Budapest University of Technology and Economics

Habilitation Committee and Doctoral Council (HBDT)   
of Civil Engineering and Earth Sciences

FORM

for initiating the DOCTORAL (PhD) defence procedure[[1]](#footnote-2)

(to be used when the dissertation is also submitted with this form)

I request an authorisation to initiate the PhD defence procedure in *technical sciences*/*natural sciences*2, in the branch of *civil engineering sciences*/*earth sciences*[[2]](#footnote-3). I wish to conduct the procedure in *Hungarian*/*English*2.

Information about me:

Name, as in the official identification document[[3]](#footnote-4): …………………..…………………..

Place of birth, date: …………………..…………………..

Nationality: ……………………….....

Mother's name: ……………………………………………………

Workplace: ………………………………………………………………………………….………………………………………………………………………………............………

Address: ……………………………………………………………………………………. …………………………………………………………………………………………….,,

Phone number: ……………………………

E-mail address: …………………………………...........................

Masters degree’s name, serial number, date and issuing university:

…………………………………………………………………………………………….…………………………………………………………………………………………….

Completion date of successful comprehensive exam[[4]](#footnote-5): …………………………………………………..

Date of Absolutorium[[5]](#footnote-6): ……………………………….………………………

or: I submit a request for the accreditation of the absolutorium on the basis of the initiation of the PhD defence procedure.

Proof of knowledge of foreign languages ​​(language; level; certificate serial number, date):

1. First language[[6]](#footnote-7) : ……………………………………………………………… ...
2. Second language[[7]](#footnote-8) : ……………………………………………………………… ...

or: I submit a request to justify the knowledge of the second language in a different way.

Title of the dissertation: …………………………………………………………………….

……………………………………………………………………………………………… ……………………………………………………………………………...

Character count, obtained by converting the rows occupied by figures and tables[[8]](#footnote-9): …………

Page count of the dissertation[[9]](#footnote-10): …………………

Name of the supervisor[[10]](#footnote-11): …… .............................................................

My name as it stands on my personal identification document[[11]](#footnote-12): ……………………………………………………………………..

Budapest, …………………(DATE)…………………

…………… ………………………………

Signature of the applicant

APPENDICES[[12]](#footnote-13)

1. The dissertation (1 hard bound printed copy, 3 soft bound printed copies and 1 electronic pdf file).
2. A short summary of the dissertation in Hungarian and English (1 page each). (5 printed and 1 electronic (pdf) copy from each language)
3. A thesis booklet in Hungarian and English (5 printed and 1 electronic (pdf) copy from each language)
4. List of your publications[[13]](#footnote-14). (2 copies)
5. List of scientific publications connected to the theses (2 copies) and 1 copy from each publication[[14]](#footnote-15)
6. (*optional*) Co-authors’ declarations on their authorship, for publications where the applicant's share differs from one divided by the number of authors. (The supervisor does not count as a co-author.) (1 copy)
7. (*optional*) Declarations from authors working in Hungary (apart from the supervisor) that are co-authors in publications supporting theses in this dissertation (3 copies)
8. (*optional*) For the publications not yet published but accepted for publication, the editor's acceptance statement. (1 copy)
9. Declarations[[15]](#footnote-16)
   1. On the independence of work and on appropriate citation of other’s work (2 copies)
   2. Identity of the printed and electronic versions (2 copies)
   3. Consent to the publication (2 copies)
10. The minutes of the in-house defence (2 copies).
11. Professional CV (1 copy)
12. Copy of your university degree certificate[[16]](#footnote-17) (1 copy)
13. Certified documents proving the required level in foreign languages (1 copy) [[17]](#footnote-18)
14. (*optional*) Request for recognition of second foreign language. (1 copy) [[18]](#footnote-19)
15. Declarations[[19]](#footnote-20)
    1. On procedures to revoke the doctoral degree.
    2. On pending or unsuccessful doctoral procedures.
16. Proof of payment of the administrative fee, if such obligation occurs. (1 copy) [[20]](#footnote-21)
17. (*optional*) Supporting statement by the supervisor and/or the head of the professionally competent educational unit. (1 copy)
18. (*optional*) Authorisation of the HBDT if you are not submitting your dissertation within three years from the comprehensive exam[[21]](#footnote-22)
19. (*optional*) Authorisation of the BME Habilitation Committee and Doctoral Council (EHBDT) if you started your doctoral studies more than 7 years ago and you want to have the supervision of your research acknowledged. (1 copy)
20. (*optional*) A copy of the extract of minutes about the permission to postpone publication (2 copies)[[22]](#footnote-23)
21. (*optional*) In the case of an electronically published lecture note, a certificate from the Scientific and Education Committee of the Faculty that the material submitted is indeed a lecture note of a running subject. (1 copy)
22. (*optional*) Request for the accreditation of the absoultorium. (1 copy)

