

**KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED
CHURCH IN HUNGARY**

**POSTGRADUATE DOCTORAL SCHOOL OF LAW
AND POLITICAL SCIENCES**

RULES OF OPERATION

**BUDAPEST
2024**

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

Name of the doctoral school in Hungarian:

Károli Gáspár Református Egyetem Állam- és Jogtudományi Doktori Iskola

Abbreviation of the 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 rules are annexed to the Doctoral Regulation, Part III. 6 of the Organisational and Operational Rules of Károli Gáspár University of the Reformed Church in Hungary [Regulation on Doctoral Studies and Doctoral Degree (PhD) Procedure (hereinafter referred to as Doctoral Regulation)].

These rules shall enter into force upon their adoption by the Maintenance Board and their provisions shall apply to persons who subsequently establish a student status in the doctoral programme.

I. Organisational framework for doctoral studies and doctoral degree procedure

I. Internal organisation of the doctoral school

1.1. Head of the Doctoral School

Article 1¹

(1) The head of the Doctoral School is a full-time university professor of the University appointed and dismissed by the University Doctoral and Habilitation Council (hereinafter referred to as UDHC) from among the core members, on the recommendation of the Discipline Doctoral and Habilitation Council (hereinafter referred to as DDHC), in accordance with the law and the requirements of the Doctoral Regulation. A credential is issued for the mandate. The Head of the Doctoral School should preferably hold a scientific degree of Doctor of Sciences (DSc) or a scientific title of Doctor of the Hungarian Academy of Sciences.

(2) The Head of the Doctoral School is the general representative of the Postgraduate Doctoral School of Law and Political Sciences.

(3) The Head of the Doctoral School is responsible for the activities of the Doctoral School. Its tasks are determined by the relevant provisions of the Doctoral Regulation.

(4) Tasks of the Head of the Doctoral School include, in particular, the following:

- a) responsibly directs the work of the Doctoral School Council and is responsible for the implementation of the decisions of the Council;
- b) coordinates the professional work of the Doctoral School and is responsible for its quality;
- c) manages the administration of the doctoral school and exchanges information with the relevant doctoral council and the UDHC;
- d) manages and supervises the study programme, course portfolio, and initiates their reform, if necessary;
- e) ensures the fulfilment of data reporting obligations and is responsible for the timely preparation of reports;
- f) monitors the Doctoral School's data on its own website and on the doctori.hu platform;
- g) keeps a register of the lecturers of the doctoral school and gives its opinion on the lecturers' scientific activities (doctori.hu) and their teaching activities;
- h) makes proposals for the members of the admission committee and, in consultation with the thesis supervisor, for the composition of the complex examination board, examination subjects and the composition of the board for public defence;
- i) gives an opinion on whether the dissertations should be submitted to the workshop discussion (pre-defence of the dissertation);
- j) is responsible for the use of the doctoral training support and other financial resources awarded to the doctoral school in accordance with the University's Economic Regulation.

1.2. Secretary of the Doctoral School

Article 2

(1) The administrative and organisational tasks related to the operation of the doctoral school are managed by the Secretary of the Doctoral School (hereinafter referred to as the Secretary).

¹ Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

(2) The Secretary is appointed by the Dean of the Faculty on the recommendation of the Head of the Doctoral School.

(3) Tasks of the Secretary include, in particular, the following:

- a) organises and cooperates the activities of the Doctoral School,
- b) manages the performance of the management and administrative tasks related to the operation of the Doctoral School,
- c) assists the work of the Head of the Doctoral School, keeps records related to the training, contributes to the preparation of the meetings of the DDHC and the core members,
- d) organises the external relations of the Doctoral School.

(4) The Secretary is responsible for assisting the students in their academic progress, monitoring and reviewing the submission of reports, and checking the credits awarded for scientific activities.

1.3. The Doctoral School Council (DSC)

Article 3

(1) The DSC is a body of at least five members, chaired by the Head of the Doctoral School; the current Secretary of the Doctoral School also performs the secretarial duties of the DSC and has voting rights.

(2) The voting members of the DSC are persons with academic degrees elected from among the core members of the Doctoral School for a period of three years, on the recommendation of the Chairperson of the Doctoral School, who are appointed and dismissed by the Chairperson of the UDHC after approval of the DDHC.

(3) The DSC takes its decisions by simple majority.

(4) The representative of the Doctoral Students' Union participating in the programme of the respective doctoral school is a member of the DSC in an advisory capacity. The mandate of the doctoral students' representative is for one academic year.

(5) Tasks of the DSC include, in particular:

- a) giving its opinion on the operational rules and training plan of the Doctoral School;
- b) initiating the launch of new doctoral programmes;
- c) giving its opinion on the announcement of doctoral topics, on persons announcing topics, thesis supervisors and the teaching staff of the doctoral school;
- d) giving its opinion on the choice of doctoral topics and possible changes of topics by doctoral students;
- e) approval of thesis supervisors, possible changes of thesis supervisors and research topics;
- f) monitoring the progress of the doctoral students' training and research, and the activities of thesis supervisors, and recording the monitoring system in the quality assurance plan of the doctoral school;
- g) in justified cases, proposing to the DDHC the removal of students from the programme;
- h) proposing the composition of the complex examination boards, the evaluation committees of doctoral dissertations and the complex examination subjects;
- i) approving the submission of a doctoral thesis for workshop discussion;
- j) decision on the use of the doctoral training support allocated to the doctoral school and other resources;
- k) giving opinion on the ranking of admissions to the doctoral school, the evaluation of the indicated research topics and the thesis supervisors, and making proposals to the DDHC.

(6) The appeal forum of the DSC is the Discipline Doctoral and Habilitation Council (DDHC).

1.4. Study Committee of the Doctoral School

Article 4

(1)² The Postgraduate Doctoral School of Law and Political Sciences shall set up a standing committee to manage the students' academic and examination matters, chaired by the Secretary of the Doctoral School. Its members are elected by the Doctoral School Council on the recommendation of the Chairperson of the Doctoral School.

