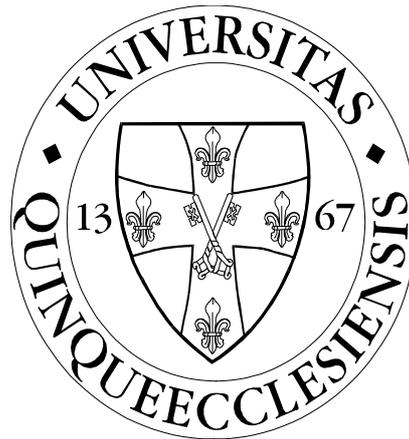


**Code of rules and regulations
concerning doctoral (PhD) programs and matriculation procedures for the
conferral of doctoral (PhD) degrees at the University of Pécs Medical School
(UPMS)
(UPMS Doctoral Codes)**



PÉCS

2017

**Code of rules and regulations
concerning doctoral (PhD) programs and matriculation procedures for the
conferral of doctoral (PhD) degrees at the University of Pécs Medical School (UPMS)
(UPMS Doctoral Codes)**

The present UPMS Doctoral Codes was accepted by the Senate of the University of Pécs Medical School on 15 June 2017.

The present Code comprises of eleven (xi) Chapters, 24 Sections and is supplemented by 10 Appendices.

Contents:

I.	General rules	page 3
II.	The Doctoral Schools of UPMS and the Doctoral Committee of UPMS	page 3
III.	The Agenda of establishing a Doctoral School	page 9
IV.	Organized formats of the PhD program	page 9-14
V.	PhD programs	page 14-22
VI.	Procedures for earning the PhD degree	page 22-31
VII.	Special rules and regulations	page 31
VIII.	Pre-doctoral positions	page 32
IX.	Temporary measures	page 32
X.	The force of the present Code	page 33
XI.	Appendices	page 34-50

I General rules

Section 1

- (1) **Based on the Higher Education Act (Act CCIV of 2011, hereinafter: HEA), the Government Decree 387 of 2012 (19 December) on the rule of procedure for establishing a Doctoral School and conditions of earning the PhD degree, furthermore the University Doctoral Codes approved by the Senate of the University of Pécs (hereinafter: University) in 2016 (29 September), the University of Pécs Medical School (hereinafter: UPMS) makes the following rules.**

Section 2

- (1) **The doctoral (PhD) degree as the highest qualification attainable at the university is awarded by the University of Pécs to those who give evidence of practical and theoretical skills necessary for conducting high level and independent scientific work on the basis of which novel research findings have been published.**
- (2) **The doctoral (PhD) program (hereinafter: PhD program) is a basic function of UPMS, aiming to prepare those having been admitted there to earn a PhD degree.**
- (3) **The PhD program is available in fields and branches of science for which an accreditation was gained by UPMS from the Hungarian Board of Accreditation. (The PhD program conducted in certain accredited branches of science will be hereinafter referred to as Doctoral Schools).**

Section 3

- (1) **The PhD training is a training-, researching- and reporting activity within the framework of individual or group training that is adjusted to the characteristics of the branch of science and the demand of the doctoral candidate. Students from sites providing master courses are entitled to attend a PhD training only if they have already completed their master's degree.**
- (2) **Those applicants can be admitted to the PhD program that meet the entry requirements and have passed the entrance examination.**

II The Doctoral Schools of UPMS and the Doctoral and Habilitation Committee of UPMS

Section 4 Doctoral Schools

- (1) **Doctoral Schools create the educational and researching framework of the organized PhD training.**
- (2) **PhD training is conducted in the Doctoral Schools. Matters related to the instruction conducted in the individual Doctoral Schools are managed by the Committee of the Doctoral School. Within Doctoral Schools, Doctoral Programs can be established,**

provided they have their own subject area and leader, and other conditions for their establishment exist.

- (3) Each Doctoral School delegates one internal member to the University Doctoral Committee (hereinafter UDC), whose members, according to the UPMS regulation, are the leaders of the Doctoral Schools.**
- (4) Doctoral Schools are involved in the elaboration of the entrance rules for the PhD training, in the completion of the entrance procedure, as well as in the generation of the opinion regarding the award of a degree, and with their activity they support the Doctoral and Habilitation Committee of UPMS (hereinafter: DHC of UPMS).**
- (5) Doctoral Schools, program leaders and instructors independently manage their allocated normative funds and own revenues.**

Section 5 Leaders of the Doctoral Schools

- (1) The leader (chairman) of the Doctoral School is to be a full-time public official employee of the University, who is a professor with a DSc degree and is recommended by the regular members.**
- (2) The leader of the Doctoral School manages, represents the School, coordinates professional activity, makes suggestions to the DHC regarding accreditation, development of the School, or any other substantial issue concerning the PhD training.**
- (3) It is the duty of the leader of the Doctoral School to provide quality management, to undertake administration tasks, furthermore to represent the School at the DHC of UPMS.**
- (4) The Doctoral School Committee is the body supporting the leader of the School; the members of which are elected by the regular members from the program leaders and instructors.**
- (5) The rights and obligations of the Doctoral School Committee include:**
 - (a) Offering and conducting courses (lectures, practicals) of the required quality and giving examinations to the participants
 - (b) Offering research topics that give opportunities for conducting research of the required quality, providing appropriate supervision and checking the standards and the outcome.
 - (c) Determining study and research obligations for participants and checking the fulfilment of these obligations by the participants.
 - (d) Other tasks defined by the present Code as responsibilities of these committees.
 - (e) Ad-hoc responsibilities assigned to them by the DHC of UPMS or its chairman.
 - (f) Proposals for launching new doctoral programmes.
- (6) The Doctoral School Committee is assembled by the chairman with the required frequency, and the decisions are made by obtaining a majority. Other rules of operation are determined by the Committees themselves. Verdicts – with the required details-, and all written documents related to the operation are to be brought to the knowledge of the leader of the DHC.**

- (7) **The Appeal against a decision of the Committee of the Doctoral School can be submitted to the DHC of UPMS.**

Section 6 Instructors of Doctoral Schools

- (1) **The instructors of a Doctoral School are university lecturers, researchers with a scientific degree who, on the basis of the recommendation of the leader of the Doctoral School, are found competent by the DHC of UPMS, to oversee instruction, research, program or thesis advisory duties.**
- (2) **Instructors of the Doctoral School are entitled to make proposals for launching programs or subject areas.**

Programs, Program Leaders

- (3) **Basic principles for accrediting new doctoral programs:**

Personal conditions:

- (a) The leader of the program is to be an instructor or researcher employed by the university, having an academic doctoral degree who is younger than 70 years of age.
- (b) In case of new training programs announced from the spring semester of the academic year 2016/2017, the leader of the program shall have – besides the conditions recorded in paragraph (a) – the doctoral title of the Hungarian Academy of Sciences.
- (c) Most of the instructors are to be public employees at the university.
- (d) Instructors are to hold the adequate level of scientific qualifications required for the job.
- (e) The personal and material conditions are to be provided for the candidates in order to get regular, continuous and personal scientific tuition.

Conditions for the content of the program:

- (a) The scientific standard of the proposals is to be in accordance with the international standards.
- (b) The proposal is to be of broad spectrum in order to give well convertible knowledge on the one hand, and to facilitate the simultaneous tutoring of several dissertators on the other hand.
- (c) The proposal is to confirm that material conditions for the research work of the candidates are provided and the financial support is available.
- (d) The syllabus of the course is to conclude adequate theoretical introduction and guarantee the main interdisciplinary fields.
- (e) The syllabus is drawn up so that quality judgement can be made, and it also must be suitable for individual implementation.
- (f) The syllabus is to include the system of examination coherent with the topic to be worked out.

- (4) **Duties of the program leader:**

- (a) Elaboration and monitoring of the PhD program and announcing the PhD topics.
- (b) Provision of material, professional and financial conditions for the study and research work of candidates.
- (c) Approval of the individual tuition programme and research topic of the candidates of the organized program, coordination of tuition programmes and research topics, and supervision of the activity of instructors.
- (d) Control of the budget of the program.

Subject areas, leaders of subject areas (supervisor)

(5) The leader of a PhD subject area is a university instructor or researcher having had a scientific degree for minimum 5 years whose topic announcement, on the basis of the Doctoral School's proposal, was approved by the DHC of UPMS, and who reliably directs and supports the study and research work of the candidate, or the preparation of the candidates to earn a degree. When appointing a subject area leader, special attention should be paid to avoid conflicts of interest. If 5 years have not passed since obtaining a scientific degree, the university instructor or researcher may only become a PhD subject area leader with the approval of the DHT if all the following conditions are fulfilled:

- (a) he/she must be a distinguished expert in the field of expertise in a documented way (correspondent and/or first author of Q1/D1 publications). In the case of clinicians, specialist qualification is also required.
- (b) he/she must have a position that allows independent work, and if relevant, independent laboratory environment,
- (c) should have research fund/support (as a leading researcher), which will ensure his/her own and his/her PhD student's funding for their work.
- (d) must have (or at least submitted) an individual, non-university research tender, which proves that he/she is capable of planning research work three to five years ahead and able to judge the attainable achievements realistically.

(6) Duties of the subject area leader/supervisor:

- (a) announce the PhD topic
- (b) propose the individual tuition and research plan of the candidate and take responsibility for its quality and execution
- (c) help the candidate on how to conduct his scientific work, write articles, comply PhD thesis and apply for foreign scholarships
- (d) take responsibility for the content of the compiled PhD thesis, and that it is based on the work of the candidate
- (e) confirm the completion of research tasks by signing the grade book of the candidate

(7) A candidate can be registered only to one doctoral program of one Doctoral School. Should he need a collaboration of several subject area leaders of one or more doctoral programs or Doctoral Schools in order to work efficiently, the relevant subject area leaders, prior to the start of the actual work, will agree in writing about the following:

- (a) what percentage of the working hours of the candidate will be spent under the control of various subject area leaders,
- (b) what percentage of the central budget providing the research work of the candidate can be used by the relevant subject area leaders, and
- (c) when submitting the PhD thesis, besides the primary subject area leader, the names of co-supervisors will be mentioned or not.

The agreement comes into force only with the approval of the relevant Doctoral School, or by joint approval of the Committee of the Doctoral Schools. One copy of the signed agreement should be submitted to the secretariat of the DHC of UPMS.

(8) The instructors of the PhD program can be rewarded - in accordance with the additional work contribution they make - from the funds allocated for the purposes of the PhD program of UPMS.

**Section 7 Doctoral and Habilitation Committee of UPMS
(Faculty Field of Science Doctoral Committee)**

- (1) Field of Science Doctoral Committees are established by Doctoral Schools of individual, professionally concerned faculties. A faculty may be deemed as concerned wherever the Leader of the Doctoral School is employed.**
- (2) Doctoral Committees are operated as standard committees of the Faculty Councils.**
- (3) The Chairperson of the DHC of UPMS is elected by the Council of UPMS from the academic doctors or academicians of the Faculty. The members of the DHC may be taken from Program Leaders or foundation members based on the assignment of the Dean, by taking into account the proposal of the chairperson of the DHC or Doctoral Schools. The chairperson and members are assigned by the Dean, for the duration of the Dean's cycle.**
- (4) The DHC has four external members with voting rights who are recommended to the Dean, based on the opinion of the Doctoral Schools, by the DHC. An external member may be a person who is not employed by the University, but has a scientific degree.**
- (5) One member of the DHC with voting rights is elected by the students involved in PhD training.**
- (6) Doctoral Committees, entitled by authority delegation of the University Doctoral Board,**
 - (a) decide on launching procedures to obtain academic degrees, on subjects of examination for a PhD degree, about the replaceability of, or dispensation from, certain requirements
 - (b) nominate the examination committee, the evaluation committee and official reviewers based on the proposal of Doctoral Schools, furthermore give consent to doctoral subject area leaders, program leaders and PhD instructors
 - (c) give opinion, and in case of an agreement, submit to the Faculty Council, the initiative for setting up a Doctoral School
 - (d) make proposal to the University Doctoral Board in order to progress, restructure PhD trainings, elaborate the strategy for PhD trainings at the University.
 - (e) decide on the subjects of the theoretical part of the complex exam, the substitution of or exemption from certain requirements for students starting their studies in the academic year 2016/2017 and thereafter. On the proposal of the Doctoral Schools, they appoint the complex examination committee, the members of the evaluation committee and the official evaluators.
- (7) Rights and obligations within the competence of the DHC regarding PhD trainings**
 - (a) Elaborating the Doctoral Codes, its appendices and modifications concerning the PhD program and the procedure of awarding the PhD degree, and submission for approval to the Faculty Council.
 - (b) Submitting proposals to the University Doctoral Board regarding the accreditation, modification or termination of a Doctoral School at UPMS, and proposal for their leaders.
 - (c) Proposing the announcement of available entrance applications concerning PhD program at the faculty.

