

Processes following PhD thesis submission

1. The head of the HBDT shall appoint a member of the HBDT (hereinafter referred to as the 'proposer') who is competent in the field of the dissertation work.
2. The proposer makes a recommendation at the HBDT's next session about whether or not the PhD thesis is suitable to enter the final review stage. The proposer also makes a recommendation for the composition of the Thesis Committee.
3. Based on the proposer's professional opinion, the HBDT makes a decision about whether the thesis may be passed into the final review stage or whether it requires further improvement. The HBDT also decides on the composition of the Thesis Committee.
4. Following the HBDT session, the members of the Thesis Committee (including the two referees) are officially invited to accept their role in the Committee's work. The composition of the Thesis Committee cannot be made public and may only be shared with the PhD candidate upon receipt of the second referee's report, at which point the official organisation of the public defense may begin.
5. Within two months – **counting University term-time only** –, the two official referees shall prepare their report, and make a declaration if, in their opinion, the candidate's thesis is eligible for public defense. The referees shall evaluate the professional results/deficiencies of the thesis in detail, make declaration on the acceptance and publication of the thesis points, and draw up their questions regarding the content of the thesis.
6. The public defense must take place within two months – counting University term-time only – from the receipt of two supportive reports. The HBDT may extend the two months' time window at a justified request of the candidate.
7. The process of organising the public PhD defense is described in detail in the following guide: [Guide to organising a public PhD defense](#)
8. Following successful public PhD defense, the PhD candidate has no further tasks regarding the process of degree conferral. The HBDT makes a formal recommendation about degree conferral at its next session. The dates of upcoming HBDT sessions are available on following Faculty page: [Events - BME Vegyészmérnöki és Biomérnöki Kar](#)
9. The EHBDT, at its next session, makes the final decision about degree conferral.
10. If the EHBDT awards the PhD title, the date of the EHBDT session becomes the official date of degree conferral. The secretary of the EHBDT informs the PhD candidate in writing and shares a certificate confirming degree conferral, in the form of an email attachment. The bound copy of the PhD thesis is submitted to BME's Library (OMIKK).
11. The ASC (Academic Services Centre) prints the PhD diploma within 30 days of the EHBDT session. To enquire about the status of the PhD diploma, please contact the Certificate Group at oklevel@bme.hu.

12. The Ceremonial Doctoral Conferment Ceremony (PhD graduation ceremony) takes place once a year, at the end of each May. Invitations are sent out by the secretary of the EHBDT in April. For more information about the Ceremonial Doctoral Conferment Ceremony, please contact the EHBDT secretary at (ehbdt@bme.hu).