

**KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED
CHURCH IN HUNGARY,
POSTGRADUATE DOCTORAL SCHOOL OF LAW
AND POLITICAL SCIENCES**

OPERATIONAL REGULATIONS

**BUDAPEST
2019**

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Basic data of Károli Gáspár University of the Reformed Church in Hungary, Postgraduate Doctoral School of Law and Political Sciences

Name of the doctoral school:

Károli Gáspár Református Egyetem Állam- és Jogtudományi Doktori Iskola

Abbreviated name of the doctoral school:

KRE ÁJDI

Name of the doctoral school in English:

Károli Gáspár University of the Reformed Church in Hungary, Postgraduate Doctoral School of Law and Political Sciences

Place of operation of the doctoral school:

Károli Gáspár University of the Reformed Church in Hungary, Faculty of Law
H-1042 Budapest, Viola utca 2-4.

Website of the doctoral school:

<http://www.kre.hu/ajk/index.php/jdi-kezdolap.html>

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The present regulations form the annex of Annex III.6. [*Regulations of Károli Gáspár University of the Reformed Church in Hungary Concerning the Doctoral Training and the Procedure for Obtaining a Doctoral (PhD) Degree*, hereinafter: Doctoral Regulations] of the Organisational and Operational Rules of the Károli Gáspár University of the Reformed Church in Hungary.

The present regulations shall cover the persons who have acquired or will acquire student status on or after 1 September 2019. The persons who acquired student status before 1 September 2019 shall be covered by the *Consolidated version of the Organisational and Operational Rules of KRE ÁJDI* of 2018.

I. Organisational framework of the doctoral training and obtaining the doctoral degree

1. Doctoral and Habilitation Committee

Section 1 In terms of all issues concerning organisation, awarding degrees, and habilitation procedure of the faculty that fall within the functions and powers of the Postgraduate Doctoral School of Law and Political Sciences (hereinafter: ÁJDI) pursuant to the *Regulations of Károli Gáspár University of the Reformed Church in Hungary Concerning the Doctoral Training and the Procedure for Obtaining a Doctoral (PhD) Degree* (hereinafter: Doctoral Regulations), the Sectoral Doctoral and Habilitation Committee of the ÁJDI (hereinafter: SDHC) shall be entitled to render a decision or submit a proposal for decision to the University Doctoral and Habilitation Committee (hereinafter: UDHC).

Section 2 The functions and general rules of the operation of the SDHC are determined by the relevant provisions of the Doctoral Regulations.

Section 3 (1) The SDHC consists of at least 5 members with voting right, and the body shall elect a chairperson from among its members.

(2) The meetings of the SDHC shall be convened and chaired by its chairperson. The chairperson shall convene a meeting of the SDHC also in cases where it is requested by any member of the SDHC or the head of the doctoral school.

(3) The invitation to the meetings of the SDHC specifying the items of agenda shall be sent to the members electronically, at least 5 days in advance.

(4) One representative elected by the PhD students participating in the training of the concerned sectoral doctoral school, and the secretary of the doctoral school shall be members of the SDHC with consultation right.

(5) Any person invited by the chairperson may attend to the meeting of the SDHC with consultation right in terms of the given meeting.

(6) Decisions may also be rendered electronically at the meetings of the SDHC, with the exception of decisions to be rendered by secret ballot.

(7) Minutes shall be taken of the meetings of the SDHC, and shall be authenticated by the person taking the minutes and the chairperson.

2. Internal organisation of the doctoral school

Section 4 No Council of the Doctoral School operates in the ÁJDI. The functions of such body shall be fulfilled by the SDHC.

2.1. Functions and powers of the head of the doctoral school

Section 5 (1) The head of the doctoral school is a professor of the KRE, who is a full-time employee of KRE and meets the requirements of the *laws* and the Doctoral Regulations, elected from among the core members by the UDHC based on the proposal of the SDHC, assigned and dismissed by the rector. The term of the office of the head of the doctoral school shall be no longer than 5 years. Credentials shall be issued of the assignment.

(2) The head of the doctoral school is the general representative of the doctoral school.

(3) The head of the doctoral school shall bear responsibility for the operation of the ÁJDI. His/her functions are determined by the relevant provisions of the Doctoral Regulations.

(4) The head of the doctoral school shall, in particular:

- assemble the courses offered by the training programme each semester and send them to the administrator of the doctoral school for announcement until no later than the first day of the week preceding the period open for application to courses;
- ensure the availability of courses allowing for the proper completion of the programme;
- ensure compliance with the relevant data provision obligations, bear responsibility for the timely submission of reports;
- inform of any changes the fora relevant in terms of certain issues;
- monitor the website of ÁJDI and the data of the doctoral school on the website *doktori.hu*;
- keep the required records of the teachers of the doctoral school, form opinion on the academic (*doktori.hu*) and teaching activity of such teachers;
- at the request of the student or the supervisor, make a proposal concerning the change of topic or supervisor to the SDHC;
- make a proposal for the members of the admission committee and, after reconciliation with the supervisor, for the composition of the complex examination committee, the general topics of the examination, and the composition of the defence committees;
- deliver a position in writing concerning the issuance of the pre-degree certificate;
- deliver opinion on whether the thesis can be released for workshop discussion.