- (d) Making decisions on the principles for distributing scholarship applications within the faculty.
 - (e) Making decisions on the acceptance of or suspension of PhD endeavours, on the application for earning a PhD degree, on subjects of examination for a PhD degree, on the subjects of the complex exam, and on the chairmen and members of the entrance-, final examination and evaluation committees. For students starting their studies in the academic year 2016/2017 and thereafter, they decide on the subjects of the theoretical part of the complex exam, and on the chairmen and members of the entrance-, final examination and evaluation committees.
 - (f) Making proposal on the award of PhD degrees, granting nostrification of PhD, designating honours degrees.
 - (g) Coordinating the operation of the Doctoral School Committees, as well as approval of the decisions.
 - (h) Making proposals concerning procedural and tuition fees of the degree awarding procedure and the PhD program by taking into account the University and Faculty Doctoral Code.
 - (i) Making decisions on launching new programs and initiating the accreditation of instructors based on Doctoral School proposals.
 - (j) Making proposals concerning the remuneration of those working in the PhD program and the procedure of awarding the PhD degree.
 - (k) Allocating funds for the purposes of the PhD program at the disposal of the UPMS (government funds, fees, etc.) and making provisions of the Committee's own expenses and of the candidates' funding.
 - (l) Supervising activities related to the PhD program at the UPMS.
 - (m) Executing tasks delegated by other sections of these Codes to the competence of the Doctoral Committee.
 - (n) Executing other tasks delegated by the code of rules of organisation and operation of UPMS or by the Dean to the competence of the Doctoral Committee.
 - (o) Understanding that a quorum is present at the DHC of UPMS if at least two third of members with voting rights are present. For making decisions regarding personal issues the quorum is present when the representative of the relevant Doctoral School is also taking part.
- (8) The DHC of the UPMS is called by the Chairman (if incapacitated, the Deputy Chairman) as frequently as required, by circulating letters concerning the agenda. For the meetings of the DHC of the UPMS the competent members of the faculty management are also to be invited. The decisions of the DHC of the UPMS are made by a majority vote. In case of a tied vote the Chairman's vote decides. In the cases of decisions concerning personal interests, a closed vote is required. If required, the persons involved in the matter can be invited to the meeting.**
- (9) No person can be involved in the DHC's decision of personal matters concerning candidates who have subordinate or dependent relationship, or who cannot be expected to make an objective decision.**
- (10) An appeal against decisions made by the DHC can be lodged with the Doctoral Board of the University. Appeal against decisions made by the Doctoral Board of the University is the competence of the Rector. Regarding decisions made by the University or the Rector, the doctoral candidate can apply for legal aid according to Section 14 of this Code of rules and regulations.**

- (11) The DHC of the UPMS develops the principles and methods of quality assurance both for PhD program as well as for bestowal of the PhD degree. Based on this the work of Doctoral Schools is continuously monitored. In this process, the opinion of candidates and of those with recent degree is considered, and an external expert is invited if required.
- (12) The DHC publishes an annual report of its activity and details of the entrance procedure in the courier of the faculty (“Orvoskari Hírmondó”) at the end of each academic year.

III The Agenda of establishing a Doctoral School

Section 8

- (1) PhD training can exclusively be provided in the frame of a Doctoral School. The Senate of the University decides on the establishment of a Doctoral School according to the Code of rules and regulations of PhD program.
- (2) The launching of PhD training is approved by the Senate by taking into account Articles h)-d) of Section 3 of Par. 12 of the Act on Higher Education, as well as Par. 53-53/A as well.
- (3) For the establishment of a Doctoral School the area of science and training should be described for which the instruction is intended.
- (4) The establishment of a Doctoral School may be initiated by at least seven regular members. More than half of the regular members (at least four) should have a title of university professor. One person may be a regular member only at one Doctoral School at the same time.
- (5) The conditions for regular membership and tasks of regular members, and the procedure of establishing a School are discussed in details by Par. 16-17-18-19 of the University Code of rules and regulations.
- (6) The application for the establishment of a Doctoral School is submitted by the person recommended as the leader - in case of the agreement of the DHC and the Faculty Council- to the Senate subsequent to the approval of the Doctoral Board of the University.

IV Organized formats of the PhD program

Section 9

- (1) The language of instruction for PhD training is Hungarian, however, the University may announce and undertake PhD trainings on a foreign language as well.

- (2) The duration of the PhD training is uniformly 36 months that can be distributed into six-month-long reporting periods (hereinafter: term). The first term is between 1 September and 31 January, the second term is between 1 February and 31 August.
- (3) For students starting their studies in the academic year 2016/2017 and thereafter the length of the PhD training is 8 semesters, which can be broken down into half-year reporting periods (hereinafter: semester). The first semester falls between 1 September and 31 January, while the second semester between 1 February and 31 August. The PhD training consists of a theoretical and research phase, and a research and dissertation phase. At the end of the 4th semester of the PhD training the candidate is obligated to take a complex examination in order to close the theoretical and research phase, and as the start of the research and dissertation phase. This exam measures and evaluates the academic and research advancement.
- (4) The person admitted to an organized PhD training has a student's legal status with the University. The legal status is established by enrolment. The candidate is obliged to enrol before the first day of the term. The secretariat of the DHC of the UPMS (hereinafter: PhD Office) draws up a registry sheet about the student and ensures the registration of the candidate in the Neptun higher educational system (hereinafter: ES) as well.
- (5) The candidate, during the enrolment, should make a declaration that he has read through the University Code concerning PhD training and the awarding a scientific degree. Based on this he is aware of his rights and obligations. The candidate is provided with a grade book and may apply for a student ID card.
- (6) During the existence of the student legal status there is no need for further enrolment, however the student is obliged to declare at the start of each term in the PhD office that he continues his studies so that student's legal status is registered at the Neptun higher educational system as well.
- (7) Should the student declare not to fulfil his obligations as a student in the following term, his student's legal status will be suspended. The duration of uninterrupted suspension of student status may last no longer than two terms. The student has more opportunities to exercise the suspension of the student's legal status. The first suspension may occur after successfully completing the first term.
- (8) Student's legal status is also suspended in the case of giving birth, an accident, illness or another unexpected event, which is no fault of the student, but hinders him from fulfilling student's legal status obligations. Student status is suspended if the student is banned due to disciplinary matters. The student's legal status is also interrupted for the duration of the voluntary reserve military service, during which time the student is exempt from the obligations laid down in the Code of Studies and Examination. The student has to submit an official certificate to the PhD and the Habilitation Office prior to commencing actual service. In the event of any of the above cases, the limitations described in Section (7) are to be applied.

Section 10

An Organized PhD Program for state scholarship holders

- (1) Those candidates' legal student status, who started their PhD training before the academic year 2016/2017, is terminated on the last day of the sixth active semester, which, in case of the spring semester is 31 August. The legal student status of those candidates, who started their studies in the academic year 2016/2017 or after, terminates when obtaining their final (pre-degree) certificate, or on the last day of their eighth semester. In case of the spring semester the last day of the eighth semester is 31 August.**
- (2) The legal student status of the candidate is terminated by the decision of the DHC**
 - (a) should the candidate fail to register for two subsequent terms on the day when the decision becomes effective
 - (b) should the candidate not start studies subsequent to the suspension of student's legal status on the day when the decision becomes effective
 - (c) should the candidate not achieve the leaving certificate during the double duration of the training period, starting from the registration – including both active and passive semesters; those, who started their studies in the academic year 2016/2017 or after within 14 semesters in total starting from the registration (in the theoretical and research period 8 semesters, and in the research and dissertation period 6 semesters) including both the active and passive semesters; provided that in each case the student's attention was called – at least two times – in a written form or electronically that he should fulfil his obligations before the date given and was also informed about the legal consequences of negligence. In case of points a) and b) this notice must take place at least 30 days prior to the start of the semester when the legal consequences of the omission are due and, in the case of point (c), at least 30 days before the start of the semester, in which the student may still be obtain the final certificate.
 - (d) should the candidate, who started his PhD training in the academic year 2016/2017 or after, does not complete the complex examination, his legal student status terminates on the day he fails to complete his obligations.
- (3) In order to receive a three-year scholarship, from the academic year 2016/2017 four-year scholarship, the candidate is to meet the requirements of the University concerning the admission to the PhD training.**
- (4) Subsequent to a successful admission procedure and decision the candidate will participate in the organized PhD program.**
- (5) The doctoral candidate, subsequent to the enrolment, will have a legal student (candidate) status with the University, and will receive both a grade book and a student ID card.**
- (6) Concerning the rights and obligations of non-state scholarship candidates the rules for candidates participating in organized training apply.**

B Non-state scholarship organized PhD training

- (1) Based on the recommendation of the competent Doctoral Board, the University may enter into a written agreement with social, church and other economic organisations, furthermore with foundations, public foundations, civil corporations and private persons concerning the establishment of doctoral scholarship(s).**
- (2) The agreement is made between the representative on behalf of the entity establishing the scholarship, and the Rector on behalf of the University. The University is obliged to provide only the training and not the academic degree.**
- (3) An agreement can be made concerning an open (to be tendered for) or closed (offered to a person or to a Doctoral School) scholarship. In the latter case, the signature of the leader of the competent Doctoral School is also required.**
- (4) The agreement should fix the monthly scholarship amount (the rate of annual increase), as well as the transfer schedule of the scholarship from the Client to the University, and a declaration that the source of scholarship is available for at least three (3) years, for those who started their training in the academic year 2016/2017 and after for four (4) years. The payment of the scholarship is arranged by the University.**
- (5) The agreement may include requirements concerning the admission of an applicant, the support of research, or the refund of the doctorate expenses.**

C Full-time Organized PhD training in foreign languages

- (1) The UPMS provides an opportunity for full-time PhD training in foreign languages (in English and German).**
- (2) The content and technical requirements relating to full-time PhD training in foreign languages (admission process, administration, awarding the degree) are identical to the ones described at the Hungarian state scholarship.**
- (3) During the three-year period, for those who started their training in the academic year 2016/2017 and after four (4) years of the foreign language full-time PhD training the doctoral candidate has to bear the financial implications of his/her stay (accommodation, cost of living, etc.).**
- (4) During the three-year period, for those who started their training in the academic year 2016/2017 and after four (4) years of the foreign language full-time PhD training the doctoral candidate has to pay 12 000 USD (twelve thousand) tuition fee per year.**
- (5) In case the financial obligations of the student are fulfilled by an organization, foundation or state authority and this has further requirements (e.g. tax, insurance, etc.) than the amount of the financial support paid to the university shall be net 12000 USD per year.**
- (6) When the university utilizes the annual 12000 USD tuition fee in each case the applicable university and faculty laws shall be the standard.**

- (7) After the university and faculty deductions are made from the 12000 USD what is left is there to aid the scientific work of the PhD students based on the actual program and the opinion of the supervisor.
- (8) Through its work and under its control the DHC of the UPMS makes certain that the requirements of the foreign language education are met, including the running of foreign language courses, too.
- (9) The content and professional requirements (admission process, administration, degree procedure) for the full-time foreign language PhD training in the framework of the Stipendium Hungaricum Hungarian scholarship is exactly the same as for the Hungarian state-financed scholarship program. Regarding other requirements, the Operational Regulations of the Stipendium Hungaricum scholarship program prevail.

