



UNIVERSITY OF PANNONIA

Doctoral School of Chemistry and Environmental Sciences

Procedures of the Doctoral Programme and Obtaining a Doctoral Degree

Terms and abbreviations:

UDHC: University Doctoral and Habilitation Council

DS: Doctoral School

DPHC: Doctoral Programme and Habilitation Council

DAA: Directorate of Academic Affairs

DPA: Doctoral Programme Administrator

	Application Procedure	Responsible Unit
1.	UDHC offers admission to the doctoral programme twice a year.	UDHC
2.	DS publishes available research topics on the web.	DS
3.	Applicants choose a research topic and submit application for admission to the DAA.	applicant
4.	DAA reviews applications and may ask for further documentation, forwards the application to the DS.	DAA
5.	DPA will notify applicants about the date and place of entrance exam.	DPA
6.	The Admission Committee is appointed by the DPHC.	DPHC
7.	Based on oral entrance exam and academic records of the applicant, the Admission Committee refuses or recommends to the DPHC the acceptance of the applicant to the doctoral programme.	Admission Committee
8.	DPHC prepares the recommendations of acceptance to the UDHC.	DPHC
9.	Based on the recommendation of the DPHC, the UDHC approves the acceptance of the	UDHC



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	applications.	
10.	Applicants will receive notification of the decision of the UDHC within 8 days of the entrance exam. The notification contains the details of the doctoral programme, including the name of Doctoral School, research topic, and name of supervisor.	DAA
11.	Applicant is expected to enrol in the programme by the given deadline in the notification letter, otherwise application will be cancelled.	applicant

	Doctoral Studies Schedule	Responsible Unit
1.	Doctoral student prepares the work and research plan under his/her supervisor's guidance in the first month of the course. The plan should be submitted to the DPHC.	PhD student
2.	DPHC approves the work and research plan.	DPHC
3.	DS open the courses for register by PhD students.	DS
4.	PhD students registers for the semester.	PhD student
5.	PhD student signs up for the courses according to work plan previously prepared.	PhD student
6.	Successful exams are recorded in Neptun data base.	course instructor
7.	PhD student continuously reports on progress of research projects under the supervisor's guidance, publishes results.	PhD student
8.	DPHC examines the credits accumulated by PhD students as set in the Rules and Regulations and informs the DAA about the PhD student's progress.	DPHC
9.	DAA is responsible to document the PhD	DAA



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	student's progress in Neptun	
10.	DAA records final grades of the semester in Neptun.	DAA
11.	Doctoral student is to request the pre-degree certificate within one month after finishing doctoral studies.	PhD student
12.	DPHC suggest issuing the pre-degree certificate, notifies the DAA no later than March 15 or October 15 of the academic year.	DPHC
13.	DAA closes student's doctoral studies records in Neptun based on the reports of DPHC.	DAA

	Obtaining Doctoral Degree	Responsible Unit
1.	Submission of the form " <i>Request for the Approval of Awarding Doctorate Degree</i> " at the DAA.	applicant
2.	DAA forwards the application to DPHC.	DAA
3.	DPHC checks that the applicant complies with the rules and regulations regarding the rank of doctoral candidates of the doctoral school.	DPHC
4.	DAA administers the decision of DPHC in Neptun and changes status from doctoral student to doctoral candidate.	DAA
5.	Doctoral candidate applies for the doctoral comprehensive exam by submitting application form to DPA.	doctoral candidate
6.	DPA notifies the doctoral school about the application for the comprehensive exam.	DPA
7.	Subjects of the comprehensive exam are to be approved by the DPHC based on the	doctoral candidate



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	supervisor's recommendation.	
8.	Doctoral candidate will be notified about the approved subjects and date of the comprehensive exam.	DPA
9.	Doctoral comprehensive exam. Minutes of the exam are to be sent to the DAA.	Committee of the Comprehensive Exam
10.	DPHC checks that doctoral candidate fulfilled the degree requirements of the rules and regulations of the doctoral school.	DPHC
11.	Preliminary professional/workplace debate (pre-defense) of the doctoral thesis.	
12.	Submission of dissertation for defense.	doctoral candidate
13.	DPA hands over the dissertation to DPHC for review and decision making.	DPA
14.	DPHC examines the eligibility of the dissertation for review by referees based on the documentation presented by doctoral candidate within 60 days of submission of the dissertation. Upon positive decision, DPHC proposes the composition of the Dissertation Committee. In case of refusal, the written notification shall include the reason for refusal. DPHC returns documentation with the decision to the DPA. Doctoral candidate shall be notified about the members of the Dissertation Committee. Except for conflict of interest, or partiality, the candidate shall not object to the appointed members. In case of objection, DPHC is responsible for appointed other members.	DPHC
15.	DPA sends the dissertation to the appointed referees for review.	DPA
16.	Referees prepare written report of the	referees



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	dissertation.	
17.	DPA fills in data on 3 rd page of the dissertation. One copy of the written report on the dissertation shall be handed back to the author.	DPA
18.	Doctoral candidate shall submit response to the questions asked in the evaluation report in 3 copies to DPA. The date and place of the doctoral defense shall be announced within 2 months of the receipt of the evaluation reports and other supporting documents.	doctoral candidate, DPA
19.	Dissertation Committee is appointed by DPHC to evaluate the doctoral dissertation, to decide about the acceptance of the dissertation and to evaluate the defense.	DPHC
20.	Members of the Dissertation Committee are invited to the dissertation examination.	DPA
21.	DPA is responsible for the technical organisation of the defense, including notifying the doctoral candidate, members of DPHC and other relevant university units about the date and place of the defense 5 workdays before the defense takes place. DPA ensures that all information concerning the defense is published on the website of the DS and the National Doctoral Council. The notification shall include that the defense is a public event, anyone can participate or ask questions.	DPA
22.	Members of the Dissertation Committee shall be provided the opportunity to review the written reports of the referees and the answers to the reports before the defense.	DPA
23.	The defense can only take place in presence	Dissertation Committee



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	of the chairman and 3 appointed members. In case one of the referees cannot participate in the defense, (s)he shall respond in writing to the doctoral candidate's answer prior to the defense. In that case, the chairman shall expound the referees report.	
24.	The Dissertation Committee decides about the acceptance of the dissertation based on the majority of voting principle.	Dissertation Committee
25.	Minutes shall be taken of the defense and the decision of the Dissertation Committee and they should be reported to the DAA.	DPA
26.	Based on the minutes of the comprehensive exam and the defense, DPHC proposes the issue of the doctoral degree.	DPHC, DAA
27.	UDHC decides on the issue of the doctoral (PhD) degree.	UDHC
28.	Copies of the dissertation (including the referees' reports) are to be archived in the Central Library of the University and at the Doctoral Schools.	DPA
29.	Based on the decision of the UDHC, DAA prepares the documentation of the doctoral degree	DAA
30.	Doctoral degree is administered in Neptun.	DAA

	Naturalization of the PhD Degree Obtained Abroad	Responsible Unit
1.	Request shall be sent to DPHC.	applicant
2.	DPHC reviews the documents, could request additional information.	DPHC
3.	DPHC prepares a proposal to the UDHC.	DPHC
4.	UDHC approves the naturalization of the PhD	UDHC



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	degree.	
5.	DAA issues a certificate of the naturalized degree.	DAA

	Honorary Doctoral Degree	Responsible Unit
1.	Award is initiated by the faculty.	faculty
2.	UDHC reviews the initiation	UDHC
3.	Faculty proposes the award (including UDHC's recommendation) to the Senate.	faculty
4.	Senate decides on issuing the honorary doctoral degree.	Senate