

REGULATIONS OF THE DOCTORAL SCHOOL OF LINGUISTICS AT EÖTVÖS LORÁND
UNIVERSITY, FACULTY OF HUMANITIES

PREAMBLE

The Policies and Regulations of the Doctoral School of Linguistics of the Faculty of Humanities of Eötvös Loránd University (HU: Nyelvtudományi Doktori Iskola, NYDI for short for Hungarian reference) based on Annex 6/2 (HU: Kari Doktori Szabályzat, KDSz for short for Hungarian Reference) of the Doctoral Regulations of Eötvös Loránd University (HU: ELTE Egyetemi Doktori Szabályzat, EDSz for short Hungarian reference), which form part of the regulations of the Faculty of Humanities and the University, are as follows.

Quotes from the EDSz and KDSz are *set in italics*.

Terms used in the Regulations: Faculty Doctoral Council (HU *BDT*: Bölcsészettudományi Doktori Tanács for reference), Office for Doctoral Affairs and Research Coordination (HU *DTH*: Doktori és Tudományszervezési Hivatal), Doctoral School Council (HU *DIT*: Doktori Iskola Tanácsa).

Section 7 (2)

The doctoral schools shall prepare their own organisational and operational regulations for the doctoral programmes and obtainment of doctoral degrees as well as the usage of the finances of the programmes based on the University and Faculty regulations and concerning cooperation with other universities, research institutions and their staff.

Section 8 (2)

The operational regulations of the doctoral schools shall cover in particular:

- a) the name and address of the doctoral school,*
- b) the administration of the doctoral school,*
- c) matters falling under the authority of the council of the doctoral school,*
- d) matters falling under the authority of the head of the doctoral school,*
- e) special conditions pertaining to application and admission to the doctoral school,*
- f) the rules of the admission procedure of the doctoral school and its admission criteria,*
- g) rules pertaining to changing education programmes, topics and/or topic supervisors within the doctoral school,*
- h) rules pertaining to the attendance of seminars,*
- i) criteria pertaining to the fulfilment of the requirements of the doctoral school and its administration,*
- j) the method and scheduling of individual course registration,*
- k) the conditions of reallocation between state-financed and self-financed programmes,*
- l) rules pertaining to the obtainment of credits,*
- m) rules pertaining to the recognition of subjects,*

n) the method of registering for exams and the withdrawal of the registrations,

o) the number of times an unsuccessful exam can be retaken within a given examination period, opportunities for registering for a given subject for a second time over the course of the Student's studies as well as the number of times a Student can attempt an exam in the same subject including his/her second attempt at the subject,

p) the unique rules pertaining to granting a Student permission to take the comprehensive examination and the passage of the comprehensive examination at the given doctoral school,

q) the professional requirements for obtaining the doctoral degree, in particular with regard to the literature requirements and the content, formal, length and language requirements pertaining to the doctoral dissertation

1. Seat and Name of the Doctoral School

Eötvös Loránd University, Faculty of Humanities, Doctoral School of Linguistics (NyDI)

ELTE BTK, 1088 Budapest, Múzeum krt. 4/A

2. Administration Centre of the Doctoral School

Mónika Marlyin

Phone: +36 30 485 5200 extension no.: 5457

email: marlyin.monika@btk.elte.hu

3. Head of the Doctoral School of Linguistics

Section 15 (EDSZ)

(1) The Head of the Doctoral School may be a core member of the Doctoral School who is a professor employed by the University in possession of a doctoral degree of the Hungarian Academy of Sciences.

(2) The Head of the Doctoral School is elected by the University Doctoral Council based on the recommendation of the core members after seeking out the opinion of the Disciplinary Doctoral Council. The letter of appointment of the Head of the Doctoral School is issued by the Rector for a term no longer than 5 years as per the recommendation of the University Doctoral Council. The Head of the Doctoral School is relieved by the Rector. The Head of the Doctoral School may be re-elected multiple times in accordance with the procedure described above.

(3) The Head of the Doctoral School is responsible for the academic quality and educational work of the Doctoral School.

