

**ANNEX TO THE REGULATION OF THE
DOCTORAL TRAINING AND THE DOCTORAL
DEGREE AWARD PROCEDURE OF THE
UNIVERSITY OF MISKOLC GOVERNING THE
FERENC DEAK DOCTORAL SCHOOL OF LAW**

**OPERATION REGULATION OF THE
FERENC DEAK DOCTORAL SCHOOL OF LAW OF
THE UNIVERSITY OF MISKOLC**



Miskolc, 2019

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**ANNEX TO THE REGULATION OF THE DOCTORAL
TRAINING AND THE DOCTORAL DEGREE AWARD
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GOVERNING THE FERENC DEAK DOCTORAL SCHOOL OF
LAW**

**OPERATION REGULATION OF THE FERENC DEAK
DOCTORAL SCHOOL OF LAW OF THE UNIVERSITY OF
MISKOLC**

**REGULATIONS ADOPTED BY SENATE RESOLUTION No. 190/2016 OF
THE UNIVERSITY OF MISKOLC**

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Section 1

Establishment of the doctoral school

The Doctoral Council of the Faculty of Law adopted a resolution to establish the Ferenc Deak Doctoral School of Law (henceforth doctoral school) on 25 June 2001. After the confirmatory decision of the university bodies, the Hungarian Accreditation Committee (henceforth MAB) approved the temporary accreditation of the doctoral school on 15 March 2000. The permanent decision was made by MAB on 5 March 2002. By resolution No. 2009/7/XIII/2/303, MAB extended the accreditation of the doctoral school until 31 December 2014, then by resolution No. 2015/9/IX/20/2/922 until 31 December 2019.

Section 2

Details of the doctoral school

Name: Ferenc Deak Doctoral School of Law

Postal address: 3515 Miskolc-Egyetemváros

Telephone number: +36/46/565-388

Fax number: +36/46/565-388

E-mail: jogdokis@uni-miskolc.hu

Website: <http://www.uni-miskolc.hu/~wwwdeak/>

Seal: Circular in design comprising the national coat of arms surrounded by the text „Deák Ferenc Állam- és Jogtudományi Doktori Iskola” in the upper portion and „Miskolci Egyetem” in the lower portion around the perimeter.

Operational framework: The doctoral school operates as part of the Faculty of Law of the University of Miskolc.

Section 3

Head of the doctoral school

The head of the doctoral school is an internationally renowned core member university professor in possession of the title of Doctor of Science/Doctor of the Hungarian Academy of Sciences. The head of the doctoral school is a full-time professor of the Faculty, elected by the University Doctoral Council on the recommendation of the majority of the core members from among the core members and, after the approval of MAB, appointed for a period of up to five years and dismissed by the rector. The appointment may be extended several times.

Section 4

Members of the Doctoral School

(1) Members of the doctoral school are the core members as well as supervisors, co-supervisors and academic staff participating in the doctoral school.

(2) Supervisors, co-supervisors and academic staff participating in the doctoral school are approved by the Disciplinary Doctoral Council after recommendation by the head of the doctoral school.

(3) The core members, supervisors, co-supervisors and academic staff of the doctoral school are academic staff and researchers having academic degrees who are considered suitable by the Disciplinary Doctoral Council to perform teaching, research and supervising duties.

- (4) The mandate of the core members of the doctoral school ceases upon
- the death of the member
 - the termination of the doctoral school,
 - resignation

- the termination of full-time employment with the university
- the core member appointing another higher education institution as the beneficiary of budget support
- the core member declaring to become the core member of another doctoral school.

(5) The members of the doctoral school who the Disciplinary Doctoral Council no longer considers suitable to perform teaching, supervising and co-supervising duties may be dismissed after the proposal from the head of the doctoral school. Supervisors report on their activities to the Disciplinary Doctoral Council on a regular basis.

Section 5

The Doctoral School Forum

(1) The Doctoral School Forum is made up of the members and enrolled doctoral students of the given doctoral school.

(2) A meeting is convened by the head of the doctoral school if need be.

(3) A meeting must be convened if, announcing the proposed agenda, at least either one third of the members of the doctoral school or the doctoral students ask for it in writing.