Full-time and distance learning, individualized studies

Section 11

- (1) The PhD training assists doctoral students in acquiring the necessary knowledge for earning a PhD degree and in organizing the individual research process. In order to achieve this aim doctoral students participate in scientific instruction and carry out individual research.
- (2) Participants in PhD training are allowed to undertake instruction activities but these are not obligatory. Undertaking instructional activity is useful for the candidates in their scientific progress. Giving lectures is not recommended but the candidate is allowed to instruct labs or seminars either on his/her own or under supervision.
- (3) The job done by the doctoral student in activities pertaining to instruction and research within the university bears upon the obligations of the postgraduate student's legal status. Employment is based upon a doctoral student-contract. The amount of working hours should not exceed 50% of the weekly complete work time - on average in a semester. Timing of the employment is to be so defined that the conditions of examinations and preparations for the examinations remain satisfied. The candidate is entitled to remuneration based upon the contract. His monthly fee cannot be less than the minimal wage. Debates arising from the contract are to be judged on the basis of the regulations pertaining to employment concerns.
- (4) Doctoral students continue their studies based on the recommended syllabus of the doctoral school. During training the doctoral students complete their research required for the writing up of their dissertation, pass exams required in the syllabus and may undertake instructional activities and other research.
- (5) Doctoral students enrol in the subjects in accordance with the syllabus. These subjects are to be indicated in the grade book. Subjects may include compulsory, optional or elective courses. Candidates are obliged to accomplish the requirements of the subjects during the semester. An opportunity to improve the study results may be presented on one occasion during the semester.

- (6) Fulfilment of research obligations and examinations is to be indicated in the grade book.**
- (7) Doctoral students are allowed to participate in part-time training abroad- in addition to their existing legal status. Acquisition of knowledge gained during the studies abroad is to be requested in order to become accepted by the DHC. Prior to the decision of the DHC the doctoral student is to request the recommendation from his leader of the subject area.**
- (8) Having accomplished the obligations the doctoral student is allowed to request the final (pre-degree) certificate from the PhD and Habilitation Office.**
- (9) Doctoral students preparing on their own have already met the requirements necessary for the compilation and defence of the thesis during the course of their earlier activity. Besides the appropriate level of compilation of the thesis, other obligations (credit points, language exam, and final exam), furthermore, the specifications pertaining to the thesis defence procedure are to be recited. From the academic year 2016/2017 those candidates may also join the PhD training, who prepare individually provided that they have completed the admission and PhD requirements. In such cases, a student legal status forms at the time of applying for and being accepted to the complex examination. The DHC of the Medical School may acknowledge the completion of PhD requirements for candidates joining the PhD training this way. In such cases, the legal student status starts with the completion of the complex examination. The complex examination following the admission is part of the first semester of the research and dissertation phase.**

V PhD Programs

Section 12 Admission

- (1) Admission to the PhD program is announced before the 30th of April each year by the chairperson of the DHC of the UPMS. The announcement must include the list of accredited Doctoral Schools and programmes and the requirements of admission. Individuals taking interest in the PhD program receive information from the PhD and Habilitation Office.**
- (2) Essential requirements of admission:**
 - a. A graduate-level degree from a university
 - i. Graduate Hungarian and foreign citizens, undergraduates in their last year of study, whose graduation is due later, but prior to the beginning of the first semester of the PhD instruction may also apply and take the entrance examination. Their admission, however, becomes final only after they present their graduate degree.
 - ii. Those having graduate university degrees in other or related disciplines may also apply for admission; in such cases taking examinations in one or more disciplines or certain parts of disciplines included in the graduate programme may be required by the Doctoral Committee of UPMS before the entrance examination or before the end of the second semester of the postgraduate instruction. The examination board is appointed by the Doctoral Board.

- b. Supporting letters from two instructor-researchers who are holders of the PhD degree (or other scientific degree equal to the PhD degree), in which they certify the applicant's aptitude.
- c. State recognized intermediate level of (possibly English) language exam type "C" or basic skills in English for Medicine (basic level English for Medical Purposes Examination can be taken at the Department of Languages for Specific Purposes at the UPMS. The requirements of this examination, the times of administration as well as the procedure of application for the examination are presented in Appendix 1. So is the list of other language certificates equally acceptable for the purposes of admission. The equivalence of language certificates not included in this list is determined in each individual case by the Department of Languages for Specific Purposes at the UPMS.)

(3) Admission preference to the PhD program well as awardal of state scholarships will be given to

- a. students having achieved excellent results in the course of their graduate university studies in the subject areas included in the branch of science of the doctoral school
- b. members having achieved good results in the Student-Researchers` Societies
- c. those with language skills exceeding the ones defined in the basic requirements
- d. those having completed study visits abroad
- e. those having participated at scientific conferences as presenters of papers and / or posters and also those who are (co)authors of scientific publications detailed information on the system of evaluating these activities is given in Appendix number 3.

(4) Applicants for the Doctoral School are required to attach to the application form a curriculum vitae, which needs to include a brief description of their areas of scientific interest and plans, as well as the documents certifying fulfilment of the basic requirements and also documents certifying the results that provide advantages for them on admission. They are also required to indicate the Doctoral School, the Program and even the research area they wish to be involved in. They are also required to indicate whether they wish to participate in the PhD program as state scholarship holders or in other capacities. The subject area or program leaders concerned need to declare whether the applicant is admitted and the scientific work pertaining to the subject area is supported. Applicants wishing to prepare for taking the PhD degree without entering the organized doctoral (PhD) program and also self-financing candidates are required to submit a statement from their employer that - in case they are admitted to the Program - they will get exemption from any kind of work for the time of the theoretical and practical courses required by the DHC of the UPMS (including the time required for traveling, if applies). If elaboration of the subject area requires the enrolment of other work places, the consent and supporting declaration from the enrolled work place leader is also required.

(5) The professional erudition and creativity of applicants and also candidates applying for state scholarship meeting the basic requirements are evaluated by a three-member Admission Committee in the course of an interview. The three members are allowed to use 5 points each. The Admission Committee also awards a certain amount of points to the candidates for their previous activities, which may grant advantage to them. The Chair of the Admission Committee is the Chairman of the DHC, further members are the Vice Chairman and the Secretary of the DHC. The program or subject area leader concerned receives an invitation to the session of the Admission Committee.

- (6) Decisions concerning applicants' admission to the PhD program, the score given for the interview as well as for previous activities which may grant advantage to them, and the provision of state scholarships are made by the DHC of the UPMS in accordance with the pre-determined number allowed by the budget allocation for the year in question as well as the capacity and readiness of the programs to receive new doctoral students. These decisions are to be published in the UPMS courier of the Faculty (ÁOK Orvoskari Hírmondó). The applicants will be notified of the decision concerning their admission by the PhD and Habilitation Office. Reasons for rejections should be explained. In case of admission, the applicants are to be informed of the exact time of enrolment, necessary documents of enrolment, and the time of the beginning of the academic year. The expenses of the instruction and the bearing of those costs should also be indicated. The Applicant should also be informed about which branch should be completed as a condition of launching the doctoral procedure.**
- (7) Applicants having been admitted have to sign a declaration about having studied the rules concerning doctoral instruction and earning a degree, and the doctoral rules of the Faculty referring to the Applicant. Furthermore, the Applicant has studied the requirements of the Doctoral School and his/her rights and obligations. In every case where the expenses of the education and/or research are met by the Applicant, or the Applicant's place of work, (or others taking responsibility) a contract is to be made with them, with the detailed conditions of payment.**
- (8) Appeal against the decisions of the DHC of the UPMS rejecting applications for admission or awarding state scholarship can only be given to the Doctoral Board of the UPMS within 8 days after receiving the decision, if the decision in question violates the law or, if it disagrees with some of the rules of the present Code.**
- (9) Applicants having passed the admission examination but rejected "for the lack of post" are added to the waiting list. Posts becoming vacant in the course of the academic year may be offered to those in the waiting list by the DHC of the UPMS, based on their achievements at the admission examination.**
- (10) Applicants having been admitted assume both a postgraduate student's legal status and have a legally binding relationship with the UPMS as doctoral (PhD) students by completing the enrolment procedure. The doctoral students are registered and issued a grade book.**
- (11) Self-financed applicants are judged based on their submitted topic. The decision is made by the DHC considering the recommendation of the Doctoral School. Regarding the requirements and specifications pertaining to the content and form of application the Appendix 6 is authoritative.**
- (12) Application for the PhD training costs HUF 9000 in each case. When submitting the application the applicants are to prove their payment by attaching the certifying receipt to the application form.**

Section 13

Registration of doctoral students and candidates

- (1) Registry sheets for doctoral students and candidates are administered by the PhD**

and Habilitation Office. Based on the registry sheets the PhD and Habilitation Office provides information via Neptun to the higher education information system.

(2) The PhD and Habilitation Office records

- a) data regarding doctoral students and candidates as pertains to the data defined by the provision of law
- b) launched subjects and credits by the Doctoral Schools in the given semester
- c) study obligations and accomplishment of research work
- d) the suspension of studies
- e) names of doctoral students having taken their final certificate
- f) degree-earning procedure

**Section 14
The PhD Courses**

(1) PhD instruction is provided in the forms of theoretical courses (lectures in the same subject area), practical courses (acquisition of methodology) and research supervision.

(2) The courses are organized by the Committees of the Doctoral Schools, all the courses are announced and coordinated by the DHC of the UPMS.

- Theoretical courses organized by the individual Committees of Doctoral Schools are open for PhD students of other Doctoral Schools - provided they apply for it in due course.
- Practical courses organized by the individual Committees of Doctoral Schools are open for PhD students of other Doctoral Schools provided the leader of the course agrees and the prerequisites s/he determines is fulfilled by the candidate.
- Theoretical courses - with the course leader`s consent - may be included in the special courses of the graduate instruction by the Curriculum Committee of the UPMS and the credits obtained by undergraduate students may be taken into account for them.
- Participation in the qualified special graduate courses closed with an examination can be taken into account by the DHC of the UPMS upon the proposal of the Committee of the Doctoral School.
- PhD courses offered by the UPMS are open to candidates for the PhD degree doing their preparation at other universities, provided that they are approved of and fulfil the requirements set by the DHC of the UPMS.
- Recitated and qualified participation on PhD courses of other universities or on courses of other tutorial or scientific organizations can be taken into account by the DHC of the UPMS upon the proposal of the Committee of the Doctoral School.

(3) Theoretical courses can be regarded as completed if the participant has passed an examination in the presence of the examiners appointed by the Committee of the Doctoral School. Qualification is required based on the following 5-degree scale in courses enrolled in the PhD training.

ECTS grade	Hungarian grade
A	5
B	4
C	3
D	2
F	1

Practical courses can be regarded as completed if successful participation is recognized by the leader of the course. The examination can be oral, written or practical in orientation. At the examination minutes must be kept which must contain the venue and time of the examination, the names of the candidates and the questions and tasks they were given. The minutes must be confirmed by the signatures of the course leader and the chairman of the examination board. A copy of the minutes must be forwarded to the Secretariat of the DHC of the UPMS within one week following the examination.

