

# OPERATIONAL REGULATIONS

Festetics Doctoral School, FDI

Hungarian University of Agriculture and Life Sciences, Georgikon Campus  
8360. Keszthely, Deák Ferenc Street 16.

The doctoral school – in accordance with the standpoint of the University Doctoral and Habilitation Council – is creating its internal operational rules the way that it contributes effectively to the high standards of education and graduation, and it ensures the implied access to the entire intellectual potential of the doctoral school and all the material requirements.

This present regulation is created on the base of the standpoints of the [National Law of Higher Education](#), the [Hungarian Committee of Accreditation](#) and the [Hungarian Doctoral Council](#), and based on the [MATE Doctoral Regulations](#).

## Basic information of the Doctoral School

### 1. Basic information of the doctoral school(DS) :

a) *name of the institution:* Hungarian University of Agriculture and Life Sciences  
Place of operation: Hungarian University of Agriculture and Life Sciences, Georgikon Campus  
Postal Address: MATE Georgikon Campus, Festetics Doctoral School  
8360 Keszthely, Deák Ferenc Street 16.  
phone number: 83/545-000  
fax number: 83/545-143  
e-mail: [anda.angela@uni-mate.hu](mailto:anda.angela@uni-mate.hu)  
website: <http://phd.georgikon.hu/fdi>

b) *Fields of study:* Agricultural and Environmental studies  
*Academic disciplines:*     Animal sciences  
                                      Environmental studies  
                                      Crop and horticultural studies

c) *Name of the DS, research fields :* Festetics Doctoral School; effects of global warming, processes of living and inanimate environment and its relations, the animal and plant biological bases of environmental adaptation, plant production, horticulture, plant protection, complex responses of animal production and aquaculture to the challenges of climate change – with special regards of the use of omic methods.

d) *Type of doctoral degree issued:* PhD (Doctor of Philosophy)

e) *Relevant MSc formations:*

#### Animal sciences:

- Agricultural engineer MSc (2007/7/XIV/2/6);
- Animal husbandry engineer MSc (MAB 2008/1/XI/1/9);
- Feeding and Feeding Safety Engineering MSc (MAB 2008/9/X/35);

#### Environmental sciences:

- Environmental Engineer MSc (2006/5/VII/5/1);
- Agricultural Engineering of Environmental Management MSc (2008/8/V/35).

Crop and Horticultural Sciences:

- Agricultural Engineer MSc (2007/7/XIV/2/6);
- Horticultural Engineer MSc (FVB 24/2010)
- Agricultural Biotechnologist MSc (2009/9/XI/24)
- Plant Protection MSc (2007/10/XII/2/13)

*f) Year of establishment:*

Crop and Horticultural Doctoral School (NKTDI) 2000,  
 Doctoral School of Interdisciplinary Sciences (IDI) 2002,  
 Animal and Agricultural Environment Doctoral School (ÁADI) 2007,  
 Festetics Doctoral School (FDI) 2015

**Personal requirements of the formation**

*Head of the DS:* The President of the, the leader of the DS recognized by the Council of the Doctoral School (DIT): Dr. habil. Angéla Anda DSc.

The head of the doctoral school is – a university professor, fulfilling the requirements of being a core member, doctor of the MTA – responsible for the scientific standards and educational quality of the DS. The head of the DS is recommended by the DIT and after getting the approval of the EDHT is appointed by the rector for a period of maximum 5 years. The assignment can be renewed multiple times.

*Members of the DS:* core members, secretary, joining members, doctoral advisors and teachers.

Those teachers and researchers disposing a scientific degree the DIT– based on the recommendation of the Head of the DS – qualifies as capable to fulfil educational, research and doctoral advisory tasks. The invitation of the members of the DS and their assignment is assessed on the base of the MATE Doctoral Regulations.

