



KANDÓ KÁLMÁN DOCTORAL SCHOOL
OPERATIONAL REGULATIONS

Valid for students enrolling from 01.09.2024.

General Provisions

1.§

- (1) This Regulation has been prepared based on the 2011 CCIV act on national higher education, the 387/2012 (XII.19.) Government Decree on the doctoral schools, the order of doctoral procedures and habilitation, and the acts of the Hungarian Accreditation Committee (MAB) related to the doctoral program and degree acquisition), in accordance with the relevant points of the BME Doctoral and Habilitation Regulations (BME DHSZ) and the BME Code of Studies and Exams (BME TVSZ).
- (2) In addition, the process of doctoral program and the principles of the quality assurance is contained in the Study Plan and Quality Assurance Plan of the Kandó Kálmán Doctoral School, which together determine the functioning of the Doctoral School.

Establishment, members, and organization of the Doctoral School

2.§

- (1) The Kandó Kálmán Doctoral School (Doctoral School) was established by the transformation of the former Kandó Kálmán Graduate School of Mechanical Sciences (Vehicles and Mobile Machinery) (formerly Multidisciplinary Technical Sciences) and as the successor to the Baross Gábor School of Transportation Sciences. Since 1993, in the predecessor Doctoral Schools the doctoral program has been conducted and has been accredited by MAB on the 22nd of February 2002 in accordance with national provisions. The Doctoral School is run by the BME Faculty of Transport Engineering and Vehicle Engineering (Faculty).

3.§

- (1) The core members of the Doctoral School and the personal composition of the core members besides the related provisions of Article 1 must also meet the following requirements:

A core member can be a full-time university professor of BME, or a scientific advisor or research professor of a research institute that has signed a cooperation agreement with BME according to the conditions described in the 387/2012. (XII.19.) Government Decree, or a professor emeritus of BME.

More than half of the core members must have the "DSc degree at MTA" degree/title.

- (2) A new core member of the Doctoral School may be chosen on a proposal by the core members with the approval of the University Habilitation Committee and Doctoral Council (EHBBDT).
- (3) The core members are confirmed by the MAB accreditation at the time of establishment and by a periodic review. The list of core members and a summary of their scientific work is available on the www.doktori.hu website.

4.§

- (1) The head of the Doctoral School has to be a full-time university professor in a permanent position, with a high scientific reputation having a "Doctor of the MTA" title, a core member of the relevant Doctoral School, who is appointed by the rector based on the proposal of the EHBDT.¹ The duration of the mandate cannot be more than five years, but it can be extended several times up to the age of 70 years as defined by the law.²

5.§

- (1) According to the BME DHSZ, the EHBDT oversees the program and procedures in the Doctoral Schools of BME.
- (2) In addition to the EHBDT, the Doctoral School Council (DIT) operates as a supervisory board of the doctoral program.³
- (3) The responsible body for the PhD degree acquisition procedure described by EHBDT is the Habilitation Committee and Doctoral Council (HBDT) operating in each Doctoral School, which is regulated by the BME DHSZ.⁴
- (4) The actual composition of the Doctoral School Council and its Habilitation Committee, as well as a summary of the scientific work of the core members, is available on the www.doktori.hu website and on the website of the Doctoral School.

6.§

- (1) The mandates of the Articles 4 and 5 are terminated:
 - a) at the end of the mandate,
 - b) recall by the same procedure as the mandate,
 - c) with the resignation of the member,
 - d) permanent obstruction or death of the member.

Operation of the Doctoral School**7.§**

- (1) The Doctoral School is managed by the head of the Doctoral School with the administrative support of the Dean's Office of the Faculty.

8. §

- (1) The rules for the publication of topic proposals and the selection of the supervisors are contained in the Quality Assurance Plan of the Kandó Kálmán Doctoral School.