- (4) The requirements are measured in credits (scores). The completed theoretical and practical courses are worth as many credit points as the number of times of 7-hour 1 hour long lectures or practices are held. (As many points as the number of lectures or two-hour practical classes the course consists of.)
- (5) In the case of PhD students with postgraduate students` status at the UPMS the fact of completing the individual courses must be noted into their grade books. In the case of other participants, to their request, the completion of the individual courses can be certified by the representative of the Committee of the Doctoral School and the competent course leader in a document which is also to contain the topics of the course and the number of hours devoted to them.
- (6) In the course of the tuition – in the first two years – every student should complete 16 credits confirmed by the leader of the subject area.

Section 15

Rules and regulations concerning PhD students holding a state scholarship

- 1) For PhD students with postgraduate student`s status, taking into consideration both the degree of their erudition as well as their own ambitions, courses of a total credit value of 12 credits will be recommended by the Committee of the competent Doctoral School (obligatory courses) and further courses of a total value of no less than 4 credits will be chosen by the participants themselves relying on the recommendations made by the Committee of the competent Doctoral School (elective courses). Enrolment for individual courses takes place at the course leader. For fall semester the enrolment period is 1-15 September, while for the spring semester it is 15-30 January. A course may be launched provided there are at least three applicants for it. Students are allowed to enrol for some of their courses at other faculties or institutes and after the fulfilment of their obligations of the subject (course) (being given a grade) they may ask the DHC to recognize their credits. The studies at another faculty must be requested at the recipient institute. The DHC of the UPMS, relying on the recommendations of the Committee of Doctoral School, apart from credits for the completion of courses, may also consider allotting credits (points) on the basis of active participation in other high quality events in the field of science and education. In such cases, the participant is expected to take an examination on the subject matter presented at the event or to give a presentation or summary to the competent Committee of the Doctoral School. In exceptional cases credits may be allotted for the participation in special consultations, provided these provide experience and knowledge beyond the information available for the participant at the course and this information is in line with the research the participant is involved in. Of the materials presented at the consultation, the participant must give account to the Program

Committee. The number of credits awarded for participation in special consultations must not exceed 30% of the total number of credits prescribed i.e. 4.8 credits. The ways credits can be awarded for participation in events and special consultations are put forward as suggestions by the competent Committee of the Doctoral School to the DHC of the UPMS for the final decision.

- 2) The tuition typically consists of 6 semesters after the completion of which the participant receives a certificate of having completed the courses (obtaining a final certificate) [abszolutorium], which certifies the completion of the participant's academic obligations. In special cases, the DHC of the UPMS is entitled to permit a shortened or prolonged period for obtaining the final certificate. State scholarship may not be awarded for longer than three years. Participation in the tuition may be suspended three times for a maximum three years altogether with the permission of the DHC of the UPMS.**

Application for suspending the participation in the tuition submitted in time in the required form must be accepted at least once. No state scholarship can be awarded for the period of suspension.

- 3) In case of students starting their PhD training in the academic year 2016/2017 the length of the PhD training is usually 8 semesters, and after its completion the candidate receives a final (pre-degree) certificate that (s)he fulfilled his/her academic requirements. The PhD training consist of a theoretical and research phase and a research and dissertation phase. During the PhD training, at the end of the 4th semester, as closing the theoretical and research phase and starting the research and dissertation phase the candidate is required to take a complex examination that to measures and evaluates the academic and research advancement. The DHC of the UPMS may allow a period of less than four years to obtain the final (pre-degree) certificate in justified cases. Stat scholarship cannot be given for a length longer than 4 years. The participation of the training during the theoretical and research phase may be interrupted with the permission of the DHC of the UPMS twice, for the total length of 2 years in justified cases. In the research and dissertation phase the legal student status may be interrupted for the maximum of 2 semesters with the permission of the DHC of the UPMS in justified cases. A request made in due time and in the requested form must be approved at least once. No state scholarship can be disbursed for the duration of the interruption.**

- 4) State scholarship holders may spend part of their tuition period abroad provided the studies conducted there relate to the participant's PhD work at home. The duration and the work done in the course of such study visits can be taken into account. State scholarship must be provided for no more than 6 months of the study abroad visit and may not exceed a 12-month duration.**

- 5) The pre-condition for the first semester to be regarded as completed is 4 credits while it is 8 credits in the case of the second semester, 12 credits in the case of the third semester and 16 credits in the case of the fourth semester. This rule can be suspended by the DHC of the UPMS in the case of grave reason, (e.g. prolonged disease).**

- 6) A further condition of accepting the semesters as completed requires the leader of the subject area to enter the "completed" or "failed to complete" remark in the grade book column designated as "research obligations". By doing so, the leader of the**

subject area certifies that both the participant's perseverance and knowledge of the attending research literature as well as the participant's general professional aptitudes, manual and mental capacities shown in the research work either merit continued participation in the PhD. instruction or do not. Completing research obligations is worth 26 credits in the first four semesters, 30 credits in the fifth and sixth semesters. Completion is to be certified in the grade book by the leader of the subject area.

- 7) In case of students starting their PhD training in the academic year 2016/2017 and after, the completion of the research requirements in the first 4 semesters is 26 credits per semester, in the 5th, 6th, 7th and 8th semesters 30-30 credits per semester, which is confirmed by the supervisor's signature in the gradebook.
- 8) Students starting their PhD training in the academic year 2016/2017 and after, are required to take a complex examination at the end of the 4th semester, as closing the theoretical and research phase, that to measures and evaluates the academic and research advancement. The chairman and the 2 members of the Complex Examination Committee are appointed by the DHC of the UPMS considering the recommendation of the Council of the given Doctoral School.
- 9) The acceptance of the individual semesters is a precondition for enrolling for the following semester as well as for the provision of the state scholarship for the following semester.
- 10) After 16 credits have been awarded to the participant and the evaluation of the Pre-evaluation Committee is favourable, the participant will be allowed to take the PhD final examination.
- 11) Applications concerning the acceptance of semesters, the conditions of the PhD final, the awardal of the final certificate, the deferment of semesters and the repetition of non-accepted semesters must be submitted to the DHC of the UPMS.
- 12) The participant is entitled to receive a scholarship for a period of 36 months but it is terminated upon obtaining the final certificate. Students starting their PhD training in the academic year 2016/2017 and after are entitled to scholarship for 48 months in total, but upon receiving the final (pre-degree) certificate the scholarship is cancelled.

Section 16

Provisions for individual preparation

- 1) The aim of individual instructional program is to enable experts in possession of both theoretical and research practice, as well as documented scientific achievements, to earn a PhD degree without participation in PhD training. In the case of participants preparing on their own the obligation of collecting 16 credits, one of the preconditions for granting permission for the candidate to take the PhD final examination, can partially be regarded as completed by taking previous scientific and professional achievements into account, which assume the acquisition of knowledge of the same level as that provided at the PhD courses:
 - a) publications exceeding the "minimal publication index" defined as the pre-condition for allowing the candidate to defend the PhD thesis: to calculate, the number of times the

exceeding index exceeds the minimal index is multiplied by 2 credits but no more than 8 credits can be earned in this way

- b) presentation or poster presentation (but not co/authorship) at scientific meetings: to calculate, each presentation given in Hungarian is multiplied by no more than 0.4 credits, each presentation given in a foreign language is multiplied by no more than 0.8 credits but no more than 4 credits can be earned in this way
- c) study trip abroad which is not related to attending a course: to calculate, each month of the trip is multiplied by no more than 0.1 credit but no more than 2 credits can be earned in this way
- d) participation in theoretical or practical courses in or outside Hungary: to calculate, each course is multiplied by up to 2 credits depending on the topic of the course, the number of hours required for the completion of the course and the fact whether an exam is required for the completion of the course: no more than 4 credits can be earned in this way
- e) a physician's qualifying examination provided it fits into the branch of science of the Doctoral Program concerned. To calculate, each qualifying examination is worth 1.5 credits
- f) teaching activity conducted at university provided it fits into the branch of science of the Doctoral School concerned. 1.5 credits should be awarded
- g) participation in research teams having gained research grants, provided the research topic fits into the branch of science of the Doctoral School concerned: to calculate, participation in each research team is worth 0.8 credits: no more than 4 credits can be earned in this way

2) The number of credits to be taken into account for the individual participants is determined by the DHC of the UPMS based on the recommendations of the Committee of the competent Doctoral School. A minimum of 4 credits must be earned by each participant pursuing an individual study track at the UPMS. Such participants need to complete further credit courses. Should the number of credit points to be calculated on completion of the course be lower than 16 credits the PhD student in question is to complete further courses to make up for the missing scores prior to the PhD final exam. The courses to be completed by the participant are prescribed by the Committee of the competent Doctoral School taking the participant's erudition and research ambitions into account. The participation in the theoretical courses is not obligatory (only the examination is).

(3) Another prerequisite for the candidates for the PhD final exam, that the thesis submitted to the two-member Pre-evaluation Committee shall be found eligible for the candidate to prepare the final dissertation. The pre-evaluators are required to submit their evaluation in 3 copies to the DHC of the UPMS within a month, who will forward them to the concerned parties. The pre-evaluators are appointed by the DHC of the UPMS on the recommendation of the Council of the concerned Doctoral School. The dissertation must be accompanied by the published and under publication articles the dissertation is based on. In the latter case the editorial letter confirming the acceptance of the article. The preliminary dissertation may be submitted by the supervisor(s) in writing (Annex 7).

(4) From the academic year 2016/2017 those candidates may also join the PhD training, who prepare individually provided that they have completed the admission and PhD requirements. In such cases, a student legal status forms at the time of

applying for and being accepted to the complex examination. The DHC of the Medical School may acknowledge the completion of PhD requirements for candidates joining the PhD training this way. The chairman and the two members of the Complex Examination Committee are appointed by the DHC of the UPMS on recommendation of the council of the concerned Doctoral School. Members of the Committee must have obtained their scientific qualifications at least 5 years ago.

VI Procedures for earning the PhD degree

Section 17 General rules and regulations

1) Pre-requisites for acquiring the PhD degree

- a) the postgraduate acquisition of knowledge satisfying the requirements for permission to take the PhD final examinations
- b) passing the PhD final examinations
- c) demonstrating intermediate level skills in English for Specific Purposes and basic level skills in another foreign Language for Specific Purposes (see Appendix 1)
- d) reaching the minimal impact factor used to evaluate research activity (the method of calculation is described in Appendix 2), recording it in the database
- e) writing a PhD dissertation and defending it
- f) Rules and regulations for foreign citizens and Hungarian citizens who continuously live abroad to take their PhD degree at the UPMS.
 - Rules and regulations concerning the enrolment of foreigners for the PhD course as well as the awarding of the PhD degree for them must be in accordance with the Hungarian law including the relevant statutes and governmental decrees on the one hand and with those recommended, accepted and practiced by the European Union, UNESCO, the ENIC on the other. These conditions can be summarized as follows:
 - Foreign citizens having been awarded the designated "candidate of science degree" in Hungary can apply for the PhD degree on the basis of Higher Education Act (Section 119 (2). A PhD degree can be awarded on such grounds by any university entitled to awarding this degree in the given branch of science.
 - The procedure for acquiring a PhD degree if a foreign citizen has been awarded a designated "candidate of science degree" in a country outside Hungary is conducted based on Act C of 2001 on the acceptance of foreign certificates and diplomas.
 - Foreign citizens and Hungarian citizens continuously living abroad are entitled to initiate the procedure for acquiring the PhD degree on the grounds of a dissertation and publications proving research activity, provided that the DHC of the UPMS finds that the idea, the spirit or the character of research achievements presented by the applicant relate to one of the accredited Doctoral Schools of the University and that other publications make it obvious that the applicant's achievements in research activity can at least partially be related to his / her previous continuous activity or work accomplished in collaboration at the UPMS.
 - Foreign citizens and Hungarian citizens continuously living abroad are entitled to participate in the doctoral program according to confirmed individual study and research schedules, under the supervision of his / her Hungarian supervisor. The professional achievement of those in either of these groups are supervised by their supervisors, the head of the institution providing the instruction and the DHC of the UPMS. Foreign citizens or Hungarian citizens continuously living abroad are to spend a specified amount of time at departments/clinics of UPMS doing research and fulfilling

other requirements as prescribed on the PhD degree. The time required for this is determined by the DHC of the UPMS. In justified cases, the DHC of the UPMS may grant permission for the participant to spend the required time at UPMS in instalments (no more than three instalments). The leader of the Doctoral School is responsible for scheduling the time to be spent at the UPMS by the foreign citizen (participant) and for informing the DHC of the UPMS about it.

