

EÖTVÖS LORÁND UNIVERSITY
HEVESY GYÖRGY PHD SCHOOL OF CHEMISTRY

ACADEMIC REGULATIONS



2019

Official name: Hevesy György PhD School of Chemistry
Seat of the School: Pázmány Péter sétány 1/A, H-1117 Budapest, Hungary

1.§

General Provisions

1. The Hevesy György PhD School of Chemistry (hereinafter referred to as HKDI) is a functional educational organizational unit operating within the Faculty of Science of ELTE Eötvös Loránd University (ELTE TTK), in which educational and research work is executed with the aim that its doctoral candidates would obtain a doctoral degree (PhD) in the general field of chemistry.
2. These Regulations have been prepared taking into account the applicable laws and regulations, the resolution on the establishment and operation of doctoral schools in Annex 4 of the HACC and the ELTE and ELTE TTK Doctoral Regulations (hereinafter referred to as EDS and KDSz). The present Regulations contain, in particular, additional regulations which are more detailed on certain issues than those covered by EDS and KDSz. In cases not mentioned in these regulations, the relevant provisions of the OSCE and the ODA shall apply.

2. §

Council of the Doctoral School

1. The Council of HKDI (hereinafter referred to as the Council) is a body that meets regularly to assist the work of the head of the Doctoral School. Members of the Council include the head of HKDI (ex officio), who is also president of the Council, and heads of HKDI's Doctoral Programs. A further approximately 7-9 members are selected by the core members of HKDI from among the core members, supervisors and faculty members by a secret ballot. Core members shall be convened by the head of the Doctoral School at least one month before the expiry of their term of office or if a member of the Council resigns from the Council. The term of office may be up to five years, renewable by vote. The term of office of members of the Council shall expire on 31 July, even if it does not begin on 1 August. The Council shall meet regularly, at least four times a year.
2. The Council may elect a permanent substitute, authorized to sign, from among the Program heads in the event of absence or impediment of the head of HKDI.
3. The Council may elect a deputy chair to assist the head of the School and the Council in the daily administration and organization of the School.
4. A delegate of the doctoral candidates of HKDI shall be chosen as a member of the Council acting in an advisory status. The term of office of the representative elected by the doctoral candidates shall be for a maximum of 2 + 2 years, but shall cease when the representative has completed his/her PhD studies. The assignment will always expire on July 31 for this representative. All doctoral candidates with a student status at HKDI are convened by the head of the Doctoral School and can be elected by voting.
5. In addition to the tasks of HKDI specified within university and faculty regulations, the Council shall also:

- a. determine requirements and evaluation criteria for the entrance examination and communicate them to applicants at the appropriate time and in an appropriate manner;
- b. define the quantitative and qualitative requirements for doctoral candidates to publish their independent scientific work prior to the completion of their dissertation;
- c. prepare a detailed training program that includes current training plans and topics, as well as lecturers and research supervisors;
- d. manage and supervise doctoral education within HKDI;
- e. propose the composition of the entrance examination committees;
- f. control the review of the annual reports to monitor the progress of doctoral candidates' studies and research;
- g. make proposals to the Doctoral Council of Natural Sciences (TDT) for subjects for the Complex exam and the composition of the exam committee when examining applications for Complex exams and doctoral procedures;
- h. help to organize the Complex exams on a Program-by-Program basis, with responsibilities transferred to the head of the Programs;
- i. help to define the foreign languages needed and recognized for cultivating the discipline;
- j. help to decide about the authorization of foreign language procedures and the (external) employment of scholarship students;
- k. propose to the TDT the award of state scholarships during the training;
- l. help to decide on the distribution of research funds made available to HKDI and comments upon the records of their use;
- m. make its decisions by a simple vote, except for council or staff member matters, where voting is secret; in simpler cases voting may be executed electronically;
- n. contribute to the Minutes of the meetings and resolutions of the Council and send a copy to the president of TDT.