2.2 Functions and powers of the secretary of the doctoral school

Section 6 (1) The administrative and organisational tasks related to the operation of the doctoral school shall be managed by the secretary of the doctoral school (hereinafter: secretary).

(2) The secretary shall be appointed by the dean of the Faculty, based on the recommendation of the head of the doctoral school.

(3) The secretary shall, in particular:

- organise and coordinate the operation of the doctoral school,

- manage the administrative and organisational tasks related to the operation of the doctoral school,
- assist the work of the head of the doctoral school, keep the records related to the training, participate in the preparatory work related to the meetings of the SDHC and the core members,
- organise the external relations of the doctoral school.

(4) The secretary shall assist the scientific progress of the students, monitor and review the submission of reports, and monitor the credits available for scientific activities.

3. Training programme of the doctoral school

Section 7 The training programme of the Postgraduate Doctoral School of Law and Political Sciences is built on the master's degree in law obtained at the accredited (undivided) training of the KRE.

4. Organising the doctoral training

Section 8 (1) The doctoral training shall be organised and directed by the head of the doctoral school.

(2) The administrative work related to the ÁJDI shall be carried out by the secretary and two administrators, under the direction of the head of the doctoral school.

(3) The administrator handling academic matters shall carry out his/her tasks in cooperation with the Faculty's vice dean for education whose task is to assist the training programme of students. The other administrator shall monitor and update the platform *doktori.hu*, prepare the meetings of the SDHC and assist the organisation of the scientific events of the ÁJDI.

(4) The work of the head of the doctoral school and the secretary shall be assisted by the doctoral school administrators.

(5) The head of the doctoral school may delegate other organisational and administrative tasks to the secretary and administrators.

5. Teaching staff of the doctoral training

Section 9 (1) The teachers of the doctoral training shall be invited by the head of the doctoral school and shall be appointed, based on the proposal of the head of the doctoral school, by the head of the SDHC. The members of the teaching staff of the doctoral training shall be chosen primarily from among the teaching staff of the Faculty, but, if justified, a teacher of another university or an external expert may also be appointed.

(2) The teacher of the doctoral programme shall:

- hold lectures
- assemble materials for the examinations
- assess the students' knowledge through examination/reporting

- participate in the work of the committees operating in the course of obtaining the doctoral degree.
- (3) The teacher of the doctoral school shall make the results of his/her work related to holding lectures, examinations and assembling exam materials available to the head of the doctoral school.

6. Functions and powers of the supervisor

Section 10 (1) The supervisor of the doctoral research topic shall be a teacher or researcher with academic degree, approved by the SDHC as the supervisor of the given topic in the course of the admission procedure, based on the proposal of the head of the doctoral school or the request of the student applying to the doctoral training.

(2) The supervisor shall assist the studies, research work and preparation for obtaining a degree of the PhD student supervised by him, at the highest professional level that can be expected.

(3) The supervisor shall determine the number of credits obtained by the supervised PhD student by publication of scientific papers and research work, based on the classification included in the annex to the training schedule of the doctoral school.

II. Rules of application and admission to the doctoral school

1. Doctoral training

Section 11 The knowledge required for obtaining a PhD degree may be developed as part of either the organised doctoral training or individual preparation.

Section 12 (1) The doctoral training organised by the ÁJDI promotes the acquisition of the knowledge, information and scientific research expertise necessary to obtain the PhD degree.

(2) In the doctoral training, the PhD student receives organised academic training, foreign language training, as required and depending on the options available at the University, and performs individual academic research activity.

2. Admission to the doctoral training

Section 13 (1) Admission to the doctoral training can be achieved via admission procedure. The admission opportunities, the conditions of application for the training and admission, and the deadline for the submission of documents required for the application are published in the official university entrance information brochure and on the website of the University, based on the documents sent by the ÁJDI in advance.

