) point c) is possible in the languages of the member states of the European Union or Russian

a.) at least **level B2 complex** (upper-intermediate, type 'C') certificate of general or specific purpose language exam or equivalent, and

b.) **level B1 complex** (basic, type 'C') certificate of general or specific purpose language exam or equivalent

(3) **One of the languages mentioned above is the English language**, as prescribed by the DHCHS

(4) **Foreign candidates**, in addition to their first languages, are to prove skills in a further language widely used in the literature of Natural Sciences, as given in paragraph (2) point a)

(5) The following types of language certificates can be accepted as basic language certificates (2) in the cases of languages indicated in paragraph (2) above

a) Upper intermediate type 'A' or 'B' certificate of languages for specific purposes or general language or equivalent

b) basic level language certificate issued by Department of Languages for Specific Purposes

c) any other certificate which is recognised by the Department of Languages for Specific Purposes as equal to their basic language certificate issued by the Department

d) an examination of the doctoral final taken in a foreign language,

e) presenting and discussing the theses in a foreign language at the public dispute of the theses

f) occasionally the DHCHS prescribes the way of certifying language skills (e.g. continuous – at least 3 month-long guest lecturing abroad or language skills necessary for cultivating the branch of science in question).

Appendix 2

PUBLICATION REQUIREMENTS OF DEGREE EARNING

(1) In order to preserve the quality standards of the PhD degree, the Code of the Doctoral School presents the following **requirements for starting the doctoral procedure**:

a) In **at least one of the scientific papers** published by the applicant, **the applicant is to be the first author** and the publication **is to be qualified with impact factors (IF)**.

b) **The cumulative impact factor** of the published scientific papers presented in the application is to be at least **2.0 IF**, in the case of rehabilitation and alternative medicine 1.0 IF

c) In the research area of **social sciences and linguistics** instead of the impact factors of the papers the skills of transferring scientific information, giving scientific presentations and teaching and publishing are counted. **The following five minimum requirements are to be met:**

1. at least 12 publication points (appendix 2/1)
2. at least 4 publications
3. of these at least 2 international publications and in at least one of them the candidate is to be first author
4. the candidate is to be first author in at least one Hungarian publication
5. first-author publication is to be published in journals reviewed by the Science Citation Index or Social Science Citation Index or in relevant ISSN-registered journals (whose acceptability has been established by the DHCHS)

Requirements described in points 4 and 5 are to be met by publications on the topic of the theses.

d) Meeting the requirements expressed by figures in itself cannot serve as the basis for awarding the degree, in addition well-established scientific concepts are to be justified by coherent publications. All new findings can serve as the basis of only one PhD dissertation. If scientific findings in a multi-authored work lie in the basis of more than one PhD dissertation, the DHCHS is to declare which partial results can be regarded as the candidate's own contribution and they are to make suggestions concerning the proportion of impact factors to be calculated in assessing the given individual's work.

Appendix 2/1

Publication requirements in the topics

In topics of social sciences and linguistic aspect of health sciences the following publication scores apply:

Research **articles** on new scientific findings published in **peer-reviewed journals**.

The **summary** of the latest findings of the candidate's own published in peer-reviewed journals.

Research articles discussing the candidates area of research from the interdisciplinary aspect published in peer-reviewed journals.

Book or chapter summarising the candidate's own research published in a scientific monography (ISBN-registered textbook).

Publication scores:

In journals registered in SCI and SSCI, whose acceptability is established by the DHCHS	First author:5 Co-author:4
In international journals registered in ISSN, international book registered in ISBN, whose acceptability is established by the DHCHS	First author:3 Co-author:2
In journals published in Hungary registered in ISSN, in textbooks published in Hungary registered in ISBN, whose acceptability is established by the DHCHS	First author:2 Co-author:1
In books registered in ISBN	First author:6 Co-author:4

The acceptability of the above publications are established by the DHCHS, the sample list for social sciences is in Appendix 2/2, sample lists for linguistics-related topics are in Appendices 2.3 and 2.4 .