*Core member is:*

- disposing an advanced scientific degree;
- pursuing serious and continuous activity in the field of study and academic disciplines of the DS which activity is to be examined through the MTMT database
- must prove the aptitude to lead a doctoral candidate by at least one doctoral candidate receiving PhD degree under their supervision
- a full time teacher or researcher at the given higher education institution and she/he assigned the higher education institution as the financial supporter based on the NFT. 26. § (3)
- if she/he fulfils the stated requirements, with the approval of the EDHT – based on the NFT. 32. § (1) paragraph – a Professor Emeritus or Professor Emerita (later on Professor Emeritus) can be a core member if the given higher education institution is from which she/he retired.
- someone who besides fulfilling the stated requirements works at a research centre, in full time, as an employee or a public service employee – disposing the doctoral degree of the Hungarian Academy of Science – as a scientific advisor or research professor if there is an agreement on the above mentioned between the research centre and the higher education institution.

The Secretary of the DS is assigned and exempted by the DIT, on the base of the DS leader's recommendation. The secretary helps the work of the DS leader, prepares the DIT sessions, minutes the sessions and forwards it to the academic administrator of the Georgikon Campus of the Doctoral and Habilitation Centre. The secretary is responsible for the administrative and organisational tasks regarding the operation of the DS.

The doctoral advisors are accepted by the DIT.

The doctoral advisor is someone, who is:

- an active teacher or researcher disposing a scientific degree.
- leading and helping responsibly the candidate's education, work and reasearch in the field of study and also the diffusion of the research results and their publication, the builing of international relations, the participation in conferences and the preparation tot he graduation.

The number of doctoral candidates for a doctoral advisor is maximised in 6 – 3 in the educational phase and 3 in the graduation phase. The doctoral advisor is required to have 2 impact factor publications and at least 1 first author publication in a foreign language in the given field of study in the past 5 years. If the efficacy of the doctoral advisor is weak and there is no successfull doctoral candidate from the started doctoral education for several cycles the doctoral advisor status can be withdrawn.

The acceptance of new subjects proposed by teachers is carried out on a DIT session, after the revision of the teacher's performance and the examination of the topicality of the theme. After approval it is added to the training scheme of the FDI. The renewal, the introduction of new subjects and doctoral themes is continuous.

The up-to-date personnel information can be found on the website of the DI (<http://phd.georgikon.hu/fdi>) and in the ODT database.

### **The organisation and stucture of the DS,**

#### *The Counsil of the Doctoral School (DIT)*

The DIT is a committee, with regular meetings, helping the work of the leader of the DS. Its members are the core members of the DS and other researchers, disposing scientific degrees, maintaining scientific activity in the given field of study. These members are assigned and exempted by the president of the EDHT after discussed with the EDHT members.

The president of the DIT is the leader of the DS. One third of the members of the DIT, or at least two person must be external experts, with no employment relation with the university. The respresentant of the doctoral candidates takes part in the DIT's work. The representant does not have a voting right in scientific topics or graduation related issues, on the other hand, he/she has voting right in other questions related to doctoral candidates. The representant's mandate must be renewed or confirmed by the candidates every year. The DS administrator also takes part in the DIT without voting right.

Every DIT member, except the representant of doctoral candidates and the administrator, must fulfil the requirements of a core member.

The DIT has all the rights and obligations according to the MATE Doctoral Rules and Regulations and the related legislations. It helps the work of the DS leader, makes decisions, makes propositions and formulates opinions. Its tasks cover with special regards the following:

- decides on the doctoral candidates' research plans, the subjects and their credit value
- decides on issuing the absolutorium, except the 8 semesters formation programme

- decides on the repartition of governmental funds of the DS (scholarship fund and subsidy)
- decides on the academic personnel such as doctoral topic writers, doctoral advisors and teachers of the DS
- decides of the doctoral candidates' doctoral topics
- decides on giving the emeritus title to a core member
- in case of a habilitation request, decides on its acceptance in the given field of study
- makes recommendation on the personnel of the entrance examination committee
- makes recommendation on the assignment of a new doctoral advisor or a co-advisor, when it is necessary due to a deficiency in the research process or other reasons
- makes recommendation on the acceptance to the doctoral programme
- makes recommendation on the occupation of the state scholarship positions
- makes recommendation on the acceptance of applications to the graduation process
- makes recommendation, in accordance with the opinion of the doctoral advisors, on the personnel of the great go committee and the jury of award
- makes recommendation on the personnel of the complex examination committee, in the case of the 8 semester programme
- formulates opinion on the periodic reports of the doctoral candidates and advisors
- formulates opinion on topics sent to EDHT sessions.

