

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

OPERATIONAL REGULATIONS

**BUDAPEST
2022**

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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

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

These regulations form an annex to Annex III.6. [*Regulation on Doctoral Studies and Doctoral Degree (PhD) Procedure*, hereinafter: Doctoral Regulations] of the Organisational and Operational Rules of the Károli Gáspár University of the Reformed Church in Hungary.

These regulations enter into force on 1 September 2022 and will cover the persons who acquire student status after that date. The persons who acquired student status before 1 September 2022 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 PhD degree

1. Internal organisation of the Doctoral School

1.1. Head of the Doctoral School

Section 1 (1) The head of the doctoral school may be 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 Disciplinary Doctoral and Habilitation Council, 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, which may be extended twice. Credentials shall be issued of the assignment. If possible, head of the doctoral school should have the academic title Doctor of Science (DSc)/Doctor of the Academy (MTA).

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

(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:

- a) responsibly manage the work of the Council of the Doctoral School and be responsible for the implementation of the Council's decisions;
- b) coordinate the scientific activities of the doctoral school and be responsible for its quality assurance;
- c) manage the administration of the doctoral school, and exchange information with the competent doctoral council and the UDHC;
- d) manage and supervise the training programme and the offered courses, and initiate their reform if necessary;
- e) ensure the fulfilment of the current data provision obligations, be responsible for the timely completion of reports;
- f) supervise the website of ÁJDI and the data of the doctoral school on the website *doktori.hu*;
- g) keep record of the teachers of the doctoral school, deliver an opinion on the academic (*doktori.hu*) and teaching activity of such teachers;
- h) 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 examination subjects and the composition of the public defence committees;
- i) deliver an opinion on whether the thesis can be released for workshop discussion;
- j) responsible for the use of the doctoral training support received by the school and other financial resources awarded to the doctoral school in accordance with the management regulations of the university.

1.2. Secretary of the Doctoral School

Section 2 (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 proposal of the head of the doctoral school.

(3) The secretary shall, in particular:

- a) organise and coordinate the activities of the doctoral school,
- b) manage the administrative and organisational tasks related to the operation of the doctoral school,
- c) 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 DDHC and the core members,
- d) 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.

1.3. Council of the Doctoral School (CDS)

Section 3 (1) The CDS shall consist of at least five members and shall be chaired by the head of the doctoral school; the current secretary of the DS also performs the duties of the secretary of the CDS and has a voting right.

(2) The voting members of the CDS are persons having academic qualifications, elected from among the core members of the doctoral school for a period of three years, appointed and dismissed by the Chairperson of the UDHC, based on the proposal of the head of the DS, after the approval of the DDHC.

(3) The CDS makes its decisions by a simple majority.

(4) The member of the CDS in an advisory capacity shall be the representative of the University Doctoral Student Union participating in the training of the given doctoral school. The mandate of the PhD student representative shall be one academic year.

(5) The CDS shall, in particular:

- a) deliver an opinion on the operational rules and training plan of the doctoral school;
- b) initiate the launch of new doctoral programmes;
- c) deliver an opinion on the announcement of doctoral topics and on announcers of the doctoral topics, supervisors of the doctoral dissertations, and the teaching staff of the doctoral school;
- d) deliver an opinion on the PhD students' choice of topic and any possible change of their topic;
- e) approve the PhD students' supervisor, any possible change of supervisor, and the PhD students' research topic;

- f) monitor the PhD students' training and research progress, and the activities of the supervisors, record the monitoring system in the quality assurance plan of the doctoral school;
 - g) where justified, make a proposal to the disciplinary doctoral council to delete the PhD student from the doctoral programme;
 - h) make a proposal for the composition of the complex examination board and the evaluation committee of the doctoral dissertation, as well as the examination subjects of the candidates applying for the complex examination;
 - i) approve the scheduling of the workshop discussion for the doctoral dissertation;
 - j) render a decision on the use of the doctoral training support received by other resources allocated to the doctoral school;
 - k) deliver an opinion on the ranking for admission to the doctoral school, the indicated research topics and supervisors, and make proposals to the DDHC;
- (6) The Disciplinary Doctoral and Habilitation Council (DDHC) shall be the appeal forum of the Council of the Doctoral School.

1.4. Educational Committee of the Doctoral School (ECDS)

Section 4 (1) The Postgraduate Doctoral School of Law and Political Sciences establishes a permanent committee to manage the student's academic affairs, chaired by the secretary of the DS. Its members are elected by the Council of the Doctoral School, based on the proposal of the head of the doctoral school.

(2) The Educational Committee of the Doctoral School shall be responsible for all academic affairs not falling within the scope of the competence of the DDHC or the Council of the Doctoral School.