(2) The Study Committee of the Doctoral School is responsible for all academic matters that do not fall within the competence of the DDHC and the Doctoral School Council.

(3) The tasks of the Study Committee include, in particular:

- a) first instance procedure in students' academic and examination matters;
- b) assessing student requests for passivation or post-passivation;
- c) assessing requests for extensions of study deadlines, with the exception of the degree acquisition procedure, and
- d) authorizing subject registration after the registration period.

(4) Voting members of the Study Committee are

- a) the Secretary of the Doctoral School, and
- b) two core members elected by the DSC.

(5) Members of the Study Committee in an advisory capacity are

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

(6) The Study Committee has a quorum if at least 50% of its members are present.

(7) The Committee takes its decisions by open ballot, by simple majority. In the event of a tied vote, the chairperson shall have a casting vote.

(8) The meeting shall be convened by the Chairperson of the Study Committee, indicating the agenda.

(9) The administration of academic and examination matters is carried out jointly by the Doctoral School and the Registrar's Office of the Faculty.

(10) The SC operates under the rules of procedure set out in these rules of operation.

The rules of procedure shall lay down the frequency of meetings and the powers delegated, the form of decisions, the method of their preparation, and the rights of signature.

1.5. The Quality Assurance Committee of the Doctoral School

Article 5

(1)³ The work of the Doctoral School is assisted by the Quality Assurance Committee of the Doctoral School. The Committee is responsible for the preliminary opinion and subsequent monitoring: on the proposal of the Head of the Doctoral School, the Committee gives its opinion, in particular, on the attitude of the announcers of research topics and prospective core members, and monitors and assesses the quality of the doctoral training and degree procedure activities of the Doctoral School.

² Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

³ Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

(2) The operation and composition of the Quality Assurance Committee of the Doctoral School is regulated by the Quality Assurance Regulation of the Doctoral School and by the Rules of Procedure of the Quality Assurance Committee; the Rules of Procedure are published on the website of the Doctoral School.

2. The Discipline Doctoral and Habilitation Council (DDHC)

Article 6

On the recommendation of the Doctoral School Council, the Discipline Doctoral and Habilitation Council (DDHC) shall decide and make proposals to the University Doctoral and Habilitation Council (UDHC) on matters of organisation and degree acquisition procedures related to the doctoral programme of the Postgraduate Doctoral School of Law and Political Sciences, falling within its competence under the University's Doctoral Regulation.

Article 7

The tasks of the DDHC and the general procedure of its operation are defined by the relevant provisions of the University's Doctoral Regulation.

Article 8

(1) The DDHC is composed of at least 5 members with voting rights, one third of the members of the board, but at least one member shall not be employed by the University. The board elects a chairperson from among its members.

(2) The meetings of the DDHC are convened and led by the chairperson. The chairperson is also obliged to convene it if requested by any of its members or by the Head of the Doctoral School.

(3) The invitation, including the agenda of the DDHC meetings shall be sent to the members at least electronically no later than five working days before the meeting.

(4) A representative elected by the doctoral students in the relevant discipline's doctoral school and the Secretary of the Doctoral School are members of the DDHC in an advisory capacity.

(5) When performing its tasks, the DDHC

- a) monitors the doctoral training and initiates personnel and organisational changes, if necessary;
- b) comments on and submits proposals to the UDHC for the establishment of new doctoral schools, the modification or termination of existing doctoral schools in the discipline and for necessary personnel changes concerning the heads of doctoral schools;
- c) decides on the admission of new doctoral students on the basis of the ranking list proposed by the DSC; also decides on the transfer of students from other doctoral schools; on the reclassification of full-time students funded through state scholarships to self-funded training and on filling the vacant state-funded places;
- d) decides on requests for a change of topic and thesis supervisor on the proposal of the DSC; on the appointment of a new thesis supervisor;
- e) on the proposal of the Head of the Doctoral School and the DSC, decides whether candidates who individually prepare for the acquisition of the doctoral degree (see Article 53 (3) of the National Higher Education Act) may be released to the complex examination;
- f) assesses reasoned proposals of the DSC on the suspension of doctoral scholarships of students admitted to the doctoral programme and the unilateral termination of student status;
- g) on the proposal of the DSC, decides on applications for complex examination and on the initiation of the degree acquisition procedure and on the public defence of doctoral dissertations;

- h) on the proposal of the Head of the Doctoral School, appoints the chairpersons and members of the admission, complex examination and evaluation committees and defines the subjects of the complex examination;
- i) on the basis of the opinion of the evaluation committee, decides on candidate's request for a closed defence;
- j) expresses its opinion on the awarding and withdrawal of doctoral degrees and on the naturalisation of academic degrees obtained abroad.
- k) ⁴proposes the establishment of a new scholarship for doctoral students, at the initiative of the Head of the Doctoral School and the DSC, after prior consultation with the Quality Assurance Committee of the Doctoral School,
- l) ⁵on the recommendation of the Head of the Doctoral School and the DSC, decides on the award of scholarships on the basis of the submitted applications and the available annual budget.

(6) On the invitation by the chairperson, anyone may participate in the DDHC meeting in an ad hoc capacity.

(7) The DDHC meeting may also take decisions electronically.

(8) Minutes are taken of the DDHC meetings, and are authenticated by the signatures of the minute-keeper and the chairperson.

3. Training programme of the Doctoral School

Article 9

The training programme of the Postgraduate Doctoral School of Law and Political Sciences is built on the accredited (single-cycle) master programmes in law of the Faculty of Law.

4. Organisation of the doctoral training

Article 10

(1) The organisation and conceptual management of the doctoral training is performed by the Head of the Doctoral School.

(2) The administrative affairs of the Doctoral School are managed by the Secretary and two administrators, under the direction of the Head of the Doctoral School.

(3) The work of the Head of the Doctoral School and the Secretary are assisted by the administrators of the Doctoral School.

