

UNIVERSITY OF MISKOLC	DOCTORAL REGULATIONS OF MIKOVINY SÁMUEL DOCTORAL SCHOOL	

UNIVERSITY OF MISKOLC

DOCTORAL REGULATIONS

ANNEX ON MIKOVINY SÁMUEL DOCTORAL SCHOOL OF EARTH SCIENCES



Miskolc, 2016.

<p style="text-align: center;">UNIVERSITY OF MISKOLC</p>	<p style="text-align: center;">DOCTORAL REGULATIONS OF MIKOVINY SÁMUEL DOCTORAL SCHOOL</p>	
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**CHAPTER I.
GENERAL PROVISIONS**

Doctoral School

1.§

(1) Basic data of the Doctoral School

Institution	University of Miskolc
Identification number of the Doctoral School	41
Name of Doctoral School	Mikovinyi Sámuel Doctoral School of Earth Sciences
Classification by branch of science	Natural sciences
Research field	Earth Sciences
Research areas	geosciences, applied geological and geophysical research, applied environmental research, energy management, mining, geoinformatics, raw material preparation, hydrocarbon production and transportation
Type of issued academic degree	PhD
Year when doctoral program was accepted	2000
Year when program began	1994

Head and Members of the Doctoral School

2. §

(1) Head of Doctoral School shall be a university professor of the Faculty of Earth Science and Engineering with a title of scientific degree (Dsc), core member of the doctoral school, who are elected by Doctoral Council of the University and appointed by the Rector of the University of Miskolc according to recommendation of the Core Members' Session and to the opinion of the Disciplinary Doctoral School.

(2) Thesis topic proposers, supervisors and professors of the Doctoral School shall be those university professors, researchers, who possess an academic degree, and who are considered

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qualified (according to the rules of Annex 3. of the University Regulation on Doctoral Training and PhD Awarding Procedure) by the Disciplinary Doctoral Council.

(3) Members of the Doctoral School - along with core members - are thesis topic proposers, supervisors, and university professors asked by Dean of the Faculty of Earth Science and Engineering.

Disciplinary Doctoral Council

3.§

(1) Disciplinary Doctoral Council (DDC) is a proposer and decision-making body of the Doctoral School.

Members of DDC are specified in Annex 3.

(2) In personal questions DDC shall decide with simple majority (yes/no) through secret ballot. Other recommendations shall be decided with simple majority (yes/no) by using an open ballot. In case of equal number of votes, the vote of the Chair shall be decisive.

(3) Meetings of DDC shall be recorded. The record shall be attested by the Chair, the rapporteur and two attesting member.

(4) DDC shall hold its meetings at least twice a semester. The Chair shall convene the meetings of DDC in writing and in such a way that the members become aware of the date and place of the meeting at least one week prior to the meeting.

(5) Dean's Office shall inform the persons concerned on decision of DDC in writing at least in 8 work-days. Statements of the DDC shall be published on the web page of the Doctoral School.

Doctoral School Forum

4.§

(1) The Doctoral School Forum is made up of the supervisors, academic staff members and PhD students of the Doctoral School.

(2) The regular forum is convened by the Head of the Council of the Doctoral School. A special forum shall be convoked upon written request of one-third of the members of the Doctoral School or of the registered PhD students, and the agenda of the special forum shall be distributed. The Forum is chaired by the Head of the Doctoral School or a member appointed by him/her in case he/she is unable to attend.

(3) The Doctoral School Forum is a consultative organisation without decision-making authority.

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Record system and administrative procedures of the Doctoral School

5.§

(1) Records and other administrative activities are conducted by Dean's Office of the Faculty in cooperation with the Secretariat of Vice-rector for Scientific and International Relations of the University.

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CHAPTER II. DOCTORAL TRAINING

Admission procedure

6.§

- (1) Training programs and themes are approved by Disciplinary Doctoral Council.
- (2) Members of the Admission Committee are entrusted by the Disciplinary Doctoral Council. In its recommendation all institutions of the Faculty shall be represented. If required the date of mandate can be multi-annual.
- (3) Admission Committee shall determine admission points.

