

PÁZMÁNY PÉTER CATHOLIC UNIVERSITY

DOCTORAL SCHOOL OF HISTORY

ORGANIZATIONAL AND OPERATIONAL RULES



2019

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INTRODUCTION

In addition to the provisions of relevant legislation, the present Rules also take into account the directives of the following documents:

- The Hungarian Accreditation Committee's accreditation assessment factors, self-assessment criteria (2019/6/VIII/1), and rules of procedure (2019/7/IX/1);
- The recommendation of the president of the Hungarian Doctoral Council of April 19, 2013 entitled "The review and amendment of doctoral and habilitation regulations on the basis of Government Decree 387/2012 of December 19 on doctoral schools, the doctoral degree procedure, and habilitation";
- The Hungarian Doctoral Council's recommendation of October 18, 2013 for quality assurance entitled "The quality assurance of doctoral programs and doctoral procedures – a recommendation for doctoral schools";
- The Hungarian Doctoral Council's recommendation adopted at its session of February 12, 2016 and amended at its session of April 15, 2016 entitled "The general principles and rules of complex examinations".

Section 1 (1) The Doctoral School's basic information:

The name(s) of the University(-ies) operating the Doctoral School	Pázmány Péter Catholic University
The name of the Doctoral School	Doctoral School of History
The address of the Doctoral School	H-1088 Budapest, Mikszáth Kálmán tér 1.
The year the Doctoral School was established	2002
First year of doctoral programs	2002
The location(s) of the doctoral program	Budapest, Esztergom, Piliscsaba
The Head of the Doctoral School	Sándor Őze
Contact person name, position, email address, and phone number	Kornélia Kiss, Office Manager kiss.kornelia@btk.ppke.hu , (+36-1) 327-5909
The languages of doctoral programs	Hungarian, English
The classification of the Doctoral School's discipline	Humanities
The Doctoral School's field(s)	History
Name of doctoral program(s)	History, archaeology
as part of the above: research and the arts	1. history 2. archaeology (Hungarian program) 3. archaeology (English program)
The title of the conferred doctoral degree (DLA and/or PhD)	PhD

(2) In line with its traditions, the Doctoral School also uses the term scientific workshop for its doctoral program(s).

I. THE CORE MEMBERS OF THE DOCTORAL SCHOOL

Section 2 (1) As part of the program organized by the Doctoral School, the core member holds required and optional subjects that conform to the Doctoral School's program, as well as seminars preparing students for scientific work. The core member shall perform evaluations in connection with the above in the manner specified in the Doctoral School's training scheme.

(2) The core member shall have current proposals for doctoral research topics, based on which (s)he shall responsibly manage and provide assistance to the doctoral student working on such research topic, including in preparing for the award of the doctoral degree.

(3) The core member shall also conduct ongoing scientific activities and regularly publish the results of his/her research (in scientific publications, journals, independent volumes, and at conferences held in Hungary and abroad). This publication activity shall be checked on the basis of the publications in the Database of Hungarian Scholarly Works.

Section 3 (1) The Doctoral and Habilitation Council of Humanities and Social Sciences shall decide on the doctoral school's supervisors and the proposals for research topics.

(2) Should the supervisor be unable to perform his/her duties for any reason (sickness, trips abroad, etc.) for a period exceeding a semester, (s)he is obligated to inform the Council, which shall provide a substitute supervisor.

(3) If the Doctoral and Habilitation Council of Humanities and Social Sciences finds that the supervisor has failed to fulfil his/her duties, the Head of the Doctoral School shall, either at his/her own initiative or at the request of the doctoral student, appoint a new supervisor, subject to the approval of the Doctoral and Habilitation Council of Humanities and Social Sciences. In serious cases, the Doctoral and Habilitation Council of Humanities and Social Sciences may decide that such former supervisor may no longer fill the role of supervisor at the Doctoral School.

(4) The supervisor shall continuously increase his/her scientific and professional knowledge and set an example with his/her professional and scientific work.