(4) The duties and authorities of the Head of the Doctoral School shall include in particular:

a) giving an opinion on the student requests whose handling falls under the authority of the Disciplinary Doctoral Council,

b) approving the academic and research plans of Doctoral Students,

c) making a recommendation to the Dean on the issuance of the pre-degree certificate (absolutorium) in line with the procedure laid out in the faculty doctoral regulations if the student has fulfilled the academic and research requirements set out in the training plan of the doctoral programme,

d) making a recommendation on granting the student permission to take the comprehensive examination as well as on the subjects of the exam and the makeup of the examination board,

e) making a recommendation on granting the student permission to receive the critique of his/her doctoral dissertation following the submission of the dissertation as well as on the makeup of the Assessment Committee and the identities of the official opponents,

f) carrying out all tasks prescribed for him/her in the relevant regulations.

Section 16 EDSZ

(3) The Chair of the council of the doctoral school shall be the head of the doctoral school.

(1) Regulations for the proposal concerning the Head of the Doctoral School

a) 30 days before termination of mandate, the Head of the Doctoral School as the Head of the Doctoral School Council convenes a meeting of election inviting all the core members of the School. Before the election meeting (or at the meeting) any core member, as well as the incumbent Head, can come forward with suggestions regarding the next head who has to be a core member or propose the mandate of the incumbent Head be extended.

b) In case of absence of quorum, that is in the absence of 50% plus 1 person of the core members, the Head must convene another election meeting within 3 days, which will be quorate irrespective of the number of those present.

c) A signed attendance sheet must be kept of those who participate in the voting. Minutes of the voting must be kept, countersigned by the Head of the Doctoral School and one member. The documentation is duly archived by the Head of the Doctoral School (Chair of the Doctoral School Council), a copy of which is sent to Faculty Doctoral Council and the Office for Doctoral Affairs and Research Coordination.

(2) Until the incumbent Head is dismissed by the Rector and the new Head appointed, the incumbent Head is responsible for running the Doctoral School in his/her full authority.

(3) The responsibilities of the Head cover the following duties:

a) as Chair of the Doctoral School Council he/she is in charge of running of the Doctoral School Council with the assistance of the secretary of the Doctoral School: he/she convenes the meetings, acts as chair to them and makes sure they are conducted in order, makes sure the minutes are kept and sent to the Faculty Doctoral Council and to the heads of the doctoral programmes,

- b) the Head coordinates the accreditation of the School, makes sure the norms of quality control are met and data for central administration and coordination sent in regularly,
- c) makes sure the flow of information is assured between the Faculty and the University, as well as their administrative departments, and the programmes of doctoral training,
- d) the Head coordinates the processes and procedures pertaining to the Doctoral School and its Programmes, prepares for the Doctoral School Council the allocation of state-financed students between the Doctoral Programmes of the School,
- e) in accordance with section 15 (4) c)-e) of EDSz forwards propositions put forward by the Heads of Doctoral Programmes of the School to the Faculty Doctoral Council (including changes affecting the Comprehensive Doctoral Examination Committee and the Defence Committee),
- f) in accordance with section 10 (5) h) and (4 [rect.: 6]) (ibidem) of the KDSz, following the proposal put forward by Heads of Doctoral Programmes and in consultation with them, decides on any changes related to the programmes, topics and supervisors, and lets the members of the Doctor School Council and the Office for Doctoral Affairs and Research Coordination know about the changes in writing,
- g) following the decision of the Doctoral School Council of the allocation of financial quotas (as ruled by the Faculty Council) between the Doctoral Programmes, the Head may decide to deliver the power of remittance (in full awareness of his/her financial and criminal liability) in writing to the Heads of Doctoral Programmes and duly informs of his/her decision the Financial and Operational Department of the Faculty,
- h) the Head is legally bound to report by 1 March (or a date set by the Financial and Operational Department of the Faculty) to the Heads of the Doctoral Programmes on that part of funds of the financial framework granted to the Doctoral School over which he/she exercised the power of remittance.

