

# BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS

## George Oláh Doctoral School Rules of Procedure

### General provisions

#### Section 1

These Rules are based on the provisions on the establishment and rules of procedure of doctoral schools and the criteria for obtaining a doctoral degree, stipulated in Act CCIV of 2011 on National Higher Education (effective from 1 September 2016), Government Decree of 2012 on doctoral schools, doctoral degree procedure and habilitation, as well as BME's Code of Doctoral Studies and Habilitation (BME DHSZ, 24 June 2013, modified on 29 February 2016).

### Foundation, members and organisation of the Doctoral School

#### Section 2

The **Doctoral School of BME's Faculty of Chemical Technology and Biotechnology** has been running its doctoral programme since 1993. In accordance with national level provisions, the Hungarian Accreditation Committee (MAB) made a decision on the final accreditation of the Doctoral School (later named George Oláh Doctoral School) on 22 February 2002. The George Oláh Doctoral School (chemical sciences, as well as chemical technology, biotechnology and environmental engineering) (hereinafter: Doctoral School) operates at the Faculty of Chemical Technology and Biotechnology (hereinafter: Faculty) of BME.

**The language and international embeddedness of the doctoral school:** The language of this profession is English. Accordingly, events organised by the doctoral school (subjects, lectures, defences) will be in English or Hungarian as required by the participants. Dissertations, research project proposals, thesis defences, examination minutes may be both in English or Hungarian. Depending on the funds available, the George Oláh Doctoral School aims to engage members of the international science community in seminars and doctoral graduation procedures.

#### Section 3

(1) The core members' body plays a crucial role in the operation of the doctoral school.

Its role is to supervise the operation of the school and submit proposals to the Doctoral Council and Habilitation Committee of the University (EHBDT) for the appointment of core members and head of the Doctoral School Council (DIT), and members and head of the Habilitation Committee and Doctoral Council of Chemical Sciences, Biotechnology, Environmental and Chemical Engineering at the end of a cycle or in other cases (see also Section 6).

Preparations for the above activities of the core members are made by the nominating committee. Members of the nominating committee are elected at the beginning of each cycle.

The HBBDT can award the title of Honorary Member of the George Oláh Doctoral School in accordance with Appendix no.1.

(2) New core members may be co-opted by the head of the doctoral school, with a simple majority of votes by the existing core members and with the approval of the EHBDT.

(3) The appointment of core members is confirmed by the periodic review of the MAB.

#### Section 4

The head of the Doctoral School is appointed by the Rector of the university at the recommendation of the school's core members from the core member professors who are under the age of 70 and hold, at a minimum, the title of Doctor of the Hungarian Academy of Sciences (DSc). The duration of the mandate is limited to a maximum of five years, but may be repeated unlimitedly up to the statutory age of 70 years.

#### Section 5

According to the BME Code of Doctoral Studies and Habilitation (DHSZ), the EHBDT is established at BME and its role is to supervise the training programmes at BME's doctoral schools in accordance with Section 7 of the DHSZ (see Appendix no.2). The operational body supervising doctoral training within the George Oláh PhD School is the DIT, in accordance with Section 12 of BME's DHSZ (see Appendix no.3). The body in charge of the doctoral graduation process within the doctoral schools is the HBDT, acting in its authority, as delegated by the EHBDT, and working alongside the Doctoral School. Its operation is regulated by Section 6 of BME's DHSZ (see Appendix no.4). Competencies related to the training programme may be transferred by the HBDT to the DIT.

#### Section 6

The appointments mentioned in Section 4 and 5 shall terminate:

- a) with the expiry of the appointment,
- b) with a removal, regulated by the same procedure as the appointment, proposed in writing by at least 33% of the core members,
- c) with the resignation of the appointed person,
- d) with the permanent incapacitation or death of the appointed person.

### **The operation of the George Oláh Doctoral School**

#### Section 7

The operation of the Doctoral School is governed by the head of the Doctoral School, with the administrative support of the Dean's Office of the Faculty. The head of the doctoral school offers the position of the deputy to one of the DIT members. The appointment of such a deputy shall be confirmed by a vote of the core members.

