

**OPERATIONAL REGULATION OF THE DOCTORAL SCHOOL OF BIOLOGY
AT EÖTVÖS LORÁND UNIVERSITY**

1.§

General Instructions

1. The name of the doctoral school: Doctoral School of Biology.
2. The address of the doctoral school: 1117 Budapest, Pázmány Péter stny. 1/C.
3. The Biology Doctoral School (hereafter referred as to Doctoral School) operating at the Faculty of Natural Sciences, Eötvös Loránd University (ELTE), represents a functional education unit that is approved by the MAB (Hungarian Accreditation Council) and performs training programs in various biological sciences for students in order to obtain a PhD degree.
4. This regulation has been prepared according to the relevant operative laws and other regulations implemented in MAB SzMSz 4th Appendix, which stands on the establishment and operation of doctoral schools, as well as the rules of ELTE and ELTE TTK Doctoral Regulation (hereafter EDSz, and KDSz). It primarily contains those settings that, in reference to certain issues, are in line with the mentioned rulings, in a more detailed way. In cases not mentioned in this regulation, the relevant directions of EDSz and KDSz must be applied.
5. The regulation has been ratified by the University Doctoral Council (hereafter EDT), based on the advice of the Doctoral Council of Natural Sciences (hereafter TDT).

2.§

Head of the Doctoral School

1. Instructions related to the leader of the Doctoral School are included in the (1)-(4) paragraphs of the EDSz 16.§.
2. In case of absence of the head of the Doctoral School, which was previously announced to the chair of TDT, the Council of the Doctoral School elects a permanent vice-chair endowed by a signature law from the program leaders.

3.§

The Council of the Doctoral School of Biology

1. The Council of the Doctoral School (hereafter Council) helps the work of the head of the Doctoral School and regularly makes sessions. Its members consist of the head of the Doctoral School (ex officio), who is also the chair of the Council, and the program leaders. Further members are elected by the core members of the Doctoral School from among their number by secret ballot.

2. In case of elected members, it must be considered that programs covering more than one disciplines (departments) should be represented by one-one representative of each participating department and academic research group, as well as at least one core member working in an external institute should also participate.
3. The Council may elect a secretary, who helps the leader and Council in performing administrative and organizational tasks.
4. One member of the Council is a PhD student who is elected by student participating in doctoral training.
5. The members of the Council are charged and relieved by the TDT.
6. The tasks and working rules of the Council are specified by the points a-k of the KDSz 3.§ 3 paragraph. The Doctoral School entitles the further tasks of the Council as follows:
 - a. determines the requirements and evaluation criteria of the entrance exam, and informs the student (applicants) about these points at an appropriate time and mode,
 - b. determines for doctorate candidates the qualitative and quantitative criteria of the independent publication activity that they have to realize before preparing the dissertation,
 - c. determines, and time-to-time re-evaluates the list of scientific journals, in which publications are accepted for fulfilling the publication requirement for a PhD degree. The list is advertised on the Faculty's public homepage.

4.§

The Programs of the Doctoral School, Head of the Programs

1. The Doctoral School consist of the following Programs:
 1. Ecology, Conservation Biology and Systematics
 2. Ethology
 3. Immunology
 4. Experimental Plant Biology
 5. Classical and Molecular Genetics
 6. Molecular Cell- and Neurobiology
 7. Neurobiology and Human Biology
 8. Structural Biochemistry
 9. Zootaxonomy, Animal Ecology, Hydrobiology
 10. Theoretical and Evolutionary Biology
2. Upon the advice of the head of the Doctoral School, the program leaders of the Doctoral School are delegated by the TDT. Program leaders are responsible for maintaining the standard and quality of education and research performed in the corresponding program. Program leaders officially are members of the Council.
3. The head of each Program organizes the annual report of the PhD students participating in the doctoral program, ensures its smooth realization, and helps make a record on it.

4. Upon the advice of the supervisor, the program leader permits the student participating in the corresponding program to take up lectures/practical courses before enrolment.
5. The program leaders organize and transact the entrance exams, which are supervised and controlled by the leader of the Doctoral School.

