

UNIVERSITY OF DEBRECEN

DOCTORAL REGULATIONS

(Drawn up in consolidated structure with the regulation of the Doctoral Council adopted on 5 April 2019, as well as the regulation of the Council of “Géza Marton” Doctoral School of Legal and Political Sciences adopted on 27 March 2019)

D e b r e c e n – 5 April 2019

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* DCSC = Doctoral Council of Social Sciences (in the Hungarian text: TDTSZ) (translator's note)

** DR = Doctoral Regulations (in the Hungarian text: DSZ) (translator's note)

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CHAPTER I

Legal background:

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

- **Act CCIV of 2011** on national higher education (hereinafter: National Higher Education Act);
- **Government Decree 137/2008 (V. 16)** on the certified examination of foreign language attainment and on the nostrification in the Republic of Hungary of language certificates of foreign language attainment issued abroad;
- **Government Decree 50/2008 (III. 14)** on funding higher education institutions based on an education, science and maintainer-dependent formula;
- **Government Decree 51/2007 (III. 4.)** on grants available for higher education students and certain fees payable by them;
- **Government Decree 387/2012 (XII. 9.)** on doctoral schools, the doctoral degree conferment procedure and habilitation;
- **Government Decree 423/2012 (XII. 19.)** on the admission procedure to higher education institutions;
- **Government Decree 87/2015 (IV. 9.)** on measures required for the implementation of certain provisions of Act CXXXIX of 2011 on higher education ;
- **Act C of 2001** on the recognition of foreign certificates and degrees.

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

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

(3) The scope of the Regulations extends to the students, faculty members and researchers participating in the doctoral education, others contributing to the doctoral education and procedures, as well as those participating in the doctoral degree conferment procedure. In case of students who started the doctoral programme before 1 September 2016, as well as doctoral candidates whose degree conferment procedure started before that date, the provisions of the Doctoral Regulations of the University of Debrecen adopted in 2008, as amended on several occasions, shall be applied for the entire period of the doctoral education and the degree conferment procedure.

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

(5) The University shall make the Doctoral Regulations available on its website. The doctoral schools shall make their own rules of operations available on their own website, as well as in the national doctoral database (doktori.hu).

DCSC. 1 *The Regulations of the Doctoral Council of Social Sciences shall be published on the website of the doctoral schools. The regulations of the doctoral schools may not be contradictory to the regulations of the Doctoral Council of Social Sciences and the Doctoral Regulations of the University of Debrecen.*

DR 1. (1) “Géza Marton” Doctoral School of Legal and Political Sciences was accredited by MAB by way of its resolution no. 2006/4/VI/3. The validity of the accreditation of the doctoral school was extended until 31 December 2019 by way of resolution no. 2014/10/XIV/31/2/737 of the plenary meeting of MAB.

(2) A The registered seat of the doctoral school shall be the same as the registered seat of the Faculty of Law (4028 Debrecen, Kassai út 26).

(3) The website of the doctoral school: <http://martongezadi.unideb.hu>

DR 2. The programme of “Géza Marton” Doctoral School of Legal and Political Sciences: Changes of state and law in Central and Eastern Europe

DR 3 The head of the doctoral programme, under the leadership of the head of the doctoral school, participates in the operative management of the affairs concerning the doctoral programme. In specific issues, on a case-by-case basis, the head of the doctoral school may assign certain tasks in his/her scope of competence to the head of the doctoral programme.

DCSC 3. Only such a person having an academic degree may act as a dissertation supervisor who has uploaded his or her list of publications into the Hungarian National Scientific Bibliography, and who was considered, on the basis of the reasoned recommendation of the council of the doctoral school, to be suitable on the basis of his or her academic and publication activities, to supervise the research activities of doctoral students. Dissertation supervisors shall update their list of publications available in the doctoral database and in the Hungarian National Scientific Bibliography at least annually. At its last meeting in each academic year, the Doctoral Council of Social Sciences shall delete faculty members who do not satisfy the relevant formal and professional requirements from the list of dissertation supervisors, and shall ensure that a new dissertation supervisor is assigned for the doctoral students concerned.

DR 4. (1) Only such a person having an academic degree may act as a dissertation supervisor who is considered by the doctoral council as suitable for the supervision of dissertations, is a recognized researcher of the topic, obtained his or her academic degree at least three years before, has uploaded his or her list of publications into the Hungarian National Scientific Bibliography, has at least 20 academic publications on the basis of the data of the publications and citations summary table of the Hungarian National Scientific Bibliography, from among which publications at least 5 shall be Hungarian publications of category “A” and “B”, or foreign publications of at least category “D”, according to the Committee of Legal and Political Sciences of the Hungarian Academy of Sciences, or independent monographs, and from which 20 publications at least five shall have been published in the past five years.

(2) The dissertation supervisors of the doctoral school shall update their data in the doctoral database and in the Hungarian National Scientific Bibliography at least annually. In justified cases, the head of the doctoral school may also require the urgent updating of the data.

(3) The dissertation supervisor shall be required to participate at the research forum in the framework of which the doctoral student(s) put in his or her charge report on their research work. The dissertation supervisor shall submit to the secretary of the doctoral school a prior, written opinion on the professional progress made by the doctoral

student(s), also covering the professional activities of the dissertation supervisor in the interest of such progress.

(4) The council of the doctoral school shall also have a separate hearing of the dissertation supervisors whose students registered to take the complex doctoral examination in the given semester, where their work in the capacity of dissertation supervisors is evaluated. The council of the doctoral school may also have a hearing for such dissertation supervisors who do not have students that registered to take the complex doctoral examination in the given semester. On the basis of the hearing, the council of the doctoral school may formulate professional expectations for the dissertation supervisors concerning their professional progress and/or their cooperation with the students that they are put in charge of, the accomplishment of which expectations shall be checked after two semesters.