#### Section 8

(1) The Doctoral School shall call for topic proposals and announce a list of PhD topics. It is the DIT which decides on the acceptance of the topics and the supervisors. The topics are published in circulars and on the website of the Doctoral School and the Hungarian Doctoral Council ([www.doktori.hu](http://www.doktori.hu))

(2) Supervisors shall have at least 2 years of professional experience from the date of their doctoral graduation (PhD). One supervisor can oversee the work of maximum 4 PhD students at the same time. The DIT can only give an exemption from these conditions with the consent of the EHBDT.

(3) Each PhD student has only one supervisor assigned, who is exclusively and fully responsible for managing and promoting the studies and the research activity of the PhD student, and their preparation for the doctoral graduation. Supervisors can be full-time BME employees or professors emeritus, or full-time employees of other institutions which have signed a cooperation agreement for doctoral programmes with BME. Based on the decision of the DIT, and when approved by the EHBDT, retired employees of BME's Faculty of Chemical Technology and Biotechnology may become temporary supervisors. When an external supervisor is engaged, the DIT designates a BME consultant to provide support with the supervisor's work and monitor the student's progress.

(4) The DIT may change the subject of the doctoral thesis or the person of the supervisor/thesis advisor, either at their request, at the request of the student concerned or at the DIT's own discretion. Before the decision, the DIT shall seek the opinion of the supervisor's superior.

#### Section 9

For the subjects, announced according to Section 8, the entrance examination is organised by the Dean's Office of the Faculty. The Admissions Committee (FB) is designated by the DIT, acting in its authority as delegated by the HBDT. The Admissions Committee shall evaluate the candidates' comprehensive professional knowledge during the admission interview, their academic achievements, language skills and their professional activity so far, for which it shall award a score of between 0-100 points, according to the "Rules and regulations of the assessment of doctoral candidate applications", published on the website of the Doctoral School. In the case of foreign applicants, the head of the Admissions Committee, one Committee member and the supervisor shall conduct a video interview instead of the usual face-to-face interview, using the same point system as stipulated by the rules. A minimum of 60 points is required for admission. On the basis of a report issued by the Admissions Committee, the DIT shall make a recommendation to the Faculty's Dean on the admission and on the awarding of state scholarships. Decisions on admissions shall be made by the Faculty's Dean.

#### Section 10

(1) Before each semester, the DIT shall accept the list of subjects along with the lecturers proposed in the doctoral programme, acting in its authority as delegated by the HBDT. It shall announce the accepted subjects on the website of the Doctoral School. 'Guided education' is part of the doctoral programme with a maximum of 24 credit points.

(2) The academic staff of the Doctoral School includes lecturers and researchers with a doctoral degree who, at the recommendation of the head of the Doctoral School, are considered by the DIT, acting in its authority as delegated by the HBDT, as being competent to perform educational, research-oriented and supervisory tasks within the framework of the Doctoral School for a given period. An instructor of the Doctoral School may also be a full-time employee of a Hungarian or foreign research centre, university, company or other institution which has concluded a written agreement of co-operation with BME with a view to fulfilling the objectives of the doctoral programme (external instructor).

#### Section 11

Management of the Doctoral School's registration system, its administration and fulfilment of obligations for information provision shall be carried out by the Dean's Office of the Faculty, taking into account Sections 11 of BME's DHSZ (see Appendix no.5).

## **Obtaining a doctoral degree**

### Section 12

(1) The body which makes a proposal on the conferral of the doctoral degree is the HBDT. Based on its proposal, the doctoral degree is awarded by the EHBDT. The head of the HBDT offers the position of deputy to one of the members. The appointment of such a deputy shall be confirmed by a vote of the core members.

(2) In accordance with Section 7 (7)g) of BME's DHSZ, the requirement system for obtaining a doctoral degree is elaborated by the HBDT and approved by the EHBDT (see Appendix 6).

(3) The HBDT shall review the requirements of obtaining a doctoral degree at least every 3 years and, if necessary, modify them with the approval of the EHBDT.

(3) In the case of procedures already in progress, it depends on the choice of the doctoral candidates as to whether the requirements valid at the time of their admission or the modified ones should be applied.

(4) The requirements of obtaining a doctoral degree are published by the Doctoral School on its website.