(4) The forum is chaired by the head of the doctoral school and if being prevented from attending, by the person appointed ad hoc by him/her.

(5) The Doctoral School Forum is a consultative body having no decision-making rights.

Section 6

Administration and registration system of the doctoral school

(1) The record-keeping and administrative tasks of the doctoral school are performed by the office of the doctoral school in co-operation with the Secretariat of the Vice Rector for Scientific and International Relations.

(2) The office operates under the supervision of the Disciplinary Doctoral Council chaired by the head of the Disciplinary Doctoral Council.

(3) The number of personnel of the office is decided by the Dean of the Faculty issuing and withdrawing appointments. Job descriptions are made by the person who acts in the capacity of employer.

(4) The record-keeping and administrative tasks related to those participating in Stipendium Hungaricum (henceforth SH) are performed by the faculty SH coordinator in co-operation with the Secretariat of the Vice Rector for Scientific and International Relations.

Section 6/A

Secretary of the doctoral school

- (1) (1) The secretary of the doctoral school performs the following duties:
- a) preparing and organising the meetings of the Disciplinary Doctoral Council,
 - b) liaising with fellow doctoral schools,
 - c) preparing departmental discussions, complex examinations and public debates,
 - d) participating in the organisation of events and conferences of the doctoral school,
 - e) liaising with academic staff and doctoral students,
 - f) supervising the fulfilment of doctoral students' academic obligations.

(2) The secretary of the doctoral school performs his/her duties under the supervision and guidance of the head of the doctoral school, the Head and Vice Head of the Disciplinary Doctoral Council.

(3) The secretary of the doctoral school is appointed and dismissed by the Disciplinary Doctoral Council.

Section 7

The tasks of the doctoral school in the admission procedure

(1) The Disciplinary Doctoral Council decides on the announcement of doctoral topics.

(2) The entrance examination is an oral examination; the scoring system of the admission procedure is included in Annex 1 to the present regulations. Applicants who meet the admission criteria for the SH programme are interviewed personally or electronically by a three-member admissions board consisting (one chairperson and two members).

(3) The Disciplinary Doctoral Council appoints the members of the admissions board. The principle of representation of the institutes are followed during decision-making. The composition of the admissions board is adjusted to meet the assessment criteria for legal-professional and language-communication competences.

(4) The appointment specified in Point (3) may be valid for one or more years if necessary.

(5) Admission scores are set by the admissions board, which then proposes admission or rejection. Applicants gaining at least 60 points may be proposed for admission.

(6) Decisions on admission are made by the University Doctoral Council on the proposal from the Disciplinary Doctoral Council. The Disciplinary Doctoral Council makes its proposal by submitting a ranking based on admission scores. The results of the SH admission procedure are recorded by the admissions board in the admission minutes, a copy of which is sent to ISHCS by the faculty SH coordinator within deadline. Scholarships are awarded by the TEMPUS Public Foundation.

(7) Applicants are notified of admission by the Secretariat of the Vice Rector for Scientific and International Relations.

Section 8

Application for individual preparation for obtaining a doctoral degree

(1) In order to apply for complex examination, anyone preparing individually for obtaining a doctoral degree shall meet the requirements for entrance and complex examinations.

(2) The application shall be accompanied by proof of at least 90 credits based on the applicant's previous proven scientific and professional performance.

(3) In addition, the applicant shall earn a further 30 study credits by completing the subjects related to the research topic specified in the doctoral training as compulsory.

(4) In order to obtain the study credits, taking the instructor's opinion into consideration, the Disciplinary Doctoral Council may grant an exemption from the examination on the basis of the student's previous proven scientific and professional performance. In the absence of this, the required credit can be obtained by passing an examination by requesting an individual examination schedule.

Section 9

Enrolment to the doctoral school

(1) The head of the doctoral school - if being prevented from attending, the head of the Disciplinary Doctoral Council - decides on the date of enrolment.

(2) At the same time as setting the date, the office of the doctoral school or the SH coordinator sends a written notification.

(3) Enrolment is administered by the office of the doctoral school or the SH coordinator.

Section 10 Doctoral education

(1) Education is based on the curriculum adopted by the Disciplinary Doctoral Council.

(2) In order to uniformly apply the requirements of doctoral training, the Disciplinary Doctoral Council may establish guidelines.