(5) At the end of the academic year, on the basis of the recommendation of the doctoral school, the Doctoral Council of Social Sciences shall delete faculty members who do not satisfy the relevant formal and professional requirements from the list of dissertation supervisors, and the Doctoral Council of Social Sciences shall ensure that a new dissertation supervisor is assigned for the doctoral students concerned.

DR 5. (1) *The head of the doctoral school shall be the president of the council of the doctoral school. The council of the doctoral school shall also include nine additional members, elected by the core members of the doctoral school on the basis of the recommendation of the head of the doctoral school, in such a way that at least six of the nine persons shall be from core members accepted by MAB, and all members shall be dissertation supervisors or announcers of dissertation topics in the doctoral school. Core members of the doctoral school who are not members of the council of the doctoral school, as well as the dean of the Faculty of Law and the secretary of the doctoral school (in case they are not members of the council) may also participate at the meetings of the council of the doctoral school with the right of consultation.*

(2) Membership in the council of the doctoral school shall end upon the expiry of the term of appointment, the resignation or death of the member, the termination of being a core member, or deletion from the list of dissertation supervisors. If membership in the council ends before the expiry of the term of appointment, the core members of the doctoral school shall, based on the recommendation of the head of the doctoral school, elect a new member, whose appointment shall be for the duration of the appointment of the doctoral council.

(3) The meetings of the council of the doctoral school shall be convened by the head of the doctoral school or the head of the doctoral programme, by way of an invitation sent in electronic form. The council of the doctoral school shall also be convened if requested by at least half of the core members, in writing. The materials and the detailed points on the agenda of the meeting of the council shall be made available to the members of the council of the doctoral school, in electronic form, at least two days before the date of the meeting. Any point on the agenda that was not made available to the members at least two days before the date of the meeting may only be discussed at the meeting if the majority of the members present at a meeting with a quorum support such discussion.

(4) The head of the Doctoral School or the head of the doctoral programme may request one or several members of the council of the doctoral school to be in charge of points on the agenda of the meeting (especially points related to the degree conferment procedure) as preliminary referees.

(5) The meeting of the council of the doctoral school shall have a quorum if the majority of the members are present. The meetings of the council may be chaired by the head of the doctoral school or the head of the doctoral programme. The council of the doctoral school shall adopt its decisions with a simple majority of the members present in open vote; in case of an equal number of votes, the vote of the chair of the meeting shall decide the voting. Voting by secret ballot shall be held in personnel matters, in the issue of the closing of the degree conferment procedure and the awarding of the doctoral degree, or when requested by more than 50% of the members present.

(6) The meetings of the council of the doctoral shall be open to the public; the secretary of the doctoral school shall draw up a memorandum of the meeting.

(7) Exceptionally, in urgent cases, the council of the doctoral council may also adopt decisions between two regular meetings, by electronic voting. The secretary of the doctoral school shall be responsible for organizing the electronic voting and for determining the result of the voting. Electronic voting shall be not be used:

- in personnel matters;*
- concerning the appointment of the members of the committee and the subjects for the complex examination;*
- concerning the appointment of the defence committee of the public debate;*
- in the question on the closing of the doctoral degree conferment procedure and the awarding of the doctoral degree;*
- in any issue in which any member of the council of the doctoral school requests the postponement of the electronic voting and a discussion of the merits of the given issue.*

(8) A reasoned appeal against a decision of the council of the doctoral school that is deemed to be in violation of provisions of law or the regulations of the university may be submitted, within 15 days of the communication of the decision, to the secretary of the doctoral school, but addressed to the president of the Doctoral Council of Social Sciences. The appeal may be heard at the next meeting of the Doctoral Council of Social Sciences.

DR 6. (1) *The tasks of the secretary of the doctoral school shall include (in addition to those listed in Section 1 (14) of the EDR):*

- organising the research forum of doctoral students and the conference of doctoral students in Debrecen;*
- organising the entrance examinations to the doctoral school;*
- making arrangements for the keeping of minutes at the meetings of the doctoral council in the discipline which is organised by the “Géza Marton” Doctoral School of Legal and Political Sciences;*
- maintaining records in accordance with Section 3 (1) of the EDR;*
- monitoring the financial resources of the doctoral school.*

(2) The secretary of the doctoral school shall receive remuneration in consideration for his or her activities, the extent of which shall be established by the head of the doctoral school, also with attention to the current financial situation of the doctoral school.

DCSC 4. (1) *The “Ihrig Károly” Doctoral School of Management and Business and the “Géza Marton” Doctoral School of Legal and Political Sciences shall belong to the Doctoral Council of Social Sciences.*

(2) A recommendation for the president of the Doctoral Council of Social Sciences shall be made, based on a consensus, by the heads of the doctoral schools, to the president of the Doctoral and Habilitation Council of the University, in such a way that the president of the Doctoral Council of Social Sciences and the president of the Habilitation Committee of Social Sciences shall not belong to the same faculty. The president shall not be the head of either of the doctoral schools.

(3) A recommendation for the person of the secretary of the Doctoral School of Social Sciences shall be made by the president, in consultation with the heads of the doctoral schools. In case the president of the Doctoral Council of Social Sciences is incapacitated, he or she shall be substituted by the president of the Habilitation Committee of Social Sciences (in case the latter is a non-voting member of the council, he or she shall not have a voting right while substituting the president either).

(4) The president and the secretary may only receive remuneration in consideration for the performance of their tasks, if the doctoral schools unanimously supported this and also make the necessary financial resources available to the Doctoral Council of Social Sciences. The extent of such remuneration shall be determined by the Doctoral Council of Social Sciences.