Doctoral point system ensures objectivity of admission procedure and comparison of admission results at faculty-level. Professional literacy, suitability for research work and initial scientific achievements (Students' Scholarly Circle, publications) can be quantified through point system.

- (4) Admission points shall be calculate for a full-time doctoral program as follows:

- (a) Professional literacy (maximum 50 points)

Scholastic record (s = maximum 40 points)

Points of the scholastic record are based on the qualification of Master degree (for example: excellent degree D=5, good degree D=4, satisfactory degree D=3, pass degree D=2).

Points of scholastic report are calculated as follows: $s=8*D$

Professional interview (i = maximum 10 points)

The answers of the applicant given to the questions of the Admission Committee can be scored as professional literacy. The purpose is to assess general professional knowledge. Questions are from the own speciality of every applicant. Points can be given $i = 0 - 10$.

Points of professional literacy is calculates as follows: $P=s+i$

- b) Suitability for research work (maximum 30 points)

Opinion of the Department about the applicant's suitability for research work (0-10 points)

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Reviewing the Applicant's research synopsis: Applicant shall summarize his/her research synopsis in 2-3 minutes. Research synopsis shall be submitted before the admission interview.

Presentation about an optional theme in 5 minutes (0-10 points)

c) Students' Scholarly Circle and other publications (maximum 20 points)

Applicants who graduated formerly can submit excellent professional work, 2-3 professional articles and presentations can be estimated with maximum 10 points.

Applicants who graduated in the admission year can submit Students' Scholarly Circle as professional activity. In this case points (maximum 10 points) shall be calculated as follows:

At National Students' Scholarly Circle:

10 points for 1-3. places

6 points for unrewarded essays.

At local Students' Scholarly Circle:

5 points for 1-3. places

2 points for unrewarded essays.

If the same essay was awarded both at National Students' Scholarly Circle and at local Student' Circle, points can be taken into account once.

(5) Individuals who prepare to the degree on their own (individual training) shall apply only for the second, research and and dissertation period of the doctoral training (four semesters long term) until the deadline given by the University of Miskolc. Requirements are: at least good degree and minimum P=40 credits for publications (estimated on the basis of Table 2. of Annex 7). The Applicant's suitability for research work, the list of publications and actuality of the proposed research project are evaluated by Admission Committee appointed by the Disciplinary Doctoral Council.

Performance of the doctoral student shall evaluated as follows:

- credits for publication ($p=2*P$)
- suitability for research work ($f1=0-10$)
- actuality of the research theme ($f2=0-10$)

If admission credits are above 90 points ($p+f1+f2$), Doctoral Student could request complex exam.

Chair of the Disciplinary Doctoral Council shall determine the subjects of the complex exam, the Chair and Members of the Exam Board. The Disciplinary Doctoral Council proposes admission of the applicant to the Doctoral Council of the University, if the complex exam was successful. Doctoral Council of the University decides on the admission on the basis of the consummative points of the complex exam ($p+f1+f2=\text{maximum } 100$ points).

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- (6) Results of the final exam shall be taken into account by diplomas without qualification.
- (7) Doctoral Council of the University shall decide on the admission by recommendation of the Disciplinary Doctoral Council. DDC makes its recommendation by submitting a hierarchy based on the points.
- (8) Secretariat of Vice-rector for Scientific and International Relations shall inform the applicants.