The DIT sessions are organised at least every third month. The secretary informs the members 5 working days before the session. The DIT members cannot be substituted during the session. The secretary has a voting right in the DIT. The recommendations/decisions of the DIT are made with open voting. In case of tied vote, the presidents vote decides. The submitted propositions are accepted if at least 66,6% of the present members agree with it. In justified cases any of the members can request secret voting, when if tied vote happens the secret voting must be continued until a majority is made. The sessions are organised by the secretary, who verifies the arrived requests, the to-be-discussed topics with the doctoral administrator of the Georgikon Campus. The secretary leads minutes of the session, of which one copy is given to the doctoral administrator of the Georgikon Campus for further administrative or organisational tasks.

In special cases (COVID pandemy), the DIT formulates opinions in relative questions online. If the topic requires it, online sessions are held.

#### Habilitation topics:

In habilitation topics the DS works according to the [MATE Habilitation Regulations](#).

- The DS reviews formally the habilitation application sent by the leader of the Doctoral and Habilitation Centre. During this review the DS examines whether the application contains and fulfills the formal requirements of all the required documents that are stated in the 6 § (4) and (5) points of the University Habilitation Regulations.
- After the formal review, the DS evaluates the scientific, professional and educational activity of the applicant. During the evaluation of the scientific activity the DS examines whether the applicant meets at least 50% of the scientific metrics minimum requirements stated by the competent academic unit of the chosen discipline of getting the Hungarian Scientific Academy's Doctor degree.
- The leader of the DS send the opinion of the DIT – alongside with the recommendation of the personnel of the advisory board and the recommendation

of the hungarian and english title of the presentation – to the president of the Doctoral and Habilitation Centre.

The Forum of the DS: an annually held event with the participation of all the members of the DS (teacher, topic writer, doctoral advisor, core member) and all the doctoral candidates. It's goals are the following: giving information about the operation of the DS, asking opinions on questions towards the DS. Gives opportunity to get information about the questions related to the doctoral programme and the graduation process, where those involved can formulate opinion. The Forum gives opportunity to the doctoral candidates to give their presentation and evaluation on their professional activity, foreign part time studies etc. The Forum helps the work of the DS and is an important asset of quality assurance.

### **The registration and administration of the DS**

<b>registration</b>	<b>responsible</b>
Registration of the DS members (teachers-researchers, doctoral advisors), administrative tasks within the school	DS secretary/DHK Georgikon Campus administrator
registration of doctoral candidates, file handling, correspondence	DHK Georgikon Campus administrator
administration of self-funded students, file handling, correspondence	DHK Georgikon Campus administrator
administration of the graduation process (leading the register)	DHK Georgikon Campus administrator

### **Operation of the DS**

#### *Entrance examination process of the Doctoral School*

An applicant can be accepted to a doctoral programme, possessing a relevant Master's degree from a hungarian or a foreign university with at least „good” note or another certificate justifying professional qualification that equals a university degree, and disposing at least one type C, intermediate state acknowledged language exam – intermediate (B2 level), general language, complex – or any kind of language exam that equals its level. The requirement of a „good” note can be exempted in case of a degree received at least three years earlier, with proof of scientific performance.

A PhD programme applicant can be expected to have approved scientific background (TDK activity, scientific presentation, publication, professional study tour), which counts as an important role during the entrance examination.

After completing the complex examination an individual candidate can also join the second 2 years period (research and dissertation period). To apply for the PhD programme besides possessing an intermediate „C” or „B2” type language exam, another elementary level language exam is required. The application form for individual candidates contains in its annexes all the documents in details that are to prove the candidate's scientific activity in the chosen field of study that can be expected.

The study programme is 8 semesters long (240 credits). The programme consists of a formation and research, and a research and dissertation phase. The degree certificate received at the end of the programme is the „Doctor of Philosophy” (abbreviated to PhD).