4. Doctoral School Council (DIT)

According to Government Decree of 387/2012. (XII.19.) on doctoral schools, the procedures regulating the process of obtaining the doctoral degree and habilitation:

Section 10

(1) In order to facilitate the work of the Head of the Doctoral School a body of Doctoral School Council can be instated, elected by the core members of the doctoral school, the members of which are appointed and dismissed by the Doctoral Council.

(2) The Doctoral School Council

a) approves the doctoral topics, supervisors and teaching staff of the doctoral school;

b) suggests topics for dissertations;

- c) approves the topics of the doctoral teaching staff;*
- d) approves the topic of the doctoral student;*
- e) continually assesses the achievement of the doctoral student throughout his training.*

Section 2 KDS_z

(3) The doctoral school councils shall recommend the substitutes for the members representing the doctoral schools, in accordance with their operational regulations. The substitute members with voting rights shall be elected by the Faculty Council and appointed by the Dean. Substitute members elected in this manner shall hold voting rights at the time that they are substituting members of the Council.

Section 10 KDS_z

- (1) The head of the doctoral school shall be assisted in his/her work by the council of the doctoral school (hereinafter: DIT).*
- (2) The DIT shall consist of a minimum of three members and its Chair shall be the head of the doctoral school. One member of the Doctoral Student Union may take part in the work of the DIT with consultation rights. The delegation of this member shall be regulated by the Bylaws of the University Doctoral Student Union.*
- (3) The mandates of the members of the DIT shall last for three years, coinciding with the mandate of the Doctoral Council of Humanities. The rules pertaining to the election of the members of the DIT shall be regulated by the organisational and operational regulations of the doctoral school. The Chair of the DIT shall call a new election 30 days before the expiry of the mandate of the council.*
- (4) The members and Chair of the DIT shall be approved by the University Doctoral Council, and their letters of appointment shall be signed by the Chair of the BDT.*
- (5) The tasks of the DIT shall include in particular:
 - a) giving an opinion on the establishment of new doctoral education programmes for the BDT,*
 - b) making a recommendation on the identities of the heads of the doctoral education programmes,*
 - c) deciding on the announcement of the approved education programmes,*
 - d) deciding on the identities of lecturers and topic supervisors as well as the approval of the topics to be announced.*
 - e) making a recommendation on the composition of the Admission Committee for the BDT,*
 - f) deciding on the allocation of state-funded places given to the doctoral schools among education programmes,*
 - g) putting together the training plans of the doctoral education programmes and submitting them to the BDT and initiating their modification,**

h) deciding on the rules pertaining to changing education programmes, topics and topic supervisors within the doctoral school and notifying the Faculty Office on its decision. The DIT may delegate this authority to the head of the doctoral school,

i) keeping a database of the education programmes of the doctoral school and determining their research areas and keeping the Faculty Office notified of this,

j) preparing the organisational and operational regulations of the doctoral school and submitting them to the BDT.

Section 24 KDSz

(1) Reception of Doctoral Students applying to the doctoral school of the Faculty for partial studies shall be decided on by the DIT. The DIT may delegate this authority to the head of the doctoral school.

(1) The Doctoral School Council consists of the Chair (= Head) of the Doctoral School and 6 additional members who represent the respective fields of linguistics.

(2) The members are elected from among the core members of the Doctoral School with secret ballot according to the regulations of election of the Head of the Doctoral School.

(3) A DIT munkájában a doktorandusz önkormányzat egy – a doktori iskolával hallgatói jogviszonyban álló doktorandusz – tagja tanácskozási joggal vesz részt. Delegálásáról az Egyetemi Doktorandusz Önkormányzat alapszabálya rendelkezik.

(4) Traditionally the Doctoral School Council invests some of its members with secretarial duties. The person of the secretary is decided upon as described in (2).

(5) The DIT is represented in the BDT by the Head of the Doctoral School, in his absence a substitute with voting rights can be elected by the DIT.

5. Operation of the Doctoral School Council

(1) The Doctoral School Council meets at least twice in an academic year or when it becomes necessary for it to convene.

(2) The meeting is convened by the Head of the Doctoral School Council in writing or electronically.