Doctoral Student status

7.§

- (1) Registration deadlines are announced by the Head of the Doctoral School. The Dean's Office gives at least one week written notice on the date and time of registration. The registration is conducted by Dean's Office of the Faculty.
- (2) The student status shall be established by the date of registration. Registration form signed by the student and copies of submitted original papers shall be attested by the administrator of the Dean's Office.
- (3) The Faculty enters into a student contract with fee-paying students.
- (4) Doctoral School can provide state-funded or fee-paying training.
- (5) The length of the training program:
1. 36 months for student registered student status before 1st September 2016,
 2. 4 semester period of training and research, and – after passing the complex exam – another 4 semesters period of research and dissertation for students registered student status on/after 1st September 2016.
- (6) Training period for students who prepare to the degree on their own (individual training):
1. at least 12 month at longest 36 month for students registered before 1st September 2016,
 2. at longest 4 semesters for students registered student status on/after 1st September 2016.
- (7) Disciplinary Doctoral Council permits temporary termination of student status after written request of the students as follows:
1. As a main rule, period of contiguous suspension shall not be longer than 2 semester for students who registered to organized training before 1st September 2016. In case of exceptional circumstances Disciplinary Doctoral Council can permit a longer period of temporary termination. Student status can be temporary terminated for 6 semester at longest. Student status shall not be temporary terminated in individual training.
 2. For students, who registered on/after 1st September 2016, period of temporary termination shall not be longer than 2 semesters in research and dissertation period of doctoral training. Disciplinary Doctoral Council can permit a maximum 2 semesters-long temporary termination in training and research period only in case of exceptional circumstances.
- (8) Doctoral Students can undertake employment only with consent of the Disciplinary Doctoral Council. DDC proceeds on application of Doctoral Student which shall be supported by his/her supervisor. Only 50% of a full-time job can be permitted. Permit shall last at the longest for 2 semester, although DDC can extend this period on application of the student several times.

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PhD training requirements

8.§

- (1) Doctoral training program is in line with the programme, which is accepted by the Disciplinary Doctoral Council and stipulated in Annex 5.
- (2) The organisational and administrative matters related to the training activities are conducted by Dean's Office of the Faculty.
- (3) Doctoral students, who registered before 1st September 2016, shall collect 180 credits as follows:

Subject	Credit	Remark	Obtainable credits
Compulsory subject	5 credits/subject	maximum 8 subjects	40 credits
Optional subject	2 credits/subject	2 subjects	4 credits
Research seminar	0-10 credits/semester	maximum for 4 semesters	maximum 40 credits
Research at the department	0-5 credits/semester	Maximum for 4 semesters	maximum 20 credits
Yearly research report on student's research theme	0-15 credits/semester	End of 2 nd 4 th and 6 th semesters	maximum 45 credits
Promotion of lecturing activities	0-5 credits/semester	Maximum for 6 semesters	maximum 30 credits
Second language exam	15 credits 20 credits 25 credits	Foreign Language Teaching Centre Intermediate level Advanced level	20 credits
Publication minimum	27 credits	See Table 2.	minimum 27 credits

(a) Doctoral student shall prove his/her development in the research theme with research seminar. In the first four semesters 4 research seminars shall be fulfilled under direction of the supervisor. Supervisor evaluates written report of the research seminar. The report shall be at least 20 pages, and the obtainable points are 0-10. Aim of research seminar is to prepare

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the doctoral student to write his/her dissertation, therefore research seminars constitute a coherent system.

(b) In the course of the training program PhD students shall submit an annual progress report for evaluation, giving an overview of their research work in the chosen topic. Supervisors, core members and the supervisors of the topic of the research fields attend at the formal annual review meeting. If both the oral presentation given by a PhD student and the written annual progress report (15-25 pages) are accepted, the PhD student can be awarded maximum 15 credit points. The research supervisors of the PhD students also report on the students' progress at the meeting. The supervisors are also asked to complete a report which details whether the students are making satisfactory progress in accordance with the plans in their research outline and training plans. The PhD students also receive the written reports of their supervisors.

(4) Students, who registered on/after 1st September 2016, shall obtain 240 credits as follows:

(a) Training and research period:

Name	Credits	Remarks	Obtainable credits
Compulsory subject	5 credits/subject	maximum 8 subjects	40 credits
Optional subject	2 credits/subject	2 subjects	4 credits
Research seminar	0-10 credits/semester	maximum for 4 semester	maximum 40 credits
Research at the department	0-5 credits/semester	maximum for 4 semester	maximum 20 credits
Annual progress report in the chosen topic	0-10 credits/semester	End of the 2 nd and 4 th semester	maximum 20 credits
Promotion of lecturing activities	0-5 credits/semester	Maximum for 4 semester	maximum 20 credits
Complex exam			20 credit
Publication minimum		See Table 2.	minimum 10 credits

To apply to a complex exam doctoral student shall fulfil all training credits and shall acquire at least 100 points.

