

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. We recommend that academic working committees are also invited to the internal defense. The PhD thesis may only be submitted if the majority of defense participants holding a doctoral degree agree that with the incorporation of recommended modifications, the PhD thesis may be submitted.

Important change! – The bound copy of the thesis only needs to be submitted after the HBDT session following the thesis submission! If the HBDT decides that the online version of the thesis requires correction, the Candidate is allowed to make these changes before sending their thesis to print and submitting the bound copy of the final, correct version in the Dean's Office.

2) The organisation of the 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 2 weeks prior to the next meeting of the HBDT:

2.1.) **PhD thesis (dissertation):** 1 copy in bound format and 0 working copies. (Working copies only need to be printed at the request of the reviewer(s). If such a request is made, the student must provide a working copy.)

2.2. **Thesis booklet:** 1 copy for thesis submission (ENGLISH). Students can print further copies for the attendees of their public defense. Must be submitted online as well.

A guide on how to compile these documents is available on the faculty's [website](#).

2.3.) **Co-author declarations** including the participation share (%) of local collaborators not having a PhD or CSc degree. The template of the co-author declaration is also available to 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 also available to 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 defense, a **list of the relevant corrections** or modifications should be attached. If the author does not wish to make any changes, the reasons for that must be submitted in writing. **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. Must be submitted online as well.

2.6.) **English language exam certificate** (complex examination at level B2 or above): The original copy must be presented in person. Must be submitted online as well.

These documents must be submitted ONLINE only, as separate files (in PDF format):

2.7.) **“Publications” table** containing all of the candidate’s scientific activities, signed by the candidate. The Excel template can be found on the faculty’s [website](#).

2.8.) **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 maximum 5 of the most important papers published by the author.

2.9.) a professional **CV**

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

2.11.) full **publications**

Online submission can be done via email to the admin of the doctoral school or if the files’ size makes that impossible, via a shared OneDrive folder or via a USB stick.

3) If a student wishes to make their PhD thesis confidential, they should consult with the administrator of the Doctoral School in the Dean’s Office 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](#), the regulation to be consulted in any other matters.

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

Check list

Document	Copies	Sumission
PhD thesis (dissertation)	1 bound copy	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!	1 copy	hard copy (bound to the back of the dissertation)
declaration of disclosure	2 copies	hard copy
one-page abstract	-	online
professional CV	-	online
full publications	-	online
copy of master diploma (with English translation)	-	online
copy of English language exam certificate	-	must be presented in person and online