3.§

Programs of HKDI

1. HKDI shall carry out its work within the framework of the following Doctoral Programs:
 - a. Synthetic, Organic, and Biomolecular Chemistry Program;
 - b. Theoretical, Physical, and Structural Chemistry Program;
 - c. Analytical Chemistry, Materials Science, Electrochemistry, Colloidal and Environmental Chemistry Program.
2. The heads of the Programs are appointed and dismissed by TDT based on proposals from the Council of HKDI. Program heads are responsible for the quality of education and research under their Programs.
3. The head of a Program, based on the recommendation of a supervisor, authorizes the admission of students to the Program prior to enrollment.

4. The heads of Programs organize and conduct entrance examinations supervised and controlled by the head of HKDI.

4.§

Lecturers and supervisors of HKDI

1. Lecturers and supervisors of HKDI may be academics and researchers who are nominated by the Council to be authorized by the TDT. Their roles are to carry out teaching, research and other activities within HKDI.
2. Public and other contractual employees of the University and those who are members of the research groups of ELTE supported by TKI are considered to be internal members, while others are considered to be external members.

5.§

Enrollment in HKDI

1. Admission to doctoral studies within HKDI is permitted if the candidate has a master (MSc) degree and appropriate professional qualifications.
2. The entrance examination committee shall be proposed by the Council to the TDT. The members of the selection committee are the heads of the Doctoral Programs and the student representatives of the Programs and, if necessary, persons authorized by the Council. The applicant's supervisor should also be invited to the interviews.
3. Recruitment process.
 - a. TDT announces annually the admission opportunities and the conditions of admission in the national admission notice. Organization, administration and control of the admission procedure is the responsibility of the presidents of TDT based on advice of the heads of Doctoral Schools.
 - b. During the recruitment process, the following criteria should be examined:
 - i. general professional skills,
 - ii. previous publishing activities,
 - iii. competence in the general field of chemistry,
 - iv. ability to solve interdisciplinary problems,
 - v. degrees and academic performance (exams),
 - vi. previous works in scientific student research,
 - vii. feasibility of the research plan,
 - viii. proficiency in English (at least one intermediate level, type C, state examination or equivalent),

- ix. in the case of foreign nationals, the selection board also examines whether the applicant has the language skills required to practice the profession (*e.g.*, a university degree in a foreign language required for the profession).
- c. Selection of the applicants will be made by the head of HKDI on the basis of the proposal of the selection committee, detailing the ranking and the number of scholarship positions. The decision may be one of the following: admission with recommendation to a state fellowship, admission with tuition, admission with individual doctoral training, or rejection.
- d. The final decision on the admission is issued by the dean of ELTE TTK.
- e. Based on HKDI's recommendation, TDT may waive elements of the entrance examination process upon individual request.
- f. Foreign nationals are highly welcome to participate in doctoral studies at HKDI. Their admission will be assessed in basically the same way and under the same conditions as that of Hungarian nationals.
- g. HKDI carries out most of its PhD training in English.
- h. If the TDT refuses admission, the applicant may appeal to the Rector of ELTE within 8 working days of receiving the decision of rejection, in case of violation of law or institutional regulations.
3. Application for individual doctoral training (out of regular doctoral training) will be evaluated by TDT on the recommendation of the Council of HKDI. In the case of applying for individual training, the head of HKDI will initiate the examination of the applicant's professional career by asking a member of HKDI to execute it. This examination should also take into consideration the applicant's reasons and his/her professional situation. In the light of this evaluation, the Council may recommend to TDT the individual doctoral training. This proposal should also indicate which study requirements may be waived.

