

BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS

Organizational and operational rules of the

[Vásárhelyi Doctoral School of Civil Engineering and Earth Sciences](#)

General provisions

Article 1

The following set of rules was established pursuant to the pertinent chapters¹ of Act CCIV of 2011 on National Higher Education, the provisions of Government Decree No. 387/2012. (XII.19.) on doctoral schools, doctoral degree procedure and habilitation, and the guidelines of the Hungarian Accreditation Committee (henceforth HAC) on doctoral degree programs, in accordance with the pertinent chapters² of the Doctoral and Habilitation Regulations of the University (DHR) and the Academic Regulations of the University.

The guidelines of the quality assurance of the doctoral degree program – in addition to the previous regulations – are included in the Quality Assurance Plan of the [Vásárhelyi Doctoral School of Civil Engineering and Earth Sciences](#)³.

Creation, membership and organisation of the Doctoral School

(Article 2 to Article 6)

(These articles, accessible in the Hungarian document, have not yet been translated to English.)

Operation of the Doctoral School

Article 7

The operation of the doctoral school is supervised by the Head of the Doctoral School – with the administrative support of the Dean's Office of the Faculty.

Article 8

- (1) The Doctoral School requests topic proposals in each semester, and announces PhD topics. The Council of the Doctoral School (henceforth DIT) decides on the acceptance of the research topics and the supervisors of PhD students. The topics are announced in newsletters and on the website of the Doctoral School.

¹ 2011. évi CCIV. törvény a nemzeti felsőoktatásról, 387/2012. (XII.19.) Kormányrendelet, MAB határozatok

² <http://doktori.bme.hu/szabalyzatok.htm>

³ <http://phd.epito.bme.hu/>

- (2) Supervisors of the PhD students must have at least 2 years of professional experience after getting their doctoral degree. The maximum number of PhD students supervised at the same time by the same person is four. The DIT can give exemption from this rule only by the consent of the Habilitation Committee and Doctoral Council of the University (henceforth EHBDT).
- (3) Each PhD student has only one supervisor, who takes absolute responsibility in managing and supporting the student's academic studies, research work and the doctoral candidate's preparation for getting the doctoral degree. A dual supervision is only possible in case of studies carried out in international cooperation, or in case of an interdisciplinary research that was previously approved by the DIT and the EHBDT as an enlisted PhD research topic.
- (4) An authorized supervisor must have a full time position or be a Professor Emeritus at the University, or have a full time position at another institution which has a valid doctoral program cooperation agreement with the University. The DIT appoints an advisor to support the work of the external supervisor on behalf of the University and to monitor the professional progress of the student.
- (5) The DIT can change the PhD topic or the supervisor/advisor on their own request, on the request of the PhD student, or within the scope of authority of the DIT. The DIT consults the workplace superior of the topic supervisor before the final decision.

Article 9

- (1) The admission exam for the topics announced in accordance with Article 8 is organized by the Dean's Office of the Faculty. The Admissions Board is appointed by the DIT.
- (2) A prerequisite of the admission exam procedure is an acceptance letter written by the supervisor and one written by the accepting organizational unit (the faculty or another institution). A formal requirement of admission is a degree graded at least good (4 in the Hungarian grading system, or C in the Erasmus grading system), and a certificate of English language competencies.
- (3) The Admissions Board gives a point between 0-100 expressing the proficiency of the candidate at the admission exam interview, the language competencies, and the previous professional and scientific activities. The professional competencies points express the expertise in the chosen topic among others. At least 60 points are required for the admission to the PhD program.
- (4) Based on the report of the Admissions Board, the DIT makes a proposal of admission to the Dean of the Faculty and a proposal for awarding a state-funded grant. The final decision of admission is made by the Dean of the Faculty.

