

ELTE DOCTORAL SCHOOL OF ENVIRONMENTAL SCIENCES

REGULATIONS

Not official English translation.

The legally binding regulations are the Hungarian version.



2022

Content

1.§ General provisions.....	2
2.§ The Council of the Doctoral School.....	2
3.§ Programmes and Heads of the Programmes of the Doctoral School	5
4.§ Lecturers and supervisors of the Doctoral School	5
5.§ Procedure for admission to the Doctoral School.....	6
6.§ The doctoral training	6
7.§ The procedure for obtaining credits	7
8.§ Credits for work done at another doctoral school or institution.....	8
9.§ Individual preparation for a complex exam	9
10.§ The complex exam	9
11.§ Requirements for the knowledge of foreign languages.....	10
12.§ The doctoral thesis and the publication requirements	11
13.§ Management of the Doctoral School.....	11
14.§ Administration of the Doctoral School	12

Name of the Doctoral School: ELTE Doctoral School of Environmental Sciences
Seat of the Doctoral School: 1117 Budapest, Pázmány Péter sétány 1/A, Hungary

1.§ GENERAL PROVISIONS

(1) The ELTE Doctoral School of Environmental Sciences (hereinafter referred to as the Doctoral School or KTDI) is a multidisciplinary functional educational unit of the Faculty of Science of ELTE Eötvös Loránd University, accredited by the Hungarian Accreditation Committee (MAB), where organised or individual training is provided to award a PhD degree in the field of environmental sciences.

(2) These Regulations are in compliance with the applicable laws and other legislations, like Act CCIV of 2011 on Hungarian higher education (hereinafter referred to as the Nftv); Decree 387/2012 (XII.19) of the Hungarian Government on doctoral schools, doctoral procedures and habilitation (hereinafter referred to as the Government Decree); Doctoral Regulations of ELTE and Faculty of Science of ELTE (hereinafter referred to as EDSZ and KDSZ, respectively); the Statutes of ELTE PhD Students' Union (EDÖK); and the Rector's Instruction No. 5/2017 (2 May). It contains mainly those regulations which are more detailed on certain issues within the framework of these regulations. In cases not covered by these Regulations, the relevant provisions of the EDSZ and the KDSZ are applicable.

2.§ THE COUNCIL OF THE DOCTORAL SCHOOL

(1) The Council of the Doctoral School (hereinafter referred to as the Council) shall assist the Head of the Doctoral School in his/her work and shall meet regularly. Its members are: the Head of the Doctoral School (ex officio), who is also the President of the Council, and the Heads of the Doctoral Programmes. The other 11 members are elected by the core members of the Doctoral School by secret ballot from among the core members, supervisors and lecturers. The mandate is for a maximum of three years, renewable indefinitely by vote. The core members shall be convened for the election by the Head of the Doctoral School 60 days before the end of the term of office of the Faculty of Science Doctoral Council (TDT). An extraordinary election shall be held to fill any vacancy if the total number of members of the Council falls below 14. The members of the Council of the Doctoral School shall be appointed and dismissed by the President of the TDT with the approval of the ELTE Doctoral Council (EDT).

(2) The Council shall meet regularly — at least quarterly — in person, or express its opinion by online discussion or online voting.

(3) The Council may elect a permanent deputy from among the Heads of the Doctoral Programmes, who shall also have the right to sign, in the event of the absence of the Head of the Doctoral School or of any other cause preventing him/her from attending.

(4) The representative of the PhD students of the Doctoral School is a voting member of the Council of the Doctoral School. The representative of the students shall be elected in accordance with the Statutes of ELTE EDÖK. The elections shall be organised, conducted and the results announced by a Control Committee elected by the Assembly of Delegates of ELTE EDÖK. The elections shall be conducted in Hungarian and English. All active PhD students of KTDI have the right to vote. Anyone who has at least an intermediate knowledge

of Hungarian and is expected to remain an active student of the KTDI for at least one year after his/her election may be elected as a student representative.