(3) Being an educational committee, the ECDS shall, in particular:

- a) conduct first-instance proceedings in the students' academic and examination affairs;
- b) decide on passivation and subsequent passivation applications;
- c) decide on applications for extension of academic deadlines, with the exception of the procedure for obtaining a degree, and
- d) approve subsequent applications for courses.

(4) The voting members of the ECDS shall be

- a) the secretary of the doctoral school, and
- b) two core member teachers elected by the CDS,

(5) The members of the ECDS in an advisory capacity shall be

- a) a student delegated by the University Doctoral Student Union,
- b) a member of the staff of the Registrar's Office, and
- c) the administrators of the Doctoral School.

(5) The ECDS shall have a quorum if at least 50 % of its members are present.

(6) Decisions shall be taken by open ballot, by simple majority. The chairperson decides in the event of a tied vote.

(7) The meeting shall be convened by the chairperson of the ECDS along with the indication of the agenda.

(8) The administrative tasks related to the academic and examination affairs shall be carried out jointly by the Doctoral School and the Registrar's Office of the Faculty.

(9) The ECDS operates in accordance with the rules of procedure adopted within the framework of these regulations.

The rules of procedure shall stipulate the frequency of the meetings, the delegated powers, the form of rendering resolutions, the manner of preparing the resolutions, and the signatory rights.

1.5. Quality Assurance Committee of the Doctoral School (ÁJDI QAC)

Section 5 (1) The activities of the Doctoral School shall be assisted by the Quality Assurance Committee of the Doctoral School. The task of ÁJDI QUAC shall be to deliver preliminary opinion and exercise subsequent control: on the basis of a request submitted by the head of the doctoral school, the ÁJDI QUAC renders an opinion, in particular, on the research portfolio of the announcers of topics and future core members; checks and evaluates the level of the training and the activities related to the acquisition of the degree.

(2) The operation and the composition of the ÁJDI QAC shall be governed by the quality assurance policy of the Postgraduate Doctoral School of Law and Political Sciences of the KRE and the bylaws of the Quality Assurance Committee; the bylaws shall be published on the website of the doctoral school.

2. Disciplinary Doctoral and Habilitation Council (DDHC)

Section 6 On the proposal of the Council of the Doctoral School, the Disciplinary Doctoral and Habilitation Council (hereinafter: DDHC) shall render a decision or make a proposal to the University Doctoral and Habilitation Council (hereinafter: UDHC) in matters of organisation and affairs related to degree acquisition in connection with the training of the Postgraduate Doctoral School of Law and Political Sciences (hereinafter: ÁJDI) and within its competence based on the *University Doctoral Regulations* (hereinafter: UDR).

Section 7 The tasks and general operation of the DDHC are determined by relevant provisions of the UDR.

Section 8 (1) The DDHC consists of at least 5 members with voting rights, it must be ensured that at least one third of its members, but at least one person is not employed by the institution. A chairperson shall be elected by the members of the DDHC from among their number.

(2) The meetings of the DDHC shall be convened and chaired by the chairperson of the DDHC. The chairperson is obliged to convene a meeting also in any case if requested by any of the members of the DDHC or the head of the doctoral school.

(3) The invitation, including the items on the agenda of the DDHC shall be sent to the members electronically at least five days before the meeting.

(4) One representative elected by the PhD students participating in the training of the concerned disciplinary doctoral school and the secretary of the doctoral school shall be members of the DDHC in an advisory capacity.

(5) In the course of fulfilling its tasks, the DDHC shall:

- a) monitor the doctoral training and initiate organisational changes where necessary;
- b) render an opinion on any proposals concerning the establishment of new doctoral schools, the modification or termination of the doctoral schools operating within the discipline or any necessary changes concerning the heads of the doctoral schools, and shall submit such proposals to the UDHC;
- c) on the basis of the ranking proposed by the CDS, decide on the admission of new PhD students; on the basis of the proposal of the CDS, decide on the acceptance of PhD students applying for transfer from another doctoral school; decide on the reclassification of full-time PhD students in state funded training into self-funded training, and the filling of the state scholarship places thus released;
- d) on the basis of the proposal of the CDS, decide on the acceptance of PhD students applying for transfer from another doctoral school, decide on the applications for the change of topic or change of supervisor, and on the appointment of a new supervisor;
- e) based on the proposal of the head of the doctoral school or the CDS, decide on releasing the PhD students participating in individual preparation (see paragraph (3) of section 53 in the Act on Higher Education) for complex examination;
- f) assess the justified proposals of the CDS on the suspension of the doctoral scholarship of those admitted to the doctoral program, and on the unilateral termination of the student status;
- g) on the recommendation of the CDS, decide on the application for complex examination and the commencement of the procedure for obtaining a degree, as well as on the releasing the thesis for public defence;
- h) on the recommendation of the head of the doctoral school, appoint the members and the chairs of the admission committee, the complex examination board, and the assessment committee, and designate the subjects of the complex examination;
- i) decide on applications for a closed thesis defence on the basis of the opinion of the evaluation committee;
- j) render an opinion on degree awarding and degree revocation, and on the naturalization of the academic degrees obtained abroad;

(6) Any person may be invited to the DDHC meetings in an advisory capacity by the chairperson.

