

Regulations of the Doctoral School of History at Eötvös Loránd University, Faculty of Humanities

Ratified by the Doctoral Council of Eötvös Loránd University on 22.10.2021

Preamble

The Policies and Regulations of the Doctoral School of History of the Faculty of Humanities of Eötvös Loránd University (HU: Történelemtudományi Doktori Iskola, TDI for short Hungarian reference) are based on the Regulations of the Faculty of Humanities (HU: Kari Doktori Szabályzat, KDSz for short for Hungarian Reference), which form part of the regulations of the University. (HU: Egyetemi Doktori Szabályzat, EDSz for short for Hungarian Reference)

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

1. Seat and Name of the Doctoral School

Eötvös Loránd University, Faculty of Humanities, Doctoral School of History (Történelemtudományi Doktori Iskola) (ELTE BTK), 1088 Budapest, 6—8 Múzeum körút. This is where the Secretariat of the School is located.

2. Administration Centre of the Doctoral School

The Doctoral School Council (DIT) appoints an administrator from the staff members of the Faculty Office in charge of doctoral affairs to ensure that the administrative tasks of the School are duly executed. This appointment must be preceded by a consultation with the Head of Institute who is competent regarding the Head of the Doctoral School.

3. Doctoral School Council

- (1) The Head of the Doctoral School is aided in his/her work by the Doctoral School Council.
- (2) The Doctoral School Council is comprised of the Head of the Doctoral School Council and the members, the number of the latter is equal to the number of the Doctoral Programmes within the Doctoral School.
 - a) The presiding member (chair) of the Council is the Head of the Doctoral School.
 - b) The members of the Council are the Heads of the Doctoral Programmes or in case of their absence their Deputies.
 - c) The mandate of the Head of the Doctoral School Council is three (3) years.

d) The Doctoral School Council is aided in its work by a member of Doctoral Students' Committee of the Students' Union who is a registered student of the Doctoral School or is a Doctoral Candidate who is a non-voting member with the right of consultation.

The minutes of the inaugural meeting are sent to the Head of the Faculty Doctoral Council.

f) The Head of the Doctoral School and its Members are approved by the Faculty Doctoral Council, their letters of commission are signed by the Chair of the Faculty Doctoral Council.

(3) Tasks of the Doctoral School Council:

a) in accordance with the Regulations of the Faculty of Humanities proposes for consideration to the Faculty Doctoral Council the establishment of new doctoral programmes

b) decides on advertising the Programmes of the School in Hungarian and/or in foreign languages

c) decides on the allocation of state-financed statuses granted to the Doctoral School between the Programmes of the Doctoral School

d) decides on the forms of training programmes conducted in the Doctoral School

e) compiles the Study Unit Lists of the Programmes of the Doctoral School (or suggests changes to these) and forwards these for consideration to the Faculty Doctoral Council

f) puts proposals forward 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 organised doctoral training

g) keeps record of the Programmes of the Doctoral School and decides on the areas of research of these Programmes and informs the Office for Doctoral Affairs and Research Coordination of any changes affecting these programmes

h) decides on the allocation of financial funds among the Programmes granted to the School by the Faculty of Humanities

i) decides on the reapplication process of Students among the Programmes of the School following Student's requests

j) proposes the person of representative of the Doctoral School for consideration to the Faculty Doctoral Council

k) prepares the Organisational and Operational Regulations of the Doctoral School and puts these forward for consideration to the Faculty Doctoral Council

l) based on section 31. paragraph (2b) of KDSz decides whether the proof of foreign-language proficiency submitted by the student is acceptable

(4) Operation of the Doctoral School Council

- a) The Doctoral School Council is convened by the Head of the Doctoral School Council (Head of the Doctoral School of History) at least twice a semester. It must be convened within 15 days following the request of 2/3 of the members of the Council
- b) The invitation, as well as the points of the agenda, must be sent to the members of the Doctoral School Council at least 5 working days before the meeting of the Council
- c) Anyone can be invited to the meeting of the Doctoral School Council and invested with the right of consultation
- d) The Doctoral School Council is quorate if 50% plus 1 member of the voting members is present at the meeting. The minutes of the meeting must be kept for records countersigned by the Head of the Doctoral School Council and one other member of the Council. The minutes must be sent in copy to the Chair of the Faculty Doctoral Council and to the Faculty Office in charge of doctoral affairs.
- e) The Doctoral School Council reaches its decisions by open ballot, voting in personal matters (core members of the School and its instructors), as well as in any other matter thus requested by a member of the Council, is reached by secret ballot. At the request of 1/3 of its members the Head of the Doctoral School Council may impose a quality-majority voting