(5) Decisions of the Council of the Doctoral School shall be taken by open ballot, except for personnel matters, where voting shall be by secret ballot. Secret ballot shall decide on the Council of the Doctoral School's support for the accreditation of the Head of the Doctoral School, the members of the Doctoral Council, the Heads of the Programmes, the core members, new supervisors and new lecturers. The vote can also be conducted online.

(6) The Council of the Doctoral School (cf. Government Decree § 10 (2) and EDSZ § 16)

a) proposes to the TDT the persons and the duration of the term of office of the Heads of the Doctoral Programmes;

b) gives an opinion on the appointment of research topic initiators, supervisors and lecturers of the Doctoral School;

c) gives an opinion on the annual revision of the doctoral training plan;

d) gives an opinion on the proposals of the Head of the Doctoral School concerning complex exams and doctoral procedures, the subjects to be examined, the examiners, the composition of the exam boards;

e) decides on the change of supervisor of a PhD student at the Doctoral School after the student's third active semester, or if it is within three active semesters but not with the agreement of both the previous and new supervisors;

f) gives an opinion on the application of a candidate for a complex exam with individual preparations and make a recommendation to the TDT for the admission to the complex exam.

g) Decides, in the second phase of the individual training course, on the recognition of credits based on prior learning and competences.

(7) The Head of the Doctoral School shall have the following duties and powers (cf. EDSZ §15 (4))

a) making decisions on requests from students within the scope of the doctoral school,

b) approving the study and research plans of the PhD students,

c) recommending to the Dean the award of the final certificate (absolutorium), if the study and research requirements stipulated in the curriculum of the doctoral programme have been met, as specified in the KDSZ,

d) proposing the subjects, examiners, the composition of the exam boards and the members of the exam committee for complex exams and doctoral procedures, and the members of the exam board for doctoral procedures commenced on the basis of the rules in force until 31 August 2016;

e) after the submission of the doctoral thesis, proposing the initiation of the reviewing process, the members of the defense board and the official reviewers,

f) proposing candidates for becoming research topic initiators, supervisors and lecturers of the Doctoral School;

g) proposing candidates for becoming the Heads of Doctoral Programmes and the duration of their term of office;

h) proposing the annual modification of the doctoral training plan.

(8) The Council of the Doctoral School delegates the following powers to the Head of the Doctoral School, but reserves the right to control and possibly review his/her decisions (cf. Government Decree § 10 (2) and EDSZ § 16). The Head of the Doctoral School

- a) organises and supervises the admission procedure,
- b) makes decisions on the allocation of the funds available for doctoral training at the doctoral school and supervises their use,
- c) carries out organising and conducting the annual evaluation of doctoral candidates,
- d) proposes announced research topics,
- e) approves the announcement of initiated research topics,
- f) approves the research topics of the PhD students,
- g) on the proposal of the Head of the Programme, decides on a change of the research topic upon the request of the PhD student,
- h) upon the request of the PhD student, decides on a change of supervisor, provided that the change takes place during the first three active semesters and is supported by both the previous and the new supervisors,
- i) decides on the appointment of a co-supervisor, upon a joint request by the PhD student and his/her supervisor,
- j) carries out the in-training performance evaluation in accordance with the Doctoral School's Quality Assurance Plan (see Annex 1),
- k) develops the training plan of the doctoral programmes in collaboration with the Heads of the Programmes,
- l) decides on the announcement of doctoral school courses for the current semester,
- m) approves the announcement of doctoral research topics,
- n) organises the complex exams in collaboration with the Heads of the Programmes,
- o) proposes to the TDT the names of the students for admission to the Doctoral School and the various training programmes, and also indicate whether they are state funded, self-funded or will have individual preparations,
- p) proposes to the TDT the awarding of scholarships that had been released during the course of training,
- q) proposes to the TDT whether two courses can be considered equivalent based on the correspondence between the subjects covered,
- r) proposes to the TDT on crediting a PhD student based on his/her prior performance,
- s) proposes to the TDT the acceptance of units completed by a PhD student in a doctoral programme at another institution,
- t) prepares minutes of the meetings of the Council of the Doctoral School; a copy of which shall be sent to the President of the TDT.