(7) The meeting of the DDHC may also render its decisions by electronic means.

(8) Minutes shall be taken at the meetings of the DDHC which shall be signed and authenticated by the chairperson and the person taking the minutes.

3. Training programme of the Doctoral School

Section 9 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 Faculty of Law of the KRE.

4. Organising the doctoral training

Section 10 (1) The organisation and principle management of the doctoral training is provided by the head of the doctoral school.

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

(2) The work of the head of the doctoral school and secretary of the doctoral school is assisted by the administrators of the doctoral school.

(3) The administrators handling academic matters shall carry out their tasks in cooperation with the secretary of the doctoral school and the Registrar's Office of the Faculty, and help students complete their training programmes. One administrator is responsible for handling academic matters and affairs related to degree acquisition of foreign students, for managing the website *doktori.hu*, preparing the meetings of the DDHC, and assisting the organisation of the scientific programmes of the AJDI.

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

5. Teachers of the doctoral training

Section 11 (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 DDHC. The teachers of the doctoral training shall be chosen primarily from among the full-time teachers 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:

- a) hold lectures,
- b) assemble high-quality teaching materials based on independent research,
- c) assemble materials for the examinations,
- d) conduct examinations and accept reports,
- e) participate in the work of the committees serving the purpose of obtaining the PhD degree.

(3) In the case of holding lectures, conducting examinations, and assembling materials for the examinations, he/she shall provide the results of his/her work to the head of the doctoral school.

6. Functions and powers of the supervisor

Section 12 (1) The supervisor shall be a teacher or researcher with academic degree, who, on the basis of the proposal of the head of the doctoral school, is appointed by the DDHC to supervise the given topic.

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

(3) The supervisor is responsible for determining 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.

(4) The supervisor shall, in particular:

- ensure continuous consultation with the PhD student under his/her supervision (at least 2 hours per month),
- continuously monitor the scientific activity of the PhD student,
- provide professional supervision for publications,
- promote the publication activities of the PhD student.

II. Rules of application and admission to the doctoral school

1. Doctoral training

Section 13 The knowledge required for obtaining a PhD degree may be developed as part of either the organised doctoral training or individual preparation.

Section 14 (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 15 (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 law degree or a master's degree in social sciences or economics (or university degree, if obtained at the former training system) at any higher education institution; (or will obtain such degree in the year of admission);
- passed one state-recognised complex (type "C") language examination of at least intermediate level (level B2) in a language required for pursuing academic and research activities in the given discipline (or an equivalent naturalised language examination).

(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 (4 author's sheets).

(6) The admission procedure shall be organised by the head of the doctoral school.

(7) The DDHC, 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 16 (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,
- a copy of the diploma attesting to a university or master's degree, or in the case of a degree obtained abroad, the document certifying recognition for the purpose of higher education,
- résumé including a summary of the applicant's professional interests,
- a copy of the documents verifying language skills,
- a certification of activities in the Students' Scientific Association (where applicable),
- the list of publications (where applicable),
- description of the applicant's ideas on 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 must continue the training in a self-funded programme,
- 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.
- the certificate of good conduct

(2) The applicant shall designate his/her chosen 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 17 (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) The admission committee consists of at least three members; at least one core member of the Doctoral School, and the current secretary of the Doctoral School shall be among the members of the admission committee. One third of the members of the admission committee, but at least one person shall be an external member.

(3) The supervisor designated by the applicant shall evaluate the submitted research plan in detail in advance, focusing on the novelty and the scope of the topic, as well as its separation from other current or previous research (including any known research that is or was in progress in any other doctoral school), and its feasibility.

(4) The supervisor may also attend to the admission interview.

(5) In the case of foreign applicants, the admission interview may also take place in an electronic form.

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

- professional intelligence and research portfolio		max. 20 points
- degree (not older than 5 years)		max. 20 points
o summa cum laude	20 points	
o cum laude	15 points	
o rite	10 points	
- earlier scientific achievements (papers prepared for the OTDK, ranking at the OTDK, publications)		max. 30 points
- language skills		max. 20 points
points per language examinations:		
- intermediate (level B2) complex (type “C”) state-recognised language examination		15 points
- intermediate (level C1) complex (type “C”) state-recognised language examination		20 points
- quality of the research plan and the way it fits the research and educational schedule of the Faculty of Law of the KRE		max. 20 points
	<u>Total:</u>	<u>max. 110 points</u>

(7) 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.

