

BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS

Organizational and operational rules of the

[Vásárhelyi Doctoral School of Civil Engineering and Earth Sciences](#)

General provisions

Article 1

The following set of rules was established pursuant to the pertinent chapters¹ of Act CCIV of 2011 on National Higher Education, the provisions of Government Decree No. 387/2012. (XII.19.) on doctoral schools, doctoral degree procedure and habilitation, and the guidelines of the Hungarian Accreditation Committee (henceforth HAC) on doctoral degree programs, in accordance with the pertinent chapters² of the Doctoral and Habilitation Regulations of the University (DHR) and the Academic Regulations of the University.

The guidelines of the quality assurance of the doctoral degree program – in addition to the previous regulations – are included in the Quality Assurance Plan of the [Vásárhelyi Doctoral School of Civil Engineering and Earth Sciences](#)³.

Creation, membership and organisation of the Doctoral School

(Article 2 to Article 6)

(These articles, accessible in the Hungarian document, have not yet been translated to English.)

Operation of the Doctoral School

Article 7

The operation of the doctoral school is supervised by the Head of the Doctoral School – with the administrative support of the Dean's Office of the Faculty.

Article 8

- (1) The Doctoral School requests topic proposals in each semester, and announces PhD topics. The Council of the Doctoral School (henceforth DIT) decides on the acceptance of the research topics and the supervisors of PhD students. The topics are announced in newsletters and on the website of the Doctoral School.

¹ [2011. évi CCIV. törvény a nemzeti felsőoktatásról, 387/2012. \(XII.19.\) Kormányrendelet, MAB határozatok](#)

² <http://doktori.bme.hu/szabalyzatok.htm>

³ <http://phd.epito.bme.hu/>

- (2) Supervisors of the PhD students must have at least 2 years of professional experience after getting their doctoral degree. The maximum number of PhD students supervised at the same time by the same person is four. The DIT can give exemption from this rule only by the consent of the Habilitation Committee and Doctoral Council of the University (henceforth EHBDT).
- (3) Each PhD student has only one supervisor, who takes absolute responsibility in managing and supporting the student's academic studies, research work and the doctoral candidate's preparation for getting the doctoral degree. A dual supervision is only possible in case of studies carried out in international cooperation, or in case of an interdisciplinary research that was previously approved by the DIT and the EHBDT as an enlisted PhD research topic.
- (4) An authorized supervisor must have a full time position or be a Professor Emeritus at the University, or have a full time position at another institution which has a valid doctoral program cooperation agreement with the University. The DIT appoints an advisor to support the work of the external supervisor on behalf of the University and to monitor the professional progress of the student.
- (5) The DIT can change the PhD topic or the supervisor/advisor on their own request, on the request of the PhD student, or within the scope of authority of the DIT. The DIT consults the workplace superior of the topic supervisor before the final decision.

Article 9

- (1) The admission exam for the topics announced in accordance with Article 8 is organized by the Dean's Office of the Faculty. The Admissions Board is appointed by the DIT.
- (2) A prerequisite of the admission exam procedure is an acceptance letter written by the supervisor and one written by the accepting organizational unit (the faculty or another institution). A formal requirement of admission is a degree graded at least good (4 in the Hungarian grading system, or C in the Erasmus grading system), and a certificate of English language competencies.
- (3) The Admissions Board gives a point between 0-100 expressing the proficiency of the candidate at the admission exam interview, the language competencies, and the previous professional and scientific activities. The professional competencies points express the expertise in the chosen topic among others. At least 60 points are required for the admission to the PhD program.
- (4) Based on the report of the Admissions Board, the DIT makes a proposal of admission to the Dean of the Faculty and a proposal for awarding a state-funded grant. The final decision of admission is made by the Dean of the Faculty.

Article 10

- (1) When pursuing an individual doctorate, the doctoral degree procedure starts with a formal request and an approved application for the Complex Exam (Government Decree No. 387/2012 (XII.19) Article 12).
- (2) The prerequisite for the admission of individual doctoral candidates to the doctoral degree procedure is the formal accomplishment of the publication requirements

(theses are not required when applying, thus content is not assessed, but the quantitative indicators should be met).

- (3) By admitting an individual doctoral candidate, the doctoral school recognizes the minimum credits required for taking the Complex Exam, with the possibility of recognizing further credits through formal request based on previously acquired knowledge and competencies.
- (4) The doctoral school appoints an advisor to the individual doctoral candidate.
- (5) The Complex Exam following the admission is part of the first semester of the dissertation period.