3.§ PROGRAMMES AND HEADS OF THE PROGRAMMES OF THE DOCTORAL SCHOOL

(1) The Doctoral School shall carry out its work within the framework of the following Doctoral Programmes:

- a. Environmental Biology Programme
- b. Environmental Physics Programme
- c. Environmental Chemistry Programme
- d. Environmental Earth Sciences Programme

(2) The Heads of the Programmes of the Doctoral School are appointed and dismissed by the TDT on the recommendation of the Council of the Doctoral School. The Heads of the Programmes are responsible for the quality of teaching and research within the Programmes.

(3) Complex exams are organised on a programme-by-programme basis, under the supervision of the Heads of the Programmes and the Head of the Doctoral School.

4.§ LECTURERS AND SUPERVISORS OF THE DOCTORAL SCHOOL

(1) Lecturers and supervisors of the Doctoral School shall be those academics and researchers with an academic degree, who are proposed by the Council of the Doctoral School to the TDT, on the proposition of the Head of the Doctoral School, to carry out teaching, research and supervisor duties within the framework of the Doctoral School.

(2) Members of the Doctoral School who are public employees or other employees of the University, or members of a research group of the Eötvös Loránd Research Network working at an ELTE department, shall be considered internal members, while all others shall be considered external members.

(3) The PhD student may request to continue his/her studies in another doctoral programme, with another research topic or under the direction of another supervisor until the end of the third semester after the start of his/her doctoral studies. The change of the research topic may be requested without giving any reason (KDSZ, § 5 (2)). If the change of the supervisor is supported by both the previous and the new supervisors, it may be approved by the Head of the Doctoral School. If the previous supervisor does not support the change, the Council of the Doctoral School may approve the change of supervisor.

(4) During the doctoral training, beyond three semesters from the start of the training, the PhD student may, in cases justified by the PhD student's professional interests, request to continue his/her studies with another topic or under a different supervisor in the cases of research difficulties or permanent incapacity of the supervisor. The Council of the Doctoral School decides on the change after having received a written opinion from the Head of the Programme (KDSZ, § 5 (3)).

5.§ PROCEDURE FOR ADMISSION TO THE DOCTORAL SCHOOL

(1) Admission to doctoral studies shall be open to those who have obtained a degree and professional qualifications in a Master's programme.

(2) The members of the Admissions Committee shall be the Head of the Doctoral School, the Heads of the Programmes, the student representative of the KTDI, and, if necessary, other persons appointed by the Council of the Doctoral School. The candidate's prospective supervisor will also be invited to the interviews.

(3) The content of the doctoral admission prospectus for the Doctoral School is prepared by the President of the TDT and the Doctoral Group of the ELTE Faculty of Science in coordination with the ELTE Directorate of Education, and it is published by the ELTE. The President of the TDT, the Head of the Doctoral School and the Heads of the Programmes are responsible for the organisation, conduct and control of the admission procedure, including the supplementary and cross-term admission procedures.

(4) During the admission procedure, the following shall be examined

a) general professional competence,

b) previous publication record,

(c) competence in the field covered by the chosen programme,

d) ability to solve interdisciplinary problems,

(e) degree and academic records (exams, studies),

(f) previous academic student work,

(g) feasibility of the proposed research project,

(h) language skills (at least one, level B2 complex state-recognised language certificate or equivalent certified language proficiency is required),

(i) for foreign nationals, the Admissions Committee will examine whether the candidate has the language skills required for the profession (e.g. a university degree in a foreign language relevant to the field).

(5) The TDT decides on the admission of applicants based on the recommendations of the Admissions Committees (in consultation with the head of the host research organisation), taking into account the ranking and the number of available scholarships.

6.§ THE DOCTORAL TRAINING

(1) The general provisions on the rules of training, including the student status, change of subject, break of study, study abroad, training plan, study plan, enrolment, are contained in the university and faculty regulations. In addition, the following rules apply to the Doctoral School of Environmental Sciences.

(2) There are no compulsory courses at the Doctoral School of Environmental Sciences.

(3) It is the responsibility of the supervisors to recommend to the students courses, which will assist the students in their research work. It is the responsibility of the Head of the

Doctoral School and the Heads of the Programmes to ensure that there are related courses announced for most research topics.