¹ BME DHSZ 10. § (1)

² 387/2012. (XII. 19.) Government Decree 4. § (1)

³ BME DHSZ 12. §

⁴ BME DHSZ 6. §

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- (2) The doctoral topic or the supervisor may be changed by the DIT for the period ahead, either by the request of the PhD student or in appropriate cases by its own competence. The DIT asks for the opinion of the head of the supervisor before making a decision. In the event of a change in the person of the supervisor for any reason, the DIT will decide on the name of the supervisor(s) indicated on the dissertation.⁵
 - (3) The instructors of the Doctoral School are teachers and researchers with a scientific degree, who are considered suitable for teaching in the doctoral program by the DIT based on the proposal of the head of the Doctoral School.⁶ The instructor of the Doctoral School can be a full-time employee of a domestic or foreign research institution, university, company or other institution that has a written cooperation agreement with BME to achieve the aims of the doctoral program (external instructor).

9.§

- (1) The entrance exam for published doctoral topics is organized by the Dean's Office of the Faculty. The admission committee (FB) is appointed by the HBDT. The FB evaluates on a scale of 0 and 100 points the preparedness during the interview, previous academic results, language skills and previous professional-scientific activity. The admission requirement is to reach at least 60 points. However, 60 points is only necessary condition for the admission, but it does not guarantee it, and does not imply any scholarship. Based on the report of the FB, the DIT proposes to the Dean of the Faculty the admission and the award of state scholarships. Admission decisions are made by the Dean of the Faculty.

10.§

- (1) In case of individually prepared students
 - a) the initiation of the PhD procedure based on a request begins with the completion of the complex exam,
 - b) in case of successful completion of the complex exam, the higher education institution recognizes the minimum credits determined as a condition for admission to complex exam, considering that upon request additional credits can be recognized based on previously acquired knowledge and competences.⁷
- (2) The acceptance of the application is conditional on formal fulfilment of the requirements of the scientific compliance, the publication and language requirements of the PhD degree acquisition (no thesis points are required at the time of application, therefore there is no contextual assessment, only the minimum requirements have to be fulfilled).
- (3) With the admission, the Doctoral School recognizes the minimum credits specified as a condition for admission to the complex exam by accepting additional credits on request on the basis of knowledge and competences obtained previously.
- (4) For individually prepared students the Doctoral School appoints a supervisor.
- (5) The complex exam after the admission belongs to the first semester of the research and dissertation phase.

⁵ BME DHSZ 10. § (10)

⁶ BME DHSZ 10. § (2)

⁷ 387/2012. (XII. 19.) Government Decree 12. §

11.§

- (1) Before each semester the DIT accepts the list of subjects and instructors for the doctoral program. The accepted subjects are announced on the website of the Doctoral School.
- (2) The DIT reviews and approves the doctoral topic proposals.
- (3) The educational performance and research progress reports of PhD students are evaluated in every semester by the DIT based on the reports of PhD students. The rules of progress of PhD students can be found in the Study Plan of Kandó Kálmán Doctoral School.
- (4) State scholarship PhD students, who do not perform 2/3 of their credits defined in the curriculum during the semester, may be reclassified to self-financing program from next semester by the Dean based on a proposal from the DIT in a decision made before the start of the registration week.⁸
- (5) The DIT reviews yearly the Operational Regulations, the Study Plan and the Quality Assurance Plan and, if necessary, amends them with the approval of the EHBTD. Participants in a four-year PhD and DLA program that started before 28.03.2023. can decide until 28.03.2025. to continue the degree acquisition process in accordance with the requirements of the regulations in force until 27.03.2023, which must be submitted by the indicated deadline for the Doctoral School. For doctoral programs started before 01.09.2016. and for the degree acquisition procedures following such programs, the regulations of the DHSZ (2009 regulations) § 1 and § 14-23, adopted on 25.05.2009., then amended on the 31.05.2010., 24.06.2013., 16.12.2013., 29.02.2016. by the decisions taken at the Senate meetings shall be applied accordingly.⁹
- (6) If an urgent decision is required, which does not allow the convening of a board meeting in time or the subject does not justify convening the meeting, the members of the board, who are allowed to vote, can express their opinion electronically about the cases listed below. The decision to vote, its initial and final date is decided by the head of the board. The proposal for a decision and the reasoning of the submission has to be sent electronically to each member, indicating the closing date of the voting (year, month, day, hour) and the website indicating the voting location. An electronic voting cannot be held or evaluated, if any member of the board requests a meeting to be convened to discuss the proposal for a decision before the closing date of the voting.