(5) The supervisory works of supervisors and the announcers of topics shall be regularly evaluated on the basis of the guidelines of the Hungarian Doctoral Council. This may also entail the Doctoral and Habilitation Council of Humanities and Social Sciences withdrawing the supervisor's mandate.

Section 4 (1) The Doctoral and Habilitation Council of Humanities and Social Sciences shall decide on the Doctoral School's teachers at the recommendation of the Head of the Doctoral School. The Dean of the Faculty of Humanities and Social Sciences shall decide on establishing employment and contractual relationships.

(2) The teacher shall perform evaluations of the courses and seminars he/she holds, in the manner specified in the Doctoral School's training scheme.

(3) The teacher shall continuously increase his/her scientific, professional, practical, and pedagogical knowledge and set an example with his/her teaching work.

(4) The Doctoral School's core members and teachers may undertake teaching positions in other doctoral schools.

(5) The employment of Doctoral School core members, supervisors, and teachers shall be terminated upon their turning 70 years of age. Professors emeritus performing active research work may continue to fill their positions at the Doctoral School as guest lecturers.

(6) Tasks of teachers:

- a) perform the teaching tasks in connection with the subjects they have registered;
- b) fulfil the administrative obligations to the Doctoral School in connection with the subject (submitting topics and literature in electronic format prior to the start of the semester; keeping student attendance sheets; managing exam forms; administrative tasks related to the NEPTUN system regarding teaching, etc.);

II. ORGANIZATIONAL STRUCTURE OF THE DOCTORAL PROGRAM

Section 5 (1) A Doctoral and Habilitation Council of Humanities and Social Sciences has been set up to perform the tasks related to doctoral training and the doctoral procedure as specified by the applicable state requirements and the University's doctoral regulations.

(2) The Doctoral and Habilitation Council of Humanities and Social Sciences shall have at least eight and no more than fourteen members.

(3) An active doctoral student participating in a doctoral program shall be a member of the Doctoral and Habilitation Council of Humanities and Social Sciences as a student representative.

(4) The appointment of members with voting rights and the right to participate in an advisory capacity may be extended. The appointment of the members of the Doctoral and Habilitation Council of Humanities and Social Sciences shall be terminated: at the end of the semester

- a) at the expiration of the appointment;
- b) upon resignation and acceptance thereof;
- c) upon termination of the employment relationship on which the membership is based;
- d) upon termination of the student status on which the membership is based;
- e) upon the death of the member.

(5) The members of the Doctoral and Habilitation Council of Humanities and Social Sciences shall bear the obligation of confidentiality in regard to the discussions and votes regarding the various issues.

Section 6 The scope and competence of the Doctoral and Habilitation Council of Humanities and Social Sciences:

- a) issues regarding the subjects included in the theoretical part of the complex examination (the main and subsidiary subjects included in the theoretical part of the complex examination and their topics);

- b) announcement of the topics of organized training;
- c) approval of supervisors, with especial attention to the condition that the supervisor has to have achieved results since having obtained the doctoral degree that are at least equal to the results achieved prior to having been awarded the doctoral degree;
- d) approval of the scientific reports submitted by doctoral students in organized training;
- e) approval of the requests for topic amendments submitted by doctoral students in organized training;
- f) decision on approving applications for complex examinations;
- g) deciding on applications for credit transfers;
- h) allocation and utilization of supports for which the Doctoral School has competence, within the School.

Section 7 (1) The Doctoral and Habilitation Council of Humanities and Social Sciences shall hold sessions as necessary, but at least once every six months.

(2) The materials necessary for the agenda points to be decided on at the Doctoral and Habilitation Council of Humanities and Social Sciences' meetings shall be made accessible to members at least two workdays prior to the meeting; this may take place electronically. The members shall be informed of the time of the meeting at least five workdays prior to the respective meeting.