5.§

Lecturers and supervisors of the Doctoral School

1. Lecturers and supervisors of the Doctoral School must possess PhD degree, and are evaluated by the Council to be capable of providing high standard teaching and research activities and serving as qualified supervisors.

6.§

Doctoral training

1. EDSz 25.-47.§ and KDSz 5.-7.§ contain the regulations of doctoral training, including those related to the application, enrolling, student relationship, shifting the subject, interrupting the training period, partial training on abroad and training plan of students.
2. Enrolment for an individual training (part time, individual training plan) is decided by the TDT. The TDT also decides on the duration of the doctoral relationship of individual training programs which must include at least two semesters, considering the advice of the Doctoral School. Student with an individual training program must also obtain 180 credits. The Council of the Doctoral School can also recommend the acknowledgement of professional achievements of students having individual training program with credits. In this way the student can get a release from her/his courses to levels up to 50% of the credits. Granting of discharge is recommended by the Council of the Doctoral School and endorsed by the TDT.
3. Getting a PhD degree without participating in a doctoral training program (individual doctoral program) offers a unique opportunity for a student to obtain a PhD degree. Candidates are allowed to enter the process by the TDT, upon the recommendation of the Council of the Doctoral School. The Doctoral School performs a habit search on the research, training and teaching performances of the candidate. The result of the verdict as a suggestion is shown by the leader of the Doctoral School to the TDT. Considering the fact that receiving a PhD degree without participating in a training course represents an accidental situation, the professional requirements of the authorization exceed those provided in case of a normal training program. After an individual training program, the conditions for the application of the degree highly depend on the actual program and discipline, and are as follows:
 - either the applicant has at least five scientific papers, in which the applicant should represent as a first author in at least three of these articles. The Council can consider only those publications that appeared in journals listed by the KDSz.

- or the applicant has at least three scientific publications, in which the applicant represents as a first author in at least two of these articles, and the cumulative impact factors of the papers reach or exceed 12.

7.§

Credit System

The Doctoral School promulgates the following rules by September 1, 2014 in an ascending system, considering the training features of disciplines:

1. The length of the doctoral training is 6 semesters (3 years), during which the PhD student must obtain 180 credits. Credits can be taken by participating on courses (32 credits) and performing a supervised research work (148 credits). Credit cannot be taken by teaching activity performed in the Biology Doctoral School.
2. During the first two years of the training program the PhD student has to obtain at least 32 credits by attending courses, in average 2-2 per semesters. 1 contact lecture per a week is equal with 2 credits, if the student passes the exam. Lecturers evaluate the fulfilment of courses by using a five-degree scale (1-2-3-4-5), and depose the rate into the NEPTUN system.
3. 148 credits have to be obtained by performing a supervised research work. Research activity is evaluated by the supervisor, using a 3-grade scale system (excellent – sufficient – insufficient). The achievement of credits is confirmed by the leader of the Doctoral School upon the advice of the supervisor. In frame of the supervised research work, PhD students have to obtain 22 credits per a semester during the 1-4 semesters and 30 credits per a semester during the 5-6 semesters.
4. During the first two years of the training program, PhD students have to obtain at least 4 credits per each semester by attending courses to fulfil the requirements for each semester. In special cases (e.g., study trip on abroad) this rule can be suspended by the Council, considering the advice of the supervisor and program leader.
5. PhD students can obtain course credits by attending other doctoral programs or schools. This action has to be allowed in advance by the program leader.
6. PhD students can obtain research and course credits by performing a partial training program in another national or international institute. Th working program of the partial training is approved by the Council, considering the advice of the supervisor and program leader.
7. The total number of course credits obtained by attending other programs or schools (partial training) or considering previous activities cannot exceed 50% of the required total course credits.

8. In case of a partial training performed on abroad, translation of marks should be achieved according to the ECST grade (ECST-grade: A, B, C, D, F – Hungarian mark: 5, 4, 3, 2, 1).

8.§

Quality assurance

1. The university level rules of quality assurance are controlled by the EDSz 21. and 22.§. The quality assurance plan of the BDS is attached as an appendix.