## **Closing provision**

### Section 13

These Rules were reviewed and approved by the EHBDT on 30 June 2016. They shall also apply to the programme commencing on 1 September 2016.

Ferenc Faigl

Dean

Péter Huszthy

Chair of the HBDT

László Nyulászi

Head of the George Oláh DS

## **Appendix no. 1**

### Honorary Member of the George Oláh Doctoral School

The distinguished title of the “Honorary Member of the George Oláh Doctoral School” may be awarded to a Hungarian or foreign person, who is

(a) involved in internationally acknowledged high-level research activities in any of the fields within the competency of the doctoral school (chemical sciences, as well as chemical technology, biotechnology and environmental engineering).

(b) Actively and significantly contributes to the doctoral programme in the form of joint research activities, supervision, lectures, teaching at courses for doctoral students, participating in doctoral graduation procedures, etc.

(c) Proposals for awarding the title of Honorary Member of the George Oláh Doctoral School may be submitted by the core members and members of the HBDT. These proposals shall be reviewed by the nominating committee and submitted to the Doctoral School Council, which shall then formulate a position on the proposals. Decisions on awarding the distinguished title shall be made by the HBDT by a simple majority vote.

## Appendix no. 2:

### By-laws of the EHBDT in accordance with BME's DHSZ

#### 4. Chapter 4

#### Habilitation Committee and Doctoral Council of the University (EHBDT) Section 7

(1) The Habilitation Committee and Doctoral Council of the University (EHBDT) shall supervise the educational activities of the doctoral schools at the university and shall deliver an opinion on questions of principle pertaining to doctoral procedures. The EHBDT seeks to assure a uniform level of perception throughout the faculties (majors, specialties) of the University.

(2) The EHBDT may *ex officio* have as its delegated members, the chairs of the HBBDTs, who may be substituted according to the provisions of Section 6 (2). The EHBDT shall have the majority of its members *ex officio*. The chair and deputy chair of the EHBDT shall be of full time, public servant status, a highly recognised university professor who holds the "Doctor of the Hungarian Academy of Sciences (MTA)" title or has been awarded the Kossuth Prize or the Széchenyi Prize.

The Chair shall be nominated by the Rector at the recommendation of the EHBDT from among its members, while the position of the deputy chair shall be offered by the Chair at the recommendation of EHBDT, also from among the members of the EHBDT. The duration of their mandate is 3-5 years (renewable multiple times), and at least one of them shall represent the engineering faculty.

(3) The total number of members that can be delegated to the EHBDT *ex officio* by the individual faculties is  $n$ . The composition of members that can be delegated to the EHBDT by the faculties depends on the value of  $n$  as follows:

(a) For  $n=0$ , no members can be delegated to the EHBDT by the given faculty.

(b) For  $0 < n < 3$ , all the members delegated *ex officio* are voting members of the EHBDT. Additionally, the Rector shall entrust further  $(3-n)$  external voting members from a list drafted by the faculty (which includes persons who do not have public servant status with the University, possess the Doctor of the Hungarian Academy of Sciences title, have been awarded the Kossuth or Széchenyi Prize and which excludes any Professor Emeritus or retired university professor of BME).

(c) For  $n \geq 3$ , 3 of the *ex officio* members have voting rights, while the remaining members delegated *ex officio* participate in the work of the EHBDT in a consultative capacity. Members of the EHBDT delegated from the same faculty shall decide on the voting right in annual cycles. In this case, the given faculty may not propose external members.

(d) If the number of external members calculated in this way is less than one-third of the EHBDT members, the chair of EHBDT shall invite additional external members from the faculty lists representing the highest scientific potential.

(e) In the above calculation, the chair of the EHBDT shall be excluded from the members of the given faculty.

(4) The coordinator of the university database, appointed by the chair of the EHBDT, as well as the head of the doctoral school shall participate in the work of the EHBDT in a consultative capacity, unless they are members who have been delegated *ex officio*.

(5) A representative of the Doctoral Student Union participates in the work of the EHBDT whenever doctoral matters are discussed.