In the first 4 active semesters, in the formation and research period, of the PhD programme credits can be earned by learning body of knowledge, completion of subject requirements, for research and completion of educational tasks. During the PhD programme, at the end of the 4th semester, as the closing of the formation and research period the complex examination is taking place, as a measurement and evaluation of the educational and research process and as the entry requirement of the research and dissertation period. During the PhD programme, after completing the complex examination, the candidate participates in the programme with the completion of the research and dissertation phase, with the goal of receiving the doctoral degree.

The rules of accepting a candidate to the DS are stated in the [MATE Doctoral Rules and Regulations](#).

Annually during February/March, on the appeal to the DS leader, the teachers and researchers of the university disposing a scientific degree, and qualified employees of research centres, can make topic proposals in the main research fields of the DS for the next year's doctoral programmes. The topic proposals and the scientific activity is evaluated/estimated by the DIT and if necessary they send it back for further corrections. The approved topic proposals are announced on the ODT database under the topic proposal point.

The entrance examination is organised by the DHK, that is open to those who have handed in formally acceptable applications. The entrance examination is held by the DS's entrance examination committee in english and in hungarian language. The committee consists of the president, the secretary, at least two members and the representant of the doctoral candidates disposing consultant rights.

The evaluation process of the entrance examination is described in the [MATE Doctoral Rules&Regulations](#)

At the FDI, the english discussion is mandatory.

During the entrance examination, the applicant reports upon his/her scientific work, scientific plans and proves his/her basic knowledge in the chosen field of study and the knowledge of english terminology. The entrance examination committee evaluates the applicant's previous scientific activity, his/her language knowledge, basic knowledge in the chosen study field, his/her professional intelligence, assiduity. During the entrance examination process the committee evaluates the documents handed in and the oral examination, based on these two makes a proposition on the acceptance or rejection of the application.

The applicants proposed for acceptance are being ranked based on their points, the ranking is divided between participants in scholarship and self-funded programmes and is submitted to the DIT. Based on the proposal of the DIT, the EDHT makes the final decision on the list of the accepted. In case of oversubscription the EDHT can propose self-funded positions for those who have applied for scholarship funded positions.

### *Organising the graduation process*

The doctoral candidates can apply to start the graduation process according to the MATE Doctoral Rules&Regulations.

Applicants in the 3-year programme (studies started before 2016) can apply for the process with handing in the annex 4 a and its attachments of the regulations to the Doctoral and Habilitation Centre. The formally checked applications are forwarded to the DIT to check it from a professional point of view. If the applicant, based on the documents of the

application disposes an absolutorium and the second language examination certificate, then based on his/her doctoral advisor's proposition the DIT can accept the great go topics and the great go and/or graduation committee. The DS leader submits the propositions to the EDHT and the decision is made by them. The great go must take place within two years from the date of application for the graduation process before the great go committee accepted by the EDHT.

In case of the 8 semester programme (studies started after 2016) the doctoral candidate can apply for the complex exam by handing in the 4th annex of the rules and regulations. Requirements to take the complex exam are : 120 credits gained, second language certificate acquired. The complex exam is organised as an enclosing of the formation and research period, at the end of the 4th semester. The complex exam is held with a complex exam committee proposed by the DIT and accepted by the EDHT. The composition of the complex exam committee is described in the 23§ point 4 of the doctoral rules and regulations. After the successful completion of the complex exam starts the research and dissertation period.

The doctoral candidate must hand in the doctoral dissertation, (with the minutes of the home defense, the opinions of the opponents and the record of attendances), in case of the *three-year programme*, at the same time with the application or within 2 years from the acceptance to the Doctoral and Habilitation Centre, in all cases after the home defense. The home defense is organised by the doctoral advisor of the candidate.

In case of the *8-semester programme* – within 3 years from the complex examination – after the acquisition of the absolutorium and the home defense, the doctoral candidate must hand in the dissertation to the Doctoral and Habilitation Centre, alongside with the required publication (with the minutes of the home defense, the opinions of the opponents and the record of attendances). The home defense is organised by the doctoral advisor of the candidate.