(4) Administrators in charge of academic affairs carry out their duties in cooperation with the Secretary of the Doctoral School and the Faculty's Registrar's Office; and assist students in completing their study programme. One administrator manages the academic and degree acquisition matters of students participating in the English language programme, maintains the webpage and the doctori.hu platform, prepares the meetings of the DDHC and assists in organising the scientific programmes of the Doctoral School.

(5) The Head of the Doctoral School may delegate other organisational and administrative tasks to the Secretary and the administrators.

5. Lecturers of the doctoral programme

⁴ Amended by Decision No. 6/2025 (II.20), effective from 20 February 2025.

⁵ Amended by Decision No. 6/2025 (II.20), effective from 20 February 2025.

Article 11

(1) Lecturers of the doctoral programme are invited by the Head of the Doctoral School and, upon his/her recommendation, are appointed by the DDHC. A lecturer of the doctoral programme shall be preferably a full-time lecturer of the Faculty, but, in justified cases, may also be a lecturer from another university or an external expert.

(2) A lecturer of the doctoral programme shall

- a) hold classes,
- b) compile a high-quality curriculum based on independent research,
- c) prepare examination materials,
- d) administer examinations and assessments,
- e) participate in the work of committees responsible for the degree acquisition procedure.

(3) In the case of lessons, examinations and the preparation of examination materials, the results of his/her work shall be made available to the Head of the Doctoral School.

6. Tasks and powers of the thesis supervisor

Article 12

(1) The thesis supervisor is a lecturer or researcher with a scientific degree, who is appointed by the DDHC on the recommendation of the Head of the Doctoral School to lead the given topic.

(2) The thesis supervisor shall guide and support the studies, research and preparation for obtaining the doctoral degree of the doctoral student at the expected highest professional level.

(3) The thesis supervisor is responsible for determining in the doctoral student's reports the number of credits obtained by the doctoral student through scientific publications and research work, according to the classification in the appendix to the training plan of the doctoral school.

(4) The responsibilities of the thesis supervisor include

- ongoing consultation (at least two classes per month) with the doctoral student under his/her supervision,
- continuous monitoring of the doctoral student's scientific activities,
- professional supervision of the doctoral student's publications,
- promoting the doctoral student's publication activities.

II. Rules for application and admission to the Doctoral School

1. Doctoral training

Article 13

The knowledge required to obtain a doctoral degree can be acquired through organized doctoral training or individual preparation.

Article 14

(1) The doctoral training organized by the Postgraduate Doctoral School of Law and Political Sciences helps to acquire the knowledge and scientific research experience required to obtain a doctoral degree.

(2) In the framework of the doctoral training, doctoral students participate in organised, scientific studies, if required, depending on the University's current possibilities, in a foreign language, and carry out individual scientific research work.

2. Admission to the doctoral programme

Article 15

(1) Admission to the doctoral programme is based on an admission procedure. Information on admission, application for the programme, admission requirements and the deadline for submission of the application documents are published in the official admission guide and on the University's website, based on the materials sent in advance by the Doctoral School.

(2) The purpose of the admission procedure is to ensure an unbiased selection of the most suitable students of outstanding abilities for doctoral studies.

(3) Admission to doctoral studies is open to Hungarian or foreign citizens who have

- a law degree from any higher education institution, or a master's degree (university degree under the former education system) in social sciences or master's degree (university degree under the former education system) in economics (or will obtain it in the year of admission);
- a state-recognised, at least intermediate (B2) complex (type C) language examination in the language of the field of study (or an equivalent naturalised language examination).

(4) For admission, preference is given to initial proven scientific/professional achievements (e.g. publications, participation in a study-abroad programme, paper at the Scientific Students' Association Conference or similar activities).

(4) When applying for admission, applicants for individual doctoral training must have at least six scientific publications related to the research topic published or accepted for publication, which together exceed half of the minimal length of the doctoral dissertation (4 author's sheets).

(6) The Doctoral School is responsible for organising the admission procedure.

(7)⁶

Article 16

(1) For the application, the following documents shall be submitted to the administrator of the Doctoral School:

- *completed and signed* application form,
- a copy of the registration book, or failing that, the master file,
- a copy of the diploma certifying university or master's degree, or, in the case of a foreign diploma, a document certifying recognition for further studies,
- CV, including a summary of the applicant's professional interests,
- copies of documents certifying language proficiency,
- certificate of activity at the Scientific Students' Association Conference (if any),
- list of publications (if any),
- description of the applicant's idea for the doctoral topic of at least two pages,
- the applicant's declaration made on the application form stating that he/she applies for training funded through a state scholarship, and whether he/she applies for admission even for a self-funded training,
- proof of payment of the admission fee,

⁶ Deleted by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

- for applicants for individual doctoral training, proof of the existence and scope of at least six scientific publications published or accepted for publication related to the research topic, in the form of a comparative table showing which publication correspond to which part of the doctoral dissertation,
- certificate of good conduct.

(2) The applicant shall indicate his/her chosen research topic, and attach to the application form a letter of support from the person he/she have asked to assist him/her in the scientific preparation as a thesis supervisor, including acceptance of these tasks.

3. Admission procedure

Article 17

(1) The admission committee interviews the applicants to get an idea of their professional intelligence, their ideas about their doctoral work, their previous scientific activities and language skills. They should make sure that the doctoral topic is a research area that is suitable for the doctoral student, under the guidance of the thesis supervisor, to master the application of scientific methods, to achieve valuable scientific results and to provide evidence of this in the form of scientific publications, scientific presentations and a doctoral dissertation.

(2) The admission committee consists of at least three members; of whom at least one member is a core member of the Doctoral School and the Secretary of the Doctoral School. One third of the members of the admission committee but at least one member shall be an external member.

(3) The thesis supervisor designated by the applicant shall provide a detailed written assessment of the submitted research plan, including the novelty and scope of the topic, its differentiation from other current or previous research (including known research carried out in other doctoral school currently or earlier) and its feasibility.