(8) At least 60 points must be achieved for admission but the threshold scores for entrance as regards the current year shall be determined by the CDS.

Section 18 (1) The CDS ranks the applicants on the basis of the documents requested for the application and the evaluation of the admission interview, with regard to the relevant provisions of the Doctoral Regulation, and the DDHC decides on the admission.

(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-funded programmes shall take part in the admission procedure with equal requirements and conditions.

Section 19 (1) The registration of the admitted doctoral students is kept by the administrators of the Doctoral School in co-operation with the Registrar's Office of the Faculty.

Section 20 (1) PhD students of any other doctoral schools operating in the discipline of law and political sciences may submit their application for transfer to the DDHC no later than before submitting their application for the complex examination. The request may be submitted if the applicant 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 self-funded programme only.

III. Order of the doctoral training

1. Order of the doctoral training in the doctoral school

Section 21 (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 22 (1) The training of the doctoral students comprises of obligatory and elective courses.

(2) The completion of courses shall be assessed by applying a three-grade rating system. If the completion of a course is unsuccessful (*fail*), two attempts can be made to correct that mark.

Section 23 On the basis of a written request and the syllabus of the completed course, the CDS shall render a decision on the recognition of credits obtained or documented achievement completed by the PhD student at another university or abroad based on a prior reconciliation with the supervisor and the head of the doctoral school.

Section 24 Study requirements of the ÁJDI:

- a) During the full term of the training, the total number of credits that can be obtained is 48 credits for obligatory courses, 12 credits for elective courses, minimum 140 credits for scientific activities and publications, and minimum 40 credits for presentations held at scientific conferences. The PhD student shall acquire the majority of the credits (160-180 credits) required during the training through scientific activities.
- b) PhD students shall obtain at least 15 credits each semester as a prerequisite to the enrolment to the next semester.
- c) PhD students shall obtain 30±3 credits each semester, and a total 240 credits during the whole training. If a PhD student, due to his/her own fault, fails to obtain the required number of credits in a given semester, the DDHC decides whether or not to suspend the payment of the doctoral scholarship, or to reclassify the student with state scholarship to a self-financed programme. If the PhD student fails to remedy his/her omission within one year, the DDHC can decide to terminate the student relationship.
- d) A full-time PhD student with state scholarship who fails to complete at least 20 credits during an academic semester may continue his/her studies in the next semester only in a self-funded programme. In such case a student participating in a self-funded programme may be reclassified to the vacant state scholarship based on the decision of the DDHC.
- e) During the doctoral training, the PhD student must undergo a mandatory qualification at the end of the first and the third year, in the form of a research report presented before the PhD Forum and the CDS. The CDS shall assess the progress achieved in the doctoral training and the doctoral topic, as well as the performance of the PhD student and the supervisor, in the manner and according to the criteria specified in the quality assurance plan of the Doctoral School. The CDS shall inform the DDHC of the result of the periodic qualification and, where necessary, make a proposal to change the supervisor or reclassify the PhD student to a self-funded programme.
- f) If a PhD student fails to complete a mandatory or elective course, does not attend the PhD Forum, or fails to fulfil any other obligation, the head of the doctoral school shall give a written notice and set an appropriate deadline for remedying the omission. If, despite the notice, the PhD student fails to remedy the omission within the set deadline, the PhD student's given semester will be closed with a result and credits calculated without the completion of the given course.
- g) During the term of the doctoral training, the PhD student shall achieve the publication or the acceptance for publication of at least six individual scientific papers prepared by him/her in connection with his/her research topic, each with a length of at least 20,000 characters including spaces and footnotes, of which at least two papers must be published in a domestic scientific journal classified as a category "A" or category "B"

journal according to the guidelines of the Committee on Legal and Political Sciences of the Section of Economics and Law (MTA Section IX).

- h) Students of the Doctoral School will obtain a pre-degree certificate if they obtain 240 credits during their training and fulfil the above publication requirements (specified in point g). A pre-degree certificate can be obtained also before the closure of the eighth semester, provided that the requirements are fully met.
- i) The credits for study, research and publication activities, as well as the conditions for obtaining them are included in the sample curriculum (training plan) of the doctoral programme.

Section 25 (1) The PhD student shall present his/her activities carried out in the given semester by submitting a report: he/she must demonstrate the specific activities he/she wishes to get credits for. The report shall be prepared at the end of each semester in order to obtain credits, in an electric format, and submitted to the supervisor for approval.

(2) 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 15 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.