(5) The Doctoral Council of Social Sciences shall have a total of 15 members; recommendations for the members shall be made, based on a consensus, by the heads of the doctoral schools, in such a way that at least one-third of the members of the council shall be external members, independent from the University of Debrecen. A member of the Doctoral Council of Social Sciences with voting right shall be a doctoral student in one of the doctoral schools constituting the Doctoral Council of Social Sciences or doctoral candidate of the Doctoral Council of Social Sciences.

DR 7. *The head of the doctoral school shall make a recommendation for the members of the Doctoral Council of Social Sciences in agreement with the council of the doctoral school.*

DCSC 5. (1) *The following shall also belong to the scope of competence of the Doctoral Council of Social Sciences:*

- the entry and the deletion of teachers and dissertation directors in the doctoral school's registry of names;*
- assigning points in the course of the admissions procedure, approving its detailed rules;*
- deciding on the requests of doctoral students on changing their programmes;*
- recognizing the activities of dissertation supervisors who did not act in such capacity during the entire length of the process;*
- in case of a change in the head of the doctoral school, providing its opinion on the person nominated to be the head of the doctoral school.*

(2) Performing all administrative tasks related to the resolutions of the Doctoral Council of Social Sciences, including the obligation to communicate the resolution with the persons concerned (unless these regulation provide differently) shall, in all cases, fall into the scope of tasks of the administrators of the doctoral schools concerned. When communicating a resolution to the persons concerned, reference shall be made to the resolution of the Doctoral Council of Social Sciences, but the resolution itself may also be signed by the head of the doctoral school concerned.

DCSC 6. (1) *The Doctoral Council of Social Sciences shall hold at least five meetings in every academic year. The meetings, organised by the doctoral schools in rotation,*

shall be open to the public. A written record shall be drawn up of the meetings, the preparation of which shall be the task of the doctoral school organising the given meeting.

(2) If possible, the date of the next regular meeting of the Doctoral Council of Social Sciences shall be determined at the previous meeting; however, in case of issues of special importance (including, in particular, urgent questions related to the operation of the doctoral schools), an extraordinary meeting may also be convened. The meetings of the Doctoral Council of Social Sciences shall be convened by its president, by way of an invitation sent electronically. The vice rector of the University of Debrecen responsible for scientific affairs shall also be invited to the meetings, by way of the Scientific Directorate of the University of Debrecen. The Doctoral Council of Social sciences shall also be convened if requested by the head of any of the doctoral schools, in writing.

(3) The secretaries of the doctoral schools shall send the materials and the detailed points on the agenda of the meetings of the Doctoral Council of Social Sciences to the secretary at least three days before the meetings. The materials and the detailed points on the agenda of the meeting shall made available to the members in electronic form, at least two days before the date of the meeting. Any point on the agenda that was not made available to the members at least two days before the date of the meeting may only be discussed at the meeting if the majority of the members present at a meeting with a quorum support such discussion.

(4) The Doctoral Council of Social Sciences shall make its recommendation on the closing of the degree conferment procedure and the awarding of the doctoral degree on the basis of a secret ballot, in such a way that the dissertation supervisor of the doctoral candidate may not vote. Voting by secret ballot shall otherwise be allowed if the majority of the members of the Doctoral Council of Social Sciences present at the meeting support the motion for a secret ballot.

(5) Exceptionally, in urgent cases, the Doctoral Council of Social Sciences may also adopt decisions between two regular meetings, by electronic voting. The secretary of the doctoral school shall be responsible for organizing the electronic voting and for determining the result of the voting. Electronic voting shall be not be used in the questions of:

- the members of the complex examination committee and the subjects for the examination;*
- the appointment of the members of the defence committee of the public debate;*
- the closing of the doctoral degree conferment procedure and the awarding of the doctoral degree.*

DCSC 7. *(1) The maintaining of records on students participating in the doctoral programme (also including students who have applied for the conferment procedure) in the electronic academic information management system and in the database of the National Doctoral Council, as well as the keeping of the personnel files of the students shall be the tasks of the administrative staff of the doctoral schools. The scopes of tasks and powers pertaining to record-keeping shall be clearly defined in the rules of operation of the doctoral schools.*

(2) The records on students who applied for the doctoral decree conferment procedure shall be maintained by the secretary of the Doctoral Council of Social Sciences. The records shall include:

- the date when application for the conferment procedure was accepted;*
- the name of the candidate's dissertation supervisor (as well as any changes in the person of the dissertation supervisor);*
- the date when the members of the committee and the subjects of the complex examination were determined;*
- the members of the committee and the subjects for the complex examination;*
- the date when the defence committee of the public debate is appointed;*
- the members of the defence committee of the public debate;*
- the date and the result of the complex examination and the public debate;*
- the date when the conferment of the doctoral degree was recommended.*

DCSC 8. *The full amount of the subsidy for doctoral education shall be divided up between the doctoral schools within the Doctoral Council of Social Sciences. The doctoral schools may freely dispose over from amounts collected as fees related to the admission procedure and the degree conferment procedures.*

DCSC 9. *The decision concerning the division of the places of state-funded scholarship between the doctoral schools shall be made by the president of the Doctoral Council of Social Sciences, on the basis of the aligned recommendation of the heads of the doctoral schools. In the course of submitting the recommendation, an effort shall be made to make a consensus. In the distribution of the places of state-funded scholarships, the number of doctoral degrees awarded in the previous year shall be taken into consideration; however, neither of the doctoral schools shall receive fewer than three state-funded scholarships.*

DCSC 10. (1) *The admissions committees shall be appointed from among the members of the council of the doctoral school having voting rights (unless the regulations of the doctoral schools contain provisions concerning the composition of the committee).*