(6) Members delegated to the EHBDT *ex officio* shall appoint their deputies from among those who already substitute them in other scientific functions (like the chair of the HBBDT or the DIT), possess the Doctor of the Hungarian Academy of Sciences title or have been awarded the Kossuth or Széchenyi Prize or in the case of an artistic doctoral school, the Steindl or Ybl Prize, respectively. External members may not be substituted.

(7) The EHBDT

a) shall express an opinion on the proposals to establish a new doctoral school;

b) shall provide the Senate with a regular assessment of the doctoral training programme and the process of obtaining a doctoral degree at the university;

c) shall express an opinion on a Rector's recommendation for the dissolution of the doctoral school and initiate the dissolution of the doctoral school if justified;

d) shall decide on the award, nostrification or withdrawal of doctoral degrees;

e) shall elect the executives of the doctoral school of the higher education institution, and appoint or dismiss members of the doctoral school council;

- f) shall establish the “Disciplinary Habilitation Committees and Doctoral Councils”, bodies organised by faculties or by branches of science or the arts to conduct the procedure of obtaining a doctoral degree (see Section 6);
- g) shall approve the systems of requirements for earning a doctoral degree and habilitation, drawn up by the HBDTs;
- h) shall decide under their authority delegated by the Senate on distributing among the faculties the state doctoral scholarships available for the University;
- i) shall monitor the utilisation of the annual budgets of state doctoral scholarships and coordinate the potential reallocations between faculties;
- j) shall decide on the conferral of the Habilitation;
- k) shall deliver an opinion to the Senate regarding university professor applications;
- l) shall deliver an opinion to the Senate about faculty recommendations for the Honorary Doctor and Honorary Master titles;
- m) shall approve Professor Emeritus members from among the core members of the doctoral school.
- n) shall propose a recommendation for the Senate for the Code of Doctoral Studies and Habilitation as well as for its amendment.
- (8) Sessions of the EHBDT are closed. The EHBDT session shall form a quorum if more than half of its members are participating in the decision-making. The decisions of the committee shall be made (by open or secret ballot) by a simple majority of its members, except for cases explicitly named in the Code, where decisions are taken by secret ballot using a point system. Voting shall be made by secret ballot in personal matters, except for decisions on organisational matters, required to prepare further decisions (e.g. election of the committee). A vote by ballot shall be ordered in any matter at the request of any voting member of the EHBDT. Minutes of the sessions shall be recorded and then verified by the Chair. The reasoning behind the decisions of the EHBDT must be made public.
- (9) When discussing personal issues, persons with a conflict of interest (as specified in Section 2 (3)) shall be excluded from participating in the decision-making process. Potential conflicts of interest must be reported before the discussion by the person concerned.
- (10) Appeals may be lodged against the decisions of the EHBDT pursuant to Section 2.
- (11) Secretarial tasks and committee-related administrative work of the EHBDT shall be performed by the Central Office of Studies (KTH).

### **Appendix no. 3: By-laws of the Doctoral School Council in accordance with Section 12 of BME’s DHSZ**

#### **Doctoral School Council (DIT)**

#### **Chapter 7**

#### **Doctoral School Council (DIT)**

##### **Section 12**

(1) DITs are organised by doctoral schools to oversee the doctoral programmes. They are elected by the core members of the given doctoral school. Members of the DITs shall be appointed and recalled by the EHBDT. The chair of the DIT is the head of the doctoral school, assisted by the secretary.

(2) Voting members of the DIT may be selected exclusively from

- those who meet the criteria pertaining to core members, or are university professors, or
- habilitated associate professors, habilitated private professors or
- those holding a “Doctor of Science” title or “Doctor of the Hungarian Academy of Sciences” title or
- those awarded the Kossuth or Széchenyi Prize, or (in doctoral schools for liberal arts) possess the Steindl or Ybl Prize.

At least 7 of the DIT members must have voting rights. A representative of the Doctoral Student Union shall participate in the work of the DIT in a consultative capacity.



(3) Composition of the DIT shall adequately represent the professional competences of the particular discipline.

(4) The members of the DIT shall be appointed for 3 years, which can be renewed multiple times.