The doctoral candidate hands in his/her request to the graduation process with the annex 4. c to the Doctoral and Habilitation Centre. The formally checked application form is examined by the DIT from professional point of view. If the applicant fulfills the requirements of the application, based on the proposition of the doctoral advisor the DIT accepts the proposed reading committee and the DS leader submits it to the EDHT that makes the decision on it.

### *Language requirements of the DS*

The language requirements for doctoral candidates with hungarian mother tongue are the following; when applying for the programme, at least an intermediate level C or B2 type language certificate and certified knowledge of a second foreign language with at least an elementary level language examination or the MATE organised language examination. The language requirement for doctoral candidates with not hungarian mother tongue is at least an intermediate level C or B2 type language certificate in english, the second known foreign language is the mother tongue of the candidate.

Accepted as first foreign language:

- any of the EU official languages
- any world language (according to the UN classification), meaning; english, arabic, french, chinese, russian and spanish.

The acceptance of the second foreign language, when it is not one of the above listed, based on the points of view of the field of study, as far as possible taking into consideration the desire of the candidate, is the task of the DIT.

### *The alumni policy of the Doctoral School*

The administrator of the Georgikon Campus of the Doctoral and Habilitation Centre leads a register of the students of the doctoral school. The Doctoral and Habilitation Centre keeps university record of the person getting a university degree and the information about the degrees issued. The Centre, after the PhD inauguration, informs the Hungarian Accreditation Committee about those who received a PhD degree, ensures the online publication of the theses and gives access to the theses to the Ministry.

The DIT is informed by the doctoral advisors on the first employment of the PhD candidates who have successfully finished the doctoral programme. Those who have fulfilled their studies in the DS are regularly invited to the events of the Doctoral School, as committee members, presenters on a conference etc. The career tracking of the finished PhD students is to be started this year, realized by the administrator of the DS.

### **Education in the Doctoral School**

#### **1. Modell curriculum and subject programmes**

The DS prepares the modell curriculum with the DS Leader. The curriculum is accepted by the DIT (see also Educational programme on the website of the DS). During the accreditation procedure, every regulation is accepted by the EDHT and the Senate as well. The programme, according to the curriculum is divided into 3 separable fields (formation, education, research). The curriculum and the programme the formation contains the compulsory and optional subjects, the name of the responsible person of each subject, the syllabus, the list of the related literature, the credits, the dependence of the subjects to one another and the suggested order of the subjects throughout the semesters.

Apart from the lists of compulsory and optional subjects, differing to each field of study, the curriculum contains also the main and side subjects of the complex examination.

#### **2. Educational obligations of the doctoral candidate**

Based on the mode of the educational programme, the doctoral candidate according to the obligations follows the workplan that has been prepared at the beginning of the programme with the help of the doctoral advisor and accepted by the DIT. Derivation from the workplan must be allowed by the DIT.

3. The doctoral candidate can attend to educational roles with a valid contract of agency. The candidate, according to the subject responsible teacher's suggestion can receive educational points for this task with the approval of the DIT.

4. The doctoral candidate can fulfil maximum 1 year of the programme abroad in a part-time educational programme. The stay abroad can be accepted as a part-time study period if the candidate can do research or attend an educational programme related to his/her doctoral theme. The approval of the part-time studies abroad is carried out by the DIT, with regards to the suggestion of the doctoral advisor of the candidate.

### *Roles of the Doctoral School regarding the research activity of the doctoral candidates*



The applicant prepares a draft workplan for the entrance examination (part of the application form). After acceptance to the programme the doctoral candidate and the advisor prepares a detailed workplan, which contains the title of the topic, the objective, the description of the planned trials, the draft timing of the implementation, the list of necessary inland and abroad study trips, bibliography of literature to be used.

The research plan alongside with the educational plan (tracking of the subjects to be accomplished) is examined and estimated by the DIT with the help of external specialists and the committee accepts/sends back to correction/denies the proposal. The not accepted workplan is given back to the candidate/advisor for correction. The doctoral candidate carries out the research according to the accepted research plan with the indications of the doctoral advisor.