(2) *Admissions applications shall be submitted to the administration of the doctoral schools in person or by postal mail. The following shall be enclosed with the admissions applications:*

- the completed application form;*
- a copy of the university degree certificate from an undivided or a master's programme (if the degree was not issued by the University of Debrecen, it shall be a certified copy);*
- a certified copy of applicant's the language examination(s);*
- the applicant's curriculum vitae and list of publications;*
- the title of the proposed research topic and the detailed research plan;*
- the declaration of the person proposed to serve as the applicant's dissertation supervisor to the effect that he or she considers the research plan as professionally well-founded, and that in case of the admission of the applicant, he or she undertakes to serve as the dissertation supervisor;*
- an official certificate of good character (except in the case of students in the graduating year and employees at the University of Debrecen). If the applicant works in a position where the existence of a certificate of good character is a condition of employment by virtue of a provision of law, a certificate issued by the employer can substitute for the official certificate of good character);*

- *proof of payment of the fee related to the admission procedure.*

Pursuant to Section 21 (5) of the University's Doctoral Regulations, a copy of an original document certified by the administration of the doctoral school shall also be considered as a certified copy.

DR 8. (1) *The admissions committee shall consist of the core members of the doctoral school, as well as members of the council of the doctoral school, and it shall be quorate if at least four core members and/or council members are present. The person proposed to serve as the dissertation supervisor shall provide a detailed, written evaluation of the research plan, discussing the novelty and the scope of the topic, its delimitation from any ongoing or earlier research projects (including current or previous research projects in other doctoral schools), as well as the feasibility of the same. The proposed dissertation supervisor may also be present at the admissions interview.*

(2) *In case of an applicant from abroad, the admissions interview may also take place using an electronic channel (e.g. Skype).*

DCSC 11. *The detailed scoring system used in the admission procedure shall be determined by the doctoral schools within the framework of the university regulations, in such a way that a score of at least 55 points shall be reached for admission, but a minimum of 10 points shall be necessary in each category (except the extra points for language examinations). The limit of 55 points is a necessary precondition of admission, but it does not guarantee it. The detailed rules applicable to the scoring at the admissions procedure shall be approved by the Doctoral Council of Social Sciences based on the recommendation of the councils of the doctoral schools. The detailed rules of scoring shall be published on the website of the doctoral schools. The rules of scoring applied by the doctoral schools may vary, with a view to the differences in the specific features of the disciplines.*

DR 9. (1) *Application to the "Géza Marton" Doctoral School of Legal and Political Sciences in case of a degree received not more than five years before shall be subject to the degree having a grade of at least "good" (cum laude). In case of a degree awarded more than five years before, application to the doctoral school is possible independently from the grade of the degree certificate; however, the admission of applicants with a grade lower than "good" (cum laude) shall be possible in case of significant professional-academic achievements only.*

(2) *In the course of the admissions procedure, it shall be possible to submit any missing documentation later, until the date of the admission interview at the latest. If the applicant fails to submit any missing documents until this date (or until such other earlier date that may be determined by a separate decision), the application shall be considered invalid.*

DCSC 12. *The Council of Social Sciences may decide on announcing the admission of additional students to the programme in the summer period. The application deadline for this procedure shall be 25 August of each year, and the decision on the admission of students shall be made by the Doctoral Council of Social Sciences until 15 September at the latest. In the procedure aimed at the admission of additional students, it shall also be possible to admit students with state-funded scholarships.*

DCSC 13. (1) *The decision of rejection shall be notified by to the applicant by the administration of the doctoral school concerned by way of registered mail.*

(2) An appeal against the decision may be submitted to the secretary of the Doctoral Council of Social Sciences, who shall ensure that the appeal be forwarded to the rector of the University of Rector immediately, with simultaneous notification also given to the members of the Doctoral Council of Social Sciences.

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

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

6. Full-time form of regular doctoral education

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

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

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

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

(5) The unit of measurement of academic requirements is the **academic point (credit)**. Credits are used for the measurement of the performance of the academic, teaching and research

obligations of doctoral students in doctoral programmes. Doctoral students shall complete 30±3 credits per month, and a total of at least 240 credits during the entire programme. If a doctoral student fails, for reasons imputable to him or her, to earn the required number of credits in a semester, a decision on the suspension of the payment of scholarship stipends and the transfer of the student into the tuition-paying/self-financing programme shall be made by the doctoral council of the disciplinary area. If the doctoral student fails to make up for his or her missing credits within one year, the doctoral council of the disciplinary area may decide on the termination of his or her student status.

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

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

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

(9) The doctoral council of the disciplinary areas shall make the decision on the transfer of credits earned or other documented performance by the doctoral student at another university or in the course of a study trip abroad – on the basis of the prior approval of the student's supervisor.

(10) From the period of core medical training and specialized practice completed as a resident participating in higher-level vocational training for healthcare professionals or as a central intern participating in specialized training for the supply of teaching faculty members of higher education institutions, the Doctoral Council of Medical Sciences may approve the transfer of maximum 2 semesters or sixty credits. The conditions of such credit transfer and the procedure of recognition shall be defined by the Doctoral Council of Medical Sciences in its own rules of procedure.