(3) The Doctoral School Council is quorate if the meeting is attended by more than half the number of members of the Council and the Head is present as well.

(4) The decisions of the Doctoral School Council are taken by majority vote. In personal matters voting is taken by secret ballot.

(5) The Doctoral School Council informs the persons concerned in writing.

(6) Minutes of the meeting of the Doctoral School Council must be kept which must contain the decisions taken and the relevant parts of the verbal contributions made at the meeting. The

minutes are kept by the Secretary and countersigned by the Head, and sent to Office for Doctoral Affairs and Research Coordination.

6. Tasks of the Doctoral School Council

(1) In addition to the tasks set out in Section 10 (2) of the Government Decree and Section 10 (5) a)-g) and i)-j) of the Regulations of the Faculty of Humanities the following fall within the purview of the Doctoral School Council:

- a) puts proposals on the acceptance or rejection of applications to the Faculty Doctoral Council based on the habitus inquiry of applicants who have not taken part in school-based doctoral training,
- b) puts proposals to the Faculty Doctoral Council regarding the reclassification of state-financed and self-financed students, and additionally (in accordance with Section 15 of the Regulations of the Faculty of Humanities on Doctoral Studies) on individual training schedules of the Students depending on the number of points,
- c) makes decisions on the use of the financial framework earmarked in the Faculty budget for doctoral studies among the Programmes.

(2) The Doctoral School Council entrusts the Head of the Doctoral School with the responsibilities set out in Section 10 (5) h) of Regulations of the Faculty of Humanities on Doctoral Studies (with due consideration to the provisions set in Section 10 (6) of the Regulations of the Faculty of Humanities on Doctoral Studies).

(3) The Doctoral School Council entrusts the Head of the Doctoral School with the task set out in Section 25 (1) of the Regulations of the Faculty of Humanities on Doctoral Studies.

(4) The Doctoral School Council delivers its opinion and makes proposals on matters that it is entrusted with in accordance with the various regulations of the Faculty and the University.

7. A doktori oktatási programok

Section 12 KDSz

(1) Training may also be held in the doctoral education programmes within the doctoral school in line with the research field, and shall be managed by the head of the doctoral education programme.

The Programmes and Specialised Programmes of the Doctoral School of Linguistics are currently as follows:

- 1) Applied Linguistics
- 2) English Linguistics
- 3) Arabic Studies
- 4) Theoretical Linguistics

5) Translation Studies

6) German Linguistics

□ Specialised Programme: Scandinavian Linguistics

7) Intercultural Linguistics

8) Indian Studies

9) Iranian Studies

10) Japanese Philology

11) Korean Studies

12) Hungarian Linguistics

□ Specialised programmes: Phonetics and Psycholinguistics, Cognitive linguistics and stylistics, Descriptive Grammar, Onomastics, History of Language, Sociolinguistics-Dialectology

13) Language Pedagogy and English Applied Linguistics

14) Mongolian Linguistics

15) Ancient Studies

16) Russian Linguistics

17) Romance Studies

18) Sinology

19) Slavic Linguistics

20) Turkic Studies

21) Uralic Languages and Linguistics

8. Functions of Heads of Doctoral Programmes and Specialised Programmes

(1) The Head of the Doctoral Programme with the assistance of the Secretary of the Doctoral School compiles the courses in accordance with the study unit list and the ideal curriculum of the programme and makes sure that these are duly advertised in the electronic registration system of the University.

(2) The Head makes sure the subject matter of the courses are duly prepared in consultation with the instructors of the Programme. The Head collates the course descriptions and bibliography of the courses and forwards these to the Office for Doctoral Affairs and Research Coordination.

(3) At the appeal of the Head of the Doctoral School the Head is responsible for assuring that data collection on matters pertaining to the programmes is executed in accordance with the call and also makes sure that reports are compiled on time.

(4) The Head of the Doctoral Programme assures that all involved parties (Head of the Doctoral School, Doctoral School Council, Office for Doctoral Affairs and Research Coordination) are duly informed about all changes affecting the Doctoral Programme and at the same time can also put forward announcements, notifications or any other newsworthy information relevant to the Programme.