(b) Research and dissertation period:

Name	Credit	Remarks	Obtainable credits
Research seminar	0-10 credits/semester	Maximum for 4 semesters	maximum 40 credits
Research at the department	0-5 credits/semester	Maximum for 4 semesters	maximum 20 credits
Progress report per semester	0-15 credits/semester	End of 5 th and 6 th semester	maximum 30 credits
Promotion of lecturing activities	0-5 credits/semester	Maximum for 2 semesters	maximum 10 credits
Publication minimum		See Table 2.	minimum 20 credits
Departmental discussion of the dissertation			maximum 20 credits

Complex Exam

9.§

- (1) Doctoral student requests admission to complex exam with reporting on training and research period. Supervisor makes proposal on subjects of the complex exam. Supervisor's proposal is based on subjects of the training plan. Supervisor also encloses a written opinion evaluating research work of the doctoral student.
- (2) Disciplinary Doctoral Council decides on admission to complex exam and on Chair and Members of the Complex Exam Board, also on the subject of the exam.
- (3) The Chair of the Complex Exam Board shall set the date and place of the complex exam after discussing with members of the commission. Exam can be hold not only in the University of Miskolc, in which case Head of the Disciplinary Doctoral Council shall be informed.
- (4) Theoretical elements and literature of curricula shall be determined by questioner of the subjects. These materials shall be sent to the student and to the members of the commission at least 15 days before the exam.
- (5) Doctoral student shall compose a written report presenting his/her research results. This report shall be at least 10 pages in length.
- (6) Complex Exam Board shall separately assess performance of the doctoral student in theoretical subjects and in dissertation part giving 0-1-2-3 points. The Board decides by a secret bullet.
- (7) Evaluation of the exam depends on how achieved points in proportion to total points. Exam is passed if this proportion is higher than 60% , otherwise the exam is unsatisfactory.

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(8) Minutes shall be taken of the complex exam.

PhD Degree Award Procedure

10.§

(1) For doctoral students registered before 1st September 2016, PhD Degree Award Procedure starts with decision of Disciplinary Doctoral Council allowing initiation of doctoral procedure. Doctoral candidate status shall cease by: (a) successful fulfilment of the procedure when the doctoral degree is awarded to the candidate, (b) if the doctoral degree award procedure is terminated unsuccessful, (c) if the candidate did not submit his/her doctoral thesis within two years of starting the procedure.

(a) Doctoral candidate shall publish his/her research results at least in two journals, in one international journal before initiating a doctoral procedure. Other requirement of doctoral procedure is that publications of the candidate shall be registered in Database of Hungarian Scientific Works (www.mtmt.hu).

(2) For doctoral students registered on/after 1st September 2016, requirements of PhD Degree Award Procedure are determined in **Paragraph 17 Section 1**.

Foreign language conditions for obtaining a doctoral degree

11.§

(1) English, German, Spanish, French, Russian and Italian are accepted as first language. On a discretionary basis Disciplinary Doctoral Council can accept other official languages.

Comprehensive Doctoral Examination

12.§

(1) For doctoral candidates who registered doctoral student status before 1st September 2016, comprehensive doctoral exam is part of the PhD Degree Award Procedure.

(2) The Chair of the Comprehensive Examination Board shall set the date and place of the complex exam after discussing with the member of the commission. Exam can be hold not only in the University of Miskolc, in which case Head of the Disciplinary Doctoral Council shall be informed.

(3) Elements and literature of curricula shall be determined by questioners of the subjects of comprehensive doctoral exam. These materials shall be sent to the student and to the members of the board at least 60 days before the exam.

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(4) Minutes shall be taken of the comprehensive exam which is attested by all members of the examination board. Two original copies of the minutes shall be sent to Dean's Office on the following work-day. Minutes shall constitute an Annex to the doctoral candidate's registry sheet.

Doctoral dissertation

13.§

(1) The doctoral dissertation is a summary-type work demonstrating the candidate's objectives and new scientific achievements (a full description of his/her professional work, knowledge of technical literature and research methodology). The doctoral dissertation should be written in Hungarian or English. Submission of the dissertation in another official language of the European Union shall be approved by Disciplinary Doctoral Council.