(5) The mandate of the DIT includes the following regular (annual or more frequent) tasks:

a) approval of the list of lecturers of the doctoral school; selection of subjects to be announced in the programme;

b) approval of the announcers of topics and the announced topics;

c) making suggestions to the Dean on the admittance of students into the doctoral programme, acting on the proposal from the Admission Committee, approval of the topic selections of doctoral students;

d) assessment of the performance of students participating in a doctoral programme;

e) review of the curriculum of the doctoral school; 16

f) review of the international relations of the doctoral school;

g) review of the quality assurance plan of the doctoral school;

h) review of the bylaws of the doctoral school.

(6) The DIT shall form a quorum if more than half of its members are participating in the decision-making. The committee shall decide (by open or secret ballot) with the majority vote of the members. Committee sessions are not public. Voting shall be made by secret ballot in personal matters, except for decisions on organisational matters, required to prepare further decisions (e.g. election of the admission committee). Voting by ballot shall be ordered in any matter at the request of any committee member. Minutes of sessions shall be recorded and then verified by the Chair.

(7) When discussing personal issues, persons with a conflict of interest (as specified in Section 2 (3)) shall be excluded from participating in the decision-making process. Potential conflicts of interest must be reported by the person concerned.

(8) Appeals may be lodged against the decisions of the DIT pursuant to Section 2.

(9) The administrative tasks of the DIT shall be carried out by the Dean's Office.

## **Appendix no. 4: By-laws of the Habilitation Committee and Doctoral Council in accordance with Section 6 of BME's DHSZ**

### **Chapter 3:**

### **Disciplinary Habilitation Committee and Doctoral Council (HBDT)**

#### **Section 6**

(1) "Habilitation committees and doctoral councils" (HBDTs) are bodies set up in the scientific/artistic disciplines pursued at the faculties (Appendix 1) in order to confer doctoral degrees and carry out habilitation procedures within the powers delegated by the EHBDT<sup>11</sup> The members and the Chair of the HBDT – after a decision made by the EHBDT at the recommendation of the core members of the doctoral school – shall be appointed by the Chair of the EHBDT.

The chair of the HBDT shall be in a full time, public servant status, a highly recognised university professor who holds the "Doctor of the Hungarian Academy of Sciences" title or has been awarded the Kossuth Prize or the Széchenyi Prize. The chair of HBDT is assisted by the chair-appointed Deputy and the Secretary.

(2) The members of the HBDT shall be selected to fulfil the following requirements:

- a) lecturers and academic researchers employed full time, in an employee or public servant status at a relevant higher education institution shall be appointed university professors or hold habilitation,
- b) at least two-thirds shall be university professors, and
- c) at least one-third shall have no employment relationship with the University.

Furthermore, the members shall be expected to fulfil the conditions of core membership.<sup>13</sup> The committee must have at least 9 members.

(3) A representative of the Doctoral Student Union participates in the work of the HBDT whenever doctoral matters are discussed.

(4) Composition of the HBDT shall adequately represent the professional competences of the particular discipline. The chair and the members shall be elected for 3 years, and they may be re-elected multiple times.

(5) The mandate of the HBDT in doctoral matters includes:

- a) launching a doctoral procedure at request;
- b) selecting the subjects of the comprehensive examination;
- c) nominating the comprehensive examination board and the thesis committee;
- d) completing procedures stopped due to the withdrawal of the application or for other reasons;
- e) making recommendations to the EHBDT on awarding the doctoral degree or for the refusal of the application;
- f) establishing a detailed set of requirements for the doctoral programme, for launching and conducting the procedure and awarding the doctoral degrees, as set forth in this regulation and based on the characteristics of the scientific discipline concerned;
- g) revision of the detailed doctoral requirements every 3 years, and submission thereof to the EHBDT for approval;
- h) making recommendations to the EHBDT on the doctoral degree nostrification.

(6) The mandate of the HBDT in habilitation matters include:

- a) launching a habilitation procedure at request;
- b) inviting members of professional committees, Thesis Committees and further experts as needed;
- c) making a recommendation to the EHBDT on the conferral or rejection of the habilitation, based on the committee reports and on the discussion conducted over them;
- d) completing procedures stopped due to the withdrawal of the application or for other reasons;
- e) establishing a detailed set of requirements in harmony with this regulation that takes into consideration the specifics of the scientific discipline besides the requirements set hereby, and submitting them to the EHBDT for approval.