- (2) The purpose of the admission procedure is to ensure, by an impartial and unbiased procedure, the selection of students who are the most suitable for the doctoral training and have excellent capabilities.
- (3) Application for admission to the doctoral training may be submitted by Hungarian or foreign citizens who have
- obtained a university degree in law at any university, or a master's degree (or university degree, if obtained at the former training system) social sciences or economics;
 - passed one state-recognised complex (type "C") language examination of at least intermediate level (level B2).
- (4) As regards admission, verified academic/professional achievements (e.g., publications, studies in an HEI abroad, papers prepared for the National Students' Scientific Association [OTDK], or any similar activity) are given priority.
- (5) Those who apply for admission for doctoral training with individual preparation shall have, upon the submission of their application, at least six published papers or papers accepted for publication in relation to their research topic, where the total length of such papers shall exceed half of the required minimum length of the doctoral thesis.
- (6) The admission procedure shall be organised by the head of the doctoral school.
- (7) The SDHC, based on the proposal of the head of the doctoral school, shall submit a proposal to the chairperson of the UDHC in terms of the conditions of application for the training and admission, as well as the deadline for the submission of documents required for the application until 15 September each year.

Section 14 (1) The following documents shall be submitted to the administrator of the doctoral school for application:

- application form, *filled in and signed*
- copy of the course record book or, in the absence thereof, a copy of the excerpt from the student card
- copy of the university or master's degree
- résumé including a summary of the applicant's professional interests
- copy of the documents verifying language skills
- certification of activities in the Students' Scientific Association (where applicable)
- list of publications (where applicable)
- description of the doctoral research topic at a length of at least two pages
- a statement made on the application form on whether the applicant will apply for state scholarship, and whether the applicant will accept his/her admission in case he/she does not receive state scholarship
- the receipt confirming the payment of the fee for the admission procedure
- in the case of those who apply for admission for doctoral training with *individual preparation*, the certification of the existence and length of at least six published papers or papers accepted for publication in relation to the applicant's research topic, in a

comparative table showing the parts of the doctoral thesis to which each publication corresponds.

(2) The applicant shall designate his/her doctoral research topic and shall attach to the application form a statement of support made by the person whom the applicant invited to assist his/her scientific development as his/her supervisor, which statement shall include the acceptance of such invitation.

3. Admission procedure

Section 15 (1) The admission committee shall make an admission interview with the applicant to gain a picture of his/her professional intelligence, ideas on his/her PhD work, scientific achievements and language skills. The admission committee shall ascertain whether the applicant's doctoral topic is an area of research suitable for the PhD student, with the assistance of the supervisor, to acquire skills in the course of his/her work that enable him to apply scientific methods, bring about assessable scientific findings and render proof of the conclusions in the form of scientific publications, lectures, and, finally, of the doctoral thesis.

(2) At the admission procedure, the admission committee may give scores to the applicant in the following five categories:

- professional intelligence maximum 15 points
- degree (not older than 5 years) maximum 20 points
- earlier scientific achievements (papers prepared for the OTDK, ranking at the OTDK, publications) maximum 20 points
- language skills maximum 25 points
points per language examinations
 - intermediate (level B2) complex (type "C") state-recognised language examination 15 points
 - advanced (level C1) complex (type "C") state-recognised language examination 20 points
 - good language skills displayed by an applicant who requested the conduct of the admission interview in a foreign language 5 points
- quality of the research plan and the way it fits the research and educational schedule of the Faculty of Law of the KRE maximum 20 points

(3) No scores may be given for a university or master's degree issued more than five years before, but in such case the maximum points for professional intelligence and earlier scientific achievements *shall be increased* by 10 points each.

(4) At least 60 points must be achieved for admission but the threshold scores for entrance shall be determined by the SDHC.

Section 16 (1) The SDHC shall render its decision on admission based on the submitted documents, the evaluation of the admission interview and the relevant provisions of the Doctoral Regulation.

- (2) For students waiting to take the final exam in a master's training or undivided training, the decision concerning their admission is conditional.
- (3) The applicant shall be informed of the decision rendered on his/her admission in writing within 8 days. The decision on admission shall include the conditions of participation in the programme (fees, support, allowances etc.) and a legal remedy clause.
- (4) In addition to the written notification sent to the applicants, the decision on admission shall be displayed by means of notice posted in the usual way at the Faculty.
- (5) Applicants for programmes financed through state scholarships, or self-financed programmes shall take part in the admission procedure with equal requirements and conditions.

Section 17 (1) The registry of admitted PhD students shall be maintained by the Registrar's Office at the Faculty of Law. The administrator of the doctoral school shall submit a report to the Rector's Office for information on the data of admitted and enrolled PhD students within 15 days from the date of admission, and later, in each semester following enrolment, until 30 October and 1 March, respectively, at the latest.

Section 18 (1) A PhD student of another doctoral school operating in the field of law and political sciences may request his/her transfer to the ÁJDI from the SDHC until his/her enrolment to the third semester of doctoral training. Such request may be submitted by PhD students who completed at least one semester earning at least 25 credits, and the head of the doctoral school issues a statement of acceptance.

(2) The request for transfer shall be submitted 15 days before the commencement of the academic period of the given semester at the latest. In the request, the PhD student shall indicate his/her chosen research topic and shall enclose his/her supervisor's statement of support including such supervisor's acceptance of his supervision duties.

