

**University of Szeged**  
**Operating rules of the Doctoral Council for Natural and Engineering Sciences**  
**(09.07.2025)**

**I. Doctoral schools of the Doctoral Council for Natural and Engineering Sciences (later referred to as TMTDT):**

- - Doctoral School of Biology
- - Doctoral School of Physics
- - Doctoral School of Geosciences
- - Doctoral School of Computer Science
- - Doctoral School of Chemistry
- - Doctoral School of Environmental Sciences
- - Doctoral School of Mathematics

**II. Structure of the TMTDT**

- - The TMTDT consists of
  - the **Chair** of the TMTDT (appointed by the current Dean for a term of 3 years),
  - the **Secretary** of the TMTDT (the Vice-Dean responsible for scientific affairs),
  - the **members** delegated by the doctoral schools (appointed by the current Dean for a period of 3 years, one member and one alternate per doctoral school),
  - a qualified **instructor** elected by the doctoral students (1 person),
  - a **doctoral students' representative** delegated by the doctoral students (1 person),
  - **external members** (elected and invited by agreement between the doctoral schools).
- The TMTDT elects a vice-chair from among its members.

**III. Tasks of the TMTDT**

- Supervises and coordinates the doctoral training and degree awarding procedures of the doctoral schools belonging to the scientific field.
- For doctoral programmes started before 1 September 2016, it appoints the subjects of the doctoral comprehensive exams and the members of the doctoral examination committees on the basis of proposals from the doctoral schools.
- For doctoral programmes started after 1 September 2016, it shall decide on the subjects of the complex examinations for doctoral candidates and the composition of the complex examination committees based on the proposals from the doctoral schools.
- Based on proposals from the doctoral schools, it shall decide on the composition of the defence boards and the names of the official opponents.
- Based on the proposals of the councils of the doctoral schools, it takes a decision on the award of doctoral degrees by secret voting and, based on the result of the secret voting, it declares to the University Doctoral Council whether it supports the award of doctoral degrees (PhD).
- Each year, it distributes the doctoral state scholarships allocated to the doctoral schools in the discipline.
- It determines the amount of the tuition fees, considering the recommendations of the councils of the doctoral schools.
- Authorises the employment of doctoral candidates who have received a state scholarship.

- The further tasks of the TDT are detailed in the **Regulations Governing the Doctoral Training Programmes and the Awarding of the Doctoral Degree** (Chapter III).

#### IV. Operation of the TMTDT

- - The TMTDT may also take decisions by electronic vote. No electronic vote may be held if at least one quarter of the voting members of the TMTDT oppose it. Electronic voting and decision-making on personnel matters may only take place if the procedure provides for a secret voting.
- - An appeal against the decisions of the TMTDT - if they violate the Doctoral Regulations - may be submitted to the University Doctoral Council (in accordance with the provisions of Chapter III of the *Regulations Governing the Doctoral Training Programmes and the Awarding of the Doctoral Degree of the University of Szeged*). The University Doctoral Council shall decide on the appeal in the light of the opinion of the competent dean.

#### V. Organisational framework for doctoral training and doctoral degrees

- Doctoral training is provided in the framework of the training organised in the doctoral schools listed above;
- applicants for doctoral studies take an entrance examination at each doctoral school (according to the rules set by the school);
- those who are accepted will be granted doctoral student status in the faculty after enrolment.

#### VI. Formal requirements for the doctoral (PhD) thesis and the short thesis summary as defined by the TMTDT

- -The formal requirements for doctoral theses may vary from one doctoral school to another, depending on the specificities of the discipline.
- **Formal requirements for the doctoral thesis:**

In accordance with the specifications of the certain scientific research fields, the formal requirements for the PhD thesis of the individual Doctoral Schools may vary.

