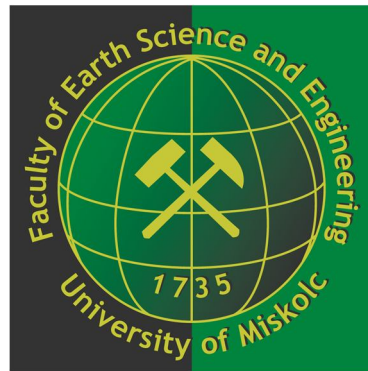


PhD STUDENT MANUAL

of the
**SAMUEL MIKOVINY DOCTORAL SCHOOL OF
EARTH SCIENCES**

University of Miskolc
Faculty of EARTH SCIENCE AND ENGINEERING



2017

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1. Description of PhD studies

The study programme is divided into 2 phases: the **training and research period (2 years)** and the **research and dissertation period (2 years)**. By the end of the 2nd period, the student shall submit and successfully defend her/his thesis.

At the end of 1st part – the study period – the student is obliged to take a complex comprehensive exam. **The student can only enter the 2nd part of the study programme upon the successful completion of the complex exam.** In case of failure at the complex exam, accordance with the Hungarian national law on higher education, the student is entitled to apply for the examination again in the same semester of the failed attempt.

In case the second attempt results in failure, the study period of the student terminates, and her/his scholarship holder status ceases.

Upon the successful completion of the complex exam, the student enters the second phase of the study programme. During the second phase, the student must conduct her/his research activity and complete and submit her/his thesis for defence.

The defence of the thesis is the final stage of the doctoral process; after the candidate has successfully defended her/his thesis, the PhD title awarded by the Doctoral Committee of the University (the results of successful defences are submitted to the committee by the doctoral schools and the titles are issued at the steering committee event of the board).

| | |
|--|---|
| Duration of studies | 4 years (8 semesters), divided into two separate phase: 2 years (study period) + 2 years (research and thesis submission) |
| Credits | 240 |
| Scholarship (for Stipendium Hungaricum Scholarship holders) | <ul style="list-style-type: none"> ▪ 1st period (2 years): 140.00.- HUF/month + accommodation allowance (medical insurance organised by the university) ▪ 2nd period (2 years): 180.000.- HUF/month + accommodation allowance (medical insurance organised by the university) |
| Extension of scholarship (for Stipendium Hungaricum Scholarship holders) | the study period cannot be extended in accordance with the regulations of the Stipendium Hungaricum scholarship programme. |

2. Procedures and rules

The procedures and rules regarding the education, teaching and examinations are registered in the DOCTORAL REGULATIONS and its ANNEX ON MIKOVINY SÁMUEL DOCTORAL SCHOOL OF EARTH SCIENCES (available at website of the doctoral school: http://mfk.uni-miskolc.hu/wp/en/?page_id=51)

3. Electronic administration

At the University of Miskolc, the dominant part of the student administration is completed through the NEPTUN student information system. It allows you to complete the registration for a semester, courses and exams as well as to submit applications and manage financial duties.

The NEPTUN 3R site of the university is available through the central homepage (www.uni-miskolc.hu), or directly at the [https://neptun31.uni-miskolc.hu/hallgato/Login.aspx?timeout = address](https://neptun31.uni-miskolc.hu/hallgato/Login.aspx?timeout=). A detailed user guide can be reached from that homepage.

Grades of exams and practical marks are also recorded in the Neptun. Main rules for exams are as follows:

- The student may take the exam only after registration validated in the NEPTUN system. Identity of the student shall be approved at the start of the exam by showing a valid document of identification containing a picture (identity card, student card, passport, etc.)
- When giving an assessment of an oral examination, the examiner will put into the examination record sheet the grade and will sign the examination record sheet, and in case the student requests so, the examiner also puts the grade into the printout of completed records supplied by the student together with his/her signature. On the basis of the examination records sheet, the examiner shall enter the examination grade in the Neptun system on the day of the examination. The examination record sheets shall be kept in the department/institute for five years.
- In the case of written examinations, the examiner shall mark the exam and write the grade on the examination paper as well as the examination record sheet, which is to be printed out from the Neptun system beforehand, and shall sign both. On the basis of the examination record sheet, the examiner shall enter the grade in the Neptun system within two days at the latest. Examination papers shall be kept in the given department/institute for one year.

Students may file an objection regarding wrong assessment data appearing in the Neptun system within fourteen days, as a term of preclusion, following the end of the examination period. For decision making regarding the objection, the document of primary relevance and orientation will be the examination record sheet signed by the examiner, which is kept by the department /institute administration as opposed to the data in the Neptun system.

4. Offices for student administration

1. Stipendium Hungaricum Office
A/4 bld. Second floor, Room 111
Faculty administrator: Ms. Anett Dudás
hkanett@uni-miskolc.hu

2. Dean's Office

Faculty administrator: Ms. Agnes Mile
mfkdhl@uni-miskolc.hu
A/4 bld. 1st floor, room 116.