(5) The Head of the Doctoral Programme assesses the soundness of the individual training schedules of students and submits these for consideration to Head of the Doctoral School Council.

(6) The Head of the Doctoral Programme proposes the person of supervisor of the doctoral student for consideration to the Head of the Doctoral School Council at the beginning of doctoral studies after acceptance of the student at the earliest or during the first semester with active student status at the latest.

(7) The Head of the Doctoral Programme proposes changes to the topic of dissertation at the initiation of the doctoral student and/or supervisor, and can also propose changes to the Head of the Doctoral School regarding changes affecting the person of the supervisor.

(8) The Head of the Doctoral Programme proposes for consideration:

– the members of entrance examination committees, **valamint a témavezetővel egyeztetve a programra felvehető hallgatói**

– the members of the doctoral student's comprehensive examination committee and the topics of the comprehensive examination

– the members of the defence committee and, should it be necessary, changes to the defence committee.

(9) The head of the Doctoral Programme countersigns the data sheet required for the pre-degree certificate to be issued, filled in personally by the doctoral student. By countersigning it, the Head acknowledges the fact that all the requirements have been met, the credits accrued, and that there is no impediment for the pre-degree certificate to be issued at the request of the doctoral student.

(10) At the request of the Head of the Doctoral School the Head of the Doctoral Programme is required to indicate any changes that should affect the regularly established application process and entrance examination requirements, and if there should be any changes, the nature of these changes, as well as the dates and venues of the entrance examinations.

(11) After the Faculty Doctoral Council has approved the composition of the comprehensive examination committee, the Head of the Doctoral Programme sets the date of the comprehensive examination and calls on the members of the committee to participate in it.

(12) The head of the Doctoral Programme decides on the process of the in-house defence in front of the research unit of the School, makes sure the defence is duly organised and executed, and also makes sure the minutes of the defence are sent in to the Office for Doctoral Affairs and Research Coordination. The minutes must be sent electronically the Head of the Doctoral School Council.

(13) If the Head of the Doctoral Programme has been invested with the power of remittance by the Head of the Doctoral School, the Head has the power of distribution of the financial framework granted to the Programme in full awareness of his/her financial and criminal liability.

(14) The Head of the Doctoral Programme prepares by 1 March every year a report specifying the details of the appropriation of the financial framework granted to the Programme by the Doctoral School Council over which the Head has exercised his/her power of remittance and submits this to the Head of the Doctoral School Council.

9. Instructors of the Doctoral School

Section 11 KDS

(1) Lecturers of the doctoral school shall be professionals with academic qualifications who consistently or for predetermined periods take part in the work of the education work of the doctoral school. The identities of the lecturers and topic supervisors of the doctoral school shall be registered by the administration of the doctoral school in the database of the National Doctoral Council. Uploading the personal and bibliometric data to the database and their maintenance and update at least once a year shall be the responsibility of the lecturers.

(2) The core members of the doctoral school may take on lecturer and topic supervisory roles in other doctoral schools as well.

(3) Tasks of the Instructors of the Doctoral Programmes:

- a) Execution of high quality teaching activity in accordance with the instructions of the Head of the Doctoral Programme or the Doctoral School Council and Faculty Doctoral Council. This may involve provisions regarding the nature of course work, supervision, examination, compilation of examination materials, duties as referee or member of defence committee.
- b) Submitting the approved course material in its entirety to the Head of the Doctoral Programme.
- c) Submission of proposals in any matter related to the Programme to the Head of the Doctoral Programme or directly to the Doctoral School Council.

10. Tasks and Licences of the Supervisor

The Supervisor is a researcher or instructor who must be in possession of a doctoral degree and whose person and area of supervision has been approved by the Doctoral School Council and the Faculty Doctoral Council following the proposal made by the Head of the Doctoral Programme. The Supervisor undertakes to conduct the supervision of his/her doctoral student under the best of his/her professional guidance extending to the area of research of the student and the student's attempt at obtaining his/her doctoral degree.