(3) The documents, certificates, and certifications required by the University Doctoral Regulations for issues requiring the decision of the Doctoral and Habilitation Council of Humanities and Social Sciences shall be submitted in one hard copy (and, as far as possible, electronically as well) to the Doctoral and Habilitation Office at least seven workdays before the session.

(4) In justified cases, the Doctoral and Habilitation Council of Humanities and Social Sciences may make decisions via electronic means (by email), at the recommendation of its Chair or Deputy Chair.

III. THE DOCTORAL SCHOOL COUNCIL

Section 8 (1) The Doctoral School Council shall have a quorum if its meeting is attended by at least 50% + 1 of its members. If personally requested by the head of the Doctoral School, invited persons may also attend Doctoral School Council sessions on an ad hoc basis and in an advisory capacity.

(2) Members with voting rights are elected by a secret vote held by the core members for members included in a list compiled by the head of the Doctoral School and the recommendations of the core members. The vote requires a simple majority of those present. Members shall be appointed for terms of three years, which can be renewed. The University Doctoral and Habilitation Council shall appoint and remove the members of the Doctoral School Council.

(3) The Doctoral School Council shall convene at the initiative of the head of the Doctoral School or at least one third of the Council members. The Doctoral School Council holds sessions at least twice a year.

(4) The Doctoral School Council makes recommendations for the composition of the admissions committee and the committees of assessors.

IV. THE HEAD OF THE DOCTORAL SCHOOL

Section 9 The Head of the Doctoral School has competence to make decisions regarding:

- a) permitting deferred subject registration and subject cancellation;

- b) deferred enrollment/registration, with the condition that it is not possible to enroll or register as an active student after October 15 for the first semester and March 15 for the second semester.

Section 10 (1) The Secretary assists the work of the Head of the Doctoral School and is appointed by the Dean, in agreement with the Chair of the Doctoral and Habilitation Council of Humanities and Social Sciences. The Secretary is appointed for a fixed term of no more than three years; the appointment can be renewed.

(2) Responsibilities of the secretary:

- a) provides contact with teachers and researchers;
- b) responsible for the Doctoral School's internal correspondence and its correspondence with third parties;
- c) monitors and coordinates the tenders in connection with the scientific research and training subject to the Doctoral School's scope;
- d) coordinates teaching and the work of the Doctoral School Council;
- e) performs the administrative tasks in connection with the operations of the Doctoral School Council;
- f) liaises with the Doctoral and Habilitation Council of Humanities and Social Sciences;
- g) liaises with the Dean's Office and the Doctoral and Habilitation Office;
- h) responsible for the Doctoral School's representation.

V. ADMISSION TO ORGANIZED DOCTORAL PROGRAMS

Section 11 (1) At the recommendation of the Head of the Doctoral School, the Doctoral and Habilitation Council shall, based on the submission of the Doctoral and Habilitation Council of Humanities and Social Sciences, establish an Admissions Committee to hold the admission procedure for the doctoral program.

(2) The Chair of the Admissions Committee is the Head of the Doctoral School; its members are the Doctoral School's core members and supervisors.

(3) The appointment of the Chair and members of the Admissions Committee coincides with the appointment of the Doctoral and Habilitation Council of Humanities and Social Sciences.

(4) The tasks of the Doctoral School Admissions Committee:

- a) makes recommendations for publishing the call for admission to doctoral programs;
- b) receives and evaluates admission applications and, if necessary, issues requests for missing information;
- c) hears applicants;
- d) ranks applicants and makes recommendation for their admission.

Section 12 (1) Admission to doctoral programs is possible on the basis of an admissions procedure.

(2) By April 30 of each year, the Doctoral and Habilitation Council of Humanities and Social Sciences shall publish the admission procedure for the doctoral program of the coming year.

(3) The call for admission shall contain:

- a) the manner and deadline for applying;
- b) the admission requirements;
- c) the criteria for evaluating admission examinations and the ranking principles applied;
- d) the fee for the admission procedure and its payment method;
- e) the number of students planned to be admitted;
- f) information pertaining to self-funding and benefits;
- g) other necessary information pertaining to applying and the admission procedure.