(3) Transfer is allowed to a fee-paying training only.

III. Order of the doctoral training

1. Order of the doctoral training in the doctoral school

Section 19 (1) The study period of the organised doctoral training, and the term allowed for fulfilling the study obligations, performing research and receiving the state doctoral scholarship shall be four years (48 months). The doctoral programme shall consist of training, research and reporting activities adjusted to the unique character of the scientific discipline and the needs of the candidate tutored individually or in a group, comprising research and training, and research-dissertation phases.

(2) The term of studies in an HEI abroad pursued on the basis of a work schedule approved by the supervisor shall be included in the term of the doctoral training and the PhD student status shall not be suspended for such term. Where PhD studies are financed by state scholarship, such scholarship shall be paid throughout the term of the approved studies in an HEI abroad.

(3) The first four semesters are divided into academic and exam periods also in the doctoral training, the schedule and function of which periods are identical to those in other trainings (section 42 of the Academic and Exam Regulation [hereinafter: AER]), except for the exam period of the second (spring) semester of each school year, which lasts until 31 August.

(4) PhD students must start their research work in parallel with the organised studies.

Section 20 (1) In the course of the training, PhD students attend lectures, seminars and tutorial classes (research seminars). The formal and content requirements of tutoring are determined by the supervisors.

(2) The completion of lectures, seminars and tutorial classes (research seminars) shall be assessed by applying a five-grade rating system. If the completion of a course is unsuccessful (*fail*), two further attempts may be made to complete the given course.

Section 21 The training comprises obligatory and elective courses. On the basis of a written request and the syllabus of the completed course, the Credit Transfer Committee shall render a decision on the recognition of credits obtained by the PhD student at another university or abroad based on a prior reconciliation with the supervisor and the head of the doctoral school, or the recognition of his/her documented achievement.

Section 22 (1) Study requirements of the ÁJDI:

- a) During the 48-months term of the doctoral training, 240 credits shall be obtained where the obtainment of 30 credits is recommended in each semester.
- b) During the full term of the training, the total number of credits that can be obtained is 60 credits for obligatory courses, 40 credits for elective courses, 20 credits for research seminars, minimum 60 credits for publications, minimum 10 credits for presentations held at scientific conferences, and maximum 16 credits for attending academic events.
- c) PhD students shall obtain at least 15 credits each semester as a prerequisite to the enrolment to the next semester.
- d) If a PhD student who receives state scholarship fails to obtain at least 20 credits in a semester, he/she may continue the doctoral training only as a fee-paying student. In such case the vacancy in the state-funded training may be filled with a fee-paying student elected by the decision of the SDHC.

- e) During the term of the doctoral training, the PhD student shall achieve the publication or the acceptance for publication of at least six scientific papers prepared by him/her.
- f) The credits obtainable for academic, research and publication activities, as well as the conditions of obtaining such credits shall be included in the model scheme (training schedule) of the doctoral training.

Section 23 (1) Credits may only be given for research and publication activities to which the PhD student applied in the given semester and which have been entered into the NEPTUN Academic System. Following the application to the research and publication activities and the completion thereof, but 10 days before the end of the exam period at the latest, the report and the aggregated number of credits shall be validated by the supervisor and sent to the doctoral school. The report shall be approved by the head of the doctoral school.

(2) The short designation of the activity and the number of credits attached to it in the model scheme shall be indicated in the report, along with the credits awarded for the activity signed by the supervisor.

(3) The following data shall be indicated beside each entry as official note: the title and bibliographic information in the case of publications; data of the conference, the title of the presentation, etc. in the case of presentations held at conferences. The concerned box shall be filled in by the supervisor and checked by the head of the doctoral school.

(4) The PhD student shall present the work for which he/she obtained the given credits by submitting the documentation/report. The PhD student shall prepare the report at the end of each semester and send it to the supervisor as an email attachment.

2. Attendance to classes

Section 24 Attendance to the classes held in the framework of the PhD courses is required in line with the requirements determined by the lecturer of the given course and with the relevant provisions of the AER.

3. Change of the doctoral topic or the supervisor in the doctoral training

Section 25 (1) After the third semester following the commencement of the training, the PhD student may only request the change of his/her topic or supervisor if it is professionally justified.

- (2) Such request shall be deemed as professionally justified particularly in the following cases:
 - a) objective difficulties arise in the research of the given topic,
 - b) resignation, permanent availability or death of the supervisor,
 - c) professional reason emerging during the research

(3) In the case of the resignation, permanent availability or death of the supervisor, a new supervisor (possibly a new topic) may be approved regardless of the time limit under subsection (1) in this section.