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

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

***DR 10. (1)** The model curriculum of the doctoral school shall be identical for students in the full-time and in the correspondence programmes. The model curriculum of the doctoral school and the regulations governing the granting of credit points for research (publication) activities shall be approved by the council of the doctoral school.*

***(2)** In all active semesters (with the exception of the 4th semester), doctoral students shall prepare a progress report, and participate in the research forum on the basis of that report. Absence from the research forum shall be possible on the basis of the prior, written permission of the head of the programme in the doctoral programme only.*

***(3)** At the end of the 4th semester, the doctoral student shall summarise in a research report his or her research performed until that time, presenting the status of the research and the progress achieved in the preparation of the dissertation. The research report to be submitted at the end of the 4th semester and the appendix to that report shall be evaluated at the complex examination.*

***(4)** If a doctoral student fails to perform any required or required optional subject, or fails to participate at the research forum, or fails to perform any other obligation, the head of the doctoral school shall issue a written warning, and shall call upon the student, by designating a suitable deadline, to perform the given obligation. If, despite being called upon, the student fails to perform the obligation by the assigned deadline, the given semester of the student shall be valid with the results and credits without the completion of the subject.*

***DCSC 14.** An absolutorium (pre-degree certificate) may be issued to doctoral students who have earned at least 240 credit points in the doctoral programme, and have fulfilled all academic obligations. The absolutorium may also be issued before the end of the 8th semester in case of the earlier fulfilment of all academic obligations and earning the 240 credit points. Additional procedural conditions of receiving the absolutorium may be included in the regulations of the doctoral schools. The doctoral schools shall publish on their websites the names of the students who have earned their absolutoriums (together with the year of receiving the absolutorium). The heads of the doctoral schools shall ensure the issuance of the absolutoriums.*

***DR 11.** Students of the doctoral school shall receive the absolutorium if they have earned 240 credit points in the framework of the programme, and they have at least one publication of at least 1 author's sheet (40,000 characters) of length, which appeared in a Hungarian academic journal of at least category "B" in accordance with the principles of the Committee of Legal and Political Sciences of the Hungarian Academy of Sciences, belonging to the subject of the dissertation, or have at least one publication in a foreign language, belonging to the subject of the dissertation, which appeared in a*

foreign refereed journal. The absolutorium may also be earned before the closing of the eighth semester.

DCSC 15. (1) *The fact of the termination of the student status without an absolutorium (non-performance of the complex examination, the elapse of the 14th semester since admission, the elapse of the 8th active semester without receiving the absolutorium) may also be notified to the students by the heads of the doctoral schools.*

(2) *The fact of the termination of the student status without an absolutorium shall be notified to the students by way of registered mail, in which the reason for the termination of the student status shall also be identified.*

DR 12. *If the doctoral student fails to pay the tuition fee by 20 March or 20 October, depending on the semester, the head of the doctoral school shall call upon the student to make the relevant payment, failing which the student shall be deleted from the programme.*

DCSC 16. (1) *Only such persons may be admitted to the doctoral programme with individual preparation in connection with whom, on the basis of their academic performance so far (including, in particular, the quality and quantity of prior publications), it may be reasonably assumed that they can satisfy all conditions of earning the doctoral decree within two years after passing the complex examination.*

(2) *It shall be the condition of admission to the doctoral programme with individual preparation that the earlier teaching and research performance of the applicant can be recognized with at least 120 credit points. The extent of the tuition to be paid by students completing the programme with individual preparation shall be the same as the tuition to be paid by correspondence students in the second stage of the doctoral programme.*

(3) *Application to the programme with individual preparation may be submitted at any time; however, the complex examination may only be taken in the examination period, and the start of the research and dissertation stage must start when a course period starts.*

DCSC 17. (1) *Students (with the exception of those applying for a programme based on individual preparation) may apply to take the complex examination by 15 April or 15 November of each year. The application shall be rejected if the student fails to demonstrate (especially by way of publications accepted and pending, confirmed conference papers, or in some other credible way) that he or she is likely to earn at least 120 credit points by the end of the fourth semester. The Doctoral Council of Social Sciences shall decide on the subjects of the complex examination and the composition of the complex examination committee by the end of the course period.*

(2) *It shall be a condition of the starting of the complex examination that the student earn at least 120 credit points during the first four semesters of the programme (also including the credit points earned in the last semester), and that he or she obtain all "course credits". If the student fails to satisfy the above condition of the starting of the complex examination by the day preceding the complex examination at the latest, the Doctoral Council of Social Sciences shall, based on the proposal submitted by the head of the doctoral school, determine at its next meeting that the status of the student shall be terminated without taking the complex examination.*

(3) The complex examination may only be taken in the examination period, and between 21 August and 10 September. The date of the complex examination shall be published on the website of the doctoral school at least two weeks before the complex examination.

(4) The organisation of the complex examination, as well as checking compliance with the conditions of being allowed to take the complex examination shall be the tasks of the secretary of the doctoral school.

***DCSC 17/A.** A failed examinations may be reattempted by the examinee once, in the same examination period.*

***DR 13. (1)** In the theoretical part of the complex examination, the examinee shall take an oral examination partly in the subject “The foundations and main methodological directions of research in legal and political sciences. Disciplinary theory and disciplinary methodology”, and partly in a subject related to his or her research topic.*

(2) The subjects that may be chosen for the complex examination shall be the following: constitutional law; theory of state; criminal law; the law of criminal procedures; European law; philosophy of law; legal sociology; history of law; commercial law; environmental law; science of public administration; public management; public policies and financial law; labour and social law; international law; international private law; civil law; law of civil procedure; Roman law. In addition, any other subject included in the educational plan of the doctoral school may also be chosen as a subject of the complex examination.

(3) For the “dissertation part” of the complex examination, the examinee shall submit, in advance, a research summary or partial study of at least 2-3 author’s sheets (80,000-120,000 characters) of length, related to the subject of the dissertation and presenting the research progress of the candidate or a part of the same, and further, a research plan of at least one half author’s sheet (20,000 characters) of length, pertaining to the second stage of the doctoral programme, and the time schedule of the preparation of the dissertation, three weeks before the date of the complex examination, in print and electronic versions, to the secretary of the doctoral school, who shall immediately forward the same to the members of the examination committee.