(4) The conditions for admission to doctoral programs:

- a) a Master's degree with a grade of at least *good* or classified as *cum laude*;
 - b) a B2 complex language exam in a foreign language necessary for research in the selected topic, or an equivalent state-accredited language exam;
 - c) adequate technical proficiency in the selected subject field;
 - d) at least 50 points in the admission procedure;
 - e) certified scientific/professional achievements (e.g. TDK [National Conference for Student Researchers] paper, publications) are given preference.
- (5) The Admissions Committee shall hold an interview with applicants to determine the applicant's
- a) professional knowledge,
 - b) ideas pertaining to doctoral work;
 - c) previous scientific activities;
 - d) language skills.
- (6) The admission procedure to the Stipendium Hungaricum Scholarship Program and the Scholarship Programme for Christian Young People will be held via a Skype interview.
- (7) The Admissions Committee shall rank applicants on the basis of their degrees, professional qualifications (publications, research topics, and aptitude), and language skills. The maximum number of points that can be awarded in the admission examination is 100, 60 of which can be awarded for the interview, and 40 of which are additional points, in the following breakdown:
- a) Applicants with *summa cum laude* degrees are awarded 5 additional points.
 - b) 3 points are awarded for each additional B2-level complex language exam and 5 points for each additional C1-level complex language exams obtained in addition to the language skills required for admission.
 - c) 3 additional points are awarded for a B2-level complex and a C1-level complex language exam for having an advanced-level language skill.
 - d) 6 points are awarded to applicants with two C1 complex language exams.
 - e) A maximum of 20 additional points can be given for prior scientific activities, in the following breakdown and for the following:
 1. Foreign-language specialized book or a publication in a foreign, reviewed scientific journal: 12 points;
 2. A Hungarian publication in a reviewed scientific journal: 8 points;
 3. Article in an anthology or conference publication: 5 points;
 4. Non-reviewed publication: 2 points;
 5. First place in the OTDK [National Conference for Student Researchers]: 7 points;
 6. Second place in the OTDK [National Conference for Student Researchers]: 5 points;
 7. third place in the OTDK [National Conference for Student Researchers]: 3 points.
- (8) An applicant who does not obtain at least 50 points in the interview and a total of at least 60 points may not be admitted to the Doctoral School.
- (9) The Admissions Committee evaluates the applicants' performance, ranks them, and categorizes their applications as "*strongly recommended*," "*recommended*," or "*not recommended*."
- (10) Applicants to programs with state scholarships and to self-funding programs participate in the admissions procedure with the same requirements and conditions.
- (11) The Doctoral and Habilitation Council of Humanities and Social Sciences shall decide on the admission of applicants.
- (12) Applicants shall be notified of the admission decision within eight days. In the decision on admission, admitted doctoral students shall be informed of the conditions for participation in the program, the time and place of enrolment, and all other conditions that have to be met for admission.

(13) The University shall disclose the data of admitted doctoral students to the Association of Hungarian PhD and DLA Candidates, if the given student has granted his/her consent on the application form.

Section 13 (1) Doctoral students who wish to obtain their doctoral degrees shall select a doctoral topic and supervisor upon applying to the doctoral program.

(2) Based on the recommendation of the Doctoral and Habilitation Council of Humanities and Social Sciences, the University Doctoral and Habilitation Council decides on the persons of the doctoral supervisors and on approving and publishing the list of doctoral topics to be announced.

(3) Applicants may freely choose from the list of doctoral topics; in case of admission, the applicant is admitted to the selected doctoral topic at the Doctoral School.

(4) In justified cases, the Head of the Doctoral School may permit that the doctoral topic be narrowed down prior to the issuance of the final certificate, at the written request of the supervisor.

(5) A new doctoral topic may be selected in special cases, on the basis of the written justification provided by the doctoral supervisor and with permission from the Doctoral and Habilitation Council of Humanities and Social Sciences.