(4) The PhD student may request the change of his/her topic or supervisor until the issuance of his/her pre-degree certificate at the latest. Following such date, the SDHC may only render, upon the proposal of the head of the doctoral school, a decision on the change of topic if it is professionally justified [see subsection (2) above], or on grounds of equity.

(5) The request for the change of the topic or supervisor shall be submitted to the SDHC. To the request for change of the supervisor, the resignation of the former supervisor and the statement of acceptance of the new supervisor, as well as the statement of the head of the doctoral school shall be attached. The SDHC shall render a decision in terms of the change of the topic or supervisor.

(6) The supervisor may resign from his/her supervising duties in writing, with detailed reasoning, until the completion of the training at the latest. The SDHC shall render a decision on the resignation and shall appoint the new supervisor based on the proposal of the head of the doctoral school. The SDHC shall inform the PhD student and UDHC of its decision, providing detailed reasoning thereto.

4. Complex examination

Section 26 (1) The complex examination is a comprehensive form of evaluating the knowledge of the PhD student, in the framework of which the PhD student shall demonstrate his/her academic knowledge and present his/her work completed in scientific research, and where the PhD student's progress indicates that he/she is capable of preparing the doctoral thesis.

(2) Application to the complex examination may be submitted by a PhD student who completed the first four semesters of the doctoral training or by a PhD student who applied to the doctoral training with individual preparation.

(3) If an application to the complex examination is submitted, the SDHC shall invite a rapporteur verifying that the prescribed prerequisites are met, summarising the application and making a proposal on the approval thereof.

(4) The SDHC shall vote on the approval of the application by secret ballot.

Section 27 (1) Along with the application, the PhD student shall submit the following documents:

- title of the planned thesis
- table of contents of the planned thesis
- list of publications, and

- a comparative table showing the parts of the thesis to which each publication corresponds (if a publication corresponds to more than one chapter of the planned thesis or more than one part within a chapter, the numbers of the relevant pages of the concerned publication may also be indicated in the table of contents of the thesis).

(2) PhD students who receive state scholarship shall also submit, beside the items indicated in subsection (1), the summary of the planned doctoral thesis along with the application, presenting the student's own scientific achievements, as well as the critical notes and comments at least in a draft form.

Section 28 (1) The complex examination shall be organised in the exam period of the spring semester in a manner that allows for those who do not complete the examination by the end of the exam period to retake or take the examination in the last days of August.

(2) If the PhD student completes one part of the complex examination successfully, the completion of the other part in the said period shall be sufficient.

Section 29 (1) The complex examination shall consist of two parts:

- one part where the academic knowledge of the candidate is assessed (*theoretical part*): methodological knowledge, and professional knowledge in the discipline/field that fits the topic of the doctoral thesis;
- and another part where the candidate demonstrates his/her scientific progress (*thesis part*): the candidate shall present his/her knowledge on literature, research results and shall outline his/her research plan prepared for the second part of the doctoral training, as well as the schedule of the preparation of the thesis and the publication of its results.

(2) The head of the doctoral school, following the submission of the application to the complex examination by the PhD student and based on the suggestion of the supervisor, shall submit a proposal on the subjects and material that the examination should encompass (based on the curricula submitted in advance by the holders of the concerned courses), and shall assemble the complex examination committee consisting of three members.

(3) The duration of the examination shall be no less than 45 and no more than 60 minutes, the proportion of the primary and secondary subjects in the theoretical part shall be 2/3-1/3.

(4) The complex examination shall be assessed by applying a two-grade rating system (*pass* or *fail*). The complex examination shall be rated pass if the score given to the PhD student reaches 60% of the maximum number of points.

5. Issuance of the pre-degree certificate in the doctoral school

Section 30 (1) A pre-degree certificate can be issued to a candidate who obtained 240 credits in compliance with the model scheme, completing also the prescribed minimum requirements, and prepared at least six publications.

- (2) The pre-degree certificate shall be issued by the Dean of the Faculty of Law.

IV. Procedure to obtain a PhD degree in the doctoral school

Section 31 (1) The general rules of the procedure to obtain a PhD degree are prescribed by the Doctoral Regulations.

- (2) The candidates shall submit a request in writing to the SDHC to request the commencement of the procedure to obtain a PhD degree.

1. Professional requirements of obtaining a PhD degree

1.1. Independent scientific work

Section 32 (1) At submitting the thesis, the PhD student shall verify his/her scientific achievements by presenting publications – some of which may be papers accepted for publication – in peer-reviewed scientific journals or books. The existence of such publications can be verified by a copy of the list uploaded to the Database of Hungarian Scientific Works (hereinafter: MTMT).

- (2) The PhD student shall indicate in all of his/her publications that he/she is the student of KRE ÁJDI, along with the name of his/her supervisor.