Article 11

- (1) Prior to each semester, the DIT accepts the list of proposed courses of the doctoral program and their lecturers. The accepted courses are to be announced on the website of the Doctoral School. “Directed teaching”, worth a maximum of 36 credits, is part of the doctoral curriculum [according to AR Article 177 (4)].
- (2) Lecturers of the Doctoral School are those lecturers and researchers holding a PhD who are considered by the DIT – in accordance with the proposal of the head of the doctoral school – to be competent in providing training, research and supervision in the given academic period. A lecturer of the Doctoral School can be a full time employee of another national or foreign research centre, university, company or other institution which has a written cooperation agreement with the University for fulfilling the aims of the doctoral program.

Article 12

The registration system, administration and information requirements of the Doctoral School are provided by the Dean’s Office of the Faculty of Civil Engineering, in accordance with the chapters of the Article 12 of the University DHR.

Earning the doctoral degree

Article 13

- (1) The degree procedure is conducted by the Habilitation Committee and Doctoral Council (henceforth HBDT) of the respective discipline. It is the university-level committee (EHBDT) that awards the doctorate based on the recommendation of the HBDT. The general requirements of the doctoral degree are regulated in detail by the University DHR.
- (2) A prerequisite of the PhD degree is a successful Complex Exam. The Complex Exam is described in detail in the academic plan of the Doctoral School.

- (3) Publications containing the candidate's research results should be assigned to the individual theses, and co-authors should renounce authorship in a written form specified by the Doctoral School.
- (4) As a prerequisite for obtaining the PhD, the publications assigned to the theses should fulfil the publication requirements of the doctoral school. The doctoral school revisits and, if necessary, modifies the criteria on a yearly basis. The current requirements are listed in Annex 1.
- (5) Within 2 years from any change in the requirements of the degree procedure, the doctoral candidate can decide whether the current or the previous set of rules is to be applied in their case.
- (6) Language competency prerequisites at the time of submitting the dissertation:
 - a) a certificate of at least an intermediate-level complex language examination in English
 - b) a certificate of at least an elementary-level complex language examination in a second language, or proving the equivalent language competency in a way recognized by the HBDT.
- (7) The list of prerequisites (in accordance with the regulations of HAC) is part of the Operation and organizational rules of the doctoral school, thus available in the www.doktori.hu database, or obtainable directly from the website of the doctoral school and the university.⁴

Amending provisions

Article 14

These regulations were discussed and accepted by the EHBDT on 23 Februar 2017. The regulations are effective immediately.

Budapest, 23 Februar 2017

László Kollár

head of the [Vásárhelyi Doctoral School of Civil Engineering and Earth Sciences](#)

Abbreviations used in this document:

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|-------|--|
| DHR | Doctoral and Habilitation Regulations of BME |
| DIT | Council of the Doctoral School |
| EHBDT | University Habilitation Committee and Doctoral Council |
| HAC | Hungarian Accreditation Committee |
| HBDT | Habilitation Committee and Doctoral Council of the scientific branch (i.e. Civil Engineering and Earth Sciences) |

Annex:

1 – Publication prerequisites for obtaining a PhD degree

⁴ <http://doktori.bme.hu/doktori.htm>

Publication prerequisites for obtaining a PhD degree

Guide for evaluating publications and specifying minimum requirements in PhD procedures

HBDT of the Faculty of Civil Engineering
June 2014

This is a guide for PhD students, supervisors and dissertation reviewers. Its goals are:

- to present guidelines and self-control possibilities for PhD students: they can check whether their publications are formally reach the minimum requirements.
- to present guidelines for supervisors to verify whether their students' publications reach the minimum requirements, and
- to help members of the examination committee.

Obviously, *the formal fulfilment of the conditions does not guarantee the beginning of the PhD degree procedure, neither its successful completion. During the decision-making the HBDT examines the publication level of the new scientific results in merit, furthermore the contribution of the candidate to the new results.* The assessment score may also contribute to the whole complex valuation of the candidate.

The data of the publications should be entered to the BME Publication Database (or to the Hungarian Scientific Publications Database, MTMT). The list of the publications should be prepared in the way it is written in the „*Publication data guideline for application of PhD degree or habilitation.*” The candidate writes to this list the points according to the percentages in the table below, and in the end marks the whole score.

Minimum requirements

In the PhD procedure the HBDT checks minimum requirements at two moments:

- when the procedure is beginning,
- when the dissertation is submitted.