(4) The thesis supervisor may be present at the admission interview.

(5) In the case of foreign applicants, the admission interview may be conducted electronically.

(6) The committee awards scores in the following five categories in the admission procedure:

- | | |
|--|---------------|
| – professional skills and research attitude | max 20 points |
| – diploma (not older than 5 years) | max 20 points |
| ○ summa cum laude | 20 points |
| ○ cum laude | 15 points |
| ○ rite | 10 points |
| – previous scientific work (Scientific Students' Association Conference paper, placement, publication) | max 30 points |
| – language skills | max 20 points |
| language skills per language: | |
| ○ state-recognised intermediate (B2) complex (type C) language examination | 15 points |
| ○ state-recognised advanced (C1) complex (type C) language examination | 20 points |
| – the quality of the research plan and its relation to the research and education plan of the Faculty of Law | max 20 points |

Totally: max 110 points

(7) In the case of a diploma certifying a university or master's degree awarded more than five years ago, the diploma cannot be scored, in which case the maximum points for professional intelligence and previous scientific work are increased by 10-10 points.

(8) At least 60 points are required for admission, but the minimum number of points for admission is determined by the DSC for the current year.

Article 18

(1) The DSC shall rank the applicants on the basis of the evaluation of the submitted documents and the admission interview, according to the relevant provisions of the Doctoral Regulation, and the DDHC shall decide on the admissions.

(2) The admission decision is conditional for students in master or single-cycle programme who are about to take the final examination.

(3) The applicant shall be informed in writing of the admission decision within 8 days. The decision shall state the conditions of participation in the programme (fees, reimbursements, allowances, benefits etc.) and information on legal remedies.

(4) In addition to the written notification of the persons concerned, the admission decision shall be published in the usual way on the faculty's notice board.

(5) Applicants for state-funded or self-funded training participate in the admission procedure under the same requirements and conditions.

Article 19

(1) The registration of doctoral students admitted is managed by the administration of the Doctoral School in cooperation with the Registrar's Office of the Faculty of Law.

Article 20

(1) Doctoral students of another doctoral school in the field of law and political sciences may submit to the DDHC their application for transfer before registering for the complex examination. The application may only be submitted if the applicant has completed at least one academic semester in which at least 25 credits have been earned and the Head of the Doctoral School has issued a letter of acceptance.

(2) The application for transfer shall be submitted 15 days before the start of the study period. In the application, the doctoral student shall indicate his/her chosen research topic and attach a statement from his/her thesis supervisor, including acceptance of the supervisor's tasks.

(3) Transfer is only possible for self-funded training.

III. Order of the doctoral training

1. The order of the doctoral training in the Doctoral School

Article 21

(1) The duration of the doctoral programme, the fulfilment of study obligations, the performance of research work and the granting of the doctoral scholarship is eight semesters (48 months). The doctoral training is a training, research and assessment activity, which consists of a training and research phase, and then a research and dissertation phase, in the framework of individual or group preparation adapted to the discipline and the needs of the doctoral students.

(2) The duration of the study abroad programme based on the work plan approved by the thesis supervisor is included in the duration of the doctoral programme, during which the legal status is not suspended. In the framework of state-funded training, the scholarship should be paid to the doctoral student also during the period of the approved study abroad programme.

(3) The first four semesters of the doctoral programme are divided into a study and examination period, the schedule and function of which are identical with those of the other programmes (Article 42 of the Academic and Exam Regulation), except for the examination period of the second (spring) semester of each academic year, which lasts until 31 August.

(4) Doctoral students start their research in parallel with their organised studies.

Article 22

(1) The training of doctoral students is carried out through compulsory and compulsory elective courses.

(2)⁷ Course performance shall be assessed according to the five-grade scale. There may be two attempts to correct a 'fail' grade.

Article 23

The DSC shall decide on the recognition of the doctoral student's credits or documented achievements obtained at another university or abroad upon a written request and the course description of the completed course, after prior consultation with the thesis supervisor and the Head of the Doctoral School.

Article 24

Academic requirements of the Postgraduate Doctoral School of Law and Political Sciences shall be as follows:

- a) During the entire duration of the programme, 48 credits can be obtained for the fulfilment of compulsory courses, 12 credits for the completion of compulsory elective courses, a minimum of 140 credits for scientific publication activities and a maximum of 40 credits for presentations at a scientific conference. Doctoral students shall earn the majority of the credits (160-180 credits) required during the training through scientific activities.
- b) Doctoral students shall earn a minimum of 15 credits in an academic semester which is a prerequisite for registration for the next academic semester.
- c) Doctoral students shall complete 30 ± 3 credits per semester, and a total 240 credits during the whole programme. If a doctoral student, through his/her own fault, fails to earn the required number of credits, the DDHC decides on the suspension of the payment of the doctoral scholarship and the reclassification of the student funded through a state scholarship to self-funded training. If the doctoral student does not make up the deficiencies within a year, the DDHC may decide on the termination of his/her student status.
- d) A doctoral student in full-time programme funded through a state scholarship who does not complete at least 20 credits in a semester may only continue his/her studies in a self-funded programme in the next semester. In such a case, a student participating in self-funded training may be reclassified to a vacant state-funded place, on the decision of the DDHC.
- e) During the doctoral training, doctoral students must undergo a compulsory qualification at the end of the first and third academic year, which takes the form of a research report presented before the Doctoral Students' Forum and the DSC. The DSC evaluates the progress made in the doctoral programme and the doctoral topic as well as the achievements of the doctoral student and the thesis supervisor, in the manner and according to the criteria specified in the quality assurance plan of the Doctoral School. The DSC informs the DDHC of the result of the periodic