(3) In general, the scientific achievement may be deemed sufficient for obtaining a PhD degree if the PhD student has ten peer-reviewed, scientific publications or papers accepted for publication, at the length of at least half an author's sheet (20,000 characters) each, which are closely related to the topic doctoral thesis and have been published in at least four prestigious scientific journals in the field of law or in a field of science relevant in terms of the topic of the thesis. In such regard, journals where papers related to the topic of the thesis are published shall also be deemed prestigious. In the case of theses with topics not or not exclusively falling within the field of law, prestigious journals in fields other than law may also be taken into account.

1.2. Language skills

Section 33 (1) For a native Hungarian PhD candidate, the obtaining of the PhD degree shall require the passing of two complex (type "C") state language examinations on at least intermediate level (level B2) or any language examination equivalent thereto in at least two living foreign languages. Language examination passed in Latin may also be admissible.

- (2) The first foreign language must be one of those determined by the SDHC. In the lack of a language examination, the command of the second foreign language can be verified by meeting the following conditions: an oral presentation before a committee appointed by the SDHC, and the translation of at least one author's sheet specialised text designated by the SDHC from Hungarian into that foreign language assisted by the Foreign Language Lectorate of the University. For the recognition of the foreign language skills via the translation of a specialised

text, a separate application must be submitted upon the start of the procedure to obtain PhD degree. The SDHC shall decide on the recognition of the foreign language skills.

(3) For Hungarian applicants living outside the country, the non-Hungarian official language of that country may be recognised as a second foreign language, provided that the person concerned obtained the school-leaving certificate or diploma in that language.

(4) If the candidate's native language is other than Hungarian, the candidate's native language shall be admissible as one of the required foreign languages for such candidate, Hungarian language shall also be accepted as a foreign language.

(5) As regards the recognition of a diploma certifying foreign language skills as equivalent to a language examination certificate, Government Decree 137/2008 (V. 16.) shall be governing.

1.3. Workshop discussion

Section 34 (1) The prerequisites of organising the workshop discussion shall be the following:

- submission of one paper-bound to the administrator of the doctoral school
- submission of supervisor's written statement of approval
- statement of approval of the preliminary assessors on that the thesis can be released for workshop discussion

(2) The head of the doctoral school shall invite two external *preliminary assessors* with scientific degree and expertise in the topic of the thesis for the workshop discussion.

(3) The workshop discussion shall be organised by the head of the competent educational organisational unit. The date of the workshop discussion shall not be earlier than three weeks after the fulfilment of the prerequisites specified under subsection (1).

(4) In the course of the workshop discussion, it must be verified whether the thesis fulfils the requirements prescribed in the relevant provisions of the Doctoral Regulations.

(5) The written opinions of the invited external preliminary assessors shall form an appendix to the minutes of the workshop discussion.

(6) The head of the doctoral school shall be liable for taking the minutes of the workshop discussion.

2. Formal requirements of the doctoral thesis

Section 35 (1) The formal parameters of the thesis shall be: Times New Roman font with font size 12, 2.5 cm margins, with 3 cm margins on the left, footnotes (with continuous numbering) and page numbers shall be placed at the bottom of the page.

- (2) The thesis as a scientific work shall contain footnotes and references, and a bibliography at the end. The form of references and titles shall correspond to the established practice applied in the field of law, using the recommendations of the handbook titled *Szerkesztők és szerzők kézikönyve* (Gyurgyák, János, Budapest: Osiris, 2005).
- (3) The thesis shall be written in Hungarian. A derogation therefrom shall be approved by the SDHC upon the request of the supervisor and PhD student, assessing whether opponents and members of the assessment committee can properly be assembled.
- (4) The thesis written in a foreign language shall contain a summary written in Hungarian.
- (5) The thesis may only be submitted for public defence with the approval of the supervisor. If the applicant prepared the thesis without a supervisor, the SDHC shall decide whether to release the thesis for doctoral procedure with regard to the opinion delivered by the department competent based on the topic of the thesis.
- (6) The electronic version of the thesis, on CD in *doc* and *pdf* formats, labelled with the name and the title of the thesis, shall be submitted to the administrator of the doctoral school

3. Publicity and assessment of the doctoral thesis

Section 36 The doctoral thesis is publicly available for anyone. The head of the doctoral school shall provide for the public availability, in both electronic and hardcopy formats, and the registration of the doctoral thesis and its abstract.

Section 37 (1) The SDHC shall appoint the members of the assessment committee and the opponents, based on the proposal of the doctoral school delivered after the official application for the doctoral procedure. The proposal shall specify three replacement members, including a replacement chairman, secretary and possibly at least one replacement assessor.

(2) If the candidate's defence proves impossible for any reason, the SDHC shall make a proposal to the UDHC for the termination of the doctoral procedure.

