

## THE OPERATIONAL REGULATIONS OF THE DOCTORAL SCHOOL

In accordance with the Regulations Governing the Doctoral Programmes and the Awarding of the Doctoral Degree of the University of Szeged, operation of the Doctoral School of Education is based on the following.

1. The leading and, at the same time, the representative body of the Doctoral School (DS) is the Doctoral School Council (DSC), of which the permanent members are:
  - a) the head of the Doctoral School (the chair of the DSC, Doctor of Science, core member);
  - b) the deputy head of the Doctoral School (core member);
  - c) the directors of the training and research programmes;
  - d) the representative of the Doctoral School of Education in the University Doctoral Council (UDC) and the Disciplinary Doctoral Council (DDC) (if different from those mentioned in a), b), or c));
  - e) the secretary of the Doctoral School;
  - f) the associate secretary of the Doctoral School responsible for international affairs (international coordinator);
  - g) an elected representative of the PhD students with consultation rights.
  
2. The Doctoral School Council have regular meetings, usually every two months, but it can convene for an emergency meeting, too. The head of the Doctoral School, or, when necessary, the deputy head chairs the Doctoral School Council and its meetings. By the initiation of the head of the Doctoral School, invited persons can also participate in the meetings of the Council. The meeting needs a minimum quorum of two thirds of the permanent members (with voting right) present, and the presence of the head or the deputy head of the Doctoral School.
  
3. The *authority* of the Doctoral School Council:
  - a) announcing and supervising training courses;
  - b) annually evaluating the work of PhD students;
  - c) nominating the chair and the members of the admissions committee, and ranking the applicants based on the report of the committee;
  - d) defining the topics of the admissions procedure;
  - e) making recommendations regarding the chair and members of the Comprehensive Examination Committee;
  - f) making recommendations regarding the definition of the topics of the Comprehensive Examination;
  - g) the assessment of the academic habitus of those who initiate the procedure to obtain the doctoral degree; the evaluation of the outcomes of previous studies and the evaluation of publications;
  - h) proposing to initiate the procedure to obtain the doctoral degree;
  - i) nominating the members of the Committee of Assessors for the public defence;
  - j) proposing the awarding of the doctoral degree on the basis of the outcome of the public defence of the dissertation;
  - k) making professional decisions regarding the requests made by PhD students on issues of training and defence.
  - l) proposing nominations for the Csengery Memorial Medal established by NTDI, as well as for university awards and honors, including Doctor Honoris Causa, the Pro Laudanda Promotio Award, the Young Researcher Award, the Certificate of

Recognition for Outstanding PhD Supervisors, the “Researcher of the Year in the Humanities and Social Sciences” award of the University of Szeged, and the “Publication of the Year in the Humanities and Social Sciences” award.

4. The tasks of the Doctoral School Council regarding *economic* issues:
  - a) proposing the sum of tuition fees and deciding on the use of revenue from tuition fees;
  - b) financially controlling the training related requests at the Doctoral School level.
5. It is the task of the Doctoral School Council to define the *requirement-setting authority* delegated to Doctoral Schools by the Regulations Governing the Doctoral Programmes and the Awarding of the Doctoral Degree of the University of Szeged, that includes, among others:
  - a) the approval of their topics for the Comprehensive Examination;
  - b) the publication requirements for obtaining the doctoral degree;
  - c) the foreign language requirements;
  - d) prescribing the language and the formal requirements of the dissertation;
  - e) defining the circle of those to whom it is obligatory to invite for the defence of the doctoral dissertation;
  - f) defining the criteria by which to evaluate doctoral candidates and to perform the evaluation based on these criteria.
6. The Doctoral School Council is actively involved in the organisation of Comprehensive Exams and the public defence of doctoral dissertations.
7. The Doctoral School Council defines the criteria for the quality improvement of the Doctoral School of Education and exerts continuous control over meeting the quality requirements.
8. The closed electronic consultation forum of the Doctoral School is the PhD Forum. The PhD students of the Doctoral School upload their manuscripts and materials related to their training for evaluation here. The members of the DS make their documents used in training accessible on the Forum.
9. The support of doctoral students, the assessment of their needs, and their personal guidance are ensured through several regularly organized forums and feedback mechanisms. Within this framework, an annual student satisfaction survey is distributed, and an annual student forum provides an opportunity to share opinions, experiences, and suggestions. At the opening ceremony, the Head of the Doctoral School evaluates the previous period, announces necessary changes, and provides information on research-related services, community-building opportunities within the doctoral school, and upcoming events during the academic year. The assessment of supervisors’ needs, as well as their continuous information provision, is ensured through an annual supervisors’ forum.
10. Each September, the Doctoral School provides detailed information for newly admitted students. In this framework, the secretaries of the Doctoral School, together with the international coordinator, offer comprehensive information on the structure of the program, administrative procedures, international opportunities, and the most important regulations affecting students. As part of the orientation program, a team-building training session is also organized, which facilitates the formation of the

