

In the doctoral program complex exam has to be taken at the end of the 4th semester. We prepared the following schedule according to our complex exam rules .

1. Complex exams will be held this semester from June until the beginning of July and at the end of August. This requires the complex exam committees and the subjects of the complex exams to be accepted by the Doctoral Board (HBDT) on the session of March 21. This gives you enough time to organize and prepare.

2. The first step for applying for the complex exam is to fill out and submit the *081 PhD Komplex vizsga jelentkezés - VBK* request and upload the attachments listed there. The request can be accessed in Neptun from the *Administration / Requests* menu by searching for the name of the request. This request is available in Hungarian only at the moment so you might need some assistance from your colleagues, supervisor or from me.

In the Neptun request please provide among other things the subjects of the complex exam and the proposal to the committee of the complex exam (with substitutes and chair). Please note that the committee can be chaired only by a professor („egyetemi tanár”) or Doctor of Science („MTA Doktora”) or Professor Emeritus/Professor Emerita, and that at least one third of the committee members should be external.

The Neptun request is available from 14th February, the deadline for submission is 10 March, 2024 11:59:00 PM.

3. Please note that the requirements of the complex exam registration (1 accepted publication, 1 oral/poster presentation, 120 credits from the curriculum) must be met by the end of the final application period of complex exam which is expected to be around mid-May. For those who do not yet meet a requirement at this time but are expected to meet it later can apply for the August period, here the deadline is expected to be early August. We recommend you to check for these requirements now so that you do not have last minute difficulties.

If your publication is already sent to the journal but not accepted you can submit a request to the Doctoral Board for accepting it in a submitted but not yet accepted status. Here you can download the request form for it. The final deadline of submitting this request is 10 June 2024.

4. The HBDT-approved complex exam committee lists are expected to be uploaded in Excel format shortly after the HBDT meeting as an attachment to the 081 Neptun request. You will be informed about it directly and the complex exam can be organized from that time.

We will inform you about the exact period of the complex exams and about all the further steps concerning complex exam later in the semester.