Section 38 Taking into account the points obtained and the maximum score, the qualification of successfully defended thesis can be determined by applying a three-grade rating:

- summa cum laude (90.00-100.00 %)
- cum laude (75.00-89.99 %),
- rite (60.00-74.99 %).

Section 39 In the postgraduate doctoral school of law and political sciences, the doctoral (PhD) qualification can be determined by applying a three-grade rating:

- summa cum laude (90.00-100.00 %)
- cum laude (75.00-89.99 %),

- rite (60.00-74.99 %).

Section 40 Beyond the printed copies of the PhD diploma mentioned in the Doctoral Regulations, the AJDI also issues an ornate diploma in Latin language, the costs of which are covered by the fees determined in the Doctoral Regulations.

Annexes

Annex 1

Credits available for academic or research activities and publications

in terms of the persons acquiring student status on or after 1 September 2019

Structure of the course and available credits

Obligatory and elective lectures and seminars	120 credits
of which:	
obligatory courses	60 credits
elective courses	40 credits
research seminars	20 credits
Credits obtainable for scientific and publication activities	120 credits
Total	240 credits

Credits for scientific and publication activities

Scientific publications in Hungarian in journals of categories A/B	8 credits/author's sheet
Scientific publications in Hungarian in journals of categories C/D:	4 credits/author's sheet
Publications in conference volumes and other fora for PhD students' publications	4 credits/author's sheet
Publications in conference volumes not only for PhD students' publications	6 credits/author's sheet
Foreign language scientific publications published in journals in Hungary or abroad	10 credits/author's sheet
Publications qualifying as populariser of science (max. 5 credits in total)	2 credits/author's sheet
Reviews, assessments (max. 8 credits in total)	2 credits/author's sheet
Textbooks, university course books, educational aids (in Hungarian)	4 credits/author's sheet
Textbooks, university course books, educational aids (in a foreign language)	6 credits/author's sheet
Technical translation if the name of the translator is indicated in the published text as translator	4 credits/author's sheet
<i>Textbooks, university course books and technical translation: max. 20 credits in total</i>	

The credits per author's sheet (40,000 n) for publication shall be calculated proportionately, but at least 1 credit shall be given for all recognised publications.

Credits for participation in scientific activities

Participation in the defence of a PhD thesis	1 credit
Participation in a habilitation	1 credit
Participation in a scientific conference as a member of the audience in Hungary	1 credit
Participation in a scientific conference abroad	2 credits
<i>Max. 2 credits per semester, and max. 16 credits in total for participation</i>	
Scientific presentations:	
Scientific presentations at a scientific conference in Hungary (and participation)	3 credits
Scientific presentations at a scientific conference abroad (and participation)	5 credits

Annex 2

Application form for complex examination

I, the undersigned (mother's name: Neptun code:.....), as a PhD student of the Károli Gáspár University of the Reformed Church in Hungary, Postgraduate Doctoral School of Law and Political Sciences, hereby apply for the complex examination.

Name of the supervisor: _____

Title of the thesis: _____

Primary subject: _____

Secondary subject: _____

Budapest,

Applicant's signature

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

In the case of an exemption, the reason thereof shall also be indicated.

...../.....school year semester

Subject	Grade	Credits
.....
.....
.....
.....
.....
.....

In the case of an exemption, the reason thereof shall also be indicated.

II. Scientific and professional presentations

Title of the presentation, place and date of the event	School year, semester	Credits
Total:		

III. Publications

Title of the publication, forum and date of publishing	School year, semester	Credits
Total:		

Annex 4

Supervisor’s statement¹ on the publications of the PhD student

I, the undersigned supervisor (responsible supervisor), hereby verify that the publication activity of

..... (name) as PhD student is in compliance with the relevant provisions of the “Regulations of Károli Gáspár University of the Reformed Church in Hungary Concerning the Doctoral Training and the Procedure for Obtaining a Doctoral (PhD) Degree”.

Date:

.....
supervisor

¹ Prerequisite to the submission of the doctoral thesis.

Annex 5

Application form for the initiation of the procedure to obtain a PhD degree

I. Personal data

Name (identical to that in the ID card):.....

Place and date of birth:

ID card number:

Permanent address:

Mailing address:

Email address: Phone number:

Number, year and nature of the degree obtained in master's training (or university degree in the former training):

Qualification of the degree:

Language skills and level (date of document):

.....

.....