Article 10

- (1) When pursuing an individual doctorate, the doctoral degree procedure starts with a formal request and an approved application for the Complex Exam (Government Decree No. 387/2012 (XII.19) Article 12).
- (2) The prerequisite for the admission of individual doctoral candidates to the doctoral degree procedure is the formal accomplishment of the publication requirements

(theses are not required when applying, thus content is not assessed, but the quantitative indicators should be met).

- (3) By admitting an individual doctoral candidate, the doctoral school recognizes the minimum credits required for taking the Complex Exam, with the possibility of recognizing further credits through formal request based on previously acquired knowledge and competencies.
- (4) The doctoral school appoints an advisor to the individual doctoral candidate.
- (5) The Complex Exam following the admission is part of the first semester of the dissertation period.

Article 11

- (1) Prior to each semester, the DIT accepts the list of proposed courses of the doctoral program and their lecturers. The accepted courses are to be announced on the website of the Doctoral School. “Directed teaching”, worth a maximum of 36 credits, is part of the doctoral curriculum [according to AR Article 177 (4)].
- (2) Lecturers of the Doctoral School are those lecturers and researchers holding a PhD who are considered by the DIT – in accordance with the proposal of the head of the doctoral school – to be competent in providing training, research and supervision in the given academic period. A lecturer of the Doctoral School can be a full time employee of another national or foreign research centre, university, company or other institution which has a written cooperation agreement with the University for fulfilling the aims of the doctoral program.

Article 12

The registration system, administration and information requirements of the Doctoral School are provided by the Dean’s Office of the Faculty of Civil Engineering, in accordance with the chapters of the Article 12 of the University DHR.

Earning the doctoral degree

Article 13

- (1) The degree procedure is conducted by the Habilitation Committee and Doctoral Council (henceforth HBDT) of the respective discipline. It is the university-level committee (EHBDT) that awards the doctorate based on the recommendation of the HBDT. The general requirements of the doctoral degree are regulated in detail by the University DHR.
- (2) A prerequisite of the PhD degree is a successful Complex Exam. The Complex Exam is described in detail in the academic plan of the Doctoral School.

- (3) Publications containing the candidate's research results should be assigned to the individual theses, and co-authors should renounce authorship in a written form specified by the Doctoral School.
- (4) As a prerequisite for obtaining the PhD, the publications assigned to the theses should fulfil the publication requirements of the doctoral school. The doctoral school revisits and, if necessary, modifies the criteria on a yearly basis. The current requirements are listed in Annex 1.
- (5) Within 2 years from any change in the requirements of the degree procedure, the doctoral candidate can decide whether the current or the previous set of rules is to be applied in their case.
- (6) Language competency prerequisites at the time of submitting the dissertation:
 - a) a certificate of at least an intermediate-level complex language examination in English
 - b) a certificate of at least an elementary-level complex language examination in a second language, or proving the equivalent language competency in a way recognized by the HBDT.
- (7) The list of prerequisites (in accordance with the regulations of HAC) is part of the Operation and organizational rules of the doctoral school, thus available in the www.doktori.hu database, or obtainable directly from the website of the doctoral school and the university.⁴

Amending provisions

Article 14

These regulations were discussed and accepted by the EHBDT on 23 Februar 2017. The regulations are effective immediately.

Budapest, 23 Februar 2017

László Kollár

head of the [Vásárhelyi Doctoral School of Civil Engineering and Earth Sciences](#)

Abbreviations used in this document:

DHR	Doctoral and Habilitation Regulations of BME
DIT	Council of the Doctoral School
EHBDT	University Habilitation Committee and Doctoral Council
HAC	Hungarian Accreditation Committee
HBDT	Habilitation Committee and Doctoral Council of the scientific branch (i.e. Civil Engineering and Earth Sciences)

Annex:

1 – Publication prerequisites for obtaining a PhD degree

⁴ <http://doktori.bme.hu/doktori.htm>

Publication and language prerequisites for obtaining a PhD degree
Habilitation Committee and Doctoral Council (HBDT) – Faculty of Civil Engineering
Guidelines for evaluating publication scores and minimum requirements in PhD procedures
January 2020

This guide is intended for candidates, proponents and referees. It aims to provide

- guidance and self-monitoring for applicants: to check that the publication activity formally meets the minimum requirements,
- to provide guidance to applicants on how to check that the minimum requirements are met, and to provide
- some criteria for referees.

