

## **Guidelines: PhD degree procedure**

This summary provides guidelines for those who are completing or have completed the four-year doctoral program or individual doctoral training.

### **Step 1: the start of the PhD degree procedure**

After a successful comprehensive exam, by registering for the 5th semester of the training the PhD student starts the procedure. (The student participating in an individual doctoral training does so by enrolling in the training after a successful admission procedure).

### **Step 2: the preliminary debate of the dissertation**

This phase starts with the student submitting a request for a preliminary debate. Conditions for this procedural stage are:

- submission of a request and necessary declarations (prescribed form);
- submission of the supervisor's supporting statement (as a clause on the application form);
- submission of the supervisor's proposal for the pre-reviewers (prescribed form);
- submission of the dissertation which is at least 90% complete (one paper copy and in a digital file);

The Council of the Doctoral School (CDS) decides on the request. The preliminary debate is not a condition for obtaining the final certificate closing the doctoral training (“absolutorium”), the request for it can be submitted even before that.

### **Step 3: the public defense of the dissertation**

Step 3 of the procedure starts with a request for permitting the public defense of the dissertation. The request must be submitted within three years of completing the comprehensive exam. For a successful application the following conditions should be met:

- obtaining the final certificate (“absolutorium”);
- successful preliminary debate (it is successful if it is recommended by the pre-reviewers and other contributors that the dissertation is suitable to be submitted for public defense - the minutes of the debate will be delivered to the Doctoral School by the organizer of the preliminary debate);
- the student has fulfilled the language requirements for the award of the PhD degree;
- the student has shown that he/she is capable of independent scientific work, i.e. the student must have at least four scientific publications on the dissertation topic (published or approved for publication), worth at least 7 credit points each (according to Annex No. 1 of the Regulations of the Doctoral School), and
  - the average of the credit points acquired by those four publications is at least 8, and
  - each is an independent, single-authored work, and
  - at least one of them was published in a journal of an A, B, or C category according to the classification by the Hungarian Academy of Sciences, and
  - at least one of them was published in a foreign language (in a language that is other than the student's native tongue).

Additional (procedural) conditions of this phase are:

- submission of an application and making the necessary declarations (prescribed form);

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- the supervisor's proposal as to the composition of the review committee (prescribed form);
  - proof of language proficiency required for the award of the doctoral degree (if this was not done previously);
  - submission of a list of the candidate's publications printed from the MTMT database (or - if not published - submission of the certificate of accepted publication);
  - submission of the final version of the dissertation to the Doctoral School, which means four separate requirements:
    - (i) submission of the dissertation in four bound paper copies,
    - (ii) submission of synopsis in 15 paper copies,
    - (iii) sending the dissertation and synopsis electronically to the Doctoral School;
    - (iv) uploading the dissertation and synopsis to the University Doctory Repository, when the similarity check has been performed..
- (<http://doktori.bibl.u-szeged.hu/>)

The timing of the public defense is determined by three basic factors:

- the evaluation of the application takes time, which also depends on the time schedules of the decision-making bodies; (upon the proposal of the Council of the Doctoral School, the Doctoral Council of Social Sciences decides on letting the dissertation to a public defense);
- after the decision of the DCSS, the review committee must be invited, the reviewers study and review the dissertation, the date of the defense must be agreed upon, and the invitations must be sent out by the Doctoral School at least 3 weeks before the defense;
- at least two months must elapse between the preliminary debate and the defense.

### **Step 4: the decision on the candidate's PhD degree**

Stage 4 starts automatically, not upon request, after a successful defense. After checking that the conditions have been met - if all the conditions have been met - the matter of the candidate's degree is first brought before the CDS, then the DCSS, and then, based on the proposal of these bodies, the Doctoral Council of the University decides on the awarding of the PhD degree.

Inauguration. The University organizes a doctoral (PhD) inauguration twice a year: this is typically the first half of January and the first half of July each year. The meetings of the decision-making bodies are also aligned with these dates. If other conditions are met, the doctoral candidate can usually be inaugurated in July, if the successful defense takes place by the middle of May, and in January, if the successful defense takes place by the middle or end of November.

### ***Submission of applications and supporting documents***

In the PhD degree procedure, applications, submissions, and certificates must be submitted to the Doctoral School administrator. (The MODULO interface is not available in the PhD degree procedure). Where the guidelines specifically indicate this, the application must be submitted on a form that can be downloaded from the website of the Doctoral School.

submissions (documents on paper):

personally: Szeged, Bocskai str. 10-12. Room 83. (4th floor)

postal address: University of Szeged, Doctoral School of Law and Political Sciences  
Tisza L. krt. 54., 6720 Szeged

submissions electronically (documents in digital form):

e-mail address: [doktori.iskola@juris.u-szeged.hu](mailto:doktori.iskola@juris.u-szeged.hu)