⁷ Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

- qualification, and, if necessary, makes a proposal to change the person of the thesis supervisor or to reclassify the doctoral student funded through a state-scholarship to a self-funded training.
- f) If a doctoral student fails to complete a compulsory and compulsory elective subject, or fails to participate in the Doctoral Students' Forum or fails to fulfil any other obligations, the Head of the Doctoral School will warn him/her in writing and set a suitable deadline for making up the obligation. If, in spite of the warning, the student does not fulfil his/her obligation by the deadline, the student's current semester will be closed with the result and credits without completing the subject.
 - g) During the programme, the student shall have at least six independent publications published or accepted for publication, related to his/her research topic, each of which must be at least 20,000 characters in length, including spaces and footnotes, at least two of which must have been published in a domestic professional scientific journal of category 'A' or 'B' according to the guidelines of the Committee of IX Section of Law and Political Sciences of the Hungarian Academy of Sciences.
 - h) Doctoral students will receive the Absolutorium (final certificate) if they have obtained 240 credits during their studies and have completed the publication requirements mentioned in the previous point g). Absolutorium may be obtained before the conclusion of the eighth semester, provided that the requirements are fully met.
 - i) The credits for academic, research and publication activities and the conditions for obtaining them are set out in the model curriculum (training plan) of the doctoral training.

Article 25

(1) The student must submit a report on his/her activities for the semester: he/she has to show exactly for which performance he/she wants to get credits. The report shall be prepared in writing and submitted electronically to the thesis supervisor for approval at the end of each semester, in order to obtain the credits.

(2) Credits can only be awarded for research and publication activities registered for the given semester in the Neptun Education Administration System. After adding and completing the research and publication activities, the report with the summarized credits, certified by the thesis supervisor, must be submitted to the Doctoral School no later than 15 days before the end of the examination period. The report will be approved by the Head of the Doctoral School.

(3) The report shall include a short description of the activity, with the code number assigned in the model curriculum. and the number of credits awarded for it, signed by the thesis supervisor.

(4) For each entry, the relevant details of the activity shall be indicated as an official note: the title, bibliographic data, number of characters in the case of a publication; conference data and the title of the presentation in the case of a conference presentation etc.

(5) The report shall be accompanied by

- a certificate of the conference presentation in the case of a conference presentation (possibly the conference invitation and programme),
- the text of the publication published or accepted for publication and a link to the publication in the Hungarian Science Bibliography in the case of a publication,
- the co-author's declaration stating the percentage rate of their contribution to the publication in the case of co-authored publications.

(6) Both the doctoral student and the thesis supervisor are responsible for the relevance of the content of the semester report.

(7) The reports, the items included in them and the credits assigned to them are checked, if necessary corrected, and approved by the Secretary and the Head of the Doctoral School.

2. Participation in doctoral courses

Article 26

Participation in doctoral courses is expected in accordance with the requirements set by the course leader and the relevant provisions of the Academic and Exam Regulation.

3. Change of topic and thesis supervisor in doctoral training

Article 27

(1) After the third semester from the start of the training, the doctoral student may request to continue his/her studies with a different topic or thesis supervisor only in professionally justified cases.

(2) A professionally justified case is, in particular,

- a) objective difficulty in researching the topic,
- b) the resignation, permanent absence or death of the thesis supervisor,
- c) a professional problem that arose during the research.

(3) In the event of the resignation, permanent absence or death of the thesis supervisor, the change of thesis supervisor (or topic) may be allowed regardless of the time limit set out in section (1).

(4) The doctoral student may apply for a change of topic or the appointment of a new thesis supervisor until the date of the Absolutorium at the latest. Changing the topic after the Absolutorium is only possible in professionally justified cases [see section (2)] or on grounds of equity.

(5) The request for a change of topic and thesis supervisor must be submitted to the DSC. The request for a change of thesis supervisor must be accompanied by a letter of withdrawal from the earlier thesis supervisor and a letter of acceptance from the future thesis supervisor, as well as a statement from the Head of the Doctoral School.

(6) The thesis supervisor may withdraw from the supervision in writing, with detailed justification, no later than the end of the training. On the recommendation of the DSC, the DDHC shall decide and appoint the new thesis supervisor on the proposal of the Head of the Doctoral School. He/she shall inform the doctoral student and the Chairman of the UDHC in writing of his/her decision, giving detailed justification.

4. Complex examination

Article 28

(1) The complex examination is a comprehensive assessment of knowledge, in which the student participating in doctoral studies gives an account of his/her scientific knowledge, his/her work in the field of scientific research and his/her ability to write the doctoral dissertation.

(2) Students who have successfully completed the first four semesters of the doctoral programme or students who have applied for admission with individual preparation may submit an application for the complex examination.

(3) To be admitted to the complex examination, students must have completed at least 120 credits in the 'training and research phase' (first four semesters) of the doctoral programme and all the 'training credits' in the doctoral school's training plan (except for students preparing individually for the doctoral degree). Application for the complex examination must be made in writing. As after the complex

examination the student enters the doctoral degree procedure, the application for the complex examination is also an application for the degree acquisition procedure.

(4) The application will not be accepted unless the student can demonstrate (in particular with publications, accepted conference presentations or other credible evidence) that he/she will obtain at least 120 credits by the end of the fourth semester.

(5) If the student does not fulfil the conditions for taking the complex examination by the day before the complex examination, he/she may not take the complex examination, in which case the DDHC, on the proposal of the Head of the Doctoral School, will state at its next meeting that the student's legal status has been terminated without taking the complex examination at the end of the fourth semester.

(6) The DDHC shall decide on the subjects of the complex examination and the composition of the complex examination board by the end of the study period at the latest.

(7)⁸

(8) The DDHC shall vote secretly on the initiation of the procedure.

Article 29

(1) When applying for the complex examination, the student shall submit the following documents:

- the title of the planned doctoral dissertation,
- the table of content of the planned doctoral dissertation,
- list of publications (the total length of the scientific publication on the topic of the doctoral dissertation must be at least two and a half author's sheet),
- a comparative table showing that which publication published so far correspond to which part of the doctoral dissertation (if the publication covers more than one planned chapter or more than one point of a chapter, the table of content of the doctoral dissertation should also indicate the relevant page number of the publication), and
- the request for starting the degree acquisition procedure.