(4) It is the responsibility of the Head of the Doctoral School and the Heads of the Programmes to ensure that doctoral school courses are offered that prepare the students for the complex exam.

7.§ THE PROCEDURE FOR OBTAINING CREDITS

The following rules apply for obtaining credits:

(1) The duration of the doctoral training is 4 years, which is divided into two phases: (i) the first is the "training and research phase" lasting for 4 semesters, (ii) the second is the "research and dissertation phase" also lasting for 4 semesters. Only semesters in "active status" are considered for the calculation of the number of semesters.

(2) A student may have a maximum of two consecutive semesters in "passive status".

(3) The average number of credits to be earned per semester is 30, with a minimum of 20 credits per semester; failing of the criterion the student may be reclassified from state scholarship to self-financed status by the Council of the Doctoral School, to be approved by the TDT.

(4) The minimum number of credits to be acquired during the doctoral training is 240.

(5) The number of credits obtained in the first four semesters shall not be less than 108.

(6) During the doctoral training, credits may be obtained after various forms of activity: participation in training, research, teaching, publication and conference presentation, and within the so-called "free credit" framework:

(a) Training credit may be obtained for participation in a regular doctoral course, which includes attendance with contact hours (lectures, seminars, exercises), preparation for exams and assignments, successful completion of exams and reports. Course completion is assessed with a grade of five level (1, 2, 3, 4, 5); the number of credits per course is defined in the KTDI Training Plan. Students must have acquired at least 48 training credits in the first 4 active semesters to become eligible to sit the complex exam.

b) Research credits may be obtained for the acquisition of skills necessary for scientific research and for active participation in research work. The research activity is evaluated on a three-level scale (excellent - pass - fail) by the supervisor. A minimum of 140 research credits must be accumulated during the training period. In the first two years, 15 credits per semester (60 in total) and in the second two years, 30 credits per semester (120 in total) may be accumulated.

c) Teaching credits may be obtained through participation in teaching activities, including classroom teaching, participation in the conduct of laboratory exercises and participation in field exercises. The number of credits per semester for a standard exercise (2x45 minutes) is 5 credits.

d) Publication credits may be obtained through publication activities, in which authorship of publications in international journals exceeding the required number of publications is highly valued. Publication credit may also be obtained through conference presentations,

which may be posters or oral presentations. The number of credits that can be obtained through publication and conference presentation is specified in the KTDI Training Plan.

e) "Free credits" are approved by the Council of the Doctoral School on the recommendation of the supervisor for activities such as participation in summer (winter) schools, consultation with external (possibly foreign) experts, end-of-year written reports, or other documentable scholarly activities. For similar activities, a maximum of 4 credits per semester and a maximum of 32 credits per course may be awarded.

8.§ CREDITS FOR WORK DONE AT ANOTHER DOCTORAL SCHOOL OR INSTITUTION

(1) PhD students may participate in part-time studies (e.g. course enrolment, research activities, teaching activities) in another doctoral school of the University or in another Hungarian higher education institution within the framework of a visiting student status, and may also acquire training, research and teaching credits (§ 79-82 of the EDSZ).

(2) A PhD student may obtain credits in the framework of a visiting student status for the purpose of part-time studies at another Hungarian higher education institution (§ 108 Nftv.). The host doctoral school or the other institution is obliged to issue a certificate of academic performance (Nftv. § 42 (1)). The completion of the course or module may be credited according to the credit transfer rules.

(3) The PhD student may participate in the partial training specified in paragraph (1) on the basis of a course application or work programme proposed by the supervisor and approved by the Doctoral Council of the discipline.

(4) Two courses shall be deemed equivalent if the correspondence between the two subjects is at least 75%. The degree of correspondence shall be decided by the TDT based on the opinion of the Head of the Doctoral School.

(5) A PhD student may also participate in part-time studies abroad based on a work programme approved by the supervisor, which fits in with the student's study and research plan and ensures the recognition of studies abroad in accordance with the doctoral school's training plan. The period of study abroad counts in the duration of the doctoral studies and does not interrupt it. The student must register at the Doctoral School in person or by proxy for the duration of the period of study abroad.