(7) Sessions of the HBDT are closed. The HBDT shall form a quorum if more than half of its members are participating in the decision-making. The decisions of the committee shall be made (by open or secret ballot) by a simple majority vote of its members, except for cases explicitly named in the Code, where decisions are taken by secret ballots using a point system. Voting shall be made by secret ballot in personal matters, except for decisions on organisational matters, required to prepare further decisions (e.g. election of the members of the Thesis Committee)

A vote by ballot shall be ordered in any matter at the request of any voting member of the HBDT. Minutes of sessions shall be recorded and then verified by the Chair. The reasoning of the decisions of the HBDT is public.

(8) When discussing personal issues, persons with conflict of interest (as specified in Section 2 (3)) shall be excluded from participating in the decision-making process. Potential conflicts of interest must be reported by the person concerned.

(9) Appeals may be lodged against the decisions of the HBDT pursuant to Section 2.

(10) The administrative tasks of the HBDT shall be carried out by the Dean's Office of the responsible (gestor) faculty. The Dean shall determine responsibilities and assign resources by also taking into consideration the opinion of the chair of the HBDT.

## **Appendix no. 5: Data collection and information provision by the Doctoral School in accordance with BME's DHSZ**

### **11. Section 11**

(1) The doctoral school shall provide regular, detailed, and public information about its operation on its [www.doktori.hu](http://www.doktori.hu) website, including:

- the classification as per academic discipline and branch of science,
- the names and professional CVs of the core members and supervisors,
- the quality assurance plan,
- the curriculum,
- the bylaws.

(2) The doctoral school shall provide regular, detailed, and public information about its performance on the [www.doktori.hu](http://www.doktori.hu) website, providing access to:

- the doctoral topics announced and approved by the DIT,
- the doctoral theses and thesis booklets or DLA creative works in electronic formats,
- the list of individuals who have earned a doctoral degree.

(3) The doctoral school shall provide regular, detailed and public information on its website regarding the education offered, including:

- admission requirements, – subjects taught,
- degree award requirements.

*BME Faculty of Chemical Technology and Biotechnology*

*George Oláh Doctoral School*

**Chemical Sciences, Biotechnology, Environmental and Chemical Engineering Habilitation Committee and Doctoral Council (HBDT)**

**Minimum requirements for publication during PhD procedures**

The following minimum requirements have been set for **candidates, proponents and reviewers** with the aim of:

- providing a self-check option for applicants, based on which they can check whether their publications formally meet the minimum requirements set by BME's Chemical Sciences, Biotechnology, Environmental and Chemical Engineering Habilitation Committee and Doctoral Council (HBDT).
- providing guidance for proponents in checking whether the minimum requirements have been met
- providing viewpoints for reviewers to be used during assessment.

Meeting the minimum requirements shall not automatically mean that the degree is also awarded. Obviously, scientific activities and publications cannot be evaluated by a single number, especially not with a number that only designates the quantity of scientific publications. Consequently, the minimum requirements described herein must be fulfilled, but are *not necessarily enough* to obtain a PhD degree. When assessing the Candidate's work, quality aspects (standard of journals, possibly the number of citations, etc.) shall also be taken into consideration, and when awarding PhD degrees it is crucial to establish the extent of the candidate's (decisive) contribution in the case of joint publications. Nevertheless, the points given during the assessment are useful for evaluating the scientific performance of the Candidate.

Candidates shall complete the table entitled "Points awarded for publications" by using the comments linked to the thesis points. This will result in publication points (PP). Listed publications must also feature in the MTMT (Hungarian Scientific Documents Report) database. Co-author declarations must be provided for every publication when completing the abovementioned table and submitting the PhD thesis. In these declarations *Hungarian co-authors without PhD degrees* agree on the extent of their contribution to a given scientific work. This declaration is verified by the signature of the thesis supervisor. The declaration needs to be prepared once, when the given publication is used in a qualification procedure (or admission process to a doctoral school) for the first time, and every co-author is advised to keep a copy for any future qualification procedures. The Dean's Office maintains a database of these declarations.