student community, strengthens collaboration, and supports integration into the academic and social life of the Doctoral School.

## Admission Procedure

### University level rules

The admission procedure of the Doctoral School of Education is based on the rules laid down in the *Regulations Governing the Doctoral Programmes and the Awarding of the Doctoral Degree* of the University of Szeged and includes supplementary requirements.

The university call for application and the information necessary are available on the homepage of the university Doctoral Institute. The principles of the admission procedure are detailed in the *Regulations Governing the Doctoral Programmes and the Awarding of the Doctoral Degree*.

### The marking system of the admission procedure of the Doctoral School of Education

*Points for previous studies (maximum 15 points)*

1. The overall grade of the diploma
  - a) for those who graduated within one year:
    - from 4.51 to 5.00: 5 points
    - from 4.01 to 4.50: 4 points
    - from 3.51 to 4.00: 3 points
    - in other cases: 0 point
  - b) for those who graduated within five years:
    - from 4.51 to 5.00: 5 points
    - from 4.01 to 4.50: 4 points
    - from 3.51 to 4.00: 3 points
    - in other cases: 0 point
  - c) for those who graduated earlier than five years:
    - from 4.51 to 5.00: 3 points
    - from 4.01 to 4.50: 2 points
    - from 3.51 to 4.00: 1 point
    - in other cases: 0 point
  
2. Readiness to carry out research
  - a) for those who graduated within one year (max. 10 points):
    - Research achievements
      - prestigious publication or paper awarded at the National Student Scholarly Conference (OTDK): 5 points
      - other publication or Student Scholarly Conference (TDK) paper: 4 points
    - Further qualifications (max. 5 points)
      - diploma in relevant discipline: 3 points
      - accredited in-service training programme: 2 points
    - Second or further language proficiency exams (max. 4 points)

One intermediate level (oral and written) language proficiency exam is not awarded any points. Points are awarded only for proficiency exams in English, French, German, Italian, Spanish or Russian.

- intermediate level: 2 points
  - advanced level: 3 points
- b) for those who graduated within five years (max. 10 points):
- Research achievements
    - prestigious publication or paper awarded at the National Student Scholarly Conference (OTDK): 4 points
    - other publication or Student Scholarly Conference (TDK) paper: 3 points
  - Further qualifications (max. 5 points)
    - diploma in relevant discipline: 3 points
    - accredited in-service training programme: 2 points
  - Second or further language proficiency exams (max. 4 points)  
One intermediate level (oral and written) language proficiency exam is not awarded any points. Points are awarded only for proficiency exams in English, French, German, Italian, Spanish or Russian.
    - intermediate level: 2 points
    - advanced level: 3 points
- c) for those who graduated earlier than five years (max. 12 points):
- Research achievements
    - prestigious publication or paper awarded at the National Student Scholarly Conference (OTDK): 3 points
    - other publication or Student Scholarly Conference (TDK) paper: 2 points
  - Further qualifications (max. 5 points)
    - diploma in relevant discipline: 3 points
    - accredited in-service training programme: 2 points
  - Second or further language proficiency exams (max. 4 points)  
One intermediate level (oral and written) language proficiency exam is not awarded any points. Points are awarded only for proficiency exams in English, French, German, Italian, Spanish or Russian.
    - intermediate level: 2 points
    - advanced level: 3 points