(6) The TDT shall decide on the approval of the study abroad based on the student's application and work programme, if supported by the supervisor and the Head of the Doctoral School.

(7) If possible, the student's grades for the courses taken abroad shall be converted into ECTS grades. The Head of the Doctoral School shall decide on the creditability of the credits obtained.

(8) The PhD student may also study at another institution by transfer. The head of the doctoral school shall decide on the creditability of the doctoral units or credits acquired during the transfer. The fact of the transfer shall also be entered in the electronic study system Neptun (KDSZ, § 7, (11) - (13)).

(9) Participation in training, research, teaching or publication activities outside the framework of current doctoral studies but in line with the doctoral programme, which the PhD student has completed before applying for doctoral studies, shall be considered as

prior performance. The TDT, on the recommendation of the Head of the Doctoral School, may give credits for these achievements.

(10) The TDT shall decide on the acceptance of credits completed in doctoral studies at another institution based on a written opinion of the Head of the Doctoral School. The opinion shall also include the identity of the previous and current supervisors and the creditability of the units and credits acquired up to that point.

9.§ INDIVIDUAL PREPARATION FOR A COMPLEX EXAM

(1) In exceptional cases (see. EDSZ § 50 (1) and (7)), it is possible to obtain a doctoral degree by individual preparation, starting with the application for the complex exam. The candidate for individual preparation must apply to the Head of the Doctoral School, giving detailed reasons for his/her request.

(2) The Head of the Doctoral School shall give a detailed written opinion on the application and the Council of the Doctoral School shall conduct a habitus assessment based on this opinion. During the habitus assessment, the academic and teaching performance of the applicant prior to the submission of the application shall be evaluated. The result of the habitus assessment shall be expressed in credits. If the applicant has received the number of credits required for the complex exam, the Council of the Doctoral School will make a recommendation to the TDT for the complex exam. On this basis, the TDT decides on the admission of the candidate and on the admission to the complex exam.

(3) If the candidate has successfully passed the complex exam, he/she may continue his/her doctoral studies in the second, "research and dissertation phase" of the training in an individual training scheme. During this period, additional credits may be awarded based on the knowledge and competences acquired previously. At this stage, too, the recognition of credits is decided by the Council of the Doctoral School based on the candidate's application.

10.§ THE COMPLEX EXAM

(1) The complex exam consists of two main parts: part one to assess the candidate's theoretical knowledge ("theoretical part") and part two to assess the candidate's academic progress ("dissertation part").

(2) In the theoretical part of the complex exam, the candidate is tested in two subjects/topics, the list of which is set out in the Doctoral School's curriculum. The theoretical part of the exam may include a written part.

(3) In the second part of the complex exam, the candidate shall give a presentation on his/her knowledge of the literature, the results of his/her research, the research plan for the second phase of doctoral studies, and the timetable for the preparation of the dissertation and the publication of the results.

(4) The exam board shall assess the theoretical and dissertation parts of the exam separately. A report of the complex exam, including a written evaluation, shall be drawn up. The results of the exam shall be announced on the day of the oral exam. The

assessment of the complex exam shall be graded in two stages, 'pass' or 'fail'. A complex exam is successful if the majority of the members of the board vote for pass in both parts of the exam. A PhD student may repeat a failed complex exam once during the same exam period.

(5) In the complex exam, the candidate shall receive a text mark for each of the two theoretical subjects, with a summa cum laude, cum laude, rite, or insufficienter grade. The assessments of the two theoretical subjects of the complex exam shall be part of the qualification of the doctoral degree.

(6) The supervisor may be present as an invited (but non-voting) member in the dissertation part of the complex exam, where he/she evaluates the candidate's work. In the event of his/her absence, he/she shall submit a written summary of the doctoral candidate's activities to the exam board prior to the exam.

(7) When registering for the theoretical part of the complex exam, the student may propose exam subjects in consultation with the supervisor, from which the Council of the Doctoral School selects the two theoretical exam subjects and the TDT shall approve them.