(6) A new doctoral supervisor may be appointed in special cases, if the previous doctoral supervisor submits a written resignation or is determined to be permanently obstructed, on the basis of the statement of the new doctoral supervisor candidate, by the decision of the Doctoral and Habilitation Council of Humanities and Social Sciences. A new supervisor may be appointed at any time upon the death of the previous supervisor. The Doctoral and Habilitation Council of Humanities and Social Sciences shall submit the new doctoral supervisor to the University Doctoral and Habilitation Council for approval. In this case, the doctoral topic may also be modified.

(7) Changes to the doctoral topic and/or the person of the doctoral supervisor does not extend the term of the training time.

VI. PERFORMANCE OF ACADEMIC OBLIGATIONS

Section 14 (1) Training in the doctoral program shall be held at the Doctoral and Habilitation Council of Humanities and Social Sciences and the University building.

(2) Doctoral students may not request that subjects be announced in semesters when they are not included in the model curriculum.

(3) In the doctoral program, an exam shall be considered successful if the student has been given a grade that is better than failing or receives a passing grade. The first attempt to improve the result of any failed exam shall be deemed as a retake examination and all additional attempts shall be defined as repeated exams (hereinafter collectively referred to as: exam).

(4) The student may attempt to pass a failed exam during the same semester only once.

(5) Subjects are graded in a three-level qualification system.

(6) The language requirements necessary for the doctoral degree have to be met by the time of applying for the complex examination. The first foreign language has to be one of the following: English, Arabic, German, French, Italian, Russian, or Spanish, the adequate knowledge of which has to be proven with at least a B2 (intermediate) level, complex, state-accredited language exam, or an equivalent document. The second foreign language may be proven with the following:

- a) state-accredited B2 (intermediate) level complex language exam certificate,
- b) state-accredited C1 (advanced) level complex language exam certificate,
- c) state-accredited B2 (intermediate) level verbal language exam certificate,
- d) state-accredited B2 (intermediate) level written language exam certificate,

- e) state-accredited C1 (advanced) level verbal language exam certificate,
- f) state-accredited C1 (advanced) level written language exam certificate,
- g) to certify foreign language skills obtained abroad, a certificate issued by the Educational Authority's Accreditation Centre for Foreign Language Examinations.

(7) If the examinee receives a failing grade for any or all of the theoretical subjects in the complex examination, the student may take a make-up exam in the subject(s) in the same exam period, on the day specified accordingly. The student does not receive any possibility for making up the dissertation part of the complex examination.

VII. INDIVIDUAL PROGRAMS AND PREPARATION

Section 15 (1) The application for the complex examination and the obtaining of the doctoral degree submitted without prior participation in the doctoral program (individual preparation) may be submitted to the Doctoral and Habilitation Council of Humanities and Social Sciences with the required annexes. Prior to approving the application, the Doctoral and Habilitation Council of Humanities and Social Sciences shall examine the applicability of the field and the fulfilment of the minimum publication and language skill requirements, in the absence of either of which it shall not approve the application.

(2) The complex examination shall be organized for persons participating in individual preparation in line with the general rules and requirements.

VIII. OBTAINING A DOCTORAL DEGREE

A) The Dissertation

Section 16 (1) The doctoral student reports about the research work performed in the doctoral topic by way of scientific publications. When submitting the dissertation, the doctoral student shall have a suitable number and quality of scientific contributions (either published or accepted for publication) and at least three publications, one of which may be a review.

(2) The doctoral dissertation has to be submitted in at least three bound (hardback) copies and one softback copy, in A4 format, written with the Word program, with the Times New Roman font in a font size of 12, a line spacing of 1.5, with notes in font size 10, and margins of 2.5 cm on all pages; the doctoral dissertation shall also be submitted in electronic format.