(3) The short designation of the activity and the number of credits attached to it in the sample curriculum shall be indicated in the report, along with the credits awarded for the activity with the supervisor's signature.

(4) For each item, as an official comment, the relevant data of the given activity must be indicated: title, bibliographic data and number of characters in the case of publications; conference data and the title of the presentation, etc., in the case of presentations held at conferences.

(5) The following shall be attached to the report:

- in the case of conference presentation, proof of its holding (possibly the conference invitation and program),
- in the case of a publication, the text published or accepted for publication, and the link to the entry of the publication in the Hungarian Scientific Bibliography Database (MTMT),
- in the case of a co-authored publication, the statement of each co-author on the percentage of their contribution to the preparation of the publication.

(6) Both the PhD student and the supervisor shall be responsible for the veracity of the semester reports.

(7) The reports, the items included in them and the credits assigned to each item shall be checked, corrected where necessary, and approved by the secretary and the head of the doctoral school.

2. Attendance to classes

Section 26 Attendance to the PhD courses is required in line with the requirement system determined by the holder of the given course and the relevant provisions of the AER.

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

Section 27 (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 unavailability or death of the supervisor,
- c) if any professional reason emerges during the research.

(3) In the event of the resignation, permanent unavailability or death of the supervisor, the change of supervisor (possibly the change of topic) may be permitted regardless of the time limit set out in paragraph (1).

(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 that date, the topic may only be changed if it is professionally justified or on an equitable basis [see paragraph (2)].

(5) The request for the change of the topic or supervisor shall be submitted to the CDS. If a request for the change of the supervisor is submitted, 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 DDHC shall render a decision in terms of the change of the topic or supervisor, based on the proposal of the CDS.

(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 DDHC shall render a decision on the resignation based on the proposal of the CDS, and shall appoint the new supervisor based on the proposal of the head of the doctoral school. The DDHC shall inform the PhD student and UDHC of its decision, providing detailed reasoning thereto.

4. Complex examination

Section 28 (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, present his/her work completed in scientific research, and demonstrate his/her ability to prepare 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) To be admitted to the complex examination, students must complete at least 120 credits in the “training and research phase” (first four semesters) of the doctoral programme and all the “training credits” specified in the doctoral school’s curriculum (except for PhD students preparing individually for obtaining the doctoral degree). The complex examination must be applied for in writing. Since after passing the complex examination the student enters the degree acquisition procedure, the application for the complex examination is also the application for the degree acquisition procedure.

(4) The application cannot be accepted if the student does not demonstrate (in particular through publications in progress, accepted conference applications or other credible means) that he/she will obtain at least 120 credits by the end of the fourth semester.

(5) If the PhD student fails to fulfil the condition for starting the complex examination until the day before the complex examination at the latest, he/she cannot take the complex examination., and in this case the DDHC, on the recommendation of the head of the doctoral school, will declare on its next meeting that the PhD student’s student relationship terminated at the end of the fourth semester, without passing the complex examination.

(6) The DDHC shall render a decision on the subjects of the complex examination and the composition of the complex examination board by the end of the academic period at the latest.

(7) If an application to the complex examination is submitted, the head of the doctoral school shall invite a rapporteur who verifies that the prescribed prerequisites are met, outlines the application and makes a proposal on the approval thereof.

(8) The DDHC shall vote on the commencement of the procedure by secret ballot.

Section 29 (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 (the total length of the scientific publications related to the topic of the doctoral thesis shall be at least two and a half author’s sheet),
- 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), and
- the application for the commencement of the degree acquisition procedure.

(2) PhD students shall also submit, beside the items indicated in paragraph (1), the summary of the planned doctoral thesis along with the application, presenting the student’s own scientific achievements, as well as the critical comments, at least in a draft form.

(3) Prior to the complex examination, the supervisor evaluates the performance of the doctoral student in writing and declares whether or not he/she recommends to start the degree acquisition procedure.

Section 30 (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 period set out in paragraph (1) shall be sufficient.

Section 31 (1) The complex examination shall consist of two main 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) In the theoretical part of the complex examination, the doctoral student will demonstrate his/her knowledge of the discipline's literature and will report on his/her current theoretical and methodological knowledge. In the theoretical part of the complex examination the student takes an exam in at least two subjects/topics, the list of subjects/topics is included in the doctoral school's curriculum. The theoretical part of the examination may also have a written part. In the theoretical part, the ratio of main subject to minor subject is 2/3–1/3.

(3) In the second part of the complex examination, the student gives a presentation on his/her knowledge of the literature, reports on his/her research results, outlines his/her research plan for the second phase of doctoral studies, and presents the schedule for the preparation of the dissertation and the publication of the results. The supervisor should be given the opportunity to assess the student in the examination.