(8) Content requirements for the "dissertation" part of the complex exam:

a) the candidate shall outline the research area and the open questions in which he/she has achieved and intends to achieve results. Provide a summary of the current state of the field;

(b) briefly summarise the results obtained so far and the content of the publications in support of these results;

c) provide in advance for the exam board the copies of journal/conference articles that have been submitted for publication (both the accepted and the ones under review);

d) provide a research and publication plan for the next 4 semesters.

11.§ REQUIREMENTS FOR THE KNOWLEDGE OF FOREIGN LANGUAGES

(1) The Doctoral School designates English as the compulsory first foreign language for doing research in environmental sciences. Applicants must have a state-recognised complex language exam of at least level B2 or a certificate of equivalent language proficiency in English. For the assessment of equivalence, please consult the Language Exam Accreditation Department of the Hungarian Education Office or, in the case of diplomas, certificates and professional qualifications obtained abroad, the Hungarian Equivalence and Information Centre.

(2) Candidates must hold a minimum of a basic level exam in a language other than English or a certificate of equivalent language proficiency. For the assessment of equivalence, the provisions of section (1) shall apply.

12.§ THE DOCTORAL THESIS AND THE PUBLICATION REQUIREMENTS

(1) Publication requirements for the submission of a Doctoral Thesis at the Doctoral School of Environmental Sciences:

(a) the candidate must have at least two publications in English, at least in quartiles Q1, Q2, Q3, requiring independent peer review, i.e. published in a refereed international journal (or accepted for publication), of which at least in one the candidate must be the first author;

b) in the case of two or more authored publications, the supervisor must declare that the candidate has been instrumental in achieving the published results. If a publication is co-authored by two or more doctoral candidates, only one of them may be considered for the award of the doctoral degree.

c) The Doctoral Thesis may be based on publications only in which the PhD student or former PhD student has (also) indicated ELTE as the research institution ("affiliation"). If the article had been written at a department of ELTE, the student must indicate this department or institute as the research site. If the article had been written at an external institution and the supervisor or one of the co-authors has an ELTE work affiliation, this ELTE affiliation should also be indicated as one of the research sites of the PhD student or former PhD student. If the article had been written in an external institution and the co-authors do not have an ELTE affiliation, the research site of the student should be the "Doctoral School of Environmental Sciences, ELTE Eötvös Loránd University, Budapest, Hungary". In the case of PhD students or doctoral candidates with a Hungarian state scholarship (including SH Scholarship), the affiliation to ELTE must always be indicated first. This point shall be applied to publications accepted after the date when the current Regulations became effective.

d) In addition to the minimum publication requirements, the defense board will positively assess other types of publications (publications in Hungarian or other languages, book chapters, etc.) or subject-specific works (patents, unpublishable internal reports, etc.).

(2) Before the submission of the doctoral thesis, an internal research workshop ("pre-defense") must be held. The rules for this are detailed in Annex 2 to these Rules.

13.§ MANAGEMENT OF THE DOCTORAL SCHOOL

(1) The budget of the Doctoral School of Environmental Sciences shall be approved by the Council of the Doctoral School on the proposal of the Head of the School.

(2) The income of the Doctoral School of Environmental Sciences shall consist of the amount of the state subsidy for the scholarship holders, as provided for in the faculty budget, the amount paid by the students who are self-financed, the amount remaining after the deductions of the university or the faculty, and other (e.g. grant) income.

(3) The Head of the School is responsible for the proper implementation of the budget of the Doctoral School of Environmental Sciences.

14.§ ADMINISTRATION OF THE DOCTORAL SCHOOL

(1) The Doctoral School of Environmental Sciences may employ an administrator to carry out administrative tasks, to provide technical assistance to the Head of the Doctoral School.

(2) The administrator shall

(a) provide administrative assistance to the Head of the Doctoral School,

(b) record the use of funds of the Doctoral School of Environmental Sciences,

(c) file the official documents of the School of Environmental Sciences.

(3) The application materials for admission shall be uploaded to the electronic application platform of ELTE during the period specified in the admission notice. The Doctoral School shall organise the entrance exam based on the uploaded documents.

