

Faculty of Chemical Technology and Biotechnology of BME George A. Oláh Doctoral School

1) Prior to the public defense, students must present their PhD thesis in a workplace (internal or home) defense. Prior to this defense, the PhD thesis and the thesis points will be evaluated by two opponents, mandated by the supervisor, and students will be required to respond to their evaluation during the workplace defense. The venue of this workplace defense has to be at one of the departments of the BME's Faculty of Chemical Technology and Biotechnology. Academic working committees are also recommended to be invited to the internal defense event. The PhD thesis may only be submitted if the majority of the participants in the defense holding a doctoral degree agree that the PhD thesis may be submitted subject to the implementation of the modifications proposed during the defense.

2) The organisation of a public defense will be approved by the faculty's Habilitation Committee and Doctoral Council (HBDT) after the workplace defense. The approval is subject to the submission of the following documents by the student to the staff member in charge of PhD matters in the Dean's Office 10 calendar days prior to the next meeting of the HBDT:

2.1.) **PhD thesis (dissertation):** 1 copy in bound format and 3 working copies. Thesis booklet: ENGLISH (1 copy). The guide on how to compile these documents is available for download on the faculty's website. It has to be submitted online as well.

2.2. **Thesis booklet:** 1 copy for thesis submission, and you can make some further copies for the public defense. Has to be submitted online as well.

2.3.) **Co-author declarations** including the rate of contribution (%) made by local collaborators not having a PhD or CSc degree. The pattern of the co-author declaration is available for download on the faculty's website.

2.4.) Declarations: **declaration of authorship** should be completed and added in a bound format at the end of the thesis (each copy) and **declaration of disclosure** on a single sheet in 2 copies. The declaration forms are available for download on the faculty's website.

2.5.) **Reviews and answers to reviews of the internal defense.** In case of any proposals for the modification of the PhD thesis based on the evaluation made during the internal defence event, a **list of the relevant corrections** or modifications should be attached or if the author does not wish to make any changes, the reasons for that. **Documents of the internal defense** event: minutes, attendance sheet (indicating the degree of the participants) and the invitation. The minutes should include the recommendations of the participants and the opponents on the sufficiency of the PhD thesis for submission. Has to be submitted online as well.

These documents have to be submitted **only ONLINE**, in separated files by sections:

2.6.) **“Publications” table** containing all of the candidate's scientific activities, signed by the candidate.

2.7.) **One-page abstract** in English. The beginning of the abstract must contain the title and the author of the PhD thesis as well as the bibliography details of the 5 most important papers published by the author.

2.8.) a professional **CV**

2.9.) copy of the **Master diploma** (with English translation if necessary)

2.10.) full **publications**

Online submission can be done via email to the admin of the doctoral school if the files' size makes it possible, via OneDrive or by taking them on a stick to the Dean's Office.

3) If a student wishes to make their PhD thesis confidential, they should consult with the competent person in the Dean's Office in due time (at least one HBDT cycle prior to the submission of the thesis).

This document is based on the [Code of Doctoral Studies and Habilitation of BME](#) to be referred to in any other matters.

Downloadable documents: <http://www.ch.bme.hu/en/education/PhD/phd-thesis-submission/>

Check list

Document	Copies	Submission
PhD thesis (dissertation)	1 bounded, 3 working copies	hard copy and online
thesis booklet	1 copy	hard copy and online
reviews for internal defense	1 copy	hard copy and online
answers for reviews of internal defense	1 copy	hard copy and online
invitation for internal defense	1 copy	hard copy and online
minutes of internal defense	1 copy	hard copy and online
attendance sheet of internal defense	1 copy	hard copy and online
modifications after the internal defense	1 copy	hard copy and online
co-authors' statements	1-1 copy	hard copy
Publications table	-	online
declaration of authorship SIGNED!	4 copies	hard copy (bounded in the dissertation)
declaration of disclosure	2 copies	hard copy
one-oage abstract	-	online
professional CV	-	online
full publications	-	online
copy of master diploma (with English translation)	-	online