

Manual for the writing of the research plan and the semester report for the PhD-Students of the Vasarhelyi Pal Doctoral School of Civil Engineering and Earth Sciences

The Students participating in the PhD-program are required to submit a research plan at the beginning of the semester and a semester report at the end of the semester. These documents are not independent, they are often built upon each other, so, we typically do not separate them, but asking for the submission of a joined „SEMESTER REPORT / PLAN” by the end of the registration week. The research plan must be prepared with the coordination of the supervisor. In the report, the credits for the research work and the publication activity are acknowledged by the supervisor, the credits obtained for teaching activities is acknowledged by the head of the department of the student. Both of them must sign the report, so in the schedule of the preparation of the report/plan this must be considered in advance as well.

The printed and signed report/plan must be submitted to the Deans Office. The electronic version must be in pdf format: it must be generated from the doc-file (i. e. not the signed copy must be submitted and scanned), and it must be sent to Robert Nemeth: nemeth.robort@epito.bme.hu . The naming scheme of the fajl is: NEPTUN_semester.pdf , where NEPTUN is the Neptun-code of the student and „semester” is the code of the reported semester; e.g. ID10T4_26271.pdf is the report of the student with the Neptun-code ID10T4 about the 1st (fall) semester of the school year 2026/27 and, at the same time it contains the research plan for the next semester (typically the 2nd, i.e. spring semester of the school year 2026/27). The research, publication and teaching credits will be registered in the Neptun-system after the beginning of the next semester.

The submitted files will be available for the members of the DIT, allowing the monitoring of the progress of the students. After every second semester the DIT evaluates the progress of the students in the beginning of the next semester. In these semesters the research, publication and teaching credits will be registered only after the DIT decision.

The sample fajl of the report/plan is formulated in such a way, that it allows the results of the whole curriculum of the PhD-Student. Thus in each semester the previous report/plan can be used as a basis for the next document. Because of that we ask you to emphasize the entries of the current semester.

- In the *Research activities* part the research work done during the reported semester must be presented. The supervisor evaluates the elements of the research work by filling out a table. The average of the grades of the four topics serves as a basis of the credit value.:
 - average is 1.5, or below: no credit (=0) is earned in that semester,
 - average is 4.0: student earns the research credit of the reported semester listed in the sample curriculum of the Academic Program („Consultation”+”Research Work”, 15 credits in the first four semester, 18 credits in the 5th and 6th semester, 21 credits in the last two semesters),
 - average between 1.5 and 4.0: the credits earned is calculated with linear interpolation,
 - average above 4.0: the credits earned is calculated with linear extrapolation, plus the supervisor must give a separate justification of the extraordinary result.
- In the *Publication activities* part the publications must be given as full references (Author(s): Title, publication data, year, status, credits). The credit value must be calculated from the rules given in the Academic Program of the Doctoral School with the approval of the supervisor. If a part of the credits are already accounted to a former semester, then the credits must be written in a shared form (e.g. in the form 3+**3cr**, if a published paper worth 6 credits, but 3 credits were already earned in a former semester for the submission, so, in the current semester the residual **3** is typesetted in bold; in the next semester the same publication can be written as 6cr).
- In the Subjects part the subjects of the doctoral studies must be listed (BSc- and MSc-courses are typically do not count towards the doctoral credits). Special PhD-courses, Winter and Summer Schools must be listed here as well, if you want it to be accepted them in your program In the latter case send the data of the course, too.. . *A Tanulmányi eredmények* részben a teljesíteni tervezett tárgyaknál kell megadni azt is, ha valaki a félév során olyan doktorandusz tanfolyamon, Summer/Winter School-on stb., venne részt, amit el szeretne ismertetni a képzésen belül.
- In the Teaching activities part the Head of the Department decides the earned credits for the reported semester.

Exceptions:

- After the admission, in the beginning of the first semester there is no semester to report yet. In this case only the plan parts must be filled in the form and submit it by the end of the third week of the semester. Even for this plan the given sample fájl can be used leaving the report-related parts empty, and later it can be serve as the basis of the report.

- In case of a passive semester it is sufficient to submit the report of the preceding active semester in the beginning of the next active semester as a single document. That way, credits can be earned for the research work done during the passive semester as well (which will be registered to the active semester).
- At the end of the fourth active semester students must take a comprehensive exam. As the registration to the exam requires the fulfillment of credit limits too, those credits need to be obtained before the end of the semester. Formally this is done with the submission of a partial report, this is one step of the registration to the comprehensive exam (an other step is the registration in the Neptun-system). A sample for the partial report is available in the homepage of the Doctoral School.
- There is no active semester after the 8th semester, so the report of the last semester must be without any further plan. The last report must be submitted by the end of the registration week of the following semester, student earns the credits of the last semester and obtains the absolutorium after that. (Absolutorium is one of the requirements for the submission of the doctoral thesis.)
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