It is clear that *the formal fulfilment of the conditions does not guarantee either the initiation of the procedure or its successful completion. To make its decision, the HBDT examines the level of publication of new scientific results, as well as the candidate's contribution to the published results on their merits.* However, an evaluation score can also contribute to a complex evaluation usefully.

The data of the publications must be entered into the Hungarian Scientific Publications Database, MTMT. The list of publications should be prepared as specified in the “*Guidelines for Applicants for PhD Degrees and Habilitations to Provide Data on Publications*”. On the list prepared according to these guidelines, the candidate specifies the scores derived using the table below, applying any % reductions, and indicates the total score at the end.

Minimum requirements

In the doctoral procedure the HBDT checks minimum requirements at two occasions:

- when the procedure is initiated,
- when receiving the submitted dissertation.

(Of course, if the applicant submits the dissertation when initiating the procedure, then the committee will examine the fulfillment of the requirements once.)

The minimum requirements have two objectives: on the one hand, candidates are given guidance on the minimum publication activity below which it is generally not worthwhile to initiate a doctoral procedure; on the other hand, it provides an indicative threshold level for the proponents below which they may not normally recommend the initiation of a doctoral procedure (Doctoral and Habilitation Procedures Section 18(5)). In addition to the quantity of the publications, their quality also plays a crucial role in the decision to award the degree.

Compliance with the minimum requirements is checked by the proponent (and, on the basis of the proposal, by the HBDT) based on the submitted documents.

If the minimum requirements are not met, the HBDT rejects the submitted application.

The minimum requirements in this form apply to publicly disclosed documents. An application containing partially or fully qualified data must be examined under a special procedure.

If an application is rejected due to non-compliance with the minimum requirements, the University will reimburse the difference between the full doctoral procedure fee and the handling fee. If the minimum requirements are met, the assessment is part of the procedure and there is no separate fee.

PhD minimum requirements for initiating the procedure and for candidates preparing individually for the comprehensive exam

- minimum number of all publications: 4, of which
- at least 2 articles¹ published in peer-reviewed journals in a foreign language, of which
 - at least 1 with at least 50 % of authorship of the candidate,
 - at least 1 in a journal listed in the database of Web of Science or Scopus;
- at least 2 publications in a foreign language, with at least 50% authorship of the candidate,
- at least 1 publication in Hungarian (for Hungarian citizens),
- the minimum total score to be achieved: 12.

PhD minimum requirements for submitting the dissertation

The theses of the dissertation must indicate where the results were published by the candidate. At least one of the scientific publications related to the theses shall be listed in the Web of Science (these are usually journals with an impact factor).

Points of the publications

The scores to be given for each publication (related to the field of the dissertation) are as follows:

Book	8
Book section, chapter	6
Article in a serial volume ²	1
Printed (or electronically ³ published) university lecture notes	3
Journal articles (may be published only electronically)	
- Peer-reviewed	
- Published abroad in a foreign language	6
- Published in Hungary in a foreign language	4
- In Hungarian	2
- Non peer-reviewed	
- Published abroad in a foreign language	3
- Published in Hungary in a foreign language	2
- In Hungarian	1
Presentation in a foreign language, published in an international conference proceedings ⁴	
- Peer-reviewed	4
- Non peer-reviewed	3
Presentation in a foreign language, published in the proceedings of an event with local participation ⁴	2
Conference presentation in a Hungarian publication ⁴	1

¹ These are full papers, so correspondence, short paper, discussion etc. is not recognised here. Department publications neither.

² The volume must have an ISBN or ISSN number.