4. Head of the Doctoral School

- (1) The Head of the Doctoral School is appointed and dismissed by the Rector at the proposal of the Faculty Doctoral Council and the University Doctoral Council following a consultation with the Hungarian Accreditation Committee (MAB) ensuring that the quality assurance guidelines set down by the BDT are met.
- (2) Until the dismissal of the Head of the Doctoral School and the appointing of the new Head by the Rector the former Head exercises the licences of the Head to insure that the School is run efficiently
- (3) Tasks and Licences of the Head of the Doctoral School:
 - a) The Head insures the high standards of education are kept in the School, the uninterrupted functioning of education in the School maintained
 - b) The Head functions as the Head of the Doctoral School Council and ensures the tasks and responsibilities of the Council are properly executed including the convening and chairing of the meetings of the Doctoral School Council, makes sure the minutes of the meetings are kept and sent to the Heads of the Doctoral Programmes and to the Faculty Office in charge of doctoral affairs.
 - c) The Head at the inaugural meeting of the Doctoral School Council names his/her Deputy, and presents him/her to the Council.
 - d) Coordinates the reporting duties of the Doctoral School

e) Following the suggestions of the Heads of the Doctoral Programmes proposes to the Faculty Doctoral Council for consideration

– the composition of entrance exam committees

– the supervisors of the School

– the composition of comprehensive doctoral examination committees and the topics of the examination

f) Following the proposal of the Head of the Doctoral Programme and the supervisor(s) the Head initiates the issuing of the pre-degree certificate

g) The Head of the Doctoral School decides on changes affecting the Doctoral School and the choice of supervisors and informs the Faculty Office in charge of doctoral affairs about such decisions

h) The Head exercises the power of remittance (in full awareness of his/her financial and criminal liability)

i) 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,

j) 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 has exercised the power of remittance

5. Doctoral Programmes of the Doctoral School of History

(1) The Doctoral School of History comprises the following Doctoral Programmes:

1. Eastern European History Studies Doctoral Programme
2. Assyriology and Hebrew-Judaic Studies Doctoral Programme
3. History of the Ottoman Empire and the Republic of Turkey Doctoral Programme
4. History Egyptology Doctoral Programme
5. European Ethnology Doctoral Programme
6. Interdisciplinary History Doctoral Programme
7. Early Modern Hungarian History Doctoral Programme
8. Medieval and Early Modern World History
9. Medieval Hungarian History Doctoral Programme
10. Cultural History Doctoral Programme
11. Ancient History Doctoral Programme
12. Archaeology Doctoral Programme
13. Russian Studies Doctoral Programme

14. Economic and Social History Doctoral Programme
15. Auxiliary Sciences of History Doctoral Programme
16. Modern and Contemporary World History Doctoral Programme
17. Modern Hungarian History Doctoral Programme

(2) Tasks and Licences of the Heads of Doctoral Programmes

- a) The Head of the Doctoral Programme 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 with the assistance of the administrator of the Doctoral School.
- b) The Head ensures that the courses of the Doctoral Programme are advertised as set down in the ideal curriculum of the programme
- c) The Head makes sure the subject matter of the courses is duly prepared in consultation with the instructors of the Programme. The Head collates the course descriptions and forwards these to the Secretariat of the Doctoral School
- d) 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
- e) The Head of the Doctoral Programme assures that all involved parties (Head of the Doctoral School, Doctoral School Council, the Faculty Office in charge of doctoral affairs.) 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.
- f) 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.
- g) 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 after the entrance interview at the earliest or during enrolment for the first semester with active student status at the latest
- h) The Head of the Doctoral Programme proposes changes to the topic of dissertation at the initiation of the doctoral student and/or supervisor(s), and can also propose changes to the Head of the Doctoral School regarding changes affecting the person of the supervisor(s).
- i) The Head of the Doctoral Programme proposes for consideration:
 - the members of entrance examination committees
 - 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

k) 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

l) 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

m) 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 Faculty Office in charge of doctoral affairs. The minutes must be sent electronically the Head of the Doctoral School

o) 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

p) 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.