(4) The enrolment and semester registrations of students, the data and personal files of the deferred and registered students are kept in the Doctoral Group of the Faculty of Science. Applications of PhD students shall be forwarded to the Doctoral Group regardless of their competence (for evaluation or, after evaluation, for filing and registration).

Final provision

These Regulations of the Doctoral School were discussed by the Council of the Doctoral School and adopted in the above form on 15 October 2021. The TDT granted its support to the Regulations at its meeting on 17 December 2021. The EDT adopted the Regulations by Resolution No. 7 of 27 January 2022. Effective from 27 January 2022.

Annex 1

Quality Assurance Plan of the ELTE Doctoral School of Environmental Sciences

The Quality Assurance Plan of the ELTE Doctoral School of Environmental Sciences (KTDI) is based on the principles and rules set out in the Eötvös Loránd University Doctoral Regulations (EDSZ), and its specific section for the Faculty of Science (KDSZ). The KTDI is supervised by the Doctoral Council of the Faculty of Science (TDT) and the University Doctoral Council (EDT).

The Doctoral School of Environmental Sciences ensures a high quality of doctoral training and the doctoral degree process at all stages (admission, doctoral studies, dissertation preparation, degree award) follows the criteria set out in this Quality Assurance Plan.

The quality assurance plan shall include the arrangements and institutions for the continuous monitoring of the requirements for both the students and lecturers during the doctoral training.

Admission

The descriptions of research topics approved by the Doctoral School of Environmental Sciences are collected by the Doctoral Group of Faculty of Science and published on the website of the Hungarian Doctoral Council (<https://doktori.hu>). The Head of the Doctoral School will endeavour to ensure that the topic descriptions follow scientific developments in the field.

Applicants for the doctoral studies are interviewed by the Admissions Committee. The committee may recommend admission without interview based on the documents submitted. The Admissions Committee examine the applicant's professional qualifications, knowledge of foreign languages, previous scientific activity, academic record, degree and the feasibility of the scientific plan. This will ensure that the doctoral programme is open to candidates only who have the necessary qualifications to enter the programme. The Admissions Committee submits a ranked list to the Council of the Doctoral School, based on the interviews and the documents attached to the application, and the Council of the Doctoral School then recommends the candidates to be admitted to the TDT.

Core members, supervisors, lecturers

The internal and external core members of the KTDI, the supervisors and lecturers are academics and researchers with academic degrees who, on the basis of the Council of the Doctoral School's recommendation and their demonstrated academic performance, are considered by the TDT to be suitable for participation in the Doctoral School and who have a high level of continuous academic activity in the disciplines and research areas of the Doctoral School.

The professional work of PhD students is supervised by their supervisor. The supervisor shall provide the PhD student with the necessary professional knowledge regarding his/her study obligations and shall supervise his/her research work based on a continuously updated research plan.

The credit system for the doctoral studies

The credit system of study set out in the Regulations provides a verifiable framework for the requirements to be met during the training period, encouraging PhD students to pursue continuous study and research. Compliance with the study requirements is monitored by the supervisor and the Head of the Programme. Students who fail to meet the required credit criteria may be reclassified as self-financed students. Students who fail the complex exam will be dismissed from the programme.

Doctoral courses

Each academic year, the Council of the Doctoral School reviews the list of courses to be offered, invites the lecturers to update the topics of the courses, discusses and approves the topics of new courses, and requests their modification if necessary.

PhD students may also enrol in doctoral courses offered outside the School of Environmental Sciences. The Council of the Doctoral School decides on the admission and, upon certified completion, on the credit value of these courses.

Part-time study abroad

The Doctoral School of Environmental Sciences supports the general aim of PhD students to participate in part-time studies abroad. In order to ensure the quality of the study and research abroad, PhD students must submit a detailed study and research plan in advance, which is approved by the Council of the Doctoral School. The recognition of study and research abroad as credits will be decided by the Head of the Doctoral School based on a certificate of achievement.