(3) The dissertation shall be submitted to the Doctoral and Habilitation Office of the Faculty of Humanities and Social Sciences. The words "Doctoral (PhD) Dissertation," the name of the author, and the year shall be printed on the cover. The first page of the dissertation (internal title page) shall include:

- a) the name of the author;
- b) the title of the dissertation;
- c) the names and the names of the leaders of the Doctoral School and the workshop; and
- d) the name, position, and academic qualifications of the supervisor;
- e) the name of the research institute where the dissertation was prepared; and
- f) the year the dissertation was prepared.

(4) The spine of the bound copies shall include the name of the author and the year of publication.

(5) Dissertations written in a foreign language shall have a title page in Hungarian as well.

(6) A single-page Hungarian and a single-page English summary shall be bound at the end of the dissertation. The summaries also have to be submitted electronically.

(7) The dissertation shall include:

- a) a table of contents,

- b) the footnotes or endnotes prepared in line with the requirements of the discipline, and
- c) a bibliography with all the relevant data.

(8) The internal structure of the dissertation shall follow the norms generally required and accepted in the case of scientific publications.

(9) The dissertation shall be between 150 and 200 pages long, which applies to the length together with the notes but without annexes. All pages of the dissertation shall be numbered in the bottom right corner.

(10) If the dissertation exceeds this length by more than 10%, the procedural fee payable upon its submission shall be doubled.

Section 17 The theses of the dissertation shall be written in Hungarian and English (or another language in line with the specifics of the given field) and shall be identical in both languages; they shall be written on no more than 20 A/5 pages using size 10 Times New Roman font, submitted to the Doctoral and Habilitation Office in the number of copies agreed on beforehand, as well as electronically.

Section 18 (1) The home defense shall be organized in a manner so that at least the requested Chair (selected from among the University's university professors) and two opponents are present.

(2) The home defense shall be held at the Faculty of Humanities and Social Sciences or in the University building.

B) Public Defense

Section 19 (1) Any persons who are related to or who are under the supervision of the doctoral student who submitted the dissertation may not participate in the public defense's committee of assessors, including any persons who cannot be expected to provide an objective evaluation of the case, thus especially:

- a) the doctoral student's supervisor;
- b) the doctoral student's relative and ex-spouse (cohabiting partner, fiancée);
- c) the doctoral student's department superior or direct superior and the doctoral student's subordinate.

(2) After the doctoral student or the person involved reports such conflict of interest, or after the Doctoral and Habilitation Council of Humanities and Social Sciences learns thereof by any other means, the Chair of the Council shall promptly make a decision on exclusion.

(3) The rules pertaining to conflict of interest shall be applied mutatis mutandis to the supervisor as well.

Section 20 (1) The chair of the committee of assessors shall be the University's university professor or Professor Emeritus with professional competence; an exception may be made by requesting an outside professor or Professor Emeritus only if there is no person with competence in the discipline at the institution.

(2) At least one of the official opponents and at least one additional member of the committee of assessors has to be a person not employed by or in any other legal relationship for performing work at the University. For the purposes of this provision, the Institution's Professor Emeritus qualifies as a person employed by the higher education institution.

(3) Within two months (of term time) following the request, the official opponents shall prepare a written evaluation of the dissertation, in which they, in at least five pages, express the merits and faults of the dissertation in detail, assess the applied research methods, the use of literature, the robustness of scientific conclusions, and declare whether the work meets the formal requirements.

- (4) The official opponents send their evaluation to the Doctoral and Habilitation Office, which will promptly forward it to the members of the committee of assessors and the doctoral students.
- (5) The doctoral student will receive the evaluation in due time prior to the public defense and shall be required to provide a written request prior to the defense. The reply has to be submitted to the members of the committee of assessors prior to the public defense.

C) The Doctoral Degree and Conferment

Section 21 The grade of the doctoral degree, based on the average of the points awarded in the public defense

- a) 4.50 and above – *summa cum laude*;
- b) 3.50–4.49 – *cum laude*;
- c) 2.00–3.49 – *rite*.