- Formal requirements of the PhD thesis:  
**The thesis has to be submitted in A4 sized 4 black hard-bound copies** with the title in golden letters (PhD thesis, author, University of Szeged, name of the Doctoral School) to the Dean's Office. The length of the thesis should be between 40 and 120 pages excluding appendices and whole page-sized figures.  
 An approx. 3-5-page long summary in English should be included at the end of the thesis.  
 The language of the thesis has to be in English in case of foreign students.
- Recommended structure of the thesis

- ✓ inner title page: title of the thesis, PhD thesis, author, supervisor, name of the Doctoral School, department/institute, University of Szeged, Faculty of Science and Informatics, year, Szeged
- ✓ table of contents
- ✓ list of abbreviations (if necessary)
- ✓ introduction
- ✓ aims
- ✓ resources and methods
- ✓ results
- ✓ evaluation (discussion)
- ✓ acknowledgement
- ✓ reference list
- ✓ an approx. 3-5-page summary/abstract in English
- ✓ (Appendices)

- **Before submitting the dissertation, it has to be sent in word or pdf format to the Doctoral School concerned** which will start the plagiarism control on the basis of the regulation of the Doctoral Institute of the University of Szeged (p. 22, 24.) according to which one of the prerequisites of submitting the dissertation for the public defence is to prove that the dissertation has passed the plagiarism control before uploading it to the Doctoral Repository of the University of Szeged. The fee is paid by the University of Szeged. **The dissertation can only be submitted if the Doctoral School confirms that the dissertation has passed the plagiarism control and it can be submitted.**

- Formal requirements of the **thesis booklet**:

**An A5-sized 10-15-page summary of the thesis in English (7 copies)** has to be submitted together with thesis, **the copies of the master degree and the language exam certificates** and **a declaration issued by the Doctoral School that the dissertation has passed the plagiarism control and it can be submitted.**

The language of the thesis booklet and the dissertation has to be the same, in case of foreign students both only in English.

- The thesis should include
  - ✓ if the language of the thesis is non-Hungarian, a Hungarian summary consisting of maximum 2000 characters has to be prepared
  - ✓ a short summary of the antecedents
  - ✓ applied methods
  - ✓ a short introduction of the achieved results with reference to their current or future publishment
- In 7 copies of the thesis booklets a Co-author waiver form has to be attached to the end and be signed by the co-authors.

According to the Regulation Governing the Doctoral Training Programmes and the Awarding of the Doctoral Degree „Providing the fact that the referenced publications have co-authors, the 7 copies of the thesis must include a section where the co-authors (and the primary author if different from the candidate) declare, referring to a particular part of the thesis and the publications, which of the jointly published results in the theses (and in the discussion) are greatly contributed by the candidate and was not or will not be used in the past or in the future, respectively, for the purpose of acquiring an academic degree or title.” The Board of the Doctoral School can also declare that this Co-author waiver form is signed by the primary author.

The same copies of the thesis also have to contain the declaration that is if other PhD students and PhD candidates participated as co-authors, the supervisor has to declare that the candidate's contribution to the results used in the discussion of the thesis is approved.

Co-authors shall also declare that thesis points and publications have not been used by them to obtain an academic degree and that they shall not make any attempts to obtain a degree relying on these conclusions in the future. The declaration has to be signed by the co-authors. The procedure to be followed in the case of foreign or deceased co-authors shall be stipulated in the regulations of the Doctoral School Councils.

- The paper-bound cover of the thesis booklet has to include the theses of the PhD thesis, the title, author, the name and title of the supervisor, the name of the Doctoral School, University of Szeged, Department/Institute, year
- **The list of publications and all publications** serving as the basis of the thesis have to be submitted electronically to the PhD assistant at the Dean's Office concerned. The submitted materials have to contain the data (e.g: impact factor) needed for calculating the minimum publication requirement prescribed by the doctoral school. This data should be indicated per article and summarized as well. **The list of publications and all publications can be submitted in paper-bound form as well, but it is not compulsory.** The printed version must contain the list of publications first where all the publications have to be indicated. The order of the list is the following: 1). publications used in the dissertation, 2.) other publications, 3.) conferences, abstracts etc.
- The **MTMT identification number** has to be indicated on the list of publications.
- **Please indicate the impact factor of a publication where it is required by the Board of the Doctoral School.**
- **Before submitting the dissertation to the Dean's Office, every candidate has to upload the entire thesis together with the English thesis booklet on SZTE Doktori Repozitórium (Doctoral Repository of SZTE):**  
<http://doktori.bibl.u-szeged.hu/information.html>

