

Requirement of the PhD semester research progress report for students of the Kandó Kálmán Doctoral School

All students of the Kandó Kálmán Doctoral School have to report their progress made in the last semester. The dates of the reports will be announced timely. The reports will be supervised and evaluated by the members of the Habilitation Committee and Doctoral Council. The reports are public for all other teachers and students of the Faculty.

The form of the report is a verbal presentation of ca 10 minutes, which is followed by ca 5 minutes questions. In case it is not possible to attend the report personally, a written assignment can be sent to the Dean's Office. The written assignment has to be a 5-15 page long text document with figures and tables (not a Power Point presentation).

Students starting in September 2016 will need to pass 8 research progress reports, from them at least 4 should be a verbal presentation.

Based on the evaluation of the report will be the mark of the course "research progress report" created. In case of missing report the course is not fulfilled. The basis of the evaluation is the activities and progress of the PhD student, mostly related to the chosen research topic.

The structure of the presentation should be the following:

- Activities: presentation of the not research oriented activities (e.g. teaching, project work, tasks at the department) in the last semester (10%),
- Courses: list of chosen courses in the last semester, results of the courses, integration possibility of the received knowledge into the research, list of the chosen courses in the next semester (10%),
- Administrative progress: number of current semester, number of achieved credits, status of language exams, number of elaborated scientific results, publication list, possible problems with the chosen research topic, collaboration with the supervisor, other relevant issues (10%),
- Research topic: summary of the chosen research topic, state of the art description, overview of the general aims, uniqueness and novelty of the chosen research topic, scientific results to achieve, outline of the thesis (10%),
- Finished research: summary of the research conducted so far, including previous results, status corresponding the research plan (10%),
- Research of the last semester: detailed description of the research conducted in the last semester, tasks and activities, elaborated results, presented publications, building in of previous suggestions of the report committee (40%),
- Future research: plans for the future research, especially in the next semester (10%).

Budapest, 16.02.2017.

Dr. István Varga
dean