Appendix 2/2

Sample list of journals with no impact factor in the field of social sciences-related aspects of Health Sciences

	Printed ISSN	Online ISSN
Acta Pharmaceutica Hungarica	0001-6659	
Central European Journal of Public Health	1210-7778	1803-1048
Clinical and Experimental Medical Journal	2060-6249	2060-968X
Egészség Akadémia	2061-2850	
Egészségügyi Gazdasági Szemle	0013-2276	
eJIFCC - The Journal of the International Federation of Clinical Chemistry and Laboratory Medicine		1650-3414
Élelmiszer, Táplálkozás és Marketing	1786-3422	
Gyermekgyógyászat	0017-5900	
Informatika és Menedzsment az Egészségügyben	1588-6387	1789-9974
Közgazdasági Szemle	0023-4346	
Laboratóriumi Medicina	1416-5805	
Lege Artis Medicinae	0866-4811	
Magyar Epidemiológia	1786-1489	
Magyar Nőorvosok Lapja	0025-021x	
Medicine, Health Care and Philosophy. A European Journal	1386-7423	1572-8633
Metabolizmus	1589-7311	
Népegészségügy	0369-3805	
Orvosi Hetilap	0030-6002	1788-6120
Orvosképzés	0030-6037	
Orvostovábbképző Szemle	1218-2583	
Polish Journal of Food and Nutrition Sciences	1230-0322	
Praxis: a minőségi gyógyítás elmélete és gyakorlata	1216-3228	
Pszichológia	0230-0508	2060-2782
Szociológiai Szemle	1216-2051	
Új diéta : a magyar dietetikusok lapja	1587-169X	

Appendix 2/3

Sample list of journals with no impact factor in the field of linguistics-related aspects of health sciences

	Printed ISSN	Online ISSN
Acta Medica Marisiensis	2068-3324	
A Magyar Nyelv És Kultúra Tanításának Szakfolyóirata	1787-1417	
Biztosítási Szemle	0133-221X	
Communication & Medicine An Interdisciplinary Journal Of Healthcare, Ethics & Society	1612-1783	1613-3625
Discourse Analysis Online		1477-7843
Egészség Akadémia	2061 2850	
Fachsprache International Journal Of Lsp	0256-2510	
Forum Qualitative Sozialforschung/ Forum Qualitative Sozial Research (Fqs)	1438-5627	
Gesprächsforschung Online-Zeitschrift Zur Verbalen Interaktion		1617 – 1837
Human Communication Research	0360-3989	
Journal Of Forensic And Legal Medicine	1752-928X	
Journal Of Health Communication	1081-0730	
Language Sciences	0388-0001	
Magyar Epidemiológia Hungarian Epidemiology	1786-1489	
Magyar Orvosi Nyelv	1588-3191	
Magyar Terminológia	1789-9486	2060-2774
Pedagógia Szemle	0031-3785	
The Journal Of Trauma (Injury, Infection And Critical Care)	0022-5282	1529-8809
Új Pedagógia Szemle	1215-1807	
Zeitschrift Für Angewandte Linguistik	1433-9889	2190-0191
Language Sciences	0388-0001	

Appendix 2/4

Sample list of periodicals/coference proceedings with no impact factor in the field of linguistics-related aspects of health sciences

	Printed ISSN	Online ISSN
Alkalmazott Nyelvtudomány	1587-1061	
Magyar Alkalmazott Nyelvészeti Konferenciák Szerkesztett Kötetei	1786-545X	
Porta Lingua Sorozat	1785-2420	
Publicationes Universitatis Miskolciensis, Sectio Philosophica	1219-543X	

Appendix 3

THE ADMISSION PROCEDURE

The admission committee

Chair:

- Chair of the DHCHS

Members:

- member of the DHCHS

- member of the CDS

The Secretary of the DHCHS is a constant participant of the entrance examinations and is responsible for the clerical work

The system of scoring

I. Points allotted for achievement in the graduate training

3,51 - 3,80 1 point

3,81 - 4,00 2 points

4,01 - 4,10 3 points

4,11 - 4,20 4 points

4,21 - 4,30 5 points

4,31 - 4,40 6 points

4,41 - 4,50 7 points

4,51 - 4,60 8 points

4,61 - 4,70 9 points

4,71 - 10 points

Extra points can be allotted if the qualification of the final exam in the two subjects most-tightly related to the research topic are 'excellent'.

II. Points allotted for research

A./ Activity in the Student Researchrs Society (SRS):

Prize winning first-author at national conference - 5 points

Prize winning co-author at national conference

or first-author at in-house conference - 4 points

Prize winning co-author at in-house conference - 3 points

Theses written on SRS topic with 'excellent' qualification - 2 points

Worse than 'excellent' qualificatin or participation in the work of the SRS - 1 pont

The points can be multiplied if it is required by the performance. The multiplication of the points can only be justified if they reflect different performace. In order to ensure realistic scoring, the abstracts of presentations and posters are to be submitted on application for admission.

B./ Study trip, publication, scientific congress

Participated in a study trip abroad (at least 1 month) - 1point

Author in international publication - 2 points

Author in publication in Hungary - 1 point

Author in international presentation or posterpresentation - 2 points

Author in presentation or posterpresentation in Hungary - 1 pont

The above points can be scored for each study trip, publication, presentation and posterpresentation. The points can be multiplied if the publications and congress presentations are prepared or took place on the basis of different performances. For performances listed in II/A and B separate points can be scored only if there is justifiable extra performance.