9.§

Knowledge of foreign language

1. Having the license of KDSz 9.§, the Doctoral School mandatorily defines English as a first (primary) foreign language required for acting in the field of biology. The range of other foreign languages is determined by the Council.

10.§

Management of the Doctoral School

1. Considering the relevant presentation of the leader of the Doctoral School, the budget of the Doctoral School is confirmed by the Council.
2. Incomes of the Doctoral School consist of national normative donated by the State and determined by the Faculty, tuition fees provided by self-financing students, minus university and faculty expenses, and other (e.g. grant) receipts.
3. Expenses of the Doctoral School – dividing incomes among the programs – are approved by the Council, considering the advice of the leader of the Doctoral School.
4. The leader of the Doctoral School can constitute a reserve from the incomes – approved by the Council – to cover unexpected expenses.
5. The leader of the Doctoral School exerts the right to remit over the cash. In case of permanent absence of the leader this right belongs to the vice chair.
6. The leader of the Doctoral School is responsible for managing the proper realization of the budget.
7. The Council works out the rules for using and operating shared resources and instruments covered by incomes of the Doctoral School.

11.§

Administration of the Doctoral School

1. Applications for admission can be submitted to the Science Organizational and Operational Department (hereafter TEO) during the period fixed in the application call. The Department then prepares a copy for fixing and storing relevant NEPTUN data, and transmits the applications to the doctoral schools where the exam are prepared and applicant are informed. The TEO must be informed on the place and date of the entrance exam when the data becomes determined.
2. Enrolment and half-year registration of PhD students, and storing the instructional and personal data of registered and suspensive students are occurred in the TEO. Independent of the authority, requests of PhD students have to be passed to the TEO where consideration, filling and registration have to be done.
3. PhD students must pay in by using bank transfer to a common account via the NEPTUN system or covering a general transfer account requested previously. The TEO is responsible to expose the accounts.
4. Scholarships for students can be payed out via the NEPTUN system, for which documents requested by the HKR are deposited to the TEO at least 2 weeks prior to the date of the first scholarship of a given semester.
5. The task of the leader of the Doctoral School or another person (secretary) the leader mandates:
 - a. prepares a record on the Council session and send this document within a week to the chair of the TDT and members of the Council
 - b. compiles and makes public the schedule of the actual semester by having the consent of the leader
 - c. participates in preparing reports, statistics, grants, etc.
6. The Doctoral School can ask an administrator for managing tasks, by helping the work of the leader and secretary.
7. The administrator
 - a. provides administrative help for the leader and secretary of the Doctoral School,
 - b. registers the utilization of liquid assets of the Doctoral School.

Final direction

The present regulation of the Doctoral School was discussed and accepted by the Council. The regulation becomes operative on the day when the EDT reaches the verdict on basis of TDT opinion. It was accepted by the Doctoral Council at the Faculty of Sciences on July 15, 2014. It was ratified by the University Doctoral Council on September 18, 2014.

Supplements:

1. Subjects for the doctoral exam
2. Quality assurance plan

Appendix I

The list of main and secondary subjects for the final exam

It can be chosen as a primary or secondary subject

Zootaxonomy
Hydrobiology
Anatomy
Embryology
Cell biology
Biochemistry
Biophysics
Biomathematics
Ethology
Genetics
Molecular biology
Evolutionary genetics
Human biology
Immunology
Microbiology
Molecular tumour biology
Plant anatomy
Plant physiology
Plant taxonomy
Physiology
Neurobiology
Psychopharmacology
Ecology
Plant molecular biology
Biogeography
Mycology
Infection immunology
Pathological immune processes
Human ecology
Conservation biology

It can be chosen as a secondary subject only

Gene technology
Protein science
Human ethology
Behavioural ecology
Methods in immunology
regulation of immune processes
Plant biotechnology
Biological plant control
Human genetics
Clinical DNA diagnostics
Microbial biotechnology

Immunological applications of microfluidics
Molecular developmental genetics
Virology
Neurochemistry
Neuronal cell and developmental biology
Psychophysiology
Molecular and cellular basis of behaviour
Methods of teaching in biology
The history of biology
General biology
Signal transduction in immune cells
Plant stress
Auxology
Paleopathology