At the end of each semester, the doctoral advisor hands in a written declaration about the work and the research work of the candidate, either in the registration course book or digitally with the administration of the given credits, proposed by the DIT. The candidate at least once a year gives oral presentation about his/her work. The place of presentation can be the DIT session (in case of cross semester programme), or the Forum of the DS.

In order to ensure the research requirements the DS makes efforts to obtain subventions from tender sources.

### *Publication requirements of the Doctoral School*

The DIT, with the cooperation of the doctoral advisors, encourages the doctoral candidates, to publish, their scientific results, at least partly, in a journal, disposing impact factor. The Formation plan contains the detailed requirements of the publications. A publication is only accepted if it is an already published scientific statement or the manuscript under publication has an official confirmation from the editor.

The DS established the minimum requirements for the public defense of a doctoral dissertation as follows:

- three peer reviewed\* scientific statement, of which one disposes impact factor
- among the publications, there must be one first author foreign language article
- one conference presentation or a poster participation, which has been published in an issue at least in 4 pages of volume

\* the list of peer reviewed journals are displayed in the Scopus or in the database of the MTA Department of Agricultural Sciences

A peer-reviewed publication (article, scientific statement) is a manuscript published in a journal, that has an editorial board, the manuscript is lectured, at the end of the dissertation the used literature is listed, and in case of a hungarian dissertation it disposes as foreign language theses.

### **The system of quality assurance in the DS**

- The DIT, above the general entrance requirements of the university, gives additional orders to its own entrance examination board. These orders are reviewed annually. As a result of the above mentioned the entrance examination's compulsory language is english.
- Makes sure that the curriculum is reviewed frequently, the right responsible person is chosen for each subject, if necessary correction is effectuated.
- During the programme, makes sure, that the doctoral candidates give an account on their study procedure.
- With the help of its international relations, helps the candidates' participation on international conferences, trips, part time study programmes.

- Examines the statistical data regarding the Doctoral School and based on these takes measurements.
- With the help of the students' representative of the DIT ask the candidates' opinion on the programme. Does the same to those who have successfully finished their studies and external experts. Based on the given opinions takes measurements.
- The complex examination must be organised with a complex examination committee. The committee has at least three members. The president of the committee must be a MATE university professor, associate professor, habilitated professor, a lecturer or researcher disposing the title 'Doctor of the MTA' or professor emeritus of MATE. At least 2 members of the committee must be a leading lecturer, certified researcher in the main field of the examination, of which one must not be employed by MATE. All of the members must dispose a scientific degree. The doctoral advisor of the candidate participating in the exam, can not be a member of the committee, but must be invited to the examination. The doctoral advisor must have the opportunity to give a written evaluation before the exam or an oral evaluation during the exam on the student's work and preparation.
- The dissertation must be defended in front of a jury of award accepted by the EDHT on a public debate. The jury of award must be composed of at least PhD awarded members in the given field of study of which at least one third must not be employed by MATE. The president of the jury of award must be a MATE university professor or professor emeritus of MATE. The opponents are members of the jury of award alongside with at least two further members. The jury of award cannot operate without external members. The opponents can be external members as well. The opponents must be an acknowledged authority of the field of study. The candidate's doctoral advisor, consultant and co-authors in the given field can not be members of the jury of award.