6.§

The doctoral training

1. The rules of training, including student status, change of subject, interruption of study, part-time training abroad, curriculum, study plan, enrollment, are set out in university and faculty regulations. Beyond that, at HKDI
- a. changes in the doctoral research subject and/or the consultant/supervisor may be managed in accordance with the University Doctoral Regulations (Section 43);
- b. participation in lectures registered by doctoral candidates is compulsory, though the lecturer may grant individual exemptions from participation in the lectures;
- c. subjects must be chosen from the list of courses announced for the current semester, the ratio of internal doctoral courses must be at least 50 %, and the scheduling of the courses should be approved by the supervisor;
- d. credits for external lectures, courses, etc. should be approved by the head of HKDI, subject to the recommendation of the supervisor;

- e. the maximum credit value of subjects which is required for the PhD degree and which is recognized by the credit transfer process from other universities should not exceed 25% of the total amount of credit, the head of HKDI may grant exceptions from this rule;
- f. the method of applying for the Complex exam and the number of possible attempts to repeat failures within an exam period is determined by the appropriate Study and Examination Regulations of ELTE TTK;
- g. requests related to the credit system may be submitted to the head of HKDI with the written consent of the supervisor and the head of the appropriate Doctoral Program.

7.§

Obtaining credits at HKDI

1. Credits

The following rules apply to earning credits:

1. The regular duration of the doctoral training program is 4 years, which is divided into two phases: (i) the first one is a 4-semester “training and research phase”, and (ii) the second one is a 4-semester “research and dissertation phase”. The final PhD thesis must be submitted within one year after the end of the doctoral training period.
2. Doctoral candidates may choose to be in “passive status” for a maximum of two consecutive semesters.
3. The average number of credits to be acquired is **30** per semester, the minimum number of credits is **20** per semester. When this requirement is not fulfilled, the student’s status may be changed from scholarship to self-financed status by the Council, approved by the TDT.
4. The number of credits required to complete the doctoral program is **240**.
5. The number of training and research credits to be collected in the first four semesters must not be less than **120**.

Credits can be obtained through various forms of activity: participation in training, research, education, publication, conference presentations as well as so-called “free credits”.

- a. Credits can be obtained for attending HKDI-based doctoral training, which includes attendance at lectures, seminars, and exercises, preparation for exams and assignments, and successful completion of exams and reports. Completion of the courses shall be assessed by five grades (1, 2, 3, 4, 5), the credit for each course is given in the Training Plan. Training credits (at least **48**) must be obtained in the first two years, a prerequisite for applying for the Complex exam.
- b. Credits can be obtained for acquiring skills necessary for scientific research and for actively participating in research. The research activity is evaluated by the supervisor on a three-grade scale (excellent - passed - failed). At least **140** research credits must be collected during the PhD training. In the first two years, **15** credits per semester (**60** in total), in the second two years **30** per semester (**120** in total) credits can be collected.
- c. Teaching credits can be obtained through participation in courses of the Institute of Chemistry, which includes lectures, as well as classroom and laboratory exercises. The number of credits one can get for a regular course (at least 2×45 minutes) is **6** credits per semester.

d. “Free credits” are approved by the Council upon proposal of the supervisor for activities such as: attendance at training (summer/winter) schools, consultation with external (possibly foreign) experts, annual written reports, and other documentable scientific activities. A maximum of **6** credits per semester can be obtained for similar activities (maximum **60** free credits during the full training period).

2. Activities in other doctoral schools or institutions

1. Part-time studies

During part-time studies, the doctoral candidate performs research in another domestic or foreign institution. During part-time studies, the doctoral candidate may also receive training and research credits. Part-time doctoral studies can be undertaken on the basis of a training program approved by the supervisor and the Program head, who also validates the study period. In case of doubt, the approval of the part-time work program is in the hand of the Council of HKDI.

In the case of part-time training abroad, the marks obtained from the completed subjects shall be converted into ECTS-grade. (ECTS-grade: A, B, C, D, F - Hungarian grade: 5, 4, 3, 2, 1).

2. Courses in different Doctoral Schools

With the consent of the supervisor, a doctoral candidate may receive up to 50 % of the total course credits through credit transfer from another doctoral Program or School, authorized by the head of the doctoral Program, on the basis of a certificate issued by the external institution. Credits are accepted in accordance with the terms and conditions laid down in the Doctoral Regulations of ELTE TTK.