(4) The complex examination committee shall consist of three members; the appointment of its chairperson and members shall be recommended by the council of the doctoral school and approved by the doctoral council of the disciplinary area. The dissertation supervisor of the candidate may be present at the “dissertation part” of the complex examination, but shall not be a member of the examination committee. The dissertation supervisor shall evaluate, in the form of a written report, the work of the candidate in the first four semesters of the programme, as well as the status of the research project, and on the basis of the above, make a recommendation for the approval or the rejection of the completion of the dissertation part of the examination.

(5) The complex examination may only be held in an examination period, and its venue may only be the official premises of the University of Debrecen. The organization of the complex examination shall be the task of the secretary of the doctoral school. The secretary of the doctoral school shall, not later than on the day preceding the date of the complex examination, check if the student has satisfied the conditions of being allowed to take the complex examination. If the student has not satisfied the conditions of being allowed to take the complex examination (including, in particular, earning the required number of credit points), the complex examination may not be taken.

(6) When retaking an unsuccessful complex examination, the part of the examination evaluated with a passing degree shall be considered as completed.

(7) The student status shall be considered as terminated if the doctoral student fails to pass the complex examination, on the date of the failure to perform the obligation or the date of the unsuccessful examination.

(8) In case of applying to retake the complex examination, the candidate shall pay a procedural fee of HUF 25,000.

DCSC 18. *The application for starting the degree awarding procedure shall be submitted to the doctoral schools. The application shall include:*

- the application form for the complex examination and the degree awarding procedure. The applicant shall indicate on the application form if he or she did not take the complex examination at the University of Debrecen, and in this case, the subjects and the results of the complex examination shall be certified by way of the written record of the complex examination or in some other credible manner.*
- a certified copy of the university degree certificate from an undivided or a master's programme (or a simple copy if the degree was issued by the University of Debrecen);*
- a certified copy of applicant's the language examination(s);*
- the curriculum vitae and list of publications;*
- the link evidencing the up-to-date uploading of the publications to the Hungarian National Scientific Bibliography (MTMT);*
- proof of payment of the procedural fee.*

Pursuant to Section 21 (5) of the University's Doctoral Regulations, a copy of an original document certified by the administration of the doctoral school shall also be considered as a certified copy.

DCSC 19. (1) *The Doctoral Council of Social Sciences maintains records on the doctoral candidates. In case a doctoral candidate fails to submit his or her dissertation within three years after the starting of the degree conferment procedure, the secretary shall notify this fact to the head of the doctoral school, as well as the Doctoral Council of Social Sciences at the next meeting of the latter. The head of the doctoral school shall, without delay after such information was received from the secretary, notify the candidate that the deadline has expired and the his or her status was terminated.*

(2) *The doctoral degree conferment procedure (in case it was without a result) may be restarted, in which case the complex examination shall be taken again, and the research and dissertation stage of the programme shall be repeated. In case of the restarting of the degree conferment procedure, the candidate shall be required to satisfy the requirements in effect at the time of restarting the procedure.*

DCSC 20. *Both the bound and the electronically archived version of the dissertation shall include the signed declaration of the candidate.*

DR 14. *In the framework of the performance of the publication requirements, in case of periodicals not classified by the Committee of Legal and Political Sciences of the Hungarian Academy of Sciences, and in exceptional cases also books and book chapters (including commentaries on provisions of law related to the subject of the dissertation and written with high academic quality), the doctoral school may adopt an individual*

decision to the effect of accepting the publication as being in compliance with the publication requirements set forth in the Doctoral Regulations of the University of Debrecen. Textbooks, reviews and any writing appearing in publications for doctoral students in Hungary, however, may not be accepted as fulfilling the publication requirements even in exceptional cases.

DCSC 21. *The foreign-language requirement of earning the doctoral degree is that the candidate have at least one state-accredited, intermediate-level complex (or equivalent nostrified) language examination, as well as at least one state-accredited, basic-level complex (or equivalent nostrified) language examination. Only English, German or French may be accepted as the first language. With regard to the second language, the state-accredited, at least basic-level complex (or equivalent nostrified) language examination shall be in a living or extinct language necessary for the cultivation of the given disciplinary area.*

In the case of IKDI Students who received their absolutorium prior to 2012 shall be exempted from the above rule. The conditions in effect at the time when they started their degree conferment procedures shall be applicable to them. On the basis of the above, we accept the intermediate-level, professional-content (written and oral) examinations issued by the University of Debrecen, Faculty of Economics and Business. Institute of Business Communication and Professional Language Studies (and its legal predecessor institution).

DCSC 22. *If Hungarian is not the native language of the applicant, only English may be accepted as the first language, proficiency in which shall be certified by way of a language examination, a nostrified language examination, or another document considered under a relevant provision of law as being equivalent to a language examination. In case of candidates who are not native speakers of Hungarian and not Hungarian citizens, their native language and the Hungarian language may be accepted as the second language, certified by way of a language examination, a nostrified language examination, or another document considered under a relevant provision of law as being equivalent to the above.*

DCSC 23. (1) *The dissertation shall be submitted in the usual number of the defence committee plus one, in such a way that a hard-cover bound copy of the dissertation shall be submitted for each external member of the defence committee and for the administration of the doctoral school, and a spiral-bound or hard-cover bound copy for each internal member of the defence committee.*

(2) *The volume limitations of the dissertation shall be set forth in the regulations of the doctoral schools.*

(3) *The dissertation shall include:*

- *an external cover sheet (which shall include the words “PhD dissertation”, the name of the candidate, as well as the word “Debrecen” and the year, centred at the bottom of the page);*
- *an internal title page (which shall include the name of the author, the title of the dissertation, the name and the head of the doctoral school, the title of the doctoral programme, and the name of the academic leader);*
- *the data sheet in accordance with Appendix 7 to the Doctoral Regulations of the University of Debrecen;*
- *the declaration pursuant to Section 14 (6) of the Doctoral Regulations of the University of Debrecen;*
- *the recommendation of the supervisor (maximum 3 pages);*