(2) In addition to the requirements laid down in section (1), doctoral students shall submit a summary of their planned doctoral dissertation, at least in outline form, together with their scientific results, critical comments and observations, at the same time when applying for the complex examination.

(3) The thesis supervisor evaluates the doctoral student's performance in writing before the complex examination and states whether he/she recommends to start the degree acquisition procedure.

Article 30

(1) The complex examination in the spring examination period shall be organised in such a way that those who have not taken a successful exam have the opportunity to correct or retake it at the end of the examination period, in the last days of August at the latest.

(2) If the student has successfully passed one part of the complex examination, it is sufficient to retake the other part of the complex examination by the date specified in section (1).

Article 31

(1) The complex examination consists of two main parts:

⁸ Deleted by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

- in the first part the student's theoretical knowledge is assessed (theoretical part): methodological knowledge and professional knowledge of the field of study/discipline relating to the topic of the doctoral dissertation.
- in the second part, the student gives an account of his/her academic progress (dissertation part); he/she reports on his/her knowledge of the literature, research results, and then presents his/her research plan for the second phase of doctoral studies, as well as the schedule for the preparation of the dissertation and the publication of the results.

(2) In the theoretical part of the complex examination, the doctoral student gives evidence of his/her knowledge of the literature of the relevant discipline and his/her current theoretical and methodological knowledge. In the theoretical part of the complex examination, students shall take an exam in at least two subjects/topics, the list of the subjects/topics is included in the training plan of the doctoral school. The theoretical exam may also have a written part. In the theoretical part, the ratio of the major and minor subjects is 2/3-1/3.

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

(4)⁹ The examination board evaluates the theoretical and dissertation parts of the exam. A protocol shall be drawn up, including a written evaluation of the complex examination. The result of the examination shall be announced on the day of the oral examination. The complex examination is successful if the majority of the examination board consider both parts of the exam successful.

(5) For the dissertation part of the complex examination the student shall submit in advance to the Secretary of the Doctoral School a research summary or a partial study of at least two and a half author's sheets, related to the topic of the dissertation, presenting his/her scientific progress or part of it and shall submit the research plan for the second phase of the doctoral programme in half a sheet in length and the time schedule for the preparation of the dissertation in printed and electronic form three weeks before the complex examination, which will be forwarded by the Secretary to the members of the examination board without delay.

(6) Following the application for the complex examination, the Head of the Doctoral School shall make a proposal on the recommendation of the subject supervisor, and the DDHC shall decide on the examination subjects and material (based on the syllabus submitted in advance by the supervisors of the compulsory subjects) and shall set up the three-member complex examination board.

(7) The duration of the complex examination is a minimum of 45 minutes and a maximum of 60 minutes.

(8)^{10 11} The complex examination shall be assessed in a two-level grading scale, pass or fail.

⁹ Amended by Decision of the Maintenance Board No. 6/2025 (II.20), effective from 20 February 2025.

¹⁰ Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

¹¹ Amended by Decision of the Maintenance Board No. 6/2025 (II.20), effective from 20 February 2025.

5. The procedure for issuing the final certificate (Absolutorium) in the Doctoral School

Article 32

(1)¹² The final certificate (Absolutorium) may be awarded to students who have obtained 240 credits (of which 180 are scientific credits) according to the model curriculum, and have fulfilled the minimum requirements defined in Article 24 of this regulation and have prepared at least six publications.

(2) The final certificate (Absolutorium) shall be issued by the Dean of the Faculty of Law.

IV. Degree acquisition procedure

Article 33

(1) General rules for the degree acquisition procedure are set out in the University's Doctoral Regulation.

(2) To start the doctoral degree procedure, the candidate shall submit a written request to the DSC at the same time as applying for the complex examination.

I. Professional requirements for the acquisition of the doctoral degree

1.1. Independent scientific work

Article 34

(1) When submitting the dissertation for the workshop discussion, the doctoral student must provide evidence of his/her academic work with scientific publications, a significant part of which must have been published in a scientific journal or a prestigious volume of studies listed in the ranking of the Committee of IX Session of Law of the Hungarian Academy of Sciences [according to the requirements defined in Article 24 g)]. Publication performance must be proven by submitting a printed list of publications uploaded to and printed from the Hungarian Science Bibliography.

(2) In all publications, the doctoral student shall always indicate the name of his/her thesis supervisor and that he/she is a student of the Postgraduate Doctoral School of Law and Political Sciences of Károli Gáspár University of the Reformed Church in Hungary.

(3) When completing the publication requirements, in the case of journals not classified by the Committee of Law and Political Sciences of the Hungarian Academy of Sciences, and exceptionally books and book chapters not referred (including law commentaries relating to the topic of the dissertation), the Doctoral School may decide individually whether to accept the publication for a publication meeting the publication requirements defined in the Doctoral Regulation of Károli Gáspár University of the Reformed Church in Hungary. Even by way of exception, textbooks, reviews and any papers published in non-KRE doctoral student publications will not be accepted as publications meeting the publication requirements.

¹² Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

1.2. Foreign language skills

Article 35¹³

(1) In the Hungarian-language doctoral programme, doctoral students shall have a state-recognised, at least intermediate (B2) complex (type C) language examination in at least one living foreign language other than the language of the study programme, or an equivalent language proficiency.

(2) Instead of a living foreign language other than the language of the study programme referred to in section (1), the Latin and ancient Greek may also be accepted.

(3) The provisions of section (1)-(2) shall not apply to the English-language doctoral programme, with the completion of the English language programme doctoral students fulfil the foreign language requirements.

(4) Article 14 of Government Decree No. 137/2008 (V.16) shall apply to the recognition of a school-leaving certificate or diploma as an equivalent document to a language examination certificate certifying foreign language proficiency.

2. Doctoral dissertation

Article 36

(1) The doctoral topic is a research area which is suitable for the doctoral student, under the guidance of the thesis 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 of 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 demonstrates that the candidate is capable of independently solving the scientific task corresponding to the degree requirements.