5. Academic requirements

(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 below | minimum 10 credits |

To apply for a complex exam doctoral student shall fulfill 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 below | minimum 20 credits |
| Departmental discussion of the dissertation | | | maximum 20 credits |

6. Recommended schedule of the program

| Activity/Semester | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |
|------------------------------------|--|---------|---------|---------|-------------------------------|---------|---------|------------|
| Compulsory subjects | 2*5 cr | 2*5 cr | 2*5 cr | 2*5 cr | - | - | - | - |
| Elective subjects | 2 cr | 2 cr | - | - | - | - | - | - |
| Research seminar | 0-10 cr | 0-10 cr | 0-10 cr | 0-10 cr | 0-10 cr | 0-10 cr | 0-10 cr | 0-10 cr |
| Report | - | 0-10 cr | - | 0-10 cr | 0-15 cr | 0-15 cr | | |
| Complex Examination ¹ | - | - | - | 20 cr | - | - | - | - |
| Instruction | 0-5 cr | 0-5 cr | 0-5 cr | 0-5 cr | 0-5 cr | 0-5 cr | - | - |
| Department research | 0-5 cr | 0-5 cr | 0-5 cr | 0-5 cr | 0-5 cr | 0-5 cr | 0-5 cr | 0-5 cr |
| Dissertation workshop ¹ | - | - | - | - | - | - | - | max. 20 cr |
| Individual work | min. 10 cr | | | | min. 20 cr | | | |
| Total:² | min 100 + 20 cr - max 154 + 20 cr | | | | min 66 cr - max 140 cr | | | |

¹ Criteria requirements

² Calculated with individual work's credit minimum

7. The tasks of PhD students

1st semester

- *Enroll for PhD program at Dean's Office*
- *Register for the semester in Neptun*
- *Contact your supervisor, choose subjects (list is downloadable from website of DS)*
- *Prepare training plan (downloadable from website of DS)*
- *Submit the undersigned training plan at DO*
- *Register for courses in Neptun (after the acceptance of training plan)*
- *Complete the subjects of first semester and research tasks according to your training plan*
- *Participate in conferences, publish*



2nd semester

- *Register for the semester and subjects in Neptun*
- *Complete the subjects of second semester and research tasks according to your training plan*
- *Apply for PhD student's report*
- *Submit credit summary form at DO*
- *Participate in conferences, publish*



3rd semester

- *Register for the semester and courses in Neptun*
- *Complete the subjects of third semester and research tasks according to your training plan*
- *Participate in conferences, publish*



4th semester

- *Register for the semester and courses in Neptun*
- *Apply for PhD student's report*
- *Apply for complex exam*
- *Submit credit summary form at DO*
- *Participate in conferences, publish*
- *Complete the subjects of fourth semester and research tasks according*

Note: Who fails the complex exam, must not continue his studies



5th semester

- Register for the semester and courses in Neptun
- Apply for PhD student's report
- Complete the requirements and tasks according to your training plan
- Participate in conferences, publish



6th semester

- Register for the semester and courses in Neptun
- Apply for PhD student's report
- Submit credit summary form at DO
- Complete the requirements and tasks according to your training plan
- Participate in conferences, publish



7th semester

- Register for the semester and courses in Neptun
- Complete the requirements and tasks according to your training plan
- Submit credit summary form at DO
- Participate in conferences, publish



8th semester

- Register for the semester and courses in Neptun
- Apply for Departmental discussion
- Submit "full study summary" form at DO
- Participate in conferences, publish
- Start doctoral defense process

Note: PhD dissertation must be submitted within one year from fulfillment of academic requirements

8. PhD Student's Report

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 10 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

9. Credit points for publications

| | |
|--|-------|
| Peer-reviewed articles in a foreign language in impact factor journals | 11 p |
| Peer-reviewed international articles, book chapter in a foreign language | 9 p |
| Peer-reviewed domestic articles in a foreign language | 7 p |
| Peer-reviewed publication published in a(n) | |
| international conference proceedings | 7 p |
| local conference proceedings | 5 p |
| Review in a foreign language in a domestic proceeding | 4 p |
| Review in a foreign language in an international proceeding | 5 p |
| Professional translation | 1-4 p |
| Educational material | 1-4 p |
| Conference presentations | |
| In a foreign language | 4 p |
| Patent | |
| Submitted | 5 p |
| Accepted (domestic) | 9 p |
| Accepted (international) | 12 p |
| For more than one country, additionally | 2 p |

Note: For co-authors, the points should be divided by the number of authors.

The supervisor(s) of PhD student should not be taken into account among the co-authors.

11. Complex Exam

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.

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.

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.

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.

Doctoral student shall compose a written report presenting his/her research results. This report shall be at least 10 pages in length.

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.

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.

12 . Departmental discussion

Departmental discussion is a pre-defense of the dissertation. 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.

Persons invited to the departmental discussion are as follows:

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

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

13. Doctoral defense

To apply to doctoral defense process - at Secretariat of Vice-rector for Scientific and International Affairs - in addition to the required credits, two papers must be published in prestigious journals in order to start the defense.

The public defence is organised by the Dean's Office of the Faculty. The Office shall give at least three weeks' notice of the date and time of the debate.