- *the table of contents;*
- *the main body of the dissertation;*
- *the bibliography of the works cited and consulted;*
- *schedules, appendices, if any.*

DR 15. (1) *The total volume of the main body of the dissertation shall be a minimum of 10 and a maximum of 15 author's sheets (between 400,000 and 600,000 characters, including spaces and the footnotes, but the excluding the bibliography).*

(2) *The dissertation shall be submitted in a bound copy for each external member of the defence committee of the public debate, as well as for the archive of the doctoral school, and in spiral-bound copies for the internal members of the defence committee. The thesis booklet shall be submitted in at least 50 copies. Both the dissertation and the thesis booklet shall also be submitted electronically (in .doc format) to the secretary of the doctoral school, and shall be uploaded to the Electronic Archive of the University of Debrecen (DEA).*

DCSC 24. *The thesis booklet of the dissertation shall be submitted in at least 50 hard copies, and also electronically. The thesis booklet shall be prepared in Hungarian, as well as in English, German or French, with identical content. The thesis booklet shall include the authenticated list of publication prepared by the University and National Library of the University of Debrecen (DEENK), and it shall be identical with the list prepared by DEENK both in terms of form and content.*

DCSC 25. *The closed debate shall be announced at least two weeks before its scheduled date, on the website of the doctoral school and in the manner prescribed by the regulations of the doctoral school, and the members of the Doctoral Council of Social Sciences shall be invited electronically. The detailed rules pertaining to the closed debate shall be set forth in the regulations of the doctoral schools.*

DR 16. (1) *The defence committee of the public debate may be appointed after the successful closed debate.*

(2) *The dissertation to be submitted for the closed debate shall be submitted to the secretary of the doctoral school in 3 copies, as well as electronically, at least six weeks before the scheduled date of the closed debate. The council of the doctoral school shall request, in advance, at least two experts who are independent from the University of Debrecen and from the candidate, to provide a detailed evaluation of the dissertation at the closed debate. The closed debate may only be held if at least one of the two requested experts are present.*

(3) *The date of the closed debate shall be designated by the head of the doctoral school at least three weeks before its scheduled date. The dissertation to be submitted for the closed debate shall also be made available electronically on the website of the doctoral school. Electronic invitations to the closed debate shall be sent to the following:*

- *the departments of competence according to the subject of the dissertation at all fellow faculties (via e-mail, sending the invitation and the dissertation itself to the doctoral schools);*
- *all teaching staff and doctoral students of the faculty.*

(4) *The closed debate shall be chaired by a full professor of the University of Debrecen, Faculty of Law. In the framework of the closed debate, proper assurances shall be obtained with respect to the following:*

- a) *the topic of the doctoral dissertation can be evaluated from an academic point of view;*
- b) *the dissertation contains authentic data and results;*
- c) *the academic results included in the dissertation are from the candidate;*
- d) *the dissertation complies with the formal requirements;*
- e) *on the basis of its professional quality, the dissertation is suitable for submission to the public debate.*

(5) *The closed debate shall be considered as unsuccessful if at least five experts with competence according to the topic of the dissertation, holding academic degrees (at least two of whom are not members of the Faculty of Law at the University of Debrecen) do not support the submission of the dissertation to a public debate even with changes implemented. In case of an unsuccessful closed debate, it may be repeated one more than, after the elapse of at least one year.*

(6) *A written record shall be drawn up of the closed debate, which shall include the following:*

- *the names, academic degrees and positions of those present;*
- *the opinions offered (both verbally and in written form);*
- *the results of the closed debate.*

DCSC 26. *The defence committee of the public debate may be appointed if the candidate has fulfilled the language and the publication requirements of the awarding of the doctoral degree, and has received the absolutorium. A further condition of the appointment of the public debate is that the written record of the closed debate, the version of the dissertation intended to be the final version, as well as the Hungarian and foreign-language versions of the thesis booklet are submitted electronically, and the candidate's up-to-date list of publications has been uploaded to the Hungarian National Scientific Bibliography (MTMT).*

DCSC 27. *The following shall be invited to the public debate at least two weeks before the scheduled date of the public debate:*

- *by way of sending a printed invitation and thesis booklet, via the Scientific Directorate, the vice rector of the University of Debrecen responsible for scientific affairs, as well as the president and the secretary of the Doctoral Council of Social Sciences.*
- *by way of sending an invitation electronically, the members of the Doctoral Council of Social Sciences.*

DCSC 28. (1) *An official referee of the dissertation shall be an external expert having an academic degree who, on the basis of the doctoral database operated by the National Doctoral Council, has been identified in one of the doctoral schools as a core member, a core emeritus member, a dissertation supervisor or announcer of dissertation topic, or has the title of Doctor of the Academy (D.Sc.) or is a member of the Hungarian Academy of Sciences. Occasionally, the Doctoral Council of Social Sciences may also appoint as an official referee an expert of outstanding preparation and having an academic degree who is not included in the database of the National Doctoral Council.*

(2) *In addition to the official referees, one alternate referee may also be appointed for the eventuality that one of the proposed official referees refuses to undertake the preparation of the evaluation (not including the case of giving a negative evaluation), or fails to prepare the evaluation within the available deadline. If the referee requested*

to serve on the defence committee prepares the evaluation, but is unable to participate at the public debate, the alternate referee will not be asked.

(3) The alternate referee shall also be required to comply with the requirements applicable to dissertation supervisors, with the difference that the alternate referee may also be a faculty member in the employment of the university, or a professor emeritus or retired faculty member of the university.