(3) Tasks of Instructors of the Doctoral School

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 (opponent) 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

(4) Tasks and Licences of the Supervisor

a) 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.

b) The Supervisor decides on the acceptance of credit points accrued in the Research Module by the doctoral student under his/her supervision under the provisos and stipulations set by the Regulations

6. Application and Admission Process

(1) Requirements and conditions on application and entrance examination

The Doctoral School does not prescribe special conditions on application, but there may be such conditions set by the respective programmes: at the request of the Head of the Doctoral School the Heads of Doctoral Programmes must come forth with the special conditions set by their respective programmes, which may involve any of the following:

- completed university degree or specialist qualifications in the chosen field of study,
- knowledge of a specific language (state-accredited type “C” exam testifying to the knowledge of a proficient user of the required language)
- list of publication(s), degree thesis/thesis

The Programmes may additionally advertise the list of preferred topics, may publicly advertise the topics of the entrance examination, as well as a list of bibliography to aid the applicant through the process.

(2) Entrance examination

a) availability of a Hungarian supervisor in the relevant topic of research (announced on the website of Hungarian Doctoral Council)

b) The applications are evaluated based on 3 main admission criteria:

1. Documented achievements in previous BA- and MA-studies that provide eligibility for doctoral studies (outstanding result at the National Scientific Students' Associations Conference (OTDK), awards, publications, etc.) (20 %)

2. the sophistication and feasibility of the research plan, with special regard to the suitability of the research topic into the framework of the specific doctoral programme (40 %).

3. the applicant's performance during the oral entrance examination during which he/she must prove his/her readiness to independently and critically apply scientific research methods and produce new scientific results (40 %).

c) Doctoral programmes within the Doctoral School of History could lay down further programme-specific language or other requirements.

The achievements of the Applicants are assessed by the entrance examination committee of the relevant doctoral programme. The minutes of the entrance examination must contain the questions asked at the exam and the summary of answers given by the Applicant. For every Applicant there must be a short academic summary provided in attachment of the decision of the committee. The list of Applicants for the full-time state-financed training must be ranked in the minutes of the entrance examination.

The number of Applicants for full-time state-supported training is allocated by the Doctoral School Council.

7. Regulations on the Doctoral Training in the Doctoral School of History

(1) Types of Doctoral Training in the Doctoral School of History

- a) state-financed, full-time education (students receiving a state scholarship)
- b) self-financed, full-time education
- c) in the framework of individual training schedule (with a minimum of 2 semesters)
- d) The length of school-based education is 48 months

(2) Change of Doctoral Programmes within the Doctoral School

Students may be granted transferral to a Programme within the Doctoral School in the first three semesters of the training. This Programme must be different from the Programme to which the Student was admitted and registered. Transferral issues are handled by the Doctoral School Council taking into consideration the possibilities of successful completion of the new Programme. The Student must submit a request to which he/she must attach the statement issued by the Head of the Programme detailing the number of credit points and courses that can be transferred in the Programme to which the transference is requested. A minimum of 1/3 of credit points and courses previously completed can be transferred in this manner. If the Student has a state scholarship, the Doctoral School Council must reach a decision in consultation with the Heads of the Programmes if this scholarship can be transferred to the new Programme or it must remain in the remit of the Programme from which the Student is requesting his/her transference.

(3) Change of Topic and Supervisor in the Doctoral Programme

Where appropriate, prior the comprehensive examination upon the request of the Doctoral Student, a change of topic and change of supervisor(s) can be granted in the following circumstances:

- a) objective difficulties of researching the original topic,
- b) in case the supervisor is permanently incapacitated or in case of death of the supervisor,
- c) in case there are professional hindrances during the training.

Changes in topic and supervisor must be submitted to the Head of the Programme to which the consent form of release of the previous supervisor and the consent form of acceptance of the new supervisor must be attached. In matters of change of topic the Head of the Programme has the right of decision, request for change of supervisor are forwarded to the Head of the Doctoral School.