*Performance at the admission interview: maximum 15 points*

## The admission principles of the Doctoral School of Education

The Doctoral School aims to train researchers in Educational Science, therefore when selecting applicants, aptness to carry out research, identifying and solving problems independently, interests, creativity, and a commitment to scientific endeavours are the elementary criteria. Members of the Doctoral School consider it essential that they contribute to the research in, the scientific knowledge base of, and the methodological diversity of, Educational Science by being open to applicants with diverse previous academic qualifications. The admission procedure is uniform in its format, and also uniform in judging commitment, scientific excellence and aptness for research. At the same time, just as the whole training is personalised, the assessment of the concrete components of previous disciplinary knowledge takes into consideration individual

characteristics and the differences in research fields. The focus of the admissions procedure is the examination of whether the previous knowledge of the candidate is appropriate for the successful launching of the training programme, and whether it can provide a solid basis for subsequent learning which is conducive to working in the chosen research field.

The Doctoral School counts on PhD students with great capacity for hard work and with outstanding learning potential, therefore it is open to applicants from any university degree programme. The training programme is primarily rooted in previous knowledge that can be accumulated in Education, Psychology, Medicine, and teacher training, but diplomas in any science targeting humans, Social Sciences and Natural Sciences (e.g. Sociology or Communication) can be useful previous qualifications. The Doctoral School welcomes PhD students who earned their diploma in other disciplines, provided that their research field conforms with the training goals and research possibilities of the School.

When beginning their studies, applicants must have an active knowledge of the English language (appropriate to read the literature, to understand conference presentations, and to engage in professional communication), which they must prove with a state-recognised intermediate level proficiency exam or an equivalent exam. For self-financing PhD students, in exceptional, justified cases, the Doctoral School Council can allow a one year extension to present proof of their English proficiency. (At the latest, the proficiency exam must be passed before beginning the second academic year.) The admission procedure has four steps.

1. The evaluation of the documents submitted by the applicants. At this step, depending on the previous studies of the applicants, members of the Doctoral School with corresponding expertise may also be involved.
2. Admission interview. Depending on the composition of the qualifications of the applicants, the Doctoral School Council appoints an admission committee to conduct the interviews. The interview primarily assesses the abilities, the aptness for research, and the scientific commitment of the applicants. Content knowledge is targeted only to the extent to which it facilitates the preliminary estimation of what supplementary studies the applicant would need for advanced studies and successful research in specific areas.
3. Based on the previously submitted documents and the outcome of the admission interview, the admission committee ranks the applicants.
4. Based on all the available information, the Doctoral School Council makes the decision to accept or to turn down the applicants.

## The admission procedure of international students

Regarding the principles, the admission procedure of international students is the same as that of Hungarian nationals, with the necessary adaptation of the steps defined above. In the case of those applying for a Hungarian state scholarship (e.g. Stipendium Hungaricum), the steps required by the scholarship program are fitted into this procedure.

In the admission process, the submitted documents of the applicant are evaluated first, then the admission interview takes place, usually via an on-line video-communication system.

## Forms of training

### State scholarship

The applicant shall have a student status, and shall devote full working hours to satisfying training, research and teaching requirements as prescribed by the regulations.

### Self-financing

PhD students who do not receive a state scholarship pay a tuition fee. The amount of the tuition fee for the PhD students of the Doctoral School of Education is the minimum sum defined by the University. Admission, training and research requirements are the same as for state scholarship holders in all respects.

### Individual preparation

When satisfying all the general prerequisites of the university regulation, applicants wishing to obtain their degree within an individual preparation programme can apply to the Doctoral School of Education, if they satisfy the exit requirements of aptness, foreign language proficiency, and scientific work (publications). Those wishing to follow an individual preparation programme apply for the Comprehensive Examination and they sit for it in the examination period following the acceptance of their application. The Doctoral School appoints a supervisor for the writing (or completion, or revision to meet the standards of the Doctoral School) of the dissertation and provides opportunities for consultations according to the individual training programme. The recommended length of this is at least two semesters, which can be shorter depending on the candidate's professional knowledge and the completeness of the dissertation.