(4) The examination board assesses the theoretical and dissertation part of the examination separately. A protocol of the complex examination is drawn up, including a written evaluation. The result of the complex examination will be announced on the day of the oral exam. The complex examination is successful if the majority of the board members agree that both parts of the examination are successful. The doctoral student may retake the failed complex examination once during the same examination period.

(5) In order to complete the dissertation part of the complex examination, the candidate shall submit a research summary or essay in advance at a length of at least two and a half author's sheets related to the subject of the thesis, showing the candidate's scientific progress achieved so far or a part of it, and, at the length of half an author's sheet, the research plan for the second phase of the doctoral training and schedule for the preparation of the dissertation to the secretary of the doctoral school in a printed copy and electronic form three weeks before the complex examination, which the secretary of the doctoral school shall send to the members of the examination board without delay.

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

(7) The duration of the examination shall be no less than 45 and no more than 60 minutes.

(8) 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 (absolutorium) in the Doctoral School

Section 32 (1) A pre-degree certificate (absolutorium) can be issued to a candidate who obtained 240 credits in compliance with the sample curriculum (of which 180 credits shall be obtained for scientific work), completing also the prescribed minimum requirements, and prepared at least six publications.

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

IV. Degree acquisition procedure

Section 33 (1) The general rules of the procedure to obtain a PhD degree are prescribed by the UDR.

(2) The PhD student must submit a written application to the CDS for the commencement of the degree acquisition procedure, concurrently with applying for the complex examination.

1. Professional requirements of obtaining a doctoral degree

1.1. Independent scientific work

Section 34 (1) When submitting the thesis to the workshop discussion, the PhD student shall demonstrate his/her scientific work with scientific publications, a significant part of which must be published in a scientific journal listed in the ranking of the Committee on Legal and Political Sciences of the Section of Economics and Law (MTA Section IX) or a prestigious collection of studies [in accordance with the requirements set out in section 24 of these Regulations] Depending on the research topic, a publication published in a scientific journal of a field other than law may also be taken into account, provided that such journal is listed in the ranking of journals of the relevant committee of the MTA in the field of the concerned journal. The publication performance shall be verified by submitting the printed list of publications uploaded to the to the Hungarian Scientific Bibliography Database (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 the course of fulfilling the publication requirements, in the case of journals not classified by the Committee on Legal and Political Sciences of the MTA and, exceptionally, books and book chapters (including legislative commentaries meeting the requirements of scientific work and related to the subject of the thesis), the Doctoral School can individually decide whether or not to accept the given publication as one meeting the publication requirements laid down in the Doctoral Regulations of the Károli Gáspár University of the Reformed Church in Hungary.

Textbooks, reviews and any paper published in the volumes of the KRE for PhD students can under no circumstances be accepted as works fulfilling the publication requirements.

1.2. Language skills

Section 35 (1) Language requirements for obtaining a doctoral degree in the case of students with Hungarian mother tongue is two state-recognised, at least intermediate (B2) complex type “C”) or equivalent language examinations in two living foreign languages Language examination passed in Latin or Ancient Greek may also be admissible.

(2) The first foreign language must be one of those determined by the DDHC.

(3) As first language, only English, German, French, Italian or Spanish can be accepted. As a language examination passed in the second language, a state-recognised intermediate complex language examination or an equivalent naturalized language examination passed in a living or a dead language necessary for scientific work in the given field can be accepted.

(4) In the case of the second foreign language, the PhD student may request the acceptance of a language other than those listed by the UDR as accepted. The request must be submitted to the CDS who will make a proposal to the DDHC. In the request, the PhD student must show in detail that there is a sufficient amount of literature in the requested language and that it is closely related to the topic of the dissertation.

(3) In the lack of a language examination, the command of the second foreign language can exceptionally be verified by meeting the following conditions:

- a) the PhD students participates in the related language preparation course announced by the Doctoral School
- b) translates at least one author’s sheet of specialist text chosen by the CDS from Hungarian to the given foreign language, and
- c) proves his/her language skills before a board appointed by the DDHC, in an oral hearing organized with the assistance of the Foreign Language Centre

(4) In the course of the oral hearing, the member of the board appointed by the Foreign Language Center will, in the target language,

- a) after conducting a (five-minute) introductory, warm-up conversation,
- b) based on the text translated by the PhD student from Hungarian to the target language,
- c) ask the candidate guided, professional, technical language and translation technical question (fifteen minutes),
- d) have the PhD student write an essay of 220-250 words (for which we will provide the conditions),
- e) finally, the translation, the answers to the questions and the essay will be evaluated together (ten minutes).

(5) A separate request for recognition of language proficiency must be submitted at the same time as submitting the dissertation for workshop discussion. The DDHC decides on the recognition of language skills.