(3) The guidelines specified in paragraph (2) may be issued within the limits of the competence laid down by the relevant legislation and university regulations to clarify the professional requirements for obtaining a doctoral degree.

(4) The technical organization of the education (preparation of the timetable, etc.) and the registration of the credit points is carried out by the office of the doctoral school or the SH coordinator.

Section 11 Special requirements for the complex examination

(1) The theoretical part of the complex examination consists of two topics. At the request of the candidate, the topics are assigned by the Disciplinary Doctoral Council from the subjects specified in the training plan.

In the second part of the complex examination, the candidate reports on his/her research results, describes the research plan for the second phase of the doctoral programme as well as the scheduling of the dissertation and the publication of the results.

(2) The following exam periods may be used to take the complex examination:

15 May to 30 June

21 August to 31 August (resit examination period)

2 January to 31 January.

Section 12 Permission for additional employment

Beyond the teaching and scientific activities of the institution, additional employment for state-funded doctoral students may be allowed in order to acquire the professional practice required by the agreement, or if it is justified by the topic of the dissertation and research area.

Section 13 Order of examinations

The condition for obtaining study credits is the fulfilment of academic requirements, which the student shall prove by passing examinations. The type of knowledge assessment is an oral semester examination called *kollokvium*, which may have written components.

Section 14

Application for tenders and proposals

(1) The doctoral school may bid on its own behalf for tenders in order to support the doctoral programme. Each programme is entitled to do so.

(2) In case of applications involving the whole doctoral school, the coordinator is appointed by the Disciplinary Doctoral Council. In case of urgency, the chairperson of the council may also act by informing the council afterwards.

Section 15

Financial management of the doctoral school

(1) The person with access to the budget reports annually on the financial situation of the doctoral school and the use of the financial resources available at the meeting of the Disciplinary Doctoral Council. The directors of the institutes listen to the proposals of the doctoral students of the institute when using the doctoral budget. The director of the institute shall report annually on the use of per capita support at the meeting of the Disciplinary Doctoral Council.

(2) The financial manager of the given tender decides on the funds obtained from tenders won by the doctoral school according to the provisions of the given tenders and reports on the decisions to the Disciplinary Doctoral Council.

(3) The funds awarded from successful tenders by each programme are managed by the head of the programme or a person designated by him/her.

Section 16

Publication practice of the doctoral school

(1) The doctoral school regularly publishes a volume of studies to facilitate the release of doctoral students' publications, provided there are adequate financial resources available. The editor or editorial board of this is invited by the Disciplinary Doctoral Council.

(2) The Disciplinary Doctoral Council gives priority to publishing the volume of studies specified in the first paragraph from the financial resources at its disposal.

(3) The doctoral school promotes the publication activities of doctoral students at or outside university, as well.

(4) The doctoral school, depending on its financial resources, supports the publication of the defended theses in the form of books. Doctoral graduates may apply for this support under the terms of the call published on the doctoral school website.

Section 17

Doctoral dissertation

(1) The dissertation is a work in Hungarian or in a language approved by the Disciplinary Doctoral Council summarizing the candidate's objectives, new academic results (description of the work, related literature, research methods).

(2) In the dissertation, the name of the author, supervisor, co-supervisor, doctoral school and its head, as well as the place and date of writing shall be indicated. The dissertation shall have the supervisor's recommendation (maximum three pages), a table of contents (in Hungarian and English), a summary of maximum two pages and a bibliography. The latter shall include the list of the

candidate's academic publications. The dissertation may have appendices (e.g. a set of photos, documents, etc.). The doctoral dissertation shall include the date of closure of the manuscript and the declaration of authorship.

(3) The dissertation shall be submitted in five bound and five stapled copies. The full dissertation and its thesis summary in Hungarian and another foreign language shall be submitted in digital form (in PDF on CD or DVD).