The supervisor of a doctoral student or doctoral candidate can renounce his supervision in writing with a detailed account of his decision by the end of the student's training at the latest. The Doctoral School Council has the right of decision in these matters and must also appoint a

new supervisor in consultation with the Head of the Programme. The decision of the Doctoral School Council must be detailed and sent in writing to the doctoral student/doctoral candidate, the Head of the Faculty Doctoral Council as well as to the secretary of the Doctoral School who records the change in the ODT database and in the electronic registration system (NEPTUN).

(4) Participation in Doctoral Courses

Participation in doctoral courses must be pursued under the guidance of the instructor in charge of the relevant course.

(5) Administration of Credit Points

Records of credit points and all administrative matters are handled in and through the University's electronic registration system. Lecturers must assess the performance of students and record the result in the electronic registration system (or ask the secretary of the Doctoral School to do so).

(6) The comprehensive examination is regulated by the Faculty Doctoral Regulations of the Faculty of Humanities Section 29 and the Doctoral Regulations of Eötvös Loránd University Section 48,55

The detailed requirements of the comprehensive examination shall be determined by the Head of the Doctoral Programme, and should be announced to the candidates latest by the application period for the comprehensive examination. The programme-specific requirements has to be available on the website of the Doctoral School.

(7) Regulation on Accruing Credit Points

See Appendix 2.

(8) Applying for Exams

Conditions pertaining to exam applications must be made public by the instructor in charge of the course at the beginning of the semester.

(9) Postponing Examination, Retakes, Repeated Attempts at Completing Courses

In case of failed examinations, conditions on the retake of the examination are set by the instructor in charge of the course. Any subject can be attempted three times with no consequence (with the exception of the comprehensive examination), and there can be three exam attempts for any one subject. If an exam is not passed for the third time, a written request for a fourth attempt at the subject/exam must be put to the Head of the Doctoral School.

(10) Consequences of Failing the Application Deadline for Initiating the Doctoral Process

The deadline for the submission of the doctoral dissertation as defined in Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.) can be extended with an extraordinary grant of equity by the relevant discipline's Doctoral Council after receiving a written petition from the doctoral student.

(11) Regulations on Transference between State-financed and Self-Financed Status

If the number of state-financed students decreases due to termination of student status or there was a change in student status between state-financed to self-financed, the status thus left vacant can be taken by a self-financed student of the Doctoral School. The Head of the Programme must duly notify the Head of the School of such a change in status, who makes the status open to state-financed doctoral students via open competition. The application must contain the courses completed during the doctoral training and a letter of recommendation by the supervisor. The applications are assessed by the Doctoral School Council and the Head of the Doctoral School Council proposes the person of the student held eligible for state financing for consideration to the Faculty Doctoral Council.

(12) Issuance of Pre-Degree Certificate

According to regulations the Pre-Degree Certificate can be issued to those students who have completed the required 240 credit points, by the end of the 8th active semester. Students also have to complete other requirements set out in the training plan (especially those regarding publication and consultation, digital humanities as well as the comprehensive examination).

If the student met the abovementioned conditions the DTH automatically issues the pre-degree certificate within 20 days, the date of the pre-degree certificate is the date when the abovementioned conditions were met. The students can receive the pre-degree certificates during the first two weeks of February for the fall semester, and the first two weeks of September for the spring semester. Upon request the DTH sends the pre-degree certificate to the student electronically.

(13) Academic Requirements on Completion of Doctoral Studies

When submitting the application for the doctoral process, in addition to the necessary requirements set by the study unit list, the student must demonstrate have at least three independent (non-co-authored) publications and must also provide evidence to the effect that these publications have been accepted and in press ready stage. These publications can be essays, articles, studies in stablished 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, but two of these must appear in a peer reviewed publication. The bibliographical data of the publications has to be uploaded to the MTMT database. In any other case the conditions apply as generally set forth in the Credit Points Regulation (see Appendix 2).

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.

The minimal length of the dissertation is 360 000 characters with spaces ca. 135 pages. Dissertations below the minimum length cannot be submitted. 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.