(2) The title page of the doctoral dissertation shall include the full name of the author and the supervisor (co-supervisor), the name of the Doctoral School and the name of the Head of the Doctoral School, the date of submission and the name of the University and the Digital Object Identifier. The recommendation of the supervisor (maximum three pages), a table of contents, a summary in English (maximum two pages) and the list of references should also be included in the dissertation. The references should list the candidate's publications as well. The dissertation may contain appendices (for example: photos, collection of documents, etc.)

The dissertation should be submitted in five bound copies. One copy shall be registered in the Central Library of the University and one copy shall be retained in the library of the department or institute. The candidates are required to submit one electronic (pdf) copy of the dissertation and its theses booklet in English, which will be uploaded to the Electronic Document Centre of the University of Miskolc, and will be made available to the wider scholarly community.

(3) The candidate shall submit his/her dissertation theses booklet in 50 copies. The booklet contains the following information:

- a) Chapter I: a short summary of the research objectives,
- b) Chapter II: the conducted analyses, a short description of the experiments conducted, the methodology of collecting the materials and the resources exploited and applied,
- c) Chapter III: a short summary of the research results, their exploitation and application opportunities. The exploitation of the achieved results involves their direct and indirect practical application, promotion of the internal development of the branch of science or enhancement of other branches of science that apply the new achievements,
- d) Chapter IV: a list of publications related to the topic of the research area.

For research carried out jointly the candidate shall present his/her work exactly and in details. Statements certifying the portion of the work carried out and the results that may be claimed by the candidate shall be signed by all other members of the research group involved – at the same time and place – declaring that the contributions shown in the theses booklet are truly those of the candidate.

(4) The number of pages of the dissertation: the minimum length of the dissertation is 50 pages, and it should not exceed 100 pages.

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(5) For doctoral candidates, registered doctoral student status before 1st September 2016, the doctoral dissertation should be submitted to the Dean's Office if the candidate fails to submit it by the date of commencing the PhD Degree Award procedure together with Annex 13 of the Doctoral Regulations of the University of Miskolc. .

(6) Doctoral candidates who registered student status on/after 1st September 2016, shall submit doctoral dissertation according to Paragraph 17 of Doctoral Regulations of the University of Miskolc.

(7) Apart from the compulsory copies, the candidate is required to submit a bound copy of the dissertation to each member the Assessment Board, in addition to the copies retained in the libraries. Further copies of the dissertation are not required to be bound.

(8) The bound copies of the dissertation are forwarded to the members of the Assessment Board by the Dean's Office.

Departmental discussion

14.§

(1) One copy of the dissertation for discussion shall be submitted to the Office of the Doctoral School, one copy to the Faculty and another copy to the institute library at least three weeks prior to the departmental discussion.

(2) Persons invited to the departmental discussion are as follows:

1. all lecturers, researchers and PhD students of the department or institute where the candidate carried out his/her research work,
2. Dean of the faculty,
3. members of the Disciplinary Doctoral Council.

(3) The head of the organisational unit concerned shall give at least two weeks' notice of the date and time of the departmental discussion.

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Public defence

15.§

- (1) The public defence is organised by the Dean's Office of the Faculty.
- (2) The Office shall give at least three weeks' notice of the date and time of the debate.
- (3) The invitation to the public debate with the venue and date shall be placed on the web page of the Doctoral School and also in the Hungarian Doctoral Data Base. Places shall be given in the invitation where the dissertation are on view.
- (4) Persons to be invited to the public debate are as follows:
 1. members of the faculty holding a degree of at least PhD or equivalent
 2. relevant educational organisational units of other faculties
 3. academically qualified external members of the Disciplinary Doctoral Council who are not serving in the capacity of a civil servant at the University of Miskolc.

MISCELLANEOUS PROVISIONS

The Doctoral Regulations of Mikovinyi Sámuel Doctoral School consists of regulations of Senate Resolution 190/2016. (VII. 1.) and Senate Resolution 297/2016. (XII. 22.).