Formalities for electronic voting and decision-making:

- during the decision-making the participating members and the quorum can be established in a credible manner,
- the written documentation supporting the decision-making has to be sent electronically to the members of the board before the closing date of the voting,
- the submitted votes are public until the end of the voting,
- the proposal for a decision is accepted, if at least two-third of the members of the board participated in the voting and more than half of the participating members supported it.

⁸ BME DHSZ 13. § (8)

⁹ BME DHSZ 42. § (1)

Electronic voting is possible in the following DIT and HBDT cases:

- publication of doctoral topics,
- appointment of a Doctoral Admissions Committee,
- approval of the report of the Doctoral Admissions Committee,
- approval of the list of state scholarships and its waiting list,
- approval of workplans and reports,
- approval of complex exam subjects,
- assignment of complex exam subjects to PhD students, selection of the examination committee,
- assignment of dates of PhD report, composition of the examination committee,
- amendment of committee compositions,
- completion of the unsuccessful PhD degree acquisition procedure when the 2-year deadline is exceeded.

The votes shall be aggregated by the administrator of the Dean's Office and certified by the head of the board and by a member appointed by him. The members of the board are informed about the results after end of the voting within 24 hours.

12.§

- (1) The Dean's Office of the Faculty is responsible for the registration system, administration, and information provision of the Doctoral School.

Complex exam

13.§

- (1) The rules of the complex exam are included in the 387/2012 (XII.19.) Government Decree, in the BME DHSZ and in the Study Plan of Kandó Kálmán Doctoral School.

Doctoral degree

14.§

- (1) The organization of conducting the PhD degree acquisition procedure is done by the Transportation and Vehicle Sciences Habilitation Committee and the Doctoral Council (HBDT). Based on the proposal of the HBDT, the degree is awarded by the EHBDT. The general requirements of the PhD degree are contained in detail in the BME DHSZ.
- (2) To obtain a PhD degree, it is required to pass the complex exam, acquire the absolutorium, as well as presentation of a state recognized B2 level complex English language exam, or an equivalent certificate, required for the cultivation of the scientific field, latest when submitting the dissertation.¹⁰
- (3) Publications with own results have to be assigned to thesis points and they have to be accompanied by waivers of co-authors in the form specified by the Doctoral School.

¹⁰ BME DHSZ 17. § (3)

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- (4) The condition for obtaining the PhD degree is that publications assigned to thesis points meet the detailed publication requirements of the Doctoral School. The PhD minimum requirements can be found in the PhD minimum requirements document of the Kandó Kálmán Doctoral School.
 - (5) Within three years after the complex exam, the PhD student has to submit the dissertation as defined in the DHSZ. This deadline may be extended by up to one academic year in particular cases as defined in the DHSZ. In the degree acquisition procedure, the student status may be suspended for a maximum of two semesters.¹¹
 - (6) The dissertation has to be submitted for an internal defense before the official submission (start of the evaluation phase). The rules of the internal defense are contained in the Quality Assurance Plan of the Kandó Kálmán Doctoral School.
 - (7) The dissertation sent to the reviewers cannot be modified afterwards. If the evaluation committee objects to professionally incorrect statements or does not accept thesis points, the relevant part of the committee reports have to be attached to the dissertation (also in electronic form), and the defended dissertation has to be published with this addition (BME OMIKK repository).
 - (8) During the PhD degree acquisition procedure, the HBDT is assisted by an evaluation committee of 5-7 members chaired by a professor or professor emeritus in the scientific field of the dissertation. The members of the committee are also the invited reviewers. When appointing the evaluation committee, a secretary, a substitute member and a substitute reviewer has to be named. Persons involved in the evaluation procedure must have a PhD degree in science (or art). One of the two official reviewers, and at least 1/3 of the members of the evaluation committee have to be external invited persons, who are not in a permanent position or employed by the university. A professor emeritus employed in the same faculty of the BME cannot be considered as an external invited person.
 - (9) The PhD student presents the thesis points of his/her dissertation in the frame of a public defense, and answers the comments and questions of the reviewers, committee members and participants.

Budapest, 19.02.2024.

Dr. Gáspár Péter
Head of the Doctoral School

¹¹ Nftv. 53. § (4)