(3)¹⁴ The condition for the submission of a doctoral dissertation is that the doctoral student should not be in the process of obtaining a doctoral degree in the same discipline, or his/her application for a degree procedure has not been rejected within two years, or he/she has not had an unsuccessful doctoral defence within two years. The doctoral student shall declare in writing that he/she complies with these additional requirements when submitting the doctoral dissertation and applying for the degree procedure.

(4)¹⁵ The title page of the doctoral dissertation must indicate the name of the author, the name of the doctoral school and its head, the name of the supervisor and co-supervisor, the place and time of preparation. The dissertation includes a table of contents, a summary in Hungarian and a bibliography. The latter should also include the candidate's scientific publications. The doctoral dissertation may include an appendix (e.g. a collection of photos, documents etc.) The doctoral dissertation shall include the recommendation of the thesis supervisor (maximum 3 pages).

(5) The ideal length of a doctoral dissertation is 10-15 author's sheets (400,000-600,000 characters) but at least 8 author's sheets. The candidate may submit a longer dissertation, subject to paying a higher doctoral procedure fee in proportion to the length of the dissertation. The length does not include the

¹³ Amended by Decision of the Maintenance Board No. Ft-6/2025 (II.20), effective from 20 February 2015.

¹⁴ Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

¹⁵ Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

table of contents, the bibliography, quotations, acknowledgements and any figures, illustrations, drawings or other illustrative material and the summary in Hungarian or in a foreign language.

(6)¹⁶ The limits on the scope and formal requirements regulated in section (5) shall not apply if the doctoral student prepares and defends his/her dissertation in the framework of a study abroad programme or an international agreement between the universities. In such cases, the rules of the partner institution shall apply in accordance with the international agreement.

Article 37

(1) Guiding formal parameters: Times New Roman font, 12-point font size, one and a half line-space, 2,5 cm margins, 3 cm margin on the left, footnotes (numbered consecutively) and page numbering at the bottom of the pages.

(2)¹⁷ A doctoral dissertation as a scientific work must include references in the footnotes and a bibliography at the end. The referencing and titling technique should follow the best practice in law, taking as a model the recommendations of the Handbook 'Szerkesztők és szerzők' (Editors and authors) (Gyurgyák János, Budapest: Osiris 2018. 83-100., 116-138., 259-276).

(3)¹⁸ The doctoral dissertation must be written in Hungarian in the Hungarian-language programme, and in English in the English-language programme. Any deviation from this must be approved by the DDHC, at the request of the thesis supervisor and the doctoral student, considering whether the composition of the domestic opposition and the evaluation board can be ensured.

(4)¹⁹ If a doctoral student in the Hungarian doctoral programme has been granted permission to submit the dissertation in a foreign language, a Hungarian abstract should be prepared for the foreign language doctoral dissertation.

(5) The dissertation may be submitted for public defence only with the approval of the thesis supervisor. If the candidate has prepared the dissertation without a designated thesis supervisor, the DDHD decides on the submission to the doctoral procedure, taking into account the opinion of the departments responsible for the topic of the dissertation.

(6) The electronic version of the dissertation in doc and pdf format, saved on a CD, with the name of the author and the address of the dissertation, shall be submitted to the administration of the Doctoral School.

(7) Doctoral theses are a summary of the scientific work prepared for the scientific community on the basis of the doctoral dissertation which presents the candidate's scientific achievements on the basis of which he/she will demonstrate, in the course of the degree acquisition procedure, that he/she is prepared to obtain the doctoral degree. The theses of the dissertation shall be submitted in at least 25 copies and in electronic format. Theses shall be written in Hungarian and in English with the same content. The doctoral thesis is an A5-sized work, stapled together in a booklet format. The title page shall contain the candidate's name, the title of the dissertation, the name of the thesis supervisor, the name and logo of the University, the name of the Doctoral School and the place and year of writing the dissertation. The theses shall contain a list of authentic publications. The theses of the doctoral dissertation include:

- a) a brief summary of the research task,
- b) a brief description of the research, examinations and analyses carried out, the scientific method of the research, the methods of collecting material, the sources explored and used,
- c) a brief, thesis-like summary of the new scientific results, their utilisation and the possibilities for further utilisation. Utilisation can be: the direct or indirect practical application of the results,

¹⁶ Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

¹⁷ Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

¹⁸ Amended by Decision of the Maintenance Board No. FT-6/2025 (II.20), effective from 20 February 2025.

¹⁹ Amended by Decision of the Maintenance Board No. FT-6/2025 (II.20), effective from 20 February 2025.

- the promotion of the internal development of the discipline, the addition of new knowledge to other disciplines, and the possibility of utilisation in the training, and
- d) the list of the doctoral student's publications and communications accepted for publication, both on the topic of the dissertation and other topics.

(8)²⁰ The doctoral dissertation may be submitted for public debate only with the statement of acceptance of the thesis supervisor, after at least one month following the workshop discussion, and must be accompanied by:

- a) the doctoral dissertation in three bound and six stapled copies (one bound copy will be kept in the faculty library, one in the Doctoral School, and one copy will be returned to the candidate after the end of the doctoral procedure);
- b) the thesis booklet including a summary of the contents in English in 15 copies;
- c) the doctoral dissertation and the thesis booklet in electronic form; -the attendance sheet and minutes of the workshop debate;
- d) the candidate's declaration that the dissertation is his/her own work, and that the references are clear and complete;
- e) the candidate's declaration that his/her application for the degree award procedure has not been rejected within two years and he/she has not had an unsuccessful doctoral defence within two years.

3. Workshop discussion (Pre-defence of the doctoral dissertation)

Article 38

(1) The prerequisite for the organisation of the workshop discussion is

- a) obtaining the Absolutorium,
- b) submission of the draft doctoral dissertation in three bound copies and in electronic (word and pdf) format to the administration of the Doctoral School,
- c) the thesis supervisor's statement of acceptance, and
- d) positive statements from the invited referees that the dissertation is suitable for a workshop discussion.