Formatting requirements (page numbers detailed above are given accordingly). The Dissertation is written using Times New Roman, 12 point size characters, 1,5 spaced lines, 2,5 cm margins on the right, 3 cm margins on the left, page numbering on the bottom of pages, footnotes (preferably) with continuous numbering. These parameters are just guidelines and need not be observed fully. The respective Doctoral Programmes may impose further requirements on formatting.

The Dissertation is piece of scientific work and as such must contain references and a bibliography. Rules for referencing, citation, etc. must follow the conventions of the respective field as found, for example, in major reference works and publications of the field.

14. In-House Defence

(1) The Defence must be preceded by an In-House Defence of the Dissertation [University Policies and Regulations of Doctoral Programmes (EDSz) Section 61.].

Terms that apply to the In-House Defence:

(2) The Dissertation must be made available for inspection 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 other interested parties.

(3) 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.

(4) 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.

(5) 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.

(6) 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 Office for Doctoral Affairs and Research Coordination no later than five working days after the In-House Defence. An electronic copy should be sent to the Head of the Doctoral School.

(7) The merits of the In-House Defence have no implications on the defence to be held during the doctoral process.

15. Regulations on Joint Degree Programmes ('co-tutelle')

Regulations pertaining to terms and conditions of supervision in the framework of Joint Degree Programmes are signed at the highest level between the relevant institutions. A special proviso of the Doctoral School at this point is that the regulations regulating the submission of the doctoral dissertation and defence of the dissertation cannot be of lower standards than those prescribed by the Doctoral School. The submission of such dissertations happens at the partner institution. Such dissertations are written in a foreign language. If the partner institution imposes stricter conditions on such dissertations (e.g., in relation to the length of the dissertation), these stricter conditions must take precedence over the restrictions of the home institution.

Appendix 1

Regulations on School-Based Doctoral Training in the Doctoral School of History

General Principles

Doctoral Students (irrespective of the type of training in which they are undertaking their doctoral studies) must accrue 240 credits.

The Doctoral School of History has two tracks in which the subjects of the study unit list are distributed:

2. mandatory and mandatory elective specific subjects and
3. dissertation oriented subjects.

The Programmes of the School are open to students from the programmes offered by the Doctoral School. Courses for the obligatory subjects track can be organised by any Programme of the Doctoral School and these can be taken by any student of the Doctoral School even if such a course is not given by the host Programme of the student.

The courses of the programme specific subjects are to be taken from the host Programme of the student, but where appropriate courses given by Programmes other than the student's host Programme can also be taken. This must be approved by the student's supervisor.

Courses of the dissertation oriented subjects are necessarily taken with the student's supervisor.

The general rule of the Doctoral School is that course are not internally ordered with respect to each other or bound by a system of prerequisites. This does not imply that a rational sequencing of courses is not to be maintained or preferred, but the students are generally free to compile their study plan according to their personal wishes. Notwithstanding this the courses (practical or lecture) of the relevant subjects can only be completed with a grade (the signature of the course instructor, including the signature of the supervisor for the dissertation oriented courses, does not constitute completion of the relevant course).

Subjects and Courses

Obligatory subjects are set by the Doctoral Programmes, the number of such courses is usually eight (8) program specific subject and eight (8) dissertation oriented subject.

1. Programme Specific Subjects

Programme specific subjects are part of the professional subjects matter of the respective programmes, the number of such subjects is eight (8). These courses of these subjects are regularly compiled by the Programmes in accordance with the professional subject matter of the Programmes under the guidance of the Head of the Programme and the instructors of the Programme taking due notice of the professional needs and wishes of the students attending the Programme. Given the fact that students are free to attend any course given by the Doctoral

School, apart from the obligatory courses, any course of any Programme can be freely chosen by the student from the complete course catalogue of the Doctoral School.

2. Dissertation Oriented Subjects

The dissertation oriented courses of this subject track are to be taken with the supervisor of the student in the subject matter of the dissertation of the student. The subject matter of such courses executed under the supervision, guidance and help of the supervisor involves the regular discussion of parts of the student's dissertation. These personal consultations are regular courses of the Doctoral School and are obligatorily taken by the student in every semester of his/her studies. The consultations also count as obligatory courses, but the frequency of consultations and the topic of such courses are subject to negotiation between the supervisor and his/her doctoral student.