1. The Doctoral and Habilitation Regulations are available at <http://doktori.bme.hu/szabalyzatok/BME_DHSZ_2018_marc_26_EN.pdf> [↑](#footnote-ref-2)
2. The appropriate answer should be underlined. [↑](#footnote-ref-3)
3. The PhD certificate will carry this name. [↑](#footnote-ref-4)
4. DHR Article 17 (2) and 18 (1) [↑](#footnote-ref-5)
5. DHR Article 18 (1) [↑](#footnote-ref-6)
6. According to Article 17 (3) (a) of the Doctoral and Habilitation Regulations (DHR) of the University, the first foreign language may be English only. [↑](#footnote-ref-7)
7. According to Section 17 (3) (b) of the DHR; if you do not have a second language exam, underline one of the options. [↑](#footnote-ref-8)
8. DHR Article 11 (8) c) limits the volume of the dissertation to 250 thousand characters, including the lines occupied by figures and tables (but excluding character counts of amendments and annexes if there are any). [↑](#footnote-ref-9)
9. HBDT imposes a maximum of 110 pages. See the detailed requirements in the following document: <https://phd.epito.bme.hu/sites/default/files/page/VPDI-dissertation_requirements.pdf> . [↑](#footnote-ref-10)
10. Only a supervisor officially appointed by DIT can be entered here. According to Section 10 Article (9) of the DHR, if you initiate a doctoral procedure more than 7 years after the start of your doctoral program, you may apply to the EHBDT to recognise the supervisor, but only in special cases. [↑](#footnote-ref-11)
11. Your PhD certificate will be bear this name. [↑](#footnote-ref-12)
12. DHR Article 18 (2) - (4) and (6) [↑](#footnote-ref-13)
13. In accordance with the standards of the faculty, with a point estimate. [↑](#footnote-ref-14)
14. DHR Article 18 (2) b) [↑](#footnote-ref-15)
15. DHR Article 18 (2) d-g) [↑](#footnote-ref-16)
16. According to Article 16 (3) of the DHR, a copy of the original document made, signed and stamped by the issuer shall be deemed to be certified copy. In case of documents issued by the University, in addition to the presentation the original, the administrator of the Dean's Office can also authenticate the copy. For documents that were previously submitted to the University as certified, certification is provided by the organizational unit that manages the document. [↑](#footnote-ref-17)
17. DHR Article 18 (3) b-c) [↑](#footnote-ref-18)
18. DHR Article 18 (3) c) [↑](#footnote-ref-19)
19. DHR Article 18 (3) d-e) [↑](#footnote-ref-20)
20. DHR Article 18 (3) f). An administrative fee is due if you submit your dissertation more than a year after your Absolutorium [↑](#footnote-ref-21)
21. DHR Article 18 (1) [↑](#footnote-ref-22)
22. DHR Articles 18 (2) g) and 21 (6). [↑](#footnote-ref-23)