11. Application Process

Section 16 KDSz

(4) The various doctoral schools/teaching programmes may set requirements besides the provisions laid out in paragraph (1), which shall be published each year in the Doctoral Guide for Admission and the website of the relevant doctoral school.

(1) If there are special terms and conditions imposed on the application process these must be specified in the Information Package for the doctoral application process of the Doctoral Programmes and must also be publicly displayed on the website of the Faculty of Humanities.

(2) The points system governing the entrance examination is the following

a) Assessment of the performance of the applicant during the entrance examination (min. 1 point, max. 5 points, the latter being the highest, most outstanding)

- general knowledge of the discipline and level of commitment,
- knowledge of his/her field of study (regarding the topic of the dissertation)
- the general verbal and professional level of the argumentation and presentation

b) The scientific justification and weight of the topic of dissertation (min. 1 point, max. 5 points, with possible additional points):

- the topic of dissertation's scientific relevance and timeliness
- the topic of dissertation's complexity, depth and
- the proportion of the future independent research, its innovative nature, the significance of its anticipated results

c) The scientific performance of the applicant before the application (thesis, publications, conference participations, OTDK and other competitions, organisational work) (min. 1 point, max. 5 points one point assignable for each item listed above with 1 additional assignable point for outstanding performance)

The committee in charge of the entrance examinations inserts a 15-20-line-long written summary into the minutes of entrance examination in which it assesses the performance of the applicant during and prior to the examination based on the 3 aspects described above. In this summary the committee also elaborates the level of justification for the acceptance of the application, finally it assigns the points regarding the application according to the aforementioned 3 aspects separately as well as aggregately.

Section 17 KDSz

(4) Letters of recommendations by professionals may also be attached to the application. Documents required besides the ones listed in paragraph (3) (e.g. thesis, lengthier publications, papers) shall be submitted to the doctoral school.

Section 18 KDSZ

(3) [...]The admission committees shall be approved by the BDT and appointed by the head of the doctoral programme.

(4) The head of the doctoral school shall notify the Faculty Office in writing about the exact times and places of the entrance examinations by no later than May 2. [...]

(5) In the cases of international applicants who are not citizens of the European Union, the Dean may grant permission at the approval of the head of the doctoral school to hold the entrance exam at a different time than what is originally specified, but at a date no later than September 1. [...].

(6) Makeup entrance examinations held at times other than the ones specified may only be held within the time period specified for entrance examinations, provided that such a makeup entrance examination is approved by the head of the doctoral school and an Admission Committee with the same composition as the original one can be assembled.

12. Doctoral Studies

(1) The Doctoral School of Linguistics has no special provisos in addition to those regulations specified by the Regulations of the Faculty of Humanities pertaining to 8. § (2) g-r of the Regulations, joint doctoral programmes ('co-tutelle'), studies pursued according to individual training schedule.

(2) A kifutó hároméves képzésben a doktori tanulmányokat illetően a doktori iskola a korábbi kari szabályok szerint jár el.

(3) A 2 x 2 éves képzésben a doktori iskola saját képzési rendjén túl nem alkot további érvényes szabályokat az oktatási programoknak.

(4) A komplex vizsga tekintetében a Doktori Iskola a KDSz szabályozását tartja meg. A komplex vizsga feltételei a kari honlapon van közzétéve.

(5) The credits required for completion of the Research Module of the doctoral training can be accrued by independent (non-co-authored) publications, essays, articles in established international or Hungarian peer reviewed publications or conference proceedings (or edited collection of studies) containing the studies of a number of authors or an independent book chapter. The criteria for publications, as well as the relevant forums for publications are set by the Head of the Doctoral Programme in view of the possibilities and requirements pertaining to the specific field of study.

13. Completion of Doctoral Studies

(1) Generally the Doctoral School of Linguistics accepts the terms and conditions set by the Regulations of the Faculty of Humanities.

(2) Doctoral Students who have not taken part in the School's school-based programme of studies (KDSz Section 35 (2)) must submit a plea asking for habitus inquiry to the Head of the Doctoral Programme.

