

BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS  
FACULTY OF CHEMICAL TECHNOLOGY AND BIOTECHNOLOGY

Joint resolution of the Faculty Council and the George Oláh Doctoral School dated 06/08/2017

**Teaching Code regarding PhD Students**

Effective date: 08/06/2017

Pursuant to Act CCIV of 2011 on national higher education, paragraph 5, section 12 of the Code of Doctoral Studies and Habilitation and paragraph 23 of the BME's Code of Allowances and Benefits (hereinafter TJSZ), the Faculty Council and the George Oláh Doctoral School of the Faculty of Chemical Technology and Biotechnology of the Budapest University of Technology and Economics (hereinafter the BME VBK) determines the teaching code regarding PhD Students as follows:

1) The present Code is applicable to all organisational units and employees of the BME VBK as well as to all PhD students of the BME VBK's George Oláh Doctoral School. All students admitted to the BME VBK's George Oláh Doctoral School are required to participate in the teaching activities of the BME VBK in compliance with the provisions of the present Code.

2) Pursuant to point a), paragraph 5, section 44 of Act CCIV of 2011 on national higher education (hereinafter Nftv.), PhD students, as part of their academic requirements, may be required by the head of their host department (i.e. the department of the supervisor or in the case of an external supervisor, of the consultant) to perform consultant responsibilities for 4 hours per week, monitoring and supervising the individual research work and bachelor and master thesis work of students enrolled in the BME VBK's BSc and MSc courses. The consultant responsibilities are defined by the department head, taking into account the PhD supervisor's opinion, to ensure that the consultant work facilitates the progress of the PhD student's research project. The name of the PhD student successfully performing the consultant work must be indicated on the completed individual assignment paper, bachelor or master thesis.

3) Pursuant to point a), paragraph 5, section 44 of the Nftv., based on the curriculum of the BME VBK's George Oláh Doctoral School, as part of the "guided education" subject, PhD students are required to spend another 4 hours per week for 14 weeks in the same semester teaching classroom-based practical courses, correcting mid-term tests and leading laboratory groups connected to subjects taught in the BME VBK's BSc and MSc study programmes. As these responsibilities are performed as part of the curriculum, PhD students are awarded the amount of credits (4) defined by the curriculum of the BME VBK's George Oláh Doctoral School every semester provided they complete the subject.

4) PhD students performing their teaching responsibilities set out in section 3) of the present Code with excellent results (grade 5) receive a single payment of HUF 12 500 per credit for the specific semester as a performance based scholarship taking into account the academic achievement as defined by point d), section 85.C of the Nftv. and point a), paragraph 3, section 23 of of the TJSZ from the BME VBK, with the payment scheduled for January for the autumn semester and for June for the spring semester. Applicants must properly complete and submit the Application sheet attached to the present Code. Scholarship applications must be submitted to the BME VBK's Dean's Office no later than the end of the delayed completion period of the specific semester. Applications submitted after this deadline will be automatically rejected. Based on the dean's request, the applications will be assessed by a committee consisting of the Doctoral School's head and the vice-dean for scientific affairs. The result of the application will be published on the BME VBK's website within 10 days of the application deadline. The decision on the application may be appealed by submitting a request via the Study Administration System (SAS) to the Student Appeal Panel within 15 days of the publication of the result or, in absence of that, the date when such information became known.

5) The head of the PhD student's host department must determine the PhD student's teaching responsibilities set out in section 3) above and duly inform the VBK's dean by 15 February in the spring semester and 15 September in the autumn semester. Scholarships specified in section 4) above payable to PhD students for their teaching activities defined in section 3) above will be funded by the VBK.

6) In the case of PhD students being unable to fulfil their responsibilities defined in section 3) above due to their being abroad or for other reasons, they may request the transfer of such responsibilities to other semesters with the assistance of the department head with respect to section 7) below. Nevertheless, the teaching work to be awarded with 6x4 credits required by the curriculum of the BME VBK's George Oláh Doctoral School must be duly completed over the 6/8 semesters of PhD programme. The Teaching work 1-6 subjects must be signed up for in the Study Administration System in the semester of the actual completion. The transfer of such work may be authorised by the head of the doctoral school.

7) The average amount of time of the employment of PhD students with a student work contract in combination with the activities defined in sections 2) and 3) above may not exceed 20 hours per week in each semester.

8) The present Code enters into force on June 8 2017 and simultaneously invalidates the code adopted on November 26 2013. The provisions of the present Code not including section 9) below are applicable from the academic year 2017-2018. 9) The scholarship defined in section 4) of the present Code may be payable to PhD students completing the guided education subject signed up for in the academic year 2016-2017 provided they meet the criteria set out in the present Code. The deadline for submission of the application is June 15 2017.

Budapest, 08 June 2017

DIT's chairperson      Dean