

THESIS DEFENSE PROCESS

The requirements concerning the form and structure of the thesis:

The doctoral thesis has to be submitted in 2 identical, bound copies and in electronic form. On the front cover, the following has to be written: DOCTORAL (PhD) DISSERTATION, name of the author, place, and year of submission.

The first page of the thesis is blank; the second one is the title page. On the title page, besides the above, the title must be printed, as well as the Doctoral School in which the thesis was prepared, and the name of the supervisor. In the case of individual preparation, the DS in charge has to be indicated.

The template for the 1st page can be found on the Doctoral School's website. The content is not allowed to be changed. The known information has to be filled in by the applicant; the others should be left empty.

The 1st page must contain the exact discipline, which can be one of the following in the Doctoral School:

Doctoral School of Chemistry and Environmental Sciences

- chemistry
 - environmental sciences
- OR

The parts of the thesis:

- contents
- abstract in English, and in another world language, with the translation of the title
- a summary of the literature of the field, with critical remarks
- research part (detailed description of the materials used and methods), the research results and their evaluation (with special attention to the results, which bring development in the given field)
- a detailed summary (longer and more detailed than the abstract)
- a bibliography of the resources (in a way that the reference documents can be identified without doubt)
- numbered results of the hypotheses of the thesis in English

The maximum length is 250,000 characters, including tables and diagrams. The details of an extensive series of measurements do not have to be included unless the author regards them as important. In this case, it can be put in an annex.

In one of the 2 copies, a tab or other binding solution has to be inserted for the remarks of the reviewers and the answers.

The **abstract booklet** gives a summary of the context of the research, the aims, the methods used during the research/experiments, and the new scientific results (thesis conclusions) in a numbered form, the list of publications of the author, with bibliographical data, which are connected with the topic of the thesis.

The abstract booklet must be submitted in English, in a number corresponding to the number of desired guests at the discussion. It also has to be submitted in electronic form. Usually, 30 copies of the booklet are enough.

Pre-defense/home defense:

For the candidate's support, the thesis, before it is finalised, has to be submitted for a public discussion to the professionally competent unit. The writer should take the remarks arising during the discussion into consideration. Minutes have to be taken about this presentation.

Pre-degree certificate

The candidate must acquire the pre-degree certificate before submitting the thesis. To obtain the pre-degree certificate, the candidate must have fulfilled the academic requirements of the Doctoral School by having at least 240 credits and completing the final report.

The finalised thesis is to be submitted to the Doctoral Administrator of the Dean's Office in 2 bound, identical copies.

Please submit your thesis along with the following documents:

- the minutes/record and the attendance register of the home defense
- the abstract booklets of the PhD thesis in English (30 copies, in case of online defense: 10 copies) as set in the rules and regulations of the doctoral school
- the dissertation and thesis booklet in electronic form (bring it on a USB or a drive share)
- a professional CV, written in the third person singular, maximum one page
- a list of publications or confirmation of publications in connection with the thesis
- the statement of co-authors of publications, about their approval that the displayed results of the common research can be part of the Thesis
- foreign language certificate, if it has not been submitted to the Academic Directorate yet
- The statement of the candidate about not participating in any other ongoing PhD degree program within the same field, and having no failure of defence in the last 2 years
- Candidate's declaration stating that your dissertation is exclusively your work, and the references are unanimous and complete
- Candidate's declaration about the electronic version of the dissertation being identical to the printed copy
- The supervisor(s)' declaration that your dissertation complies with the scientific ethical standards
- Candidate's MTMT code, NEPTUN code, e-mail address, and phone number
- A copy of the bank transfer of the defence fee. The fee for the defence is 150,000 HUF.
Doctoral Rules 13§ (6): in case the PhD candidate for the doctoral degree no longer has student status, or there are only two months left of it.

Bank transfer information:

Payable to: Pannon Egyetem

Bank's name: MBH Bank Nyrt.

Address: 8200 Veszprém, Egyetem utca 10., Hungary

Account number: 10300002-10802153-00014904

Please include in the notice column the following: your name _the financial code of your doctoral school_PhD defence fee

Financial codes:
DSCES: C01 330 0015

At the same time as submitting the above documents, the supervisor must submit a proposal to the doctoral school regarding the composition of the defense committee, with full consideration of conflict of interest principles. The proposal must include the following information for each proposed member: full name, academic degree, institution, position, postal address, and email address. Any procedural issues arising from incomplete data are not the responsibility of the doctoral administrator.