III. If the applicant applies for admission to the Doctoral School, for his/her scientific application or impact factor can be scored with a maximum 5 points.**IV. Language skills**

- advanced level (C1) or several upper-intermediate level (B2) language certificate - 2 points

- upper-intermediate level (B2) - 1 point

V. General impression at the oral admission exam

maximum $3 \times 5 = 15$ points can be scored at the admission exam

VI. Acknowledging individual permormances originating from the different practice of various institutions of higher education or from some other specific activity which do not fit into the above categories but represent real and justifiable work is to be judged by the admissions committee.

Appendix 4

APPLICANTS FOR PHD TRAINING AND DEGREE AWARDING AND THE FEES TO BE PAID BY THOSE ADMITTED

Fees to be admitted The amounts are determined with regard to the allowance base	Training in Hungarian	Training in foreign language
I. Fee of the admission procedure <u>Payment must be verified upon submission of an application for admission</u>	0.6 x allowance base (12.000 HUF)	EUR 200 (60.000 HUF)
II. Procedural fee of degree earning* <u>To be paid upon application</u>	6 x allowance base (120.000 HUF)	EUR 550 (160,000 HUF)
III. a) Fee of training/own contribution for students enrolling in the first semester of the academic year 2016/2017 or earlier Those participating in the self-supporting training are to pay tuition fee/ own contribution each semester. The members of the Faculty may be entitled payment reduction based on the Dean's decision acting upon the proposal of the Chair of the DHCHS.	4 x allowance base (80.000 HUF)	EUR 3,000 (900.000 HUF)
III. b) Fee of training/own contribution for students enrolling in or after first semester of the academic year 2017/2018 Those participating in the self-supporting training are to pay tuition fee/ own contribution each semester. The members of the Faculty may be entitled payment reduction based on the Dean's decision acting upon the proposal of the Chair of the DHCHS.	6 x allowance base (120.000 HUF)	EUR 3,000 (900.000 HUF)
IV. Fee of the defence of the dissertation* The members of the Faculty may be entitled payment reduction based on the Dean's decision acting upon the proposal of the Chair of the DHCHS.	7,5 x allowance base (150.000 HUF)	HUF 200,000 (EUR 650)
V. Fee of the re-qualification of Candidate of Sciences degrees	0,15 x allowance base (3.000 HUF)	
VI. Re-qualification of other degrees (e.g. PhD degrees obtained abroad) Members of the Faculty may be entitled 50 percent reduction of the above fees based on the Dean's decision acting upon the proposal of the Chair of the DHCHS.	3x allowance base (60.000 HUF)	

According to Article 81 (1) a) of the HAHE the complex exam and the procedure of earning the PhD degree shall be free of charge for students entitled to Hungarian state scholarship during their student status is effective.

Appendix 5

PAYMENT FOR THOSE PARTICIPATING IN THE PHD TRAINING, PHD DEGREE

AWARDING AND ORGANISATION

Individuals belonging to the categories listed below are entitled the following payment: The point of reference for determining the payments is the current public servants' allowance base	Training in Hungarian	Training in foreign language
I. In the PhD awarding procedure		
A) public employees of the University of Pécs		
a) tutor of theoretical and practical courses/contact hour (exceeding the obligatory contact hours)	0.3 x allowance base	0.6 x allowance base
b) Chair and members of the admissions committee/applicant	0.06 x allowance base	0.12 x allowance base
c) Chair and members of the Final Examination Board	0.2 x allowance base	0.4 x allowance base
d) Preliminary opponents, Chair and members of PhD Defence Board per dissertation	0.3 x allowance base	0.6 x allowance base
B) individuals not employed by the University of Pécs		
a) tutor of theoretical and practical courses/contact hour, based on the decision made by the Doctoral School	0.2-1. x allowance base	0.6 x allowance base
b) Chair and members of the Final Examination Board, based on the decision made by the Doctoral School	0.1-0.3 x allowance base	0.6 x allowance base
c) opponent of the PhD dissertation/dissertation	1.3 x allowance base	2.6 x allowance base
C) Secretary for managing the Doctoral and Habilitation Office	3 x allowance base	

Appendix 6

THE REGULATION OF THE PHD TRAINING IN THE CREDIT SYSTEM

The credit system is applied by the DHCHS in the following way:

(1) Credit allocation

In the doctoral training credits can be acquired through three types of activities: studying, (training), research and teaching. In the doctoral training the student is supposed to acquire 30 credits per semester during the three years of post-graduate training i.e. 180 credits altogether. Doctoral students who enrolled in and after the Academic Year 2016/2017 shall acquire 240 credits altogether.

a) Study credits

- As a rule there are 4 credits per semester available.
- it is desirable to acquire the study credits in the first two semesters.
- For fulfilling study requirements only full (occasionally half) credit can be acquired.
- The completion of credits is acknowledged by the tutor of the subject indicated in the gradebook, based on the prescribed requirements including examinations, essays progress tests, etc. For the evaluation a two-grade scale (pass/fail) is to be used, which is also to be entered into the gradebook.
- Foreign language learning is usually an issue out of the scope credit allocation.

b) Research credits

- The doctoral student (as researcher) can obtain it by research.
 - The performance is not evaluated, the consultant by his/her signature justifies that the doctoral student – through hard work, familiarity with the relevant literature and the performance in the PhD training - finds the doctoral student eligible for continuing the PhD training.
 - For the fulfilment of the research requirement 26 credits in each of the first four semesters and 30 credits in the fifth and sixth semesters each for the doctoral students who enrolled before the Academic Year 2016/2017. If the doctoral student acquires more credits by other activities, he/she will receive less research credits accordingly.
- Doctoral students who enrolled in and after the Academic Year 2016/2017 fulfilling the research requirement shall earn 27 credits in each semester for the first four semesters, and 29 credits for the last four semesters.

c) Teaching credits

- The doctoral student may acquire it through teaching activity.
- The appropriate amount of teaching responsibilities is also useful for personal professional development. Holding lectures is not advisable but the doctoral student may conduct practicals or seminars on his/her own or in cooperation with experienced tutors.
- One contact hour per week equals to two credits.
- The teaching credits are to be entered into electronic educational system, their qualification is not necessary.

- the maximum amount of doctoral credits for teaching is determined by the Doctoral Code of the University as one fourth of the available credits. In accordance with this rule the weekly number of contact hours conducted by the doctoral student cannot exceed six hours per week. **(2) Grades and conversion of grades**

In the doctoral training subjects taken up as courses (training credits) qualification is necessary.

A two grades scale is to be used (pass/fail) which is to be entered into the electronic educational system.

The doctoral student may participate in partial training abroad while his/her student's legal status is maintained. The acknowledgement of knowledge acquired during the study trip abroad is to be applied for in accordance with sections 54-55 of the University Code of Studies and Examinations. The application should be submitted by the doctoral student to the Credit Transfer Committee. The consultant's recommendation is also necessary.

(3) Taking up courses in other institutions

Part of the study credits can be acquired by the student in other institutes and following the completion of the subject (course) the student may apply to the DHCHS for acknowledging the credits. Registering for courses is also to be applied for in the other (receiving) institution.

(4) Acknowledging preliminary performances

Preliminary performances include participation in training, education and research out of the scope of the doctoral training fitting into the doctoral programme. The student has the opportunity to have these performances acknowledged by acquiring credits for them. The decision concerning the acknowledgement of preliminary performances is to be made by the DHCHS.

(5) Partial training

Studies conducted by the doctoral student outside the Doctoral School are considered as part of the doctoral training whereby the doctoral student participates in a programme which ensures the validity of the given study period in the doctoral training of the Faculty. The partial training is regulated by the Doctoral Code of the Faculty, the implementation of these rules is the competence of the DHCHS. During the partial training the doctoral student can acquire study credits, research credits and teaching credits. For study credits rules concerning 'Taking up courses in other institutions' and 'grades' apply. The research credits are acknowledged by the programme leader (consultant). Teaching credits are acknowledged by the DHCHS based on the certificate issued by the institute offering the partial training.

Appendix 7

SUBMISSION OF THE DOCTORAL DISSERTATION AND DECLARATION OF THE ORIGINALITY OF THE DISSERTATION

The undersigned

name:

maiden name:

mother's maiden name:

place and time of birth:

on this day submitted my doctoral dissertation entitled

.....

.....

to the

programme/topic area.....

of the Doctoral School.

Names of the consultant(s):

At the same time I declare that

- I have not submitted my doctoral dissertation to any other Doctoral School (neither in this country nor abroad),
- my application for degree earning has not been rejected in the past two years,
- in the past two years I have not had unsuccessful doctoral procedures,
- my doctoral degree has not been withdrawn in the past five years,
- my dissertation is independent work, I have not presented others' intellectual work as mine, the references are definite and full, on preparation of the dissertation I have not used false or falsified data.

Dated:

.....

signed by candidate

.....

supervisor

.....

co-supervisor