3. Equivalence

Two courses shall be deemed to be equivalent if the items of knowledge match at least 75 %. The degree of match of knowledge for obtaining learning credits is reviewed by the Credit Transfer Committee of the Faculty of Science based on the recommendation of HKDI. The decision of the Credit Transfer Committee may be appealed to the Rector.

3. Individual doctoral training

Admission to individual doctoral training is approved by the TDT. The length of the PhD studentship period, which is at least two semesters, is decided by the TDT based on the recommendation of HKDI. Doctoral candidates choosing individual doctoral training are also required to earn **240** credits. The Council can recommend the recognition of credits for outstanding research, training and teaching performance during the previous scientific career of the candidate. The granting of appropriate number of credits is approved by the TDT.

8.§

Complex exam

1. The Complex exam must be taken in public, in front of an exam committee. The exam committee shall consist of at least three members, and at least one third of the members shall not have an employment relationship with ELTE (external members). The exam committee is chaired by a full professor, professor emeritus, or a lecturer or researcher with the title of Doctor of the Hungarian Academy of Sciences. All members of the exam committee must have a PhD degree or equivalent. The supervisor of the candidate must be excluded from the exam committee.
2. The Complex exam shall consist of two main parts, the “theoretical part” assesses the candidate’s theoretical knowledge in an academic field while in the “dissertation part” the examinee shall demonstrate his/her level of academic progress.
3. In the theoretical part of the Complex exam, the candidate takes an examination of one subject/topic, the list of subjects/topics is detailed in the training program (see also Annex 1). The other part of the Complex exam involves a “grant proposal” prepared by the doctoral candidate using the form provided by HKDI. The theoretical exam may also consist of a written test.
4. The conditions and procedures applicable for the Complex exam are governed by Sections 49-51 of the Doctoral Regulation of ELTE.
5. The exam committee shall evaluate the theoretical and dissertation parts of the examination separately. Minutes of the Complex exam, including textual evaluation, are prepared. The final result must be announced on the day of the Complex exam. The Complex exam is successful if the majority of the members of the committee consider both parts of the examination successful.
6. The Complex exam will be evaluated via two grades of textual assessment (pass or fail). The evaluation of the Complex exam is part of the qualification of the doctoral degree.
7. If the theoretical part of the Complex exam is unsuccessful, the candidate may repeat the exam from the failed subject (s) one more time in the given exam period. The dissertation part of the exam cannot be repeated in case of failure.
8. The supervisor may be present as invited (but not voting member) in the dissertation part of the Complex exam, where she/he would evaluate the candidate's work. In case of absence, she/he will submit a written summary of the doctoral student's activities to the committee prior to the examination.
9. During the application for the Complex exam, the doctoral candidate, in agreement with the supervisor, shall propose an exam topic. The doctoral candidate must also propose three titles for the Grant proposal part of the Complex exam, from which one will be selected by the head of the appropriate program.
10. Aspects of evaluation of the “dissertation part”:
 - a) The candidate shall identify the research areas and open questions where she/he has achieved and wishes to achieve results. The candidate shall provide a summary of the current developments of the research area.
 - b) The candidate shall briefly summarize the results achieved during the first two years and the content of her/his related publication(s).

- c) The doctoral candidate shall provide to the committee the DOIs of her/his research articles (both accepted and under review).
- d) The doctoral candidate shall explain to the committee the research and publication plan for the second period of the doctoral training.

9.§

Knowledge of two foreign languages

1. With the authorization of Section 11 of the Doctoral Regulation of ELTE TTK, HKDI designates English as the first foreign language required for the study of chemistry. Candidates must have a C-level language proficiency certificate in English, or an equivalent certificate.
2. Candidates must have at least one basic level proficiency certificate or an equivalent in a second language other than English. The Council shall decide on the acceptance of the language certificate.