(6) For Hungarian PhD students living beyond the borders, the non-Hungarian official language of the mother country may be accepted as a second language provided that the candidate has obtained his/her school living certificate or diploma in this language.

(7) If the candidate's mother tongue is other than Hungarian, only English can be accepted as first the foreign language, the command of which must be verified by a language examination, a naturalized language examination or another document equivalent to the language examination under the law.

(8) In the case of candidates whose mother tongue and citizenship are other than Hungarian, their mother tongue or Hungarian can be accepted as a second language, provided that language proficiency is verified by a language examination, a naturalized language examination or another document equivalent to the language examination under the law.

(9) As regards the recognition of a certificate attesting to the command of a foreign language as a document equivalent to a language examination, section 14 of Government Decree 137/2008 (V. 16.) shall be governing.

2. The doctoral thesis

Section 36 (1) The doctoral topic is a research sub-area which is suitable for the doctoral student, under the guidance of the supervisor, to master the application of scientific methods, to obtain valuable scientific results, and to provide evidence of this in the form of scientific publications, scientific presentations and then a doctoral dissertation.

(2) The doctoral dissertation is a summary work presenting the candidate's objectives, new scientific results, knowledge of the literature, and research methods in Hungarian or in a foreign language approved by the DDHC, which proves that the candidate is able to independently solve an academic task adapted to the requirements of the degree.

(3) The condition for submitting a doctoral thesis is that the doctoral student is not in the process of obtaining a doctoral degree in the same discipline, and that his/her application for the degree acquisition procedure has not been rejected within two years, and there has not been an unsuccessful attempt to defend his/her doctoral thesis within two years. The doctoral student declares compliance with these additional conditions in writing when submitting the doctoral thesis and when applying for the degree acquisition procedure.

(4) The title page of the doctoral dissertation must include the author, the name of the doctoral school and the head of the doctoral school, the names of the supervisor and co-supervisor, the place and time of preparation. The thesis shall include a table of contents, a summary in Hungarian and a bibliography. An appendix (e.g., collection of photographs, documents, etc.) may be attached to the doctoral thesis. After the title page of the doctoral thesis, space must be provided on a separate page (according to the form prepared by the doctoral school) to write down the names of the supervisor, reviewers and review committee members, as well as the date of the defence. The attachment will be completed during the public debate. The dissertation must include the supervisor's recommendation (no more than 3 pages, as well as the statements specified in Annexes 9-10 of these Regulations).

(5) The ideal length of a doctoral thesis is 10–15 author's sheets (400,000–600,000 n), but not less than 8 author sheets. The candidate may also submit a longer dissertation, subject to payment of a higher doctoral processing fee commensurate with the length. The said length of the thesis shall not include the table of contents, the bibliography (reference list), cited texts, acknowledgments (where applicable), charts, drawings or other illustrative materials and the summary in Hungarian or in a foreign language.

(6) The length restrictions and formal requirements specified in paragraph (5) shall not apply if the PhD student prepares and defends the thesis within the framework of partial studies abroad or an international inter-university agreement. In such case, the international agreement

Section 37 (1) The formal parameters of the thesis shall be: Times New Roman font with font size 12, one and a half line spacing, 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 DDHC upon the request of the supervisor and PhD student, assessing whether opponents and members of the assessment committee can be properly 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 DDHC 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.

(7) The summary of the doctoral thesis is prepared for the scientific public, presenting the scientific results of the candidate, by which results he/she demonstrates, in the course of the degree acquisition procedure, that he/she is prepared to obtain a scientific degree. The summary of the thesis must be submitted in at least 25 copies and in an electronic form. The summary of the thesis must be prepared in Hungarian and English, with an equivalent content. The summary of the thesis is an A5-sized work bound together in booklet format. The title page contains the name of the candidate, the title of the summary of the thesis, the name of the supervisor, the name and logo of the university, the name of the doctoral school, and the place and year of preparation. The summary of the thesis shall contain an authentic list of publications. The summary of the thesis shall include:

- a) brief summary of the set research task,
- b) brief description of the completed research, examinations, analyses, the scientific research method, the methods applied for the collection of materials, the exploration and use of sources,
- c) brief summary of novel scientific results, their utilization or the possibilities of further utilization. Utilization can be: the direct or indirect practical application of the results, as well as the promotion of the internal development of the discipline or the enrichment of another discipline with new knowledge, the possibility of utilization in the field of training
- d) the PhD student's list of publications and works accepted for publication, whether or not related to the topic of the thesis.

3. Workshop discussion

Section 38 (1) The prerequisites of organising the workshop discussion shall be the following

- a) acquisition of the pre-degree certificate,
- b) submission of three bound copies and electronic copies (in word and pdf format) of the draft doctoral thesis to the administrator of the doctoral school,
- c) submission of the supervisor's written statement of acceptance, and
- d) statement of approval of the preliminary assessors on that the thesis can be released for workshop discussion.