(2)²¹ The dissertation for the workshop discussion shall be submitted to the administrator of the Doctoral School in 3 copies and in electronic form three weeks before the planned date of the debate.

(3)²² For the workshop discussion, the Head of the Doctoral School, on the recommendation of the DSC, invites in advance at least two experts (pre-reviewers) with academic degrees who are competent in the topic of the dissertation and are independent of the University and the candidate to review the dissertation in detail during the workshop discussion.

(4)²³

(5) The time of the workshop discussion shall be set by the Head of the Doctoral School at least three weeks in advance.

(6) The workshop discussion shall be organised by the relevant education organisational unit. The workshop discussion shall be scheduled for a date three weeks after the conditions referred to in section (1) have been met.

²⁰ Added by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

²¹ Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

²² Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

²³ Deleted by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

(7) The date and time of the workshop discussion shall be announced at least two weeks in advance on the doctoral school's website and in the manner prescribed by the regulation of the doctoral school, and the members of the DDHC shall be invited electronically.

(8) The dissertation to be submitted for discussion shall also be published electronically on the doctoral school's website. An invitation to the workshop discussion shall be sent electronically to:

- topic leaders, thesis supervisors and doctoral students of co-doctoral schools,
- departments and institutes of all partner faculties competent for the topic of the dissertation and
- all lecturers, researchers and doctoral students of the faculty.

(9) During the workshop discussion it shall be confirmed that the draft dissertation meets the requirements specified in the University's Doctoral Regulation.

(10) The written opinion of the external reviewers invited to the workshop discussion shall be attached to the protocol of the workshop discussion.

4. Publicity and review of the doctoral dissertation

Article 39

(1) The doctoral dissertation is publicly available for all. The Head of the Doctoral School shall ensure that the doctoral dissertation and its theses are made public in electronic and printed form and that they are kept in register.

Article 40

(1)²⁴ The members of the evaluation committee and the reviewers are appointed by the DDHC, on the recommendation of the Head of the Doctoral School, after the official application for the doctoral process. The recommendation shall also include three alternate members, including the alternates for the chairperson and the secretary, and at least one possible alternate member.

(2) If the candidate's defence becomes impossible for any reason, the DDHC will propose to the UDHC to terminate the doctoral procedure.

Article 41

The classification of a successfully defended doctoral dissertation is awarded in a three-grade scale in proportion to the number of points achieved and the number of points to be achieved:

- a) summa cum laude (90,00-100,00 %),
- b) cum laude (75,00-89,99 %),
- c) rite (60,00-74,99 %).

Article 42

The doctoral qualification (PhD) in Law and Political Sciences has three grades:

- a) summa cum laude (90,00-100,00 %),
- b) cum laude (75,00-89,99 %),
- c) rite (60,00-74,99 %).

Article 43

²⁴ Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

In addition to the two printed diplomas referred in the University's Doctoral Regulation, the Postgraduate Doctoral School of Law and Political Sciences issues an ornate doctoral diploma in Law and Political Sciences in Latin, the costs of which are covered by the fees set out in the regulation.

V. Final provisions

Article 44²⁵

The rules of operation, consolidated with amendments and submitted to the Maintainer, the Reformed Church in Hungary, as discussed by the Senate on 30 January 2025, shall enter into force on the day of its acceptance by the Reformed Church in Hungary, in accordance with III. 3 of the Founding Charter of Károli Gáspár University of the Reformed Church in Hungary.

Budapest, 30 January 2025.

Prof. Dr. László Henrik Trócsányi sgd.
Rector

Clause:

Pursuant to III.3 of the Founding Charter of Károli Gáspár University of the Reformed Church in Hungary, the Hungarian Reformed Church in Hungary, as the Maintainer, approved the Rules of Operation of the Postgraduate Doctoral School of Law and Political Sciences by **Resolution No. FT-6/2025 (II.20) on 20 February 2025.**

²⁵ Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

Appendix²⁶

Credits for academic, scientific research and publication activities for doctoral students who established a doctoral student status after 1 September 2022

Course structure and credits

Compulsory and compulsory elective subjects:	60 credits
of which:	
compulsory subjects:	48 credits
compulsory elective subjects:	12 credits
research and publications:	180 credits
Totally:	240 credits

Credits for research and publication activities

180 credits are required over the entire duration of the programme.

	in Hungarian	in a foreign language
Category 'A' publication in Hungary	16 credits/sheet	24 credits/sheet
Category 'B' publication in Hungary	14 credits/sheet	21 credits/sheet
Category 'C' publication in Hungary	12 credits/sheet	18 credits/sheet
Category 'D' publication in Hungary	8 credits/sheet	12 credits/sheet
Publication in Hungary, not listed	8 credits/sheet	12 credits/sheet
Publication abroad, not listed	8 credits/sheet	16 credits/sheet
Category 'A' or 'B' publication abroad	-	40 credits/sheet
Category 'C' or 'D' publication abroad	-	30 credits/sheet
Volume of studies published in Hungary	12 credits/sheet	14 credits/sheet
Volume of studies published abroad	12 credits/sheet	18 credits/ sheet
PhD conference follow-up publication	4 credits/sheet	6 credits/sheet
Presentation at a Phd conference in Hungary	5 credits	8 credits
Presentation at a non-PhD conference in Hungary	8 credits	12 credits
Presentation at a professional scientific conference abroad	10 credits	14 credits

²⁶ Amended by Decision of the Maintenance Board No. FT-5/2024 (II.15), effective from 15 February 2024.

Credits for publication activities shall be calculated proportionally per sheet (40,000 n) and, in the case of co-authors, proportionally per author. In the English-language programme, the credits awarded for English language publications are the same as for Hungarian publications, except that 20 credits/sheet may be awarded for foreign 'A' or 'B' category publications, and 15 credits/sheet for foreign 'C' or 'D' category publications.