Appendix 2

Regulation on Credits Points

Subjects

Credit points are accrued with the completion of courses of the advertised subjects. The number of credit points thus accrued is 160 (16 subjects x 10 credit points). This is obligatory and constitutes 67% of the credit points required for the pre-degree certificate.

Research Module, Teaching Module

The Research and Teaching Modules of the Programmes of the Doctoral School of History are taken a single module given the fact that the Teaching Module is not an obligatory component of the doctoral studies. The doctoral student can be required to give courses for which credit points will be awarded, but this obligation cannot exceed 20% of the weekly working time. The remaining 80 credit points (33% of the required credit points for the pre-degree certificate) can be accrued from either the Research Module or the Teaching Module, but there is a limit on the number of such credit points.

Definition of the Research and Teaching Modules, Credit Points in these Module and the Limit on Credit Points in these Module

Publication/Essay (Study)

The only obligatory element of the Research/Teaching Module for the issuance of the pre-degree certificate is *three* scientific) publication in the respective field of research which meet the conditions set out in this regulation. This can be an essay (study) with citations written in the research field of the dissertation; a scientifically sound review press ready format accepted for publication by an online or offline scientific journal;¹ a peer-reviewed volume of studies; as well as a monograph or standalone volume of source-publication printed by a publishing house recognized by the specific research field.

If found compliant with the requirements above, 5 credit points are awarded to a publication with a length less than 20 000- 40 000 characters, and 10 credit points to a publication with a length more than 40 000 characters. Publication written in foreign language with a length around 40 000 characters are awarded 10 credit points, above 40 000 characters 15 credit points can be awarded. The bibliographical data of the publications has to be uploaded to the MTMT database.

Publications dating from two years prior to the commencement of the doctoral studies written in the field of the student's research (complying with the requirements above) can be accepted for credit points in this module.

If a publication is co-authored, and the individual contribution of the student cannot be clearly identified, the student has to submit a declaration signed by all the contributors of the publication

¹ Only journals listed by the relevant committee of the Hungarian Academy of Sciences are accepted. The program head can accept other journals on his own authority.

to the Programme Head. The aim of this declaration is to be able to identify without doubt the individual contribution of the Student. If the publication is based on indivisible mutual work, or the individual contribution of the student cannot be clearly identified, credit points cannot be awarded for it.

In case of dispute the Program Head makes the final decision regarding the publication.

The number of such publications is not limited, so the Research/Teaching Module can be completed with 8 or 9 publications meeting the requirements above. From those publications that appear in press prior to the pre-degree certificate only those can be taken into considerations for the commencement of the doctoral process that also meet those requirements that are independently specified for the doctoral process.

Teaching

10 credit points can be awarded for every taught course duly completed by the student during the semester. The maximum number of credit points that can be awarded prior to the pre-degree certificate for teaching activity is 30. This amounts to 3 taught courses by the student.

Conference Presentation

This covers scientific presentations delivered in Hungarian or a foreign language given in conferences, scientific forums, scientific consultations or presentations given to any other scientific audience. The student must provide documentation of such presentations. For the material of the presentation that appears in publication following the presentation no credit points can be awarded, but such publications can be independently awarded credit points in the Research/Teaching Module. Presentations for which no documentation can be provided or presentations given in front of a general audience cannot be awarded credit points.

Credit Points

The number of credit points that can be awarded for such scientific presentations ranges from 5 to 10 depending on the language of the presentation (5 for presentations in Hungarian, 10 for presentations in a Foreign Language). The number of credit points which can be awarded for such scientific presentations is not limited.

Editorial Work

This a broad category which subsumes the following: editorial work and proofreading (for a collection of studies or journal), making a piece of work camera-ready, writing book reviews, proofreading in Hungarian or a foreign language, recension, translation, compiling bibliographies related to the field of research, etc. When assessing this kind of work, the ratio of working hours and credit points must be taken into account: 1 credit point corresponds to (covers) 30 hours of academic work, but at the same time the relative weight of tasks executed under different headings must be taken into account (writing a book review does not involve the same amount of working hours that go into the translation of a piece of academic work).

Credit points

For Editorial Work 5 to 10 credit points can be awarded and a maximum of 15 credits can be accrued in this module.