- Foreign citizens, participants admitted to Doctoral Schools staying in Hungary for longer periods of time, on the basis of certificates issued by the University, are entitled to be issued with Hungarian student visa status for foreigners.
 - Foreign citizens and Hungarian citizens living continuously abroad, participants of the Doctoral School, make financial contributions to expenses arising in connection with the program. The degree of this contribution is determined by the DHC of the UPMS, relying on the expert opinions of the program leader in question or the Program Committee of the Doctoral School. (For details see Appendix 4)
- 2) **Applications for initiating the procedure for acquiring the doctoral (hereinafter: degree acquiring) may be submitted to the DHC of the UPMS after fulfilling the requirements for allowing the candidate to take the PhD final examinations. Further conditions for submitting the PhD dissertation are: that the candidate does not have another PhD procedure in progress in the same discipline, or the candidate's application for the PhD procedure has not been rejected in the past two years, or the candidate has not had an unsuccessful PhD defence within two years, or his/her PhD title has not been revoked in the past five years. Compliance with these additional conditions shall be declared by the candidate in writing upon submitting the PhD dissertation.**
 - 3) **Candidates starting their PhD training in the academic year 2016/2017 or after are required to submit their PhD dissertation according to the PhD Code within three years from completing the complex examination. This deadline may be extended by the maximum of one year with the permission of the DHC of the UPMS in case the candidate cannot fulfil this obligation due to birth or accident, illness or other unexpected reason beyond his/her own fault. Further conditions for submitting the PhD dissertation are: that the candidate does not have another PhD procedure in progress in the same discipline, or the candidate's application for the PhD procedure has not been rejected in the past two years, or the candidate has not had an unsuccessful PhD defence within two years, or his/her PhD title has not been revoked in the past five years. Compliance with these additional conditions shall be declared by the candidate in writing upon submitting the PhD dissertation.**
 - 4) **The PhD final examination must be attempted within a year after the establishment of the participant's legal status as a doctoral candidate.**
 - 5) **The defence of the doctoral dissertation must be attempted within two years after the establishment of the participant's legal status as a doctoral candidate.**
 - 6) **The time of the public discussion of the Doctoral dissertation can only be fixed provided the requirements listed under paragraph (1) of the present Section are fulfilled. The time of defending the theses must be confirmed by the DHC of the UPMS. The preconditions for this are that the opponents' opinions must be available**

and also that the DHC of the UPMS must have the written replies given by the candidate to the opponents' evaluation in due time.

- 7) The doctoral degree acquiring procedure must be completed within two years after the establishment of the participant's legal status as a doctoral candidate.
- 8) The PhD degree is awarded by the Doctoral Board of the University taking the recommendations made by the DHC of the UPMS provided all the conditions described in paragraph (1) of the present Section are fulfilled. This fact is entered into the registry of the University of Pécs and this is also communicated to the national registry.
- 9) The PhD degree is conferred on the individuals having been awarded the PhD degree by the Doctoral Board of the University at the degree congregation and they are also issued with a PhD diploma.
- 10) The degree-acquiring is declared unsuccessful by the Doctoral Board of the University if
 - a) the public discussion of the doctoral dissertation is impossible to be conducted within three years following the day of application for the degree awarding through the candidate's own fault,
 - b) the defending of the doctoral dissertation is unsuccessful.
- 11) If the degree-acquiring is declared unsuccessful a new degree acquiring procedure can be initiated after two years the earliest, which may only be applied for once.
- 12) For certain measures taken in the course of the doctoral degree acquiring procedure the candidate pays fees. Individuals contributing to these measures are remunerated. A detailed account of the amounts are given in Appendix 4.

Section 18 The PhD final examination

- 1) Completing the PhD final examination is part of the PhD degree acquiring procedure, it is a comprehensive, all-inclusive form of examining the participant's knowledge acquired in his/her branch of science.
- 2) The PhD final examination is an oral examination in two subjects open to the public evaluated by the Final Examination Board whose members are appointed by the DHC of the UPMS. Both subjects included in the Final Examination are related to the broader research area of the candidate. The subjects and the detailed list of topics within them is determined by the DHC of the UPMS taking the recommendations made by the competent Program Committee on its session following the application for the examination. The final examination must be announced two week before it takes place.
- 3) Based on individual considerations, the candidate may be exempted by the DHC of the UPMS from taking the Final Examination in one subject if (s)he
 - a) has passed a PhD final examination or any other examination regarded by the DHC of the UPMS as equivalent with those in the same subject either in Hungary or abroad,

- b) has been teaching the given subject in the graduate instruction in either obligatory or optional courses for at least three years ,
 - c) has written a book on the discipline in question.
- 4) **The Final Examination Board consists of the chairman and two members set up by the Doctoral School taking the recommendations of the DHC. The chairman is the professionally competent professor of the UPMS and one of the members must not be on the University of Pécs staff paid as a public employee. Only instructors or researchers who have held a scientific degree for at least 5 years can serve as members of the Final Examination Board. The participant's supervisor or a member who in the opinion of the DHC of the UPMS cannot be expected to possess objective judgment cannot serve on the Final Examination Board. The candidate should be informed about the composition of the Final Examination Board. The candidate can raise a written objection to the DHC of the UPMS against the composition of the Final Examination Board – only in the case of prejudice or incompatibility – in 8 days.**
 - 5) **Any issue arising in connection with the operation of the Final Examination Board is decided at a closed session of the Board by open votes and by a majority of the votes. The chair is the last to vote. Only "yes" and "no" votes can be used.**
 - 6) **The final examination can only be conducted if all three members of the Final Examination Board are present. The Final Examination Board enters the questions and the evaluation given to these questions as well as the successful or unsuccessful outcome of the final examination into the minutes. Performance at the final examination is evaluated by each member of the Final Examination Board on a scale ranging from 1 to 5. The final examination is successful if the score of the candidate reaches 60 % of the obtainable scores. Successful examinations are evaluated by grades "summa cum laude" (above 85%), "cum laude" (70-85%) and "rite" (below 70%). The results should be announced right after the end of the final examination. The results of the final examination are entered into the registry of the University of Pécs and a certificate is made about it.**
 - 7) **If the PhD final examination is unsuccessful, it can be retaken once after 6 months from the examination.**
 - 8) **Increased attention should be paid to avoiding incompatibility at the composition of the final examination and evaluation boards. A person can take part in only one phase of the procedure.**
 - 9) **The defending of the PhD dissertation can only take place after a successful PhD final examination.**
 - 10) **The provisions of this Section shall apply to candidates who started their PhD studies prior to the academic year 2016/2017.**

18/A The PhD complex examination

- (1) **In case of students starting their PhD training in the academic year 2016/2017 and after, the prerequisite for the acceptance of the 4th semester is the completion of the**

complex examination as a closure to the theoretical and research phase, that measures and evaluates the academic and research advancement.

(2) The PhD complex examination is a public oral exam certified by the Complex Exam Committee, requested and entrusted by DHC of the UPMS. The complex examination consists of two parts: one measuring the theoretical preparedness of the examinee (theoretical part), in the other part the candidate proves his scientific advancement (dissertation part). In the theoretical part of the complex examination the candidate takes an exam in at least two subjects/topic areas. In the second part he presents his knowledge of the reference literature, presents his research advancement, and introduces his research plan for the second phase of the PhD training as well as the schedule for preparing the dissertation and publication of findings. In order to evaluate the dissertation section, the candidate must submit a maximum of 10 pages paper upon application to the exam (short review of literature, main research questions, methodological bases, up to date and expected results, additional plans, schedule). The supervisor(s) may pre-evaluate the candidate in writing. The complex exam must be made public three weeks prior to the complex exam.

(3) The DHC of the UPMS may – on individual basis – exempt the candidate from examination in one subject of the theoretical part of the complex examination if:

- (a) the candidate has taken a successful PhD examination or an examination considered equivalent by the DHC of the UPMS in the relevant subject, either in Hungary or abroad, (b) the candidate has been teaching the relevant subject either as an obligatory or an elective course for at least three years,**
- (c) the candidate has written a book on the relevant subject**

(4) The Complex Examination Committee consist of a chairman and 2 members, who are appointed by the DHC of the UPMS on the recommendation of the concerned Doctoral School. The chairman is professionally competent professor of the UPMS, while one of the members cannot be employed by the University of Pécs. Member of the Complex Examination Committee must be a lecturer or researcher having a scientific title for at least 5 years. Cannot be a member of the Complex Examination Committee the supervisor of the candidate, or any one from whom substantive evaluation of the case cannot be expected by the DHC. The composition of the Complex Examination Committee must be communicated to the candidate. Against the composition of the Complex Examination Committee, the candidate may raise objections in writing to Faculty DHC within 8 days - in the case of bias or incompatibility exclusively.

(5) Regarding all questions on the operation of the Complex Examination Committee decision is made in a closed session, by open vote and by majority vote, where the chairman votes lasts. Only “yes” and “no” votes are accepted.

(6) The complex exam can be resumed if all three members of the committee are present. The Examination Committee evaluates the theoretical and dissertation parts of the exam separately. A report containing a textual evaluation is made of the complex examination. A complex examination is successful if the majority of the committee members consider both exams to be successful. In case of a failed theoretical exam, the candidate may repeat the exam from the non-completed subject(s) during the same examination period. The dissertation part of the exam cannot be repeated during the same exam period in case of failure. The complex examination performance is assessed by members of the committee

on a scale of 1 to 5, per part and per individual. The exam is successful if the candidate's score reaches 60% of the earnable points. The successful complex exam qualifications are: *summa cum laude* (over 85%), *cum laude* (71-85%), and *rite* (below 71%). The result must be advertised directly after a complex exam. The result of the complex exam is recorded in the committee's report, and the certificate for the complex exam is issued.

(7) When compiling complex examination and evaluation committees, increased attention should be paid to avoiding conflicts of interest. A person can take part in only one phase of the procedure.

(8) PhD defence may take place after the successful complex examination is completed.

(9) In case of students starting their PhD training in the academic year 2016/2017 and after, it is a prerequisite for starting the procedure that the candidate, within a year after completing the 8th semester, submits a thesis to the two-member Pre-evaluation Committee and that the thesis found eligible for the candidate to prepare the final dissertation. The pre-evaluators are required to submit their evaluation in 3 copies to the DHC of the UPMS within a month, who will forward them to the concerned parties. The pre-evaluators are appointed by the DHC of the UPMS on the recommendation of the Council of the concerned Doctoral School. The dissertation must be accompanied by the published and under publication articles the dissertation is based on. In the latter case the editorial letter confirming the acceptance of the article. The preliminary dissertation may be submitted by the supervisor(s) in writing (Annex 7).