# Annex

## Definitions

1. **Doctoral School (DS):** an educational unit of the university, operating with the approval of the Hungarian Accreditation Committee, comprehending several organisational units within the university with the educational aim of getting a scientific degree. The doctoral school can cooperate with other higher education institution or an external research centre. Within the university there cannot be more than one doctoral school of each scientific field. The only exceptions are the multidisciplinary doctoral schools defined by separate laws.
2. **Doctoral student:** state scholarship holder or self-funded participants in the doctoral programme, disposing a student status, bearing all the rights and obligations described in the related laws.
3. **Doctoral candidate:** in case of the three-year long programme, the doctoral student who obtained the absolutorium and takes part in the graduation process until the date when the defense process ends – with regards to the deadlines prescribed in the laws and the regulations of the university rules and regulations.
4. **Candidate:** in case of the 8-semester-programme, the doctoral candidate who after finishing the research and dissertation period, received the absolutorium, at the latest date – with regards to the deadlines prescribed in the laws and the regulations of the university rules and regulations – until the end of the defense process.
5. **Doctoral scholarship:** financial support based on legal regulations for state scholarship holder doctoral students or international doctoral students with the same legal confiscation as Hungarian students
6. **Doctoral study programme:** educational, research and reporting activity, individually or in groups, adjusted to the study fields' and the doctoral students' requirements.
7. **Doctoral topic:** a research area that makes possible for the doctoral student to learn the application of scientific methods – with the lead of the doctoral advisor – gain a valuable scientific results and create publications, scientific presentations and a doctoral dissertation of the above.
8. **Credit (study point) :** the doctoral student gains it during the doctoral study programme when fulfilling the study requirements of the doctoral school
9. **Doctoral graduation procedure:** the procedure of receiving the doctoral degree in case of the three-year-long programme; the research and dissertation period in case of the eight-semester-long programme.
10. **Doctoral dissertation:**
  - a. written dissertation of the doctoral student/candidate, ensuring that he/she has fulfilled the scientific work requirements.
  - b. The dissertation can be a short summary of more scientific statements also. In this case the original statements are annexed to the summary and the jury of award evaluates their quantity and quality. As an annex to the dissertation artwork or invention can also be attached.
11. **Doctoral degree:** A degree issued by the University Doctoral and Habilitation Committee based on the University's doctoral rules and regulation.
12. **Doctoral theses:** a summary of the doctoral dissertation for the scientific public, containing the scientific results of the doctoral candidate making sure that he/she has fulfilled all the general and specific requirements for the doctoral graduation
13. **University Doctoral and Habilitation Committee (EDHT):** the highest body of direction and decisions-making, that is supervising and controlling the doctoral formation, the universal system of doctoral graduation and habilitation, ensuring the quality of the scientific degree and the international equivalence of the degrees in each scientific field and fields of study.
14. **The committee of the Doctoral School (DIT):** a regularly seating advisory board that helps work of the leader of the doctoral school, its members are mandated by the president of the EDHT based on the opinion of the members of the EDHT.
15. **University register of doctoral students:** a register of the Doctoral and Habilitation Centre of all the doctoral student accepted to and participating in the doctoral formation.
16. **University doctoral register:** a register of the Doctoral and Habilitation Centre of every graduated person and the data of the graduation certificate
17. **Education and research period:** the first period of the doctoral study programme, meaning the first four semesters, with the complex examination at the end.
18. **Complex examination:** during the doctoral study programme, at the end of the fourth semester, as the closing event of the education and research period, an exam with two parts; organised in front of a jury of award in the theoretical part the candidates' theoretic knowledge is measured, while in the dissertation part the scientific process of the candidate is evaluated
19. **Research and dissertation period:** the second part of the doctoral programme after the complex examination, it is the part of the graduation procedure with the aim of gaining the scientific degree.

20. **International part-time study programme:** part of the doctoral study programme, related to the topic of the doctoral dissertation – approved by the doctoral advisor – a work programme that fulfills the requirements of the given period of the study programme. The DIT has the right to approve the work programme of the international part-time study programme.
21. **Home defense:** presentation, evaluation and debate of the plan of doctoral dissertation of the candidate organised by the doctoral advisor with the participation of teachers, researchers of the field
22. **Public defense:** presentation of the dissertation of the candidate with the aim of getting the scientific degree in front of a jury of award and official evaluators (opponents), presenting the scientific results, answering the questions that came up during the presentation
23. **The teachers of the Doctoral School** are those teacher and researchers that are, after the DIT, capable – based on the suggestion of the leader of the doctoral school – of fulfilling educational, research and advisory tasks within the doctoral school
24. **Doctoral Advisor:** an active teacher or researcher that leads the doctoral candidate's scientific work, the DIT approved its topic proposition, and based on this leads the educational and research tasks of the candidate, helps the publication of the scientific results, the building of international relations, participation in international conferences, the preparation of the candidate for graduation. A doctoral advisor cannot have more than six doctoral students at a time – three in the educational period and three in the graduation period.