(4) Candidates shall attach 30 copies of the thesis booklet to the dissertation. The thesis booklet of the doctoral dissertation shall include:

- a) Chapter 1: a short summary of the research objectives set,
- b) Chapter 2: a short description of the analyses and experiments conducted, the methodology of data collection and the exploration and application of resources,
- c) Chapter 3: a short summary of the scientific results, their utilisation and opportunities for utilisation. The utilisation of the achieved results may involve direct and indirect practical application, promotion of the internal development of the branch of science or enhancement of other branches of science with new knowledge,
- d) Chapter 4: a list of publications related to the topic of the research field,
- e) In the case of a dissertation or a printed work containing the results of collective research work, the candidate shall describe in detail and accurately his/her share in the work of the team. The theses shall be signed in advance by each member of the research group involved declaring that the results presented in the thesis booklet are recognised as those of the candidate (declaration of co-authorship).

(5) The length of the doctoral dissertation is minimum 10, maximum 15 author's pages (400,000 – 600,000 characters). In order to comply with the upper limit of the length, the bibliography and the annex attached to the dissertation shall be disregarded.

(6) The doctoral dissertation shall be submitted to the office of the doctoral school. The submission is registered by the doctoral school.

(7) The dissertation is sent to the members of the assessment committee by the office of the doctoral school.

Section 18

Departmental discussion

(1) Three printed and one digital copies of the dissertation to be debated in the departmental discussion shall be submitted to the office of the doctoral school at least three weeks before the due date of the departmental discussion.

- (2) The invitees to the Departmental debate shall be
- a) all the academic staff and doctoral students of the faculty, and
 - b) members of the Disciplinary Doctoral Council who do not have an employment relationship with the University.

(3) Invitations to the departmental discussion are sent at least two weeks in advance by the office of the doctoral school.

(4) In order to conduct a departmental discussion outside Miskolc, the prior consent of the Disciplinary Doctoral Council is required. A reasoned request to that effect shall be submitted together with the request for designating the competent organisational unit.

Section 19 Public debate

(1) The public debate is organised by the office of the doctoral school.

(2) Invitations to the public debate are sent by the office at least three weeks before the debate.

(3) The text of the doctoral dissertation submitted to public debate shall be sent in digital form to the university department managing the PhD database. The office of the doctoral school shall then provide for the disclosure in the national doctoral database. Only then can invitations be sent. One copy of the dissertation shall be retained in the departmental library. The invitation shall include where the dissertation can be accessed in print and online.

(4) The invitees to the public debate - beside the members and alternates of the assessment committee - shall be:

- a) all the academic staff and doctoral students of the faculty, and
- b) relevant organisational units of the fellow faculties,
- c) members of the Disciplinary Doctoral Council who do not have an employment relationship with the University.

Section 20 Contact with the PhD alumni

(1) The doctoral school keeps track of the graduates. The register includes the name of the graduate, the title of the dissertation and the year of graduation, the number of the diploma, the supervisor's name.

(2) The office informs the graduates of the events concerning the doctoral school, as necessary, and regularly contacts them for information about their careers.

(3) The office organizes a professional meeting for the graduates every 3-5 years.

(4) The Disciplinary Doctoral Council, if possible, provides graduates with an opportunity for publication in order to monitor their subsequent professional activities.

Section 21 Quality assurance of the doctoral school

(1) To ensure consistent compliance with the academic requirements, the office of the doctoral school continuously monitors the fulfilment of students' academic obligations. The Disciplinary Doctoral Council annually discusses the situation of doctoral education.

(2) Every six months the students participating in the programme report their academic and scientific results to their supervisors and to the doctoral school in writing. The report shall also contain information on their publication activities. A copy of this report shall be sent to the office of the doctoral school.

(3) The training of doctoral candidates shall be evaluated in accordance with the Senate Regulations on students' appraisal of education.

(4) The conditions for initiating the doctoral procedure are defined in the methodological directive listed in Annex 2.

Miskolc, 1 July 2016

Prof. Dr. András Bragyova
university professor
Head of the Doctoral School

Prof. Dr. Miklós Szabó
university professor
Head of the Disciplinary Doctoral Council

Admission requirements of the doctoral school of the Faculty of Law of the University of Miskolc

(Annex 1 to the operational regulations of the Ferenc Deak Doctoral School of Law of the University of Miskolc)

1 Five members holding a PhD are delegated to the admissions board by the heads of faculty institutes. In addition, the voting members of the admissions board are the head of the doctoral school, the chairperson of the Council of the Doctoral School, the Vice Dean in charge of the doctoral school, as well as the elected representative of the PhD students. The chairperson of the board is the chairperson of the Council of the Doctoral School. In the case of applicants for SH programmes, the composition of the admissions board is defined in Section 7(2).