Regular reporting of students

Each year, the KTDI will request reports on the work of the students who are pursuing studies and research. The reporting takes the form of a public oral presentation or a written report. The report should include information on the fulfilment of academic obligations, academic achievements and publications to date. Oral presentations will take place in front of the Head of the Doctoral School and the Heads of the Programmes, in the presence of the supervisors, at a pre-announced presentation meeting. The core members of the Doctoral School and the members of the Council of the Doctoral School are invited to attend the oral presentations.

Requirements for obtaining the PhD degree

The detailed requirements of the doctoral process are set out in the University Doctoral Regulations (EDSZ) and its specific faculty regulations (KDSZ). The Council of the Doctoral School discusses the application of the PhD student submitted for initiating the procedure for awarding the doctoral degree, and proposes the composition of the PhD exam committees and defense boards for the procedure in force before 31 August 2016 and for the composition of the defense board for the procedure in force from 1 September 2016. The candidate's supervisor must make a written declaration that he/she proposes to initiate the procedure and to submit the dissertation.

The Council regularly reviews the list of courses and research topics, on an annual basis, and will modify them if necessary.

Before submitting their dissertation, PhD students at the KTDI are required to present their work in an internal research workshop discussion. Annex 2 to these Regulations sets out the procedure for the internal research workshop (“pre-defense”) discussion.

Preparation of the annual report

The Doctoral School of Environmental Sciences shall annually review its operations and report on its financial, teaching, research and other activities to the TDT and the University Doctoral Council (EDT). The EDT evaluates the functioning of the School of Environmental Sciences in the framework of an annual report prepared based on the University Doctoral Quality Assurance Regulations.

Control points, decision-makers, responsible persons:

1. Core members

Continuous monitoring of the conditions of membership, implementation of annual corrections.

Responsible: Head of the Doctoral School

Recommendation for approval and accreditation of new core members

Responsible: Head of the Doctoral School

2. Supervisors, lecturers

Assessment of the suitability of the supervisors in accordance with the Government Regulations.

Responsible: Head of the Doctoral School (assessment of the research topic),
Heads of the Programmes (Reporting Day)

Accreditation and evaluation of lecturers.

Responsible: Heads of the Programmes

3. PhD students

Reviewing the documentation of the candidates at the time of admission; evaluating in detail their previous academic record, conducting the interview and ranking the candidates, presenting the result to the KDT.

Responsible: Admissions Committee and the Head of the Doctoral School

Continuous monitoring the doctoral candidate's research and academic progress.

Responsible: supervisor, Heads of Programmes

Monitoring the implementation of the research plan on the Reporting Day.

Responsible: Heads of the Programmes

Monitoring of the fulfilment of the requirements of the Training Plan at the time of the award of the final certificate (absolutorium).

Responsible: supervisor, Head of the Programme, Head of the Doctoral School

Verification of the fulfilment of the requirements at the start of the doctoral procedure; verification of the fulfilment of the publication requirements in accordance with the criteria laid down in these Regulations.

Responsible: supervisor, Head of the Programme

4. Training plan

Updating the range and content of the lectures each semester, introducing new lectures as necessary.

Responsible: Head of the Doctoral School, Heads of the Programmes

Invitation of foreign and national lecturers, support for students' trips abroad.

Responsible: Head of the Doctoral School, Heads of the Programmes

5. Research plan, topic descriptions

Annual review of research topics.

Responsible: Head of the Doctoral School, Heads of the Programmes

Annex 2:

Regulations for the internal research workshop discussion (“pre-defense”) of the Thesis

1. A Thesis in the Doctoral School may be submitted only if its content has been discussed in an internal research workshop (“pre-defense”).

2. The core members of the KTDI and members of the Doctoral Council shall be invited to this workshop. The student preparing the thesis and his/her supervisor shall decide on the further invitees.

The thesis shall be evaluated by two reviewers in the research debate, whose person shall be decided by the Head of the Programme after hearing the opinion of the supervisor.

4. Only one of the two reviewers may become later official reviewer of the thesis.

5. Minutes of the discussion in the internal research workshop shall be drawn up under the guidance of the supervisor and shall be attached to the doctoral thesis.

6. The date of the internal research workshop will be decided by the candidate and the supervisor, but it is recommended that it be held when the thesis is almost final.