Section 19

The PhD dissertation and its defending

1) The doctoral dissertation is the documentation of the objectives and methods of the research and the results achieved in the subject area. It's a written paper, essay that proves the candidate's ability to independently solve a scientific task measured by the degree requirements

- a) in the form of an independent writing written for this purpose, taking up a writing space of at least 50, but no more than 100 pages (one page = 32 lines, 70 characters per line) including the title sheet, the contents page and references (but not including the figures and tables!)
- b) in the interests of the high quality appearance of both the dissertation and the theses, practices having been formed and developed by the National Board of Accreditation must be followed. Therefore, the Secretary of the DHC of the UPMS must be consulted before the dissertation and the theses are prepared. Formal requirements are as follows:
 - Candidates are to prepare the theses of their dissertation before defending it. These theses need to be more or less uniform, similarly to the previous candidates' theses.
 - The theses need to include (separately) a list of the research publications and conference abstracts lying in the basis of the dissertation. The theses, also prepared in English (in 28 copies), need to be forwarded to the DHC of the UPMS at least three weeks before the defence, as they constitute part of the minutes taken at the defending.
 - The dissertation needs to be prepared in A4 format. The title sheet needs to include the title and a note: "Doctoral (PhD) Dissertation", the author's name and, at the bottom of the page: University of Pécs, Medical School, Pécs and the year of preparation. On the

title sheet, in addition to the previously listed items, the names of the program leader, sub-program leader and the supervisor must also appear.

- The dissertation also needs to include the list of publications and conference abstracts.
 - c) After having been defended one copy of the dissertation, as well as one copy of it either on a CD or a DVD must be placed in the library of the UPMS.
 - d) The dissertation must be submitted to the DHC via the Doctoral School in 5 printed and bound copies, along with a copy on a non-rewritable CD or DVD, either at the time of submitting the application for the Doctoral degree acquiring procedure or within two years after the acceptance of the application. On submitting the dissertation the participant makes a written statement that (s)he has not submitted the dissertation to another institution previously and that (s)he has not had a rejected application for the Doctoral degree acquiring procedure. The declaration shall be submitted with the signature(s) of the supervisor(s) (Appendix 8).
- 2) **The dissertation can be fully in English, fully in Hungarian or - in the case described in point (1) (b) of the present Section partly in English and partly in Hungarian.**
 - 3) **After the dissertation is submitted, within a month the DHC of the UPMS asks two individuals preferably independent of the University of Pécs staff of public employees – having had a scientific title for at least 5 years – to act as official referees (hereinafter called opponents). The opponents are supposed to forward their written evaluation in three copies to the DHC of the UPMS, which forwards them back to the candidate, within two months. Written replies given by the candidate to the evaluation need to be forwarded by the candidate to the DHC of the UPMS. (S)he also needs to enclose copies of the documents that may certify the fulfilment of the requirements related to the earning of the PhD degree.**
 - 4) **The evaluations given by the opponents should detail the content and formal qualities and mistakes of the dissertation and should include whether the opponents accept the new scientific findings expounded in the theses as the candidate's own research findings. The evaluations given by the opponents need to include their statement whether they accept the dissertation, recommend the dissertation for public discussion and recommend the PhD title to be awarded for the candidate submitting the dissertation. In the case of one positive and one negative answer to this question, a third opponent is asked by the DHC of the UPMS. In the case of two negative answers (or if there are two negative and one positive answers) the defence of the dissertation must be regarded as unsuccessful. In case of two negative evaluations, new PhD dissertation in the same scientific field may be submitted once only, after two years the earliest. In the case of two positive answers (or if there are two positive and one negative answers) the time of the public discussion of the dissertation is fixed by the DHC of the UPMS for a date within three months after the delivery of the replies given to the evaluation of the opponents. The date and venue of the discussion must be announced three weeks before the discussion. The DHC, to the request of the board of the competent Doctoral School, can decide whether the discussion should be announced in the press.**
 - 5) **The public discussion takes place in the presence of the Judging Committee called by the DHC of the UPMS, which consists of the chair, the two opponents and another two members. Only individuals having held a scientific degree for at least five years can be members of the committee. Among the opponents and the members at least two must**

be independent of the publicly employed University of Pécs staff. The chair must be a professionally competent professor of the UPMS. The supervisor of the candidate cannot be member of the Committee; nor may anyone who cannot be expected to make objective judgment in the opinion of the DHC of the UPMS. The candidate can raise a written objection to the DHC of the UPMS against the composition of the Judging Committee – only in the case of prejudice or incompatibility – within 8 days after the delivery of the announcement. The PhD candidate must notify the DHC of the UPMS about the actual date and place of the public debate in writing, signed by the supervisor(s) 3 weeks before the defence (Appendix 9).

- 6) At the beginning of the public discussion the chair rules that a quorum is present, for which the presence of at least four members of the Judging Committee, including at least one member who is independent of the employed University of Pécs Staff is needed. The discussion can be conducted if at least one opponent is present and the other opponent has made a written statement of accepting the replies given to his questions. In the case of an unexpected absence the members of the committee can be replaced with the permission of the chair of the DHC or, if prevented, with the permission of the vice-chair, but only with a person who complies with the requirements of serving as a member of the committee.
- 7) In the public discussion the candidate presents the essential points of his / her doctoral dissertation in a free lecture lasting for 20 minutes then (s)he answers the questions of the opponents, the members of the committee and other individuals present at the discussion.
- 8) After the public discussion is closed the Committee withdraws for closed session and - taking the opponent's evaluations and the results of the public discussion into account - discusses and evaluates the dissertation by secretly allotting points. The Chair, the opponents and the members of the Committee have a maximum amount of five points at their disposal each. The dissertation can be regarded as "defended" if the total number of points is at least 60% or more of the obtainable points. The qualification of successfully defended dissertation: "summa cum laude" (above 85%), "cum laude" (70-85%) and "rite" (below 70%). The result of the evaluation (number of points allotted) is publicly announced by the Chair.
- 9) A decision about awarding or rejecting to award the PhD degree is made by the Doctoral Board of the University, after the DHC of UPMS has made a declaration on its session following the defence, having taken into consideration the acquired points of the candidate and the reports of the final examination committees.
- 10) The PhD diploma contains the name and seal of UPMS, the name by which the owner of the diploma is to be identified, place and date of the candidate's birth, the qualification of the diploma, its field of research, the exact date and place of the PhD ceremony. It is signed by the rector and the chair of the Doctoral and Habilitation Board of the University within one month after the day of the defence.
- 11) The doctoral diploma is issued in Hungarian and Latin, or in English.

- 12) Those having acquired a PhD degree, graduate during a board meeting which also serves as a public graduation ceremony. At the graduation ceremony candidates make an oath.
- 13) The PhD diplomas are issued following graduation with its date on. After the graduation the title Dr (PhD) can rightfully be used by the graduates. On the candidate's request, preceding graduation, the university or the faculty issues a certificate about the results of the final doctoral exam, the public discussion and the decision made by the Doctoral Committee or the Doctoral Board of the University signed by the chair.
- 14) The public discussion must be entered into the minutes.
- 15) If the defending of the dissertation is declared unsuccessful a new degree awarding procedure may be initiated two years after the unsuccessful defending; and this may be applied for only once in the same subject area.
- 16) The PhD dissertation is open to the public. In the case of a PhD dissertation that is subject patent or patent protection, disclosure of the PhD dissertation and the PhD theses may be postponed until the date of registration of the patent or protection, at the request of the person submitting the dissertation, based on the supporting opinion of the evaluation committee and with the approval of DHC. PhD dissertations and PhD theses containing classified information for reasons of national security should be disclosed after the end of the qualification period. The recording of the PhD dissertation and the theses in an electronic or printed form and its publishing in full size is arranged by the DHC via the Doctoral School. The DHC with the help of the doctoral schools, is responsible for the performing timely uploads of the database established by the University.

Section 20 Recognition of other degrees

- 1) The Doctoral Board of the UPMS is authorized to recognize foreign degrees as being equivalent to Hungarian degrees (nostrification) and also recognize other diplomas as PhD degrees (PhD diplomas and Candidate in Science diploma acquired abroad etc.) that certify the suitability of the person to conduct individual scientific research, on individual request, considering the expert opinion of the competent Committee of the Doctoral School and the recommendation of the DHC of the UPMS – apart from the exception indicated in point 4 of the present Section. Documents submitted for the request must clearly indicate that the level of documented knowledge, research practice and research results required for awarding the doctoral degree and the level of knowledge gained since being conferred on the degree is not lower than that detailed in the appropriate Sections of the present Code.
- 2) The following documents must be attached to the submitted request:
 - a) diploma to be re-qualified
 - b) list of the applicant's publications
 - c) list of conference presentations and poster-presentations given by the applicant
 - d) documents certifying the applicant's involvement in instruction at the University

- e) certification of the completion of theoretical or practical courses in Hungary or abroad
 - f) data of study trips abroad (excluding courses)
 - g) certification on the applicant's participation in teams that have acquired research grants through applications
 - h) the applicant's professional CV
 - i) certification of the required level of language acquisition
 - j) certification of any other fact that may contribute to the judgment as to the fulfilment of requirements determined under point 1 (e.g. professional award)
 - k) statement on how frequently and where the applicant submitted requests for the re-qualification of his diploma
- 3) **The expenses of nostrification are to be paid by the individual requesting nostrification. The recognized degree does not bear qualification.**
 - 4) **Based on the diplomas of the candidate in biological sciences, candidate in chemical sciences, candidate in medical sciences and candidate in pharmaceutical sciences issued by the Hungarian Scientific Qualifying Board, on individual request, the UP issues a PhD diploma. This fact is entered into the applicant's birth certificate and The National Records Office is also notified.**
 - 5) **For the recognition of other degrees a procedural fee must be paid as determined in Appendix 4.**

VII Special rules and regulations

Section 21

- 1) **PhD students with different legal statuses within the UP are to pay procedural fees, or financially contribute to the expenses of tuition (Appendix 4).**
- 2) **According to the Code of Rules and Regulations of the UPMS, for PhD students who have no student's legal status and are entitled to elect instructor-researcher members of committees (employed by the UP, the Hungarian Academy of Sciences, the National Institute of Pharmaceutics, etc.) the following benefits may be granted:**
 - a) an exemption from non-teaching routine work (its duration must not exceed 250 work-days) that can be claimed in separate intervals (internal study trip).
- 3) **On justified request, tuition fee that is to be paid by citizens who are admitted to the PhD instruction at the UPMS, come from countries bordering with the Hungarian Republic, declare themselves to be Hungarians in official documents and speak the Hungarian language, may be waived in its entirety.**
- 4) **Conferring titles that certify a graduate degree from a university (dr. med. dr. dent.) and also the honorary doctoral title (doctor honoris causa) is regulated by special rules.**
- 5) **Administration in relation to PhD instruction is conducted by the PhD and Habilitation Office.**

- 7) **The Department of Foreign Languages for Specific Purposes of the UPMS organizes language courses and language examinations in English for medical purposes and, in the case of a sufficient number of participants, in other languages to promote language acquisition and certify competence at the required level.**
- 8) **With the consent of the President of the Hungarian Republic and the proposal of the Doctoral Board the honorary doctoral title of “Promotio sub auspiciis praesidentis Rei Publicae” is conferred by the University to those individuals who have achieved outstanding results during their secondary school and university studies and also during instruction in the Doctoral School. (Details given in Section 40 of the Code of rules and regulations for doctoral (PhD) instruction)**
- 9) **Deadlines (no longer than 3 months) set by the present Code exclude the period of holidays in the instruction period.**
- 10) **Based on the proposal of an ad hoc committee, considering prevailing conditions, the DHC is to make decisions on the matter of granting exceptional support for PhD students (e.g.: support to attend a congress, etc.).**

VIII Pre-doctoral positions

- (1) **In accordance with the doctoral schools, the University is entitled to annually advertise a certain number of pre-doctoral positions for those PhD students who have obtained the university matriculation certificate (absolutorium) - to the account of proceeds received from financing doctoral instruction. The aim of advertising pre-doctoral positions is to promote the completion of doctoral dissertations within a year after finishing organised instruction.**
- (2) **Employment in pre-doctoral positions takes place in the framework of a contract of agency (for a fixed time, and for no longer than 12 months). The individual employed in the pre-doctoral position will not acquire the student’s legal status. The net amount of fee received under the contract equals the amount of the prevailing doctoral scholarship.**
- (3) **Those employed in pre-doctoral positions, under the force of the contract of agency must not possess income derived from any other main jobs.**
- (4) **Other preconditions for employment in pre-doctoral positions and also the conditions of applications are determined by the procedural rules of the UP.**