³ Electronic lecture notes are eligible only if the candidate attaches the supporting statement of the Educational and Scientific Committees of the Faculty.

⁴ At least 4 pages long, can be on CD also.

Foreign patent	2
Hungarian patent	1
Review (printed evaluation of another author's writing)	1

Domestic co-authors may declare in a separate letter the percentage of joint articles that can be considered their own work. From the candidate's point of view, each score is multiplied by their own percentage. In this calculation, the supervisor of the doctoral student is automatically excluded from the co-authors. For example, for two-author articles shared with the supervisor, the candidate receives 100% of the score. If the co-authors do not give a declaration for any reason, or if the total percentage of co-authors given exceeds 100%, then the corresponding scores will be divided by the number of authors.

If the *co-authors' statement contradicts* an earlier statement, the HBDT is obliged to initiate an investigation and to inform the BME Habilitation Committee and Doctoral Council (EHBDT) upon discovery.

If the editor declares in writing that an article that has not yet been published has been accepted, but a minor revision is requested, then the basis is 50% of the peer-reviewed score. If the editor declares that the article will be published in unchanged form, then the basis is the full score above.

The diploma project, as a compulsory work, cannot be accounted for. A lecture given at the doctoral student symposium of the BME can only be accounted for if its full text has been published in a publication available in a library.

Language proficiency requirements

1. At least an upper-intermediate knowledge of English.

a) Proof of language proficiency requires at least a B2 level complex (oral and written) state-recognized language certificate or equivalent.

b) The TOEFL language test is considered equivalent if the result is at least 500 points (paper-based), 180 points (computer-based) or 66 points (internet-based); and the IELTS language test if the result is at least 5.0 points.

2. At least a basic knowledge of a second language in which the discipline is taught, other than English, and other than the candidate's mother tongue.

a) For this second language, language proficiency may be demonstrated in the following ways:

- aa) At least level B1 with a complex (oral and written) state-recognized language examination or equivalent.
- ab) With a certificate of professional or linguistic activity in the given language, which includes the completion or teaching of a subject taught in a higher education institution, a professional lecture at an event, or the completion of at least two semesters of a course taught at the BME Centre of Modern Languages.
- ac) Evidence of completion of at least two semesters of language courses taught at another higher education institution, if approved by HBDT upon request.

HBDT examines the fulfilment of language proficiency requirements upon receiving the submitted dissertation.

Comments:

To equivalence with a language test certificate is governed by the Government Decree No. 137/2008 (V. 16.)⁵. According to the decree, the following documents pertaining to a given language are equivalent to at least an upper-intermediate language certificate:

⁵ https://nyak.oh.gov.hu/doc/jogszab/137-2008_EN.pdf.

- certified diploma of studies completed in a foreign secondary school in the official language of the given state;
- certificate of baccalaureate;
- diploma obtained in a higher education institution;
- scientific degree naturalised in Hungary.

The qualification of language certificates issued by foreign language examination centres other than TOEFL and IELTS with respect to level B1 or B2 is governed by the naturalisation tables published on the website of the Educational Authority Accreditation Centre for Foreign Language Examinations⁶. The candidate must justify the recognition of the language certificate to the HBDT by extracting the relevant naturalisation table, and does not have to request the Centre to issue an individual naturalisation decision.

These specifications were discussed by the Habilitation Committee and Doctoral Council (HBDT) of the Faculty of Civil Engineering on 23 January 2020, and was accepted by the University Habilitation Committee and Doctoral Council (EHBDT) at their meeting on 30 January 2020.

The present guidelines are now available to everyone at the Dean's Office of the Faculty of Civil Engineering and at <https://phd.epito.bme.hu>. Based on the decision taken at the EHBDT meeting on 24 September 2009, we emphasize that conference publications shorter than 4 pages are not eligible towards the publication score.

⁶ https://nyak.oh.gov.hu/doc/honositas/honositas_nyelv-eng.asp