The uploaded material will become visible within 2-3 days in the repository, not immediately. You can enquire about the repository on the following link:

<http://www.ek.szte.hu/?lang=en>

- In the repository at the candidate's data the MTMT author identification number must be indicated.
- The Rules and Regulations for the PhD Degree Program of the University of Szeged can be accessed at <https://u-szeged.hu/download.php?docID=64257>

## **VII. Submission of the doctoral thesis**

- The dissertation should be submitted to the Dean's Office in 4 copies, in black binding, with the title page in gold letters: Doctoral/PhD thesis, author, name of the doctoral school, Szeged, year.
- 7 copies of the thesis booklets, copies of the language exam certificates required for the degree and a copy of the MSc diploma.
- The list of publications of the doctoral candidate and the complete publications on which the dissertation and the doctoral thesis are based must be submitted in printed or electronic form (by e-mail to the PhD assistant at the Dean's Office of the Faculty of Science and Informatics). The submitted material must include the data necessary for the calculation of the publication minimum requirements (e.g., impact factor) required by the doctoral school, both per article and in aggregate.
- All doctoral candidates must upload the complete dissertation and the thesis booklet to the Doctoral Repository of the University of Szeged at the same time as submitting it to the Dean's Office: <http://doktori.bibl.u-szeged.hu/> (For more information on the Repository, see [http://contenta.bibl.u-szeged.hu/doktori\\_repozitorium\\_leiras.pdf](http://contenta.bibl.u-szeged.hu/doktori_repozitorium_leiras.pdf)). Doctoral candidates must immediately forward an e-mail confirming the upload to the Dean's Office addressed to the PhD assistant.
- All doctoral candidates must send the link to the complete dissertation and the thesis booklet in electronic form to the Head of the Doctoral School at the same time as they submit it to the Dean's Office.

## **VIII. Language requirements**

For the doctoral process, the candidate must have at least a complex B2 (intermediate level oral and written) state-recognized language exam in English. Certain doctoral schools may also accept a complex B2 (intermediate level oral and written) state-recognized language exam in another language as fulfilling the language requirement for obtaining the doctoral degree.

- **To enrol in the English language programmes, you need proof of English knowledge.** Possible ways to do this include:
  - 1) One of the following language examinations, at least at the level or with the score indicated in brackets: TELC (B2), ECL (B2), TOEFL IBT or PDT (72), Cambridge (B2 First/FCE), IELTS (5.5), LanguageCert B2 level, or state-recognised language examinations accredited in Hungary.
  - 2) Successfully completed MSc in English as a medium of instruction. However, if the

training took place in a non-EU country, the MSc degree in English can only be counted as an English language qualification (as an exit requirement) for the degree award if the English language is not the mother tongue of the doctoral student, and only if a certificate of equivalence issued by the Hungarian Equivalence and Information Centre is available. It is strongly recommended that this certificate be applied for immediately upon beginning of the doctoral studies, in order to allow sufficient time to obtain the language certificate in case of refusal

- The doctoral schools may apply stricter rules than those set out above, but not more permissive.

## IX. Calculation of admission points

### Scores:

1. **Oral interview:** \_\_\_\_\_ (max 30 points)
2. **BSc and MSc Degree (not older than 3 years):** \_\_\_\_\_ (max. 25 points)

#### OR

**BSc and MSc Degree (older than 3 years):** \_\_\_\_\_ (max. 20 points)

The score based on the degree can be replaced by the grade point average for all subjects in the transcript. In case the student is in his / her final semester before obtaining the degree, the oral interview and the extra scores have to be evaluated and the applicant has to be put on a conditional list.

### 3. **Scientific achievements:**

If the graduation was more than 3 years ago: ..... (max. 30 points)

If the graduation was within 3 years: ..... (max. 25 points)

### 4. **Extra scores can be obtained:** \_\_\_\_\_ (max. 5 points)

C1 (Advanced) English language examination certificate: ..... (5 points)

B2 language examination certificate (apart from English): ..... (3 points)

If the student is waiting for the language examination certificate or the degree, he / she has to be put on a conditional list.

**TOTAL: Oral interview + Degree + Extra scores: ..... (MAX. 85 POINTS) ( \_\_\_\_\_ %)**