IX Temporary measures

Section 23

- (1) **On coming into force, the present Code invalidates the previous Code of rules and regulations on the doctoral procedure of UPMS.**

X The force of the present Code

Section 24

- (1) The present Code came into force following its confirmation by the Senate of UPMS on 16 June 2017.**
- (2) Coming into force of the present Code does not affect the doctoral studies before taking effect of the Code, or doctoral candidates beginning the procedure of awarding the PhD degree.**

**Attila Miseta, MD, PhD, MSc
university professor
Dean of the UPMS**

Appendix 1

Foreign language requirements

Minimum requirements necessary for program enrolment are defined under point (c) paragraph (2) in section 12. For more detailed information contact the Department of Languages for Specific Purposes of UPMS. The requirements of awarding the PhD degree (described under point (c) paragraph 1 , section 17.), based on the recommendations of the National Doctoral and Habilitation Board, include the following:

Language proficiency can be certified by:

- (a) presenting certificates at intermediate level (written and oral, i.e. type "C") State Language Examinations in two foreign languages (one is English) or equivalent certificates. The criteria of equivalence are defined by the National Board of State Language Examinations.
- (b) presenting one certificate according to requirements under point (a) in English, while the other certificate can be:
 - an elementary level certificate in Language for Specific Purposes (LSP) issued by the Department of Languages for Specific Purposes of UPMS
 - an other language certificate recognised by the Department of Foreign Languages as equivalent of the elementary level LSP examination of the Department
 - one of the PhD final examinations taken in a foreign language
 - a foreign language presentation and discussion of the theses at the public defence of the PhD dissertation.
 - in case of other language beside English other ways determined by the Doctoral Committee (e.g. by certifying prolonged guest lecturer's status –minimum for half a year- in a foreign country or certifying language proficiency necessary for cultivating the branch of science in question)
 - the Doctoral Committee requires English to be one of the foreign languages, while the other foreign language should be either a foreign language widely used in the field of natural sciences or the mother tongue of one of the major populations in the neighbouring countries of Hungary.
- (c) in accordance with point (a), a foreign candidate should provide evidence of the proficiency in a language other than his or her mother tongue, which is widely used in the field of natural sciences.

Appendix 2

Quality requirements of being awarded a PhD degree

In order to secure the quality of a PhD degree the Doctoral Code of UPMS sets the following requirements as prerequisites to the commencement of the doctoral procedure.

- a) Among the scientific publications, at least one should be an original paper- in connection with the topic of thesis- with an impact factor with the candidate as first author.
- b) The sum of impact factors of scientific publications referred to in the candidate's application in case of clinical fields it should be a minimum of 2, however in case of andrology, dermatology, gerontology, infectology, gynaecology, oxyology, parasitology, pulmonology, radiology, rheumatology, sports medicine, ophthalmology, and urology 1.5, in case of addictology, dentistry, medical informatics, rehabilitation, and tropical diseases 1.0. Regarding theoretical fields of science the required minimum impact factor is usually 3.5, in case of biochemistry, molecular biology, genetics, hereditology, neuroscience, immunology, cellular biology and virology it is 4.0, in case of preventive medicine and public health, pharmacognosy, organic, synthetic and pharmacological chemistry and forensic medicine it is 2.0, as regards pharmaceutical management it is 1.0. According to the above mentioned requirements the scientific field of the thesis is relevant.
- c) In exceptional cases, when there is no journal with an impact factor available in the candidate's field of research in which his or her publications and findings could appear if a part of his or her findings have been published in a foreign language in an internationally known and accepted journal, it can be accepted as the minimum requirement for the candidate to be awarded a PhD degree on condition of the uniform approval of the official examiners. In such cases official examiners are to support their recommendations by comments by first-time referents of the given publications. As to what situations may fall under the above treatment is determined by the Doctoral Committee of the UPMS of the Doctoral School concerned on the basis of a proposal formulated at the time the PhD program is being initiated.
- d) Fulfilling the exact number of requirements does not in itself serve as the basis of being awarded a PhD degree, apart from these a well-defined scientific concept is to be certified by coherent publications. Every novel scientific achievement may form the background of one PhD dissertation only. In case of there being several authors to a dissertation resulting in more than one PhD dissertation, the Committees of the Doctoral Schools concerned should indicate in a declaration attached to the dissertation, the results attributed to the candidate exclusively and should make suggestions as to what percentage of the impact factor the given publication has been awarded is to be taken into account when evaluating the candidate concerned.

Appendix 2A

Quality requirements of being awarded a PhD degree for students starting their studies in the academic year 2016/2017 and after

In order to secure the quality of a PhD degree the Doctoral Code of UPMS sets the following requirements as prerequisites to the commencement of the doctoral procedure.

a) **The papers underlying the dissertation should include an original publication (correspondence, review not included here) with an IF (impact factor) statement in which the PhD candidate is the first author and supervisor of the last one, or correspondent author. The co-supervisor should be author of at least one of the IF's original publication, in which the PhD candidate is also listed.** The total IF of the 1st author publication(s) on which the dissertation is based on should reach 50% of the minimally required IF. **In case of shared 1st author publications, the full impact factor of the original publication, however, it counts as only half a 1st author publication¹.**

b) **During the acquisition of the PhD title, only the publication of the results of the multicentric study (investigator-initiated trial) initiated by the investigator, with an impact factor can be considered as first author publication.**

- **The sponsor of the trial cannot be a profit-oriented organization (eg a pharmaceutical company)**

- **Otherwise, the relevant resolutions of the Doctoral Requirements System of the Department of Medical Sciences of the Hungarian Academy of Sciences shall govern (http://mta.hu/data/dokumentumok/doktori_tanacs/V.%20Oszталy/Doktori_Ugyrend_V_osztaly_20160701_uj_jav.pdf)**

c) The minimum required IF requirement is the cumulative impact factor of the scientific publications related to the subject of the dissertation. From the point of view of requirements, the discipline of the dissertation is considered to be relevant.

d) **Only and exclusively publications recorded and publicized in the MTMT database can be considered.**

Sciences	(Σ IF)	Sciences	(Σ IF)
Clinical sciences (Except the ones below)	2.0	Theoretical sciences (Except the ones below)	3.5
Andrology	1.5	Farmacognozy	2.0
Dermatology	1.5	Pharmaceutical Analysis	2.0
Health sciences	1.5	Pharmaceutical chemistry	2.0
Geriatrics	1.5	Pharmaceutical Technology	2.0

¹This is not the same as the doctoral requirements of the Hungarian Academy of Sciences for the supervisors.

Infectology	1.5		Forensic medicine	2.0
Clinical pharmacology	1.5		Preventive medicine, public health	2.0
Oxiology, emergency medicine	1.5		Organic, synthetic drug chemistry	2.0
Parasitology	1.5		Behavioral sciences (psychology, behavioral medicine, neuro-, experimental-, health-, cognitive psychology)	2.0
Pulmonology	1.5		Pharmaceutical knowledge and organization	1.0
Radiology	1.5		The basics of doctor-patient relationship (Medical ethics, medical sociology, medical anthropology, medical university education and organizational issues)	1.0
Rheumatology	1.5			
Surgery	1.5			
Sports medicine	1.5			
Ophthalmology	1.5			
Obstetrics and gynecology	1.5			
Urology	1.5			
Addictology	1.0			
Dentistry	1.0			
ENT	1.0			
Pediatric surgery	1.0		Emphasized theoretical sciences:	
Family medicine, Occupational medicine	1.0		Biochemistry	5.0
Clinical psychology	1.0		Genetics	5.0
Clinical pharmacology	1.0		Neurology	5.0
Orthopedics, traumatology	1.0		Immunology	5.0
Medical informatics	1.0		Molecular biology	5.0
Rehabilitation	1.0		Cell biology	5.0
Tropical medicine	1.0		Virology	5.0

Appendix 3

The admission procedure

The Chairman of the Board of Admissions:
 - the Chairman of the Doctoral Committee
Members of the Board of Admissions:
 - the Vice Chairman of the Doctoral Board
 - the secretary of the Doctoral Board

The system of evaluation

I. The score that can be awarded for results achieved in the course of undergraduate studies

3.01-3.20	1 point
3.21-3.40	2 points
3.41-3.60	3 points
3.61-3.80	4 points
3.81-4.00	5 points
4.01-4.20	6 points
4.21-4.40	7 points
4.41-4.60	8 points
4.61-4.80	9 points
4.81-5.00	10 points

One extra point will be awarded if the candidate has achieved grades 5 at the final examinations in two subjects closely related to his / her research theme

II Scores that can be awarded for research activity

A./ Research in the Student Researchers' Society:

first author having won a prize at a national conference	5.0 points
second author having won a prize at a national conference	2.5 points
third author having won a prize at a national conference	1.5 points
fourth author having won a prize at a national conference	0.5 points
first author having won a prize at an in-house conference	4.0 points
second author having won a prize at an in-house conference	2.0 points
third author having won a prize at an in-house conference	1.2 points
fourth author having won a prize at an in-house conference	0.4 points
prize theses of a Student Researchers' Society theme	2.0 points
an „excellent” grade awarded for theses of a Student Researchers' Society theme	2.0 points
other than „excellent” grade awarded for theses of a Student Researchers' Society theme or participation in the work of the Student Researchers' Society	1.0 point

The scores can be multiplied based on increased performance. The multiplication of scores in this way can only be justified by different performance. In order to achieve a reliable scoring based on performance in applying for admission abstracts of papers and posters should be submitted.

B./ Study trip, publications, conferences:**Study trip abroad** (at least one month in duration)**1.0 point****Authorship in publication with impact factor**

On the basis of latest issue of Journal Citation Reports- Science Edition – Journal Ranked by Impact Factor within Category the number of journals listed in each category should take into consideration according to divisions into three categories (upper 20%-, lower 20%, and between these two):

**In the category of journal in question publication
in journals in upper 20%**

first author**8.0 points****co-authors****4.0 points**

**In the category of journal in question publication
in journals between upper 20% and lower 20%**

first author**6.0 points****co-authors****3.0 points**

**In the category of journal in question p publication
in journals in lower 20%**

first author**4.0 points****co-authors****2.0 points****without impact factor****first author****2.0 points****second author****1.0 points****third author****0.6 points****fourth author****0.2 points****In international presentations and poster presentations****first author****2.0 points****second author****1.0 point****third author****0.6 points****fourth author****0.2 points****In presentations and poster presentations****first author****1.0 points****second author****0.5 points****third author****0.3 points****fourth author****0.1 points**

The above scores can be awarded as per study trip, publication, presentation and poster presentation. The scores can be multiplied, provided that the publications and conference presentations were based on different performance. Performances listed under A and B of II can only be assessed separately, if extra performance is justifiable.

In case of more than one announcement from a subject, only the highest-value publication will be counted for the record.

III. Enrolment into Doctoral Schools or Doctoral Programs with no candidates or small numbers of candidates should be appreciated by awarding a maximum of 5 points.

IV. Language competence

- | | |
|---|------------|
| - „C” type, advanced level language proficiency examinations | 2.0 points |
| - „A” or „B” type, advanced level language proficiency examinations | 1.0 point |
| - „C” type, advanced level language PROFEX examinations | 2.0 points |
| - „A” or „B” type, advanced level language PROFEX examinations | 1.0 point |
| - „C” type, intermediate level language proficiency examinations | 1.0 point |
| - „A” or „B” type, intermediate level language proficiency examinations | 0.5 points |
| - „C” type, intermediate level language PROFEX examinations | 1.0 point |
| - „A” or „B” type, intermediate level language PROFEX examinations | 0.5 points |

V. The recognition and appreciation of individual performances which result from the diversity in the character and practice or other special activities of different institutions of higher education, which do not fit into the above categories, but which are based on real and justifiable work, is the responsibility of the Board of Admissions.