Form of training: full time/correspondence/individual preparation

Name of the doctoral school:

Head of the doctoral school:

Title of topic:

Supervisor:

Co-supervisor:

Branch of science:

Budapest,

.....
applicant's signature

Annexes:

- notarised copy of the degree obtained in a master’s training (including the university degree, where applicable) or a copy certified by an employee of the Doctoral School, based on the presentation of the original document;
- request for conducting the procedure in a foreign language (where applicable)
- the doctoral thesis and an electronic copy thereof, or the title and draft of the thesis as proposed for admission by the supervisor;
- statement on individual work;
- the pre-degree certificate obtained in the doctoral training;
- documents verifying the scientific publication activity of the PhD student (copy of the publication list printed from the MTMT);
- documents verifying the skills in two languages
 - a) complex (type “C”) state language examinations on at least intermediate level (level B2) or any language examination equivalent thereto, or
 - b) certificate specified under point a) from one foreign language and a technical language exam passed at the Foreign Language Lectorate from another foreign language;
- statement of that there is no pending procedure to obtain a PhD decree in terms of the PhD student (in the same branch of science), he/she had no unsuccessful doctoral defence in the last two years, and his/her application for the procedure to obtain a PhD decree was not rejected within two years;
- verification of the payment of the procedural fee
- the supervisor’s written statement on the publications of the PhD student.

II. The supervisor’s statement on the initiation of the procedure:.....
.....
.....
.....

Budapest,

.....
signature

III. Data concerning the doctoral procedure:

1. Proposal of the Sectoral Doctoral Committee:

the doctoral procedure can be initiated: yes / no

justification of rejection:

date of initiation:

Date of the complex examination: **Grade:**

Assessment Committee

chairperson (name, rank, scientific degree, job, email address)

.....
.....

assessors (name, rank, scientific degree, job, email address)

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

members (name, rank, scientific degree, job, email address)

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

Date of appointment:

Budapest,

.....
head of the Sectoral Doctoral and
Habilitation Committee

2. The proposal of the assessment committee on releasing the thesis for public

debate:
.....

Budapest,

.....
chairperson of the assessment committee

3. Public debate

Date:

Title of the thesis:

.....

Assessment of the assessment committee:

Votes cast by persons

Obtained points

Points obtainable on the
basis of the number of
votes cast

Percentage of points:

.....

Qualification of the defence:

Budapest,

.....
chairperson of the assessment committee

4. Number of the resolution of the University Doctoral and Habilitation Committee:

.....
.....

Budapest,

.....
head of the University Doctoral and
Habilitation Committee

Annex 6

Application form for workshop discussion

Name:

Title of the thesis:

Length:(characters with spaces)

Name of the supervisor:

Educational organisational unit of the workshop discussion:

Beyond those specified in the regulations, I hereby request the invitation of:

Name, rank, email address:

.....

.....

.....

The workshop discussion can be set if the PhD student fulfils at least five of the points below²:

1. The date of the workshop discussion has been reconciled with those concerned (supervisor, head of the educational structural unit).
2. An electronic copy (pdf) and a hardcopy of the thesis has been submitted to the Doctoral School.
3. The thesis includes the opinion of the supervisor.
4. The thesis includes a summary in a foreign language.
5. The bibliography contains the PhD student's own publications related to the topic.

Budapest, 20.....

.....

PhD student

² The PhD student states by his/her signature that he/she acknowledged and complied with the 5 points above.

Annex 7

Application form for public defence

I, the undersigned (mother's name:
..... Neptun code:.....), as a PhD student of
the Károli Gáspár University of the Reformed Church in Hungary, Postgraduate Doctoral
School of Law and Political Sciences, hereby apply for the doctoral defence.

Branch of science:

Name of the supervisor:

Title of the thesis:

.....

Date and grade of the complex examination.....

.....

Date and place of the workshop discussion:

.....

Suggested date of the defence (reconciled by all members of the assessment committee):

.....

.....

Budapest,

.....

PhD student's signature

Annex 8

Statement

I, the undersigned (as a PhD hereby student) state that I have submitted my PhD thesis titled
.....
.....to the Károli Gáspár University of the Reformed Church in Hungary, Postgraduate Doctoral School of Law and Political Sciences in 10 copies.

I have uploaded my scientific publications to the MTMT database. I submit printed list including references as an attachment hereto.

Budapest,

.....
PhD student's signature

Annex 9

Statement

(shall be included in the doctoral thesis)

I, the undersigned (name), Neptun code
..... hereby state that I have no pending procedure to obtain a PhD degree,
my application for the procedure to obtain a PhD degree has not been rejected in the last two,
years and I have had no unsuccessful doctoral defences within the last two years.

I hereby state that no procedure for the revocation of PhD degree is pending against me and no
PhD decree has been revoked from me within the last five years.

Budapest,

.....

signature

Annex 10

Statement

(shall be included in the doctoral thesis)

I, the undersigned hereby state that my thesis submitted for the purpose of obtaining a PhD degree is the exclusive result of my individual work. I have indicated the original source of all published or unpublished thoughts of others which were included in my thesis among the references (footnotes), bibliography or sources.

I hereby state that I have not submitted any thesis with identical content to any other universities for the purpose of obtaining a PhD degree.

I have made the above statement being fully aware of my criminal liability.

Budapest,

.....

signature