(4) An alternate chairperson, alternate secretary or alternate member may also be appointed to the defence committee. The alternate chairperson, alternate secretary or alternate member shall become actual members of the defence committee if the appointed chairperson, secretary or member accept the request, but are unable to participate at the public debate and indicate this fact in writing, or in case they reject the request in writing.

(5) If any member of the defence committee rejects the request to serve on the defence committee or gives notices of the fact that he or she is able to participate, this shall be enclosed as an appendix to the written record of the doctoral (PhD) degree conferment procedure.

DR 17. (1) *The defence committee shall consist of at least seven members, who shall be the chairperson of the defence committee (a university professor at the Faculty of Law), two official referees, three members and the secretary. The defence committee shall be appointed in such a way that the majority of its members, and at the same time all two official referees should be external members not in the employment of the university. When appointing the defence committee, an alternate chairperson, alternate secretary and alternate members may be appointed from among the faculty members of the Faculty of Law.*

(2) The public debate may be scheduled when the two official referees declare in writing that they support submission of the dissertation to public debate.

(3) The invitations to the public debate shall be sent out at least three weeks prior to the date of the public debate. The following persons shall be invited to the public debate (in addition to the members of the committee):

- via the Scientific Directorate, the vice rector of the University of Debrecen responsible for scientific affairs, as well as the president and the secretary of the Doctoral Council of Social Sciences (by sending the thesis booklet).*
- the departments of competence according to the subject of the dissertation at all fellow faculties (by sending the thesis booklet);*
- all department chairs of the faculty (by sending the thesis booklet);*
- all teaching staff and doctoral students of the faculty.*

DCSC 29. *The public debate may also be scheduled if the two referees declare in writing (without sending the written evaluations) that, on the basis of its professional quality and with a view to comments offered at the closed debate being taken into consideration, they support the submission of the dissertation to public debate. The written record of the closed debate shall be made available to the referees of the dissertation.*

DR 18. *The official evaluation shall be drawn up in a volume of at least five pages (Time New Roman font, size 12, line spacing of not more than 1.5 lines), in which the merits and the faults of the dissertation shall be discussed in detail, and an evaluation shall be given, in particular, of the research methods used, the quality and quantity of the literature used, the well-grounded nature of the conclusions drawn and to what extent*

they originated from the candidate, and a confirmation shall also be given as to whether the dissertation complies with the applicable formal requirements. In the report, questions may also be directed to the candidate. The referees shall also declare as to whether they recommend that the dissertation be approved and – in case it is successfully defended – the PhD degree is awarded to the candidate.

DCSC 30. (1) *The public debate may only be held if the two referees submitted their written evaluations to the secretary of the doctoral school at least 15 days prior to the date of the public debate. The secretary of the doctoral school shall forward the evaluations received immediately after their arrival to the members of the defence committee and to the candidate, in electronic form. If the written evaluations of the two referees are not available to the defence committee and the candidate 15 days before the defence, the public debate shall be postponed ex officio.*

(2) *With a view to the characteristic features of the given discipline, in the area of social sciences, the candidate shall send to the secretary of the doctoral school his or her responses to the evaluations at least three days before the defence, who shall immediately forward these responses to the members of the defence committee.*

DCSC 31. *At least one-third of the members of the defence committee present shall be external experts also in case an alternate referee, alternate chairperson, alternate secretary and/or alternate member is involved into the procedure.*

DCSC 32. *In case of an unsuccessful defence, the candidate shall apply for the complex examination and the degree awarding procedure again. No waiver may be granted from the requirement to take the complex examination. The fee to be paid for the repeated degree awarding procedure shall be identical with the procedural fee in effect at the time when the starting of the new degree awarding procedure was requested, and this fee may not be decreased or waived.*

DCSC 33. *In order to determining whether the issuer educational institution is entitled to issue the academic degree on the basis of the law of the given foreign state, the official position of the Hungarian Equivalence and Information Centre of the Educational Authority shall be obtained in all cases.*

DCSC 34. *A foreign academic degree may only be nostrified if the candidate presents his or her doctoral dissertation written abroad, which must also comply with the requirements set for doctoral dissertations at the University of Debrecen. A further condition of nostrification shall be that the candidate also satisfies the language and publication requirements of the awarding of a doctoral degree.*

DCSC: *The present Regulation is a Supplementary Regulation to the Doctoral Regulation of the University of Debrecen, which may be adopted by the Doctoral Council of Social Sciences acting in its own scope of powers pursuant to Chapter I, paragraph (4) of the Doctoral Regulation of the University of Debrecen. The Regulations were adopted by the Doctoral Council of Social Sciences at its meeting on 8 July 2016, and shall enter into effect on 1 September 2016. The provisions of the Regulation shall be applicable to students commencing their studies after 1 September 2016.*

Debrecen, 5 April 2019

Prof Dr. Béla Szabó

*university professor
Doctoral Council of Social Sciences*

DR: *The present Regulation is a Supplementary Regulation to the Doctoral Regulation of the University of Debrecen and the Regulation of the Doctoral Council of Social Sciences, which may be adopted by the Council of “Géza Marton” Doctoral School of Legal and Political Sciences acting in its own scope of powers pursuant to Chapter I, paragraph (4) of the Doctoral Regulation of the University of Debrecen. The Regulations were adopted by the Council of “Géza Marton” Doctoral School of Legal and Political Sciences at its meeting on 22 June 2016, and shall enter into effect on 1 September 2016. The provisions of the Regulation shall be applicable to students commencing their studies after 1 September 2016.*

Debrecen, 27 March 2019

*Prof. For Dr. József Szabadjalvi
university professor
head of the Doctoral School*