(Of course, if the candidate submits the dissertation at the beginning of the procedure, then the committee examines the fulfilment of both requirements at the same time.)

The aim of the minimum requirements is twofold: first, it shows to the candidates the minimum publication activity required for starting the doctoral procedure; secondly, it shows an informative threshold to the supervisors below which starting a PhD procedure is not recommended (DHR Article 18 (5)). In awarding the PhD, not only the quantitative but also the qualitative parameters of the publication activity have a decisive role.

The fulfilment of the minimum requirements is checked by the supervisor (and the HBDT after the submission) regarding the submitted documents.

If the minimum requirements are not reached, the HBDT rejects the application.

These minimum requirements apply to the published documents. Applications based on fully or partly classified material must be examined in a special procedure.

If an application is rejected because minimum requirements are not met the University pays back the difference of the previously paid PhD procedure fee and the handling fee. If the minimum requirements are fulfilled then the examination is considered to have been part of the doctoral procedure and no additional fee is charged.

PhD minimum requirements for starting the procedure

- minimum number of all publications: 4, of which
- at least 2 articles⁵ in a non-Hungarian language peer-reviewed journal, of which

⁵ These are independent articles, so correspondence, short paper, discussion etc. is not appropriate. Department publications are not eligible either.

- at least 1 is made with at least 50 % participation of the candidate,
- at least 1 is published in a journal listed in the Web of Science or Scopus database;
- at least 2 publications not in Hungarian, with at least 50% participation of the candidate,
- at least 1 publication in Hungarian (in case of Hungarian citizens),
- minimum points to be reached: 12.

Points of the publications

The following points can be given to particular publications (only to those that are related to the research field):

| | |
|---|---|
| Book | 8 |
| Book part, chapter | 6 |
| Article in a collection ⁶ | 1 |
| Printed (or published in an electronic ⁷ form) university lecture note | 3 |
| Journal articles (can be published only electronically) | |
| - Peer-reviewed | |
| - Not in Hungarian, published abroad | 6 |
| - Not in Hungarian, but published in Hungary | 4 |
| - In Hungarian | 2 |
| - Non peer-reviewed | |
| - Not in Hungarian, published abroad | 3 |
| - Not in Hungarian, but published in Hungary | 2 |
| - In Hungarian | 1 |
| Non-Hungarian presentation in the proceedings of an international conference ⁸ | |
| - Peer-reviewed | 4 |
| - Non peer-reviewed | 3 |
| Non-Hungarian presentation in the proceedings of a local conference | 2 |
| Presentation in Hungarian in a conference proceedings | 1 |
| Foreign patent | 2 |
| Hungarian patent | 1 |
| Review (printed interpretation of another author's writing) | 1 |

Co-authors from Hungary may declare in a separate letter the percentage of their share of authorship for individual publications. The candidate's points in this case have to be multiplied by her/his own share. In this calculation the supervisor of the PhD student should be automatically skipped. So if she/he writes an article together with her/his supervisor, then she/he will get the whole points. If the co-authors do not make a declaration, or the sum of the declared shares is over 100%, then the points must be divided with the number of the authors.

If a *co-author declaration contradicting* a previous one turns up, then the HBDT has to initiate an investigation and inform the EHBTD.

If the editor declares in writing that an article has been accepted a paper manuscript for publication but asks for a minor revision before publication, then the calculation should be based on half of the peer-reviewed points. If the manuscript is accepted without changes, then the calculation should be based on the whole peer-reviewed points.

A BSc final project or a master thesis is not eligible, as these are compulsory works. A presentation given at a BME PhD student symposium is eligible only if the whole article appears in a proceedings volume that is accessible in a library.

⁶ The issue must have an ISBN or ISSN number.

⁷ Electronic lecture notes can be honoured with point only if the Faculty's Science and Education Committee gives a supporting declaration.

⁸ At least 4 pages long, can be on CD, too.

PhD minimum requirements for submitting the dissertation

Each thesis must be assigned to a publication where the candidate published those results. At least one of the assigned publications must be in the database of Web of Science (these usually have an impact factor).

These regulations were negotiated at the 18th of June, 2014. by the HBDT of the Faculty of Civil Engineering, and they were accepted on the 26th of June, 2014. by the EHBDT.

This guideline is available for anyone at the Dean's Office of the Faculty of Civil Engineering and on its homepage.

According to the decree of the EHBDT made on 24/09/2006, we emphasize that conference papers shorter than 4 pages are not eligible for points.