Organisational Work

The following are found under this heading: organising scientific or academic events, conferences, field practice; writing applications (especially for those applications that will be executed in the host institution, which involves parts of the application package that require independent work with the help of the supervisor, the instructors of the Programme or the Doctoral School, members of the department or other institutions); administrative data compilation and collection, work promoting the efficient running of the Doctoral Programme; any other organisational cum academic work under the guidance of the supervisor.

Credit Points

The credit points awarded for this activity can range from 2 to 6 in accordance with the weight of the tasks undertaken and the amount of working hours invested into its execution (1 credit point = 30 hours of academic work). The maximum number of credits thus accrued can be 15.

Research Conducted Abroad

Research conducted in the framework of organised (school-based) education in a foreign institution as a holder of a scholarship or as part of self-financed educational work. The student must provide documentation of this kind of research.

Credit Points

Depending on its efficacy and results the number of credit points awarded ranges between 5 and 15. There can be a total of 20 credits thus accrued until starting the proceedings involving the issuance of the pre-degree certificate.

Further credit points can be awarded at the supervisor's discretion for any kind of research not specified above but contributing to the field of research or any additional academic activity contributing to the course work executed in the completion of the programme (taking into account the limitations specified above).

Other academic activity

5 credit points can be awarded at the Head of the Doctoral Program's discretion for any Excavation Practice and Field Work, Internship in a Museum, Data Compilation or any other specified academic work.

There can be a total of 10 credits thus accrued until starting the proceedings involving the issuance of the pre-degree certificate

Further Assistance to the Evaluation of Academic Activities

In ascertaining how many credit points a given academic activity is worth the following point of reference can be helpful: 1 credit point carries the equivalence of 30 hours of academic working hours invested into a particular activity. Furthermore it must be borne in mind that completing a course in the Course Work (Taught Component) carries 10 credit points, in the Research/Teaching Module a publication or conducting a 2 hours/week/semester seminar carries uniformly 10 credits. If the student can document the completion of a specific activity during the semester that can be labelled accordingly (e.g., taking part in research abroad) but the

amount of working hours invested into its completion, its efficacy or added value cannot be credited with 5 credit points, its merits cannot be evaluated using credit points. To make sure that not even this work is lost, the supervisor can informally add the hours invested into its completion to the evaluation of a similar activity the student will undertake in the next semester.

Sequencing of Credit Point Accumulation

There must be a minimum of 20 credits accrued per semester. To this effect students studying in the framework of school-based (taught) doctoral education must consider sequencing their studies in an ideal order. Completing two courses satisfies the minimally required amount of 20 credit points per semester, so if there are no prospects of accruing credits in the Research/Teaching Module or any other module it must be put to consideration by the student that special emphasis be put on accruing credits with course work. If a student succeeds in securing three publications in a given semester, he/she can decide to postpone redeeming the credit points in a subsequent semester when no such opportunity may arise.

Documenting the Progress in the Research/Teaching Module

Accumulation of credit points happens under the supervision of the student's supervisor with the approval of the program head. The supervisor is responsible for taking due notice of every publication, etc. Documentation of any activity happens under his/her guidance, so every accrued credit means the supervisor's full consent to any documented and credited activity the student undertakes during his/her studies, so the documentation need not be forwarded to any other forum for inspection. The bibliographical data of the publications has to be uploaded to the MTMT database.

Appendix

Summary of Credit Points in the Research/Teaching Module

The following types of academic activities can be credited in the module:

- publication = 5-15 credit points
- teaching (2 hours/week/semester) = 10 credit points
- conference presentation = 5-10 credit points
- editorial work = 5-10 credit points
- organisational activity = 5-15 credit points
- research conducted abroad = 5-15 credit points
- other academic activity = 5 credit points

Summary of Credit Points in the Research/Teaching Module and the Maximum Number of Credits Awarded

- publication = 5-15 credit points, no limit
- teaching = 10 credit points, a maximum of 30 credit points
- conference presentation = 5 credit points, no limit
- conference presentation in a foreign language = 10 credit points, no limit
- editorial work = 5-10 credit points, a maximum of 15 credit points
- organisational work = 5-15 credit points, a maximum of 15 credit points
- research conducted abroad = 5-15 credit points, a maximum of 20 credit points
- other academic activity = 5 credit points, a maximum of 10 credit points