2 The general evaluation criteria are included in the Annex to the Regulation of the Doctoral Training and the Doctoral Degree Award Procedure of the University of Miskolc as well as the call for applications. The faculty admissions board applies the following evaluation criteria:

a Professional intelligence **maximum 35 points**

A) GPA based on the registration course book	4.8-5	20 points
	4.5-4.7	15 points
	4.0-4.4	10 points
	3.99 and below	5 points

B) professional intelligence according to the board maximum 15 points

b Suitability for research work **maximum 15 points**

A) evaluation of the work plan submitted 10 points

B) evaluation of the interview 5 points

c Foreign language competence **maximum 25 points**

(Beyond one intermediate Type C or state accredited complex B2 foreign language certificate required for admission)

A) two intermediate Type C or state accredited complex B2 foreign language certificates; or one advanced level Type C or equivalent foreign language certificate 25 points

B) one intermediate Type C or state accredited complex B2 foreign language certificate; or one Type A or B (oral or written) advanced level foreign language certificate 20 points

C) an intermediate level Type A or B (oral or written) foreign language certificate 18 points

D) an elementary level foreign language certificate 12 points

E) foreign language competence attested by the committee or university final examination in a foreign language 10 points

d Proven initial scientific/professional results **maximum 25 points**

A) Published or forthcoming approved publication(s) (maximum) 10 points

(in the case of applicants for individual preparation in structured training or non-structured training maximum 20 points)

B) Participation in Scientific Students' Associations (TDK)

- A first, second, third or special prize at a National Scientific Students' Associations Conference (OTDK) 20 points

- A first, second or third prize at a local TDK conference 15 points

- presenting at a local TDK or OTDK or an equivalent conference 10 points

- being an opponent at a local TDK or OTDK conference 5 points

- being a teaching assistant 10 points

- other approved scientific activity 5 points

For those pursuing individual preparation for obtaining a doctoral degree:

Board exam

Another degree		
Post-graduate specialist certificate for lawyers		
Other approved professional activity	maximum	20 points

As for SH applicants, the admissions board takes into account and evaluates the following aspects:

- | | | |
|---------------------------------|---------|-----------|
| - motivational interview | maximum | 30 points |
| - language competence | maximum | 30 points |
| - legal professional competence | maximum | 30 points |
| - intercultural aptitude | maximum | 10 points |

3 The admissions board decides on the admission points by a majority vote. In the event of a tie, the chairperson's vote are decisive.

Conditions for initiating the public debate

(Annex 2 to the operational regulations of the Ferenc Deak Doctoral School of Law of the University of Miskolc)

1. The initiation of the procedure is subject to appropriate scientific work certified primarily by means of scientific publications or other performance confirmed with a certificate.
2. The candidate confirms his/her independent scientific work with publications in prestigious, peer-reviewed scientific journals or volumes, as well as papers in published and some approved forthcoming publications of major Hungarian and foreign conferences. The list of papers and their special printouts (or copies thereof) shall be enclosed with the manuscripts accepted for publication. The candidate shall sum up his/ her study points (credits).
3. On application for the initiation of the procedure, the doctoral candidate shall divide the documents certifying his/her scientific work into two groups:
 - (a) scientific publications under Point 2
 - (b) educational materials, other publications, conference presentations and reviews.
- 4 The value of the submitted publications shall be established in terms of study points.
- 5 The doctoral procedure may be initiated if at least 40 study points (credits) have been awarded for the scientific activity defined in Point 3. In particular, the scientific publications defined in Point 3(a) shall be worth at least 25 study points (credits), at least 15 study points (credits) of which shall come from publications related to the topic of the dissertation, including at least one in a foreign language. A maximum of four study points (credits) may be calculated for reviews.
- 6 Not more than one third of the study points (credits) defined in Point 3 may be calculated for approved forthcoming publications. To certify these, an acknowledgment of receipt issued by the editorial office of the journal or book shall be attached.
- 7 The first language required to initiate the procedure: any foreign language that is professionally relevant to the subject of the dissertation.