(3) In case of applications for completion of studies in case of those Applicants who hold a pre-degree certificate obtained more than three years ago (KDSz Section 36 (1)), the application must be put forward for consideration to the Faculty Doctoral Council by the Head of the Doctoral School in consultation with the Head of the Programme.

14. Academic Requirements on Completion of Doctoral Studies

(1) Dissertation

a) The Dissertation must be an independently written well-researched piece of academic study written in consultation with the Supervisor containing scientific conclusions. The Dissertation serves the purpose of assuring that the Doctoral Candidate is capable of conversing with the major representatives of his/her chosen field of study in addition to showing that he/she has a broad overview of the subject of the Dissertation and is capable of presenting the compiled material in a scientifically coherent way. The Doctoral Candidate must also testify to his/her ability of setting up his/her own point of view while at the same time distancing himself/herself from the previously established views in the field and defending it in front of a specialist of the field. The Dissertation must therefore meet the internationally established set of requirements of the given field. It must be of publishable quality, with some of its parts possibly already having appeared as publications.

b) The maximum length of the Dissertation cannot exceed 600.000 characters. Given the formatting requirements detailed below must be about 225 pages in length, its minimal length 360.000 characters, ca. 135 pages. The ideal length of the Dissertation is therefore ca. 165-180 pages. The following parts of the Dissertation do not count towards the limit thus set: contents, references, quotations, acknowledgements, illustrations, photographs, or any other expository materials, summary written in Hungarian or a foreign language. Limits on the length and format of the Dissertation do not apply to those Doctoral Students who have pursued their studies and are preparing to defend their Dissertation in the framework of international supplementary studies or in the framework of international inter-university studies (e.g., joint doctoral programme/‘co-tutelle’). In such cases the regulations of the partner institution apply as set out in the contract regulating such inter-university agreements.

c) Formatting requirements (page numbers detailed above are given accordingly). The Dissertation is written using Times New Roman, 12 point characters, 1,5 spaced lines, 2,5 cm margins on the right, 3 cm margins on the left 2,5 cm, page numbering on the bottom of pages, footnotes (preferably). These parameters are just guidelines and need not be observed fully. The respective Doctoral Programmes may impose further requirements on formatting. The only uniform criterion is for the Dissertation to be legible, well-partitioned and reader friendly.

d) The Dissertation is piece of scientific work and as such must contain references and a bibliography. Rules for referencing, citation, as well as transliteration of data must follow

the conventions of the respective field as found, for example, in major reference works of the field.

(2) In-House Defence

- a) The Defence must be preceded by an In-House Defence of the Dissertation [University Policies and Regulations of Doctoral Programmes Section 62 (2) and 67 (2)].
Terms that apply to the In-House Defence:
- b) The Dissertation must be made available for inspection 14 days before the In-House Defence to all interested parties: the Students of the Doctoral Programme, staff of the Department/Institute in charge of the Programme, specialists of the field, all those interested.
- c) The In-House Defence is organised by the Head of the Programme together with the Department/Institute in professional charge of the Dissertation. There must be two or three pre-opponents for an In-House Defence, one of who will preferably come from the Instructors of the Doctoral Programme, a Doctoral Student, and, if possible, an instructor who has no public employee status with the University.
- d) The In-House Defence opens with the comments of the pre-opponents. The discussion is open to any member of the audience, a short summary of which must be minuted.
- e) The In-House Defence must be held at least 90 days before the submission of the Dissertation to ensure that emendations to the Dissertation can be duly executed. Based on a written recommendation from the Head of the Programme, this 90-day period can be decreased to a minimum of 30 days by the DIT in exceptional and justified cases.
- f) The In-House Defence must be minuted and three copies of it prepared: one copy is to be kept by the Doctoral Candidate, one by the Head of the Doctoral Programme, one copy must be sent to the **Faculty Office** no later than five working days after the In-House Defence. An electronic copy should be sent to the Head of the Doctoral School.
- g) The merits of the In-House Defence have no implications on the Defence to be held during the Doctoral Process

15. Miscellaneous

All other issues not treated in the current Regulation must be referred to higher ranked Faculty and University Policies and Regulations as set out and defined there.