10.§

Doctoral dissertation (PhD thesis) and publication requirements

1. The requirements for the doctoral dissertation shall be applied in HKDI as governed by the university and faculty regulations.
2. The two publications required, as described in the Regulations, shall be interpreted by the Council of HKDI as follows:
 - a) To be eligible for the PhD degree, the candidate must have at least two English-language publications (or accepted for publication) in a peer-reviewed international journal with an impact factor higher than 0.5. In at least one of the papers the doctoral candidate must be the first author. Accepted patents are considered equivalent to a non-first-author publication.
 - b) In the case of a publication with two or more authors, the supervisor should declare that the candidate had a decisive role in achieving the published results.
3. A pre-defense of the doctoral dissertation is mandatory to ensure that the quality standards of HKDI are maintained. The rules applying to the pre-defense are summarized in Annex 2.

11.§

Examination of applicants for individual training

On the recommendation of the Council, TDT may authorize applicants for a PhD program without attending the regular training (hereafter referred to as individual doctoral preparation). On the basis of the documents submitted at the time of application, the head of HKDI may recommend to the TDT that the application should be rejected without further examination or may propose an evaluation procedure. If TDT allows the evaluation, a discussion should be conducted with the head of the appropriate Doctoral Program. The head

of HKDI then initiates an examination of the applicant's scientific performance by asking two members of HKDI for a review. Evaluation should include the applicant's motivations, publications, appropriate knowledge of foreign languages and, in particular, his or her scientific career, taking into account the outcome of the preliminary discussion. The Council submits the final suggestions to TDT for an approval of the process.

Given that an extra-curricular attainment is an exceptional case, the professional requirements exceed those required for PhD students in organized training. Individual requirements can be proposed and supervised by the Council.

12.§

Financial regulations

1. The budget of HKDI shall be approved by the Council, based on the proposal of the head of the School.
2. The revenues of HKDI consist of the appropriation of the budget of ELTE TTK, tuition fees, and other sources (*e.g.*, research grants).
3. Within the limits of the budget, the head of HKDI may set aside a contingency reserve, subject to the approval of the Council.
4. The right to transfer funds shall be exercised by the president of TDT or, in her/his absence, by the dean of ELTE TTK.
5. The head of HKDI is responsible for the proper implementation of the budget.
6. The rules for the use of instruments and equipment purchased by HKDI and the method of covering the operating costs shall be in accordance with the customary and accepted rules of ELTE TTK.

Closing provision

The present Regulations of HKDI have been discussed by the Council and adopted on April 1, 2019, as applicable, which shall enter into force on the date of the decision of the EDT based on the opinion of the TDT.

Annex 1:

Subject list of the Complex Exam (“theoretical part”)

After finishing the second year (4 semesters), the doctoral candidate has to pass a Complex exam, which is a mandatory prerequisite of continuing the PhD training. Subjects for the exam can be chosen from the following list:

Synthetic, Organic and Biomolecular Chemistry Program:

- Organic chemistry
- Inorganic chemistry
- Polymer chemistry

Theoretical, Physical and Structural Chemistry Program:

- Physical chemistry
- Methods of structure analysis
- Theoretical chemistry

Analytical Chemistry, Materials Science, Electrochemistry, Colloidal and Environmental Chemistry Program:

- Analytical chemistry
- Electrochemistry
- Colloidal chemistry
- Nuclear chemistry
- Environmental chemistry

Annex 2:

Rules of the pre-defense of PhD dissertations

The Council of HKDI reviewed the benefits and necessities of the “pre-defense” conducted prior to the public defense of a doctoral thesis. The Council agreed on the need for such a procedure to ensure high professional standards. The Council formulated the following rules in this regard:

- dissertations prepared within HKDI can be submitted for public defense if they are preceded by a pre-defense (“home defense”),
- a written report (minutes) of pre-defense should be attached to the student's material,
- a register of attendance should be enclosed,
- the schedule of pre-defense is determined by the candidate and her/his supervisor, the recommended time is when the thesis work has been completed but the thesis has not yet been formally submitted for review,
- the place of the pre-defense is not restricted, it can be organized at the university, or at any external institution or accredited research body (*e.g.*, research bodies of MTA).