Appendix 4

Fees to be paid by those applying for the Doctoral Program and obtaining the degree and also by those enrolled in the program

A. Procedural fees for training in Hungarian

- (a) **Application fee for the Doctoral Program:** 9.000,- HUF. At submission of application form candidate should certify that he has paid the procedural fee for the Doctoral Program with enclosing of document certifying payment.
- (b) **The procedural fee for obtaining the degree:** at least the quadruple, and not more than eightfold of actual basic allowance for public employees (*at present 80.000,- - 160.000,- HUF*)
- (c) **The training fee:** During training period (3 years) self-financed students pay at least double (at present 40.000,- HUF) and not more than quadruple (*at present 80.000,-HUF*) of actual basic allowance for public employees in each semester.
- (d) **The fee of the final examination:** the actual basic allowance for public employees for each final examination. The fee for the final examination is due on signing up for the final examination. (*at present 20.000,- HUF*)
- (e) **Fee of complex examination:** the fee for complex examination is payable upon application for the exam (*at present 30.000,-HUF*)
- (f) **Fee for pre-evaluation of preliminary dissertation:** the fee for pre-evaluation of preliminary dissertation is payable upon submitting the thesis (*at present 52.000,- HUF*)
- (g) **Fee of defending the thesis:** at least six-fold, but not more than ten-fold of the actual basic allowance for public employees. The fee for defending the thesis is due on signing up for the examination. (*at present 120.000,-200.000,-HUF*)

B. Procedural fees for training in foreign languages

- (a) **Application fee for the Doctoral Program:** 200 USD. At submission of application form candidate must certify that he/she has paid the application fee for the Doctoral Program with enclosing of document certifying payment.
- (b) **Application procedure fee:** 250 USD. Candidate must certify that he/she has paid the procedural fee for the Doctoral Program showing the document certifying payment when candidate participates in the application procedure (oral interview).
- (c) **Registration fee:** 200 USD. Document certifying payment must be shown on the day of registration.
- (d) **The training fee:** During the training period (3 years) self-financed students pay 6000 USD training fee in each semester. Document certifying payment must be shown on the day of registration.
- (e) **Fee of the procedure of obtaining the degree:** sixteen fold of the actual basic allowance for public employees. Has to be payed when student applies for the procedure of getting degree. (at present 320,000 HUF)
- (f) **Fee of the final examination:** twofold of the actual basic allowance for public employees per each examination. The fee has to be payed when student applies for the final examination. (at present 40,000 HUF)
- (g) **Fee of complex examination:** the fee for complex examination is payable upon application for the exam (*at present 200.000,-HUF*)
- (h) **Fee for pre-evaluation of preliminary dissertation:** the fee for pre-evaluation of preliminary dissertation is payable upon submitting the thesis (*at present 52.000,- HUF*)
- (i) **Fee of defending the thesis:** twenty-fold of the actual basic allowance for public employees. The fee for defending the thesis is due on signing up for the examination. (at present 400,000 HUF)

- C. Based on the 68. § (3) paragraph of the Higher Education Act (Ftv.) the procedure of obtaining the degree is free for students with state scholarship during their student status.
- D. Fee of candidate conversion: tenth of the actual basic allowance for public employees.
- E. Fee of conversion of other diplomas (e.g. PhD acquired abroad): twofold of the actual basic allowance for public employees.

Remark:

1. The DHT makes a decision in connection with the differentiation of fees.

Appendix 5

Remuneration of those providing PhD training and examinations

I. The basis of reference for determining the rate of remuneration is the actual minimum salary for public employees (*A/I*)

II. Persons in the categories listed below are paid according to the following:

A.) Persons employed as public employees by UP:

- | | |
|---|---------------------------------|
| a.) chairman or member of the Board of Admissions: | 0.06 x <i>A/I</i> / candidate |
| b.) chairman or member of the Board of Final Examinations: | 0.1 x <i>A/I</i> /examinee |
| c.) chairman or member of the Complex examination Committee | 0.5 x <i>A/I</i> / examinee |
| d.) evaluator of the PhD thesis pre-evaluation | 1.3 x <i>A/I</i> / dissertation |
| e.) chairman or member of the defence committee | 1.3 x <i>A/I</i> / dissertation |

B.) Persons not employed as public employees by UP:

- | | |
|--|---------------------------------|
| a.) member of Board of Final Examinations:
(based on the individual judgement by the Doctoral School in question) | 0.3 x <i>A/I</i> / examinee |
| b.) referee of PhD dissertation: | 1.3 x <i>A/I</i> / dissertation |

III. Individuals not employed as public employees by UP can be refunded for their expenses arising in connection with travel, accommodation and meals, based on agreement made between them and the Committee inviting them (Doctoral School or Doctoral Committee).

Appendix 6

Application of self-financed candidates and candidates following individual schedules of preparation

Applications and declarations to be submitted:

- 1./ Application to the Doctoral Committee of UPMS in which the candidate declares his intention to join one of the Doctoral Schools, Programs, or Subject Areas of the UPMS.
- 2./ A letter of support from the candidate's senior at work.
3. A letter of support and acceptance from the leader of the Doctoral School, program leader or subject area leader.
- 4./ A detailed plan of work. (in case of candidates following individual schedules of preparation is not required)
- 5./ Total number of credits obtained so far.
- 6./ Receipt certifying the payment of the admission fee (9.000,- HUF).

Appendices:

- 1./ CV including data of the professional career
- 2./ A copy of the university diploma
- 3./ Results of the University Final Examinations in a separate list (In the case of applicants having graduated earlier this is not required, the copy of the diploma is sufficient); (in case of candidates following individual schedules of preparation is not required)
- 4./ Certificates of qualifying examination(s)
- 5./ Certificates of language examination(s)
- 6./ Certificates of further studies and study trips in Hungary and abroad
- 7./ List of publications with impact factor, cumulative impact factor, and publication index (see Regulations)
- 8./ List of congress presentations and posters (both in Hungary and abroad)
- 9./ Textbooks or chapters in textbooks

Appendix 7
Declaration required to submit
Doctoral Preliminary Thesis

The undersigned,

Name:.....

Name at birth:

Mother's name :

Place and date of birth:

submitting my doctoral preliminary paper/preliminary dissertation titled

.....

.....

to the

.....

Doctoral School

.....

Programme

Name of supervisor(s):

Date:

.....

Signature of the candidate

.....

Signature of the supervisor

.....

Signature of the supervisor

Appendix 8
Submitting the Doctoral Dissertation and a statement on the originality of the thesis

The undersigned,

Name:.....

Name at birth:

Mother's name :

Place and date of birth:

submitting my doctoral dissertation titled

.....
.....

to the

.....

Doctoral School

.....

Programme

Name of supervisor(s):

Key words (minimum 5 Hungarian and 5 English)

.....

I hereby declare that the doctoral thesis I am presenting during this procedure

- I did not submit to another doctoral school (either at home or abroad)
- I haven't had a refused application for a degree award procedure within two years,
- in the last two years I have not had an unsuccessful doctoral thesis procedure,
- within five years my doctoral degree has not been withdrawn,
- my dissertation is an individual work, I have not presented the work of any of my other intellectuals as my own, the literary references are clear and complete, I did not use false or falsified data when making the dissertation.

Date:

.....
Signature of the candidate

.....
Signature of the supervisor

.....
Signature of the supervisor

Appendix 9

Form

To announce the date and place of public doctoral defence

The undersigned,

Name:.....

announces that the date of public defence of my doctoral dissertation titled:

.....
.....

is:

.....

Place:

.....

Date:

.....
Signature of the candidate

.....
Signature of the supervisor

.....
Signature of the supervisor

Appendix 10

Accredited Doctoral Schools and their leaders at UPMS

	Leader of doctoral school	Leader of program
<u>Basic Medical Sciences D95</u> Dr. Júlia Szekeres		
A-138/1993	Immunological aspects of reproduction	Dr. Júlia Szekeres
B-139/1993	Essentials of immunology	Dr. Péter Németh
B-372/1996	Immunological and clinical aspects of polystemic autoimmune conditions	Dr. László Czirják
A-137/1993	Theoretical and practical guidance for the multidisciplinary research of the central neural and humoral regulation	Dr. Zoltán Karádi
B-134/1993	Neuroendocrinology and neurohistology	Dr. Valér Csernus
B-377/1997	Behavioral sciences	Dr. János Kállai
A-141/1993	Molecular pathogenesis of bacterial infections	Dr. Mónika Kerényi
<u>Clinical Medical Sciences D94</u> Dr. Gábor Kovács L.		
A-319/1995	Nephrology - Diabetology	Dr. István Wittmann
A-442/2000	Reproductive endocrinology	Dr. Péter Gőcze
A-146/1993	Significance of molecular pathological and laboratory studies in medical diagnostics and therapy	Dr. Attila Miseta
B-145/1993	Molecular pathomorphology	Dr. László Pajor
A-327/1995	The investigation of pathological conditions of the circulation in <i>in vivo</i> surgical models and in-patients	Dr. Gábor Jancsó
B-322/1996	Experimental cardiology	Dr. Kálmán Tóth
B-149/1993	Molecular epidemiology of tumors	Dr. István Kiss
B-414/1998	Scientific investigations into nutrition in childhood	Dr. Dénes Molnár
B-2/2004	The clinical and molecular research of the new mechanisms, diagnostics and therapy of cardiovascular diseases	Dr. István Szokodi
B-4/2004	Basic studies on dental and oral diseases	Dr. Lajos Olasz

B-1/2006	Clinical aspects and pathobiochemistry of metabolic and endocrine diseases	Dr. Gábor Kovács L.
B-1/2008	Surgery and its border fields	Dr. Örs Péter Horváth
B-1/2010	Clinical studies on locomotion	Dr. Péter Than
B-2/2013	Acute and chronic injuries of parenchymal organs and the consequences: diagnostics and therapy	Dr. Tamás F. Molnár

Clinical Neurosciences D221 **Dr. Komoly, Sámuel**

B-1/2005	Clinical neuroimmunology and stroke	Dr. Sámuel Komoly
B-2/2014	Neuromorphology and neuropathology	Dr. Hajnalka Ábrahám
B-3/2014	Imaging in neuroscience	Dr. Péter Bogner
B-4/2014	Neurosurgery	Dr. András Büki
B-5/2014	Clinical and human neurosciences	Dr. József Janszky
B-6/2014	Neurology	Dr. Zoltán Pfund
B-1/2012	Psychiatry	Dr. Tamás Tényi

Interdisciplinary Medical Sciences D93 **Dr. Balázs Sümegi**

A-129/1993	Molecular and cellular biochemistry	Dr. Balázs Sümegi
B-130/1993	Investigating functional protein dynamics using biophysical methods	Dr. Miklós Nyitrai
B-131/1993	Intracellular signal transduction pathways	Dr. József Szeberényi
B-299/1995	Haematology	Dr. Alizadeh Hussain
B-449/1999	Human molecular genetics	Dr. Béla Melegh
B-2/2008	Evidence based medicine	Dr. Tamás Decsi
B-1/2013	Analytic techniques in biochemistry and molecular biology	Dr. Ferenc Gallyas

Pharmacology and Pharmaceutical Sciences D92 Dr. Erika Pintér

A- 148/1993	The isolation and examination of Biologically active compounds	Dr. József Deli
A-143/1993	Optimization of pharmacotherapy	Dr. Lajos Botz
B-1/2014	Pharmaceutical chemistry	Dr. Pál Perjési
A-144/1994	Toxicology	Dr. Zoltán Gregus
B-1/2004	Visceral function and pharmacology of autonomic and sensory nerves	Dr. Loránd Barthó
A-292/1994	Neurofarmacology	Dr. Erika Pintér
B-1/2016	Translational Medicine	Dr. Péter Hegyi