Minimum requirements for sending PhD theses to the opponents:

(1) meeting the criteria set in Section 15 (5) of BME's DHSZ: "the minimum requirement is 4 publications, of which at least 2 must be

edited articles published (or accepted for publication) in foreign language journals...at least 1 of these articles must be published in a journal referenced in the "Web of Science" or Scopus database" (see also Sections 2 and 3).

(2) earning at least 12 PPs when completing the table entitled "Points awarded for publications", furthermore having 4 publications associated with the statements made in the thesis points.

*Approved* patents can also be accepted as publications.

(3) Out of the four publications published (or accepted for publication) on the topic of the thesis,

(3a) three are articles published in **English-language journals with an impact factor**, revealing original results, and in which the candidate's contribution is more than 50% of that of the Hungarian co-authors without PhD degrees.

(3b) In exceptional cases, if the candidate has two original published articles with a total impact factor of 8 and the candidate's contribution is more than 50% of that of the Hungarian co-authors without PhD degrees, the HBDT may approve the PhD procedure.

If the additional one (3a) or two (3b) publications not listed in sections (3a) and (3b), but specified in the requirements of the Habilitation Committee and Doctoral Council of the University (EHBDT) are printed or digitally published articles, no further requirements are set for these.

(4) The candidate must pass the comprehensive examination.(5) The candidate shall have a documented verification of having held at least one oral presentation, which is signed by the supervisor.

(6) The minutes of the in-house defence conducted at any BME faculty must be presented, displaying the result of the vote in favour of the submission of the thesis.

There is also an attached appendix with all the modifications made on the basis of the review suggestions mentioned during the in-house defence.

It is advised that the position of the chair of the HBDT be requested when any issues arise during the evaluation of publications.

### Points awarded for publications

TYPE OF PUBLICATION	CONTRI- BUTION	POINTS
Book or book chapter (8 points)		
Article in an edited book (4 points)		
Dissertation (3 points)		
University lecture note (printed or electronic) (3 points)		
<b>Revised</b> journal articles:		
In an <b>English-language journal with an impact factor*</b> (6 points)		
<b>In a Hungarian or other journal other than in English</b> (2 points):		
<b>Non-revised</b> journal articles**		
In an <b>English-language journal</b> (3 points):		



In a <b>Hungarian-language</b> journal (1 point):		
<b>English-language presentation</b> in an <b>international</b> conference publication: (3 points)		
<b>Hungarian-language presentation</b> in an <b>Hungarian</b> conference publication: (1 point)		
Approved patent (6 points):		

\* In exceptional and individual cases the doctoral council may accept journal articles published in other languages (e.g. German), but the impact factor is always a requirement.

\*\* Submitted, but not accepted articles shall be regarded as “Non-revised journal articles”.

### **Guide to completing the table entitled “Points awarded for publications”**

Please add an **itemised** list of all publications, displaying each publication in the relevant category in the left-hand column of the Table. Publications must be listed separately (numbered) within the categories. Points given for the type of publication must be multiplied by the candidate’s contribution within the Hungarian co-authors without PhD degrees, as specified in the co-author declaration. The result is displayed in the right-hand column.

Submitted, but not yet reviewed publications are deemed to be non-revised articles and accordingly half of the points given for revised publications (non-revised) shall be used to calculate the percentage. Submission is verified by the confirmation of the editorial board.

Points given to revised publications may be awarded for unpublished articles only when the article has been accepted by the editorial board. In such cases letters by the editorial staff, confirming the acceptance of the article, must be attached.

Dissertation shall mean e.g. a thesis written in order to obtain a second degree (e.g. in the case of a PhD student with qualifications in chemical engineering, it may be a thesis in biochemical engineering, engineering-physics or engineering-teaching, prepared simultaneously with the doctoral training. The PhD thesis to be submitted or any previous theses may not be considered).

Within non-revised publications, points may only be awarded for an “English-or Hungarian language presentation in an international conference publication”, if the extract of the **conference presentation** (usually at least 4 pages) is also attached. Although a (typically 1-page) abstract of a presentation is considered a publication, it shall not merit any points.

These criteria were approved by the EHBDT at its meeting on 30 June 2016. For doctoral degree procedures launched before 30 June 2018, the doctoral candidate has the option to decide whether the previous HBDT criteria, effective in June 2016, or those specified in this document shall apply.