(2) The thesis released for workshop discussion shall be submitted the administrator of the doctoral school in 3 copies and in electronic form at least six weeks before the planned date of the workshop discussion.

(3) In advance of the workshop discussion, the Council of the Doctoral School shall invite at least two experts with academic degrees, who are independent of the University and the candidate, to assess the thesis in detail during the workshop discussion.

(4) To the workshop discussion, the head of the doctoral school shall invite two external reviewers (*pre-reviewer*) with expertise in the topic of the thesis and academic degree.

(5) The date of the workshop discussion shall be set by the head of the doctoral school at least three weeks before the date.

(6) The workshop discussion shall be organised by the head of the competent educational organisational unit. The date of the workshop discussion may be set as a date taking place at least three weeks after the fulfilment of the requirements specified in paragraph (1).

(7) The workshop discussion and its date must be announced at least two weeks in advance on the website of the Doctoral School, in a manner prescribed by the regulations of the Doctoral School, and the members of the DDHC shall be invited electronically.

(8) The doctoral thesis released for workshop discussion must also be published electronically on the website of the Doctoral School. The following shall also be invited electronically to the workshop discussion:

- the topic announcers, supervisors and doctoral students of the associate doctoral schools,
- the competent departments and institutes of each associate faculty according to the subject of the thesis, and
- all teachers, researchers and PhD students of the faculty.

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

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

4. Publicity and evaluation of the doctoral thesis

Section 39 The doctoral thesis is publicly available to all. The head of the doctoral school shall ensure that the doctoral thesis and its summary are registered and made public in electronic or printed form.

Section 40 (1) The members of the assessment committee and the opponents shall be appointed by the DDHC, on the proposal of the head of the doctoral school, following the submission of the application for the doctoral process. The proposal shall include the indication of three alternate members, including alternates for the head and the secretary of the committee, and at least one possible alternate reviewer.

(2) If the PhD student's defence frustrates for any reason, the DDHC shall make a proposal to the DDHC for the termination of the doctoral process.

Section 41 Taking into account the points obtained and the maximum score, the qualification of a successfully defended can be determined by applying a three-grade rating:

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

Section 42 In the postgraduate doctoral school of law and political sciences, the doctoral (PhD) qualification can be determined by applying a three-grade rating:

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

Section 43 Beyond the two printed copies of the PhD diploma mentioned in the Doctoral Regulations, the ÁJDI issues also an ornate diploma in Latin language, the costs of which are covered by the fees determined in the Doctoral Regulations.

The consolidated text of the regulations corresponds to the content that entered into force on 2022 based on the amendments of the regulation.

Prof. Dr. Trócsányi, László

rector

Appendix

Credits available for academic or research activities and publications

concerning the persons acquiring PhD student status on or after 1 September 2022

Structure of the course and available credits

Obligatory and elective lectures and seminars	60 credits
of which:	
obligatory courses	48 credits
elective courses	12 credits
Credits obtainable for scientific and publication activities	180 credits
Total	240 credits

Credits for scientific and publication activities

A total of 180 credits shall be obtained during the whole term of the training.

	in Hungarian	in a foreign language
Published in Hungary in a category “A” publication forum	16 credits/author’s sheet	24 credits/author’s sheet
Published in Hungary in a category “B” publication forum	14 credits/author’s sheet	21 credits/author’s sheet
Published in Hungary in a category “C” publication forum	12 credits/author’s sheet	18 credits/author’s sheet
Published in Hungary in a category “D” publication forum	8 credits/author’s sheet	12 credits/author’s sheet
Published in Hungary in non-ranked publication forum	8 credits/author’s sheet	12 credits/author’s sheet
Published abroad in non-classified publication forum	8 credits/author’s sheet	16 credits/author’s sheet
Published abroad in a category “A” or “B” publication forum	-	40 credits/author’s sheet
Published abroad in a category “C” or “D” publication forum	-	30 credits/author’s sheet
Collection of studies published in Hungary	12 credits/author’s sheet	14 credits/author’s sheet
Collection of studies published abroad	12 credits/author’s sheet	18 credits/author’s sheet
Proceedings for a conference for PhD students	4 credits/author’s sheet	6 credits/author’s sheet

Presentations at a scientific conference in Hungary organised for PhD students	5 credits	8 credits
Presentations at a scientific conference in Hungary (not organised for PhD students)	8 credits	12 credits
Presentations held at a scientific conference abroad	10 credits	14 credits

Credits for publication activities shall be calculated proportionally per sheet (40,000 n) and, in the case of co-authors, per author.