

## KANDÓ KÁLMÁN DOCTORAL SCHOOL

### OPERATIONAL REGULATIONS

|                      |  |
|----------------------|--|
| Name of institution: | BME Faculty of Transportation Engineering and Vehicle Engineering<br>Transport and Vehicles Sciences<br>Habilitation Committee and Doctoral Council  |
| Prepared by:         | Prof. Gáspár Péter   |
| Date of preparation: | 13.03.2020.  |
| Validity:            | From 01.09.2020.   |
| Approved by:         | Habilitation Committee and Doctoral Council (HBDT):<br>03.04.2020.<br>University Habilitation Committee and Doctoral Council<br>(EHBDT): 30.04.2020. |

---

## General Provisions

### 1.§

- (1) This Regulation is based on the 2011 CCIV act on National Higher Education, the 387/2012 (XII.19.) Government Decree on doctoral schools, the order of doctoral procedures and habilitation and the doctoral program and degree acquisition of the Hungarian Accreditation Committee (MAB), 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 22<sup>nd</sup> 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 shall be subject to the provisions of Article 1. In addition to the relevant requirements of the policies listed in Article 12, they must also meet the following conditions:
- (2) A new core member of the Doctoral School may be chosen on a proposal by the core members with the approval of the EHBTD.
- (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](http://www.doktori.hu) website and on the website of the Doctoral School.

---

#### 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.<sup>1</sup> The duration of the mandate cannot be more than three to five years<sup>2</sup>, but it can be repeated up to the age of 70 years defined by the law.

#### 5.§

- (1) According to the BME Doctoral and Habilitation Regulation (DHSZ), the University Habilitation Committee and Doctoral Council (EHBDT) oversee 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, according to the Article 12 of the BME DHSZ.
- (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 Schools, which is regulated by the Article 6 of BME DHSZ.
- (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](http://www.doktori.hu) website and on the website of the Doctoral School.

#### 6.§

- (1) The mandates of the Article 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.

---

<sup>1</sup> BME Doctoral and Habilitation Regulation DHSZ 10. § (1)

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

---

**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.
- (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.<sup>3</sup>
- (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.<sup>4</sup> 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 the published doctoral topics is organized by the Dean's Office of the Faculty. The admission committee (FB) is appointed by the HBDT/DIT. The admission committee evaluates on a scale of 0 and 100 points the preparedness shown during the interview, previous academic results, language skills and previous professional and scientific activity. The requirement of the admission is to reach at least 60 points. However, 60 points is only a necessary condition for the admission, but it does not guarantee the success and does not imply to provide any scholarship. Based on the report of the admission committee, the HBDT/DIT proposes to the Dean of the Faculty the admission and the award of the state scholarships. Admission decisions are made by the Dean of the Faculty.

**10.§**

- (1) In case of individually prepared students the initiation of the PhD procedure begins with the application for the complex exam, and with its acceptance and completion.<sup>5</sup>
- (2) The acceptance of the application is conditional on the 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.

---

<sup>3</sup> BME Doctoral and Habilitation Regulation DHSZ 10. § (10)

<sup>4</sup> BME Doctoral and Habilitation Regulation DHSZ 10. § (2)

<sup>5</sup> 387/2012. (XII. 19.) Government Decree 12. §

- 
- (5) The complex exam after the admission belongs to the first semester of the research and dissertation phase.

### 11.§

- (1) Before each semester the DIT accepts the list of subjects and their instructors recommended 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 the PhD students are evaluated in every semester by the DIT based on the reports of the 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 by the Dean based on a proposal from the DIT.<sup>6</sup>
- (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 EHBDT. The currently enrolled PhD students in the doctoral program may choose between the requirements valid during the admission or the amended requirements.
- (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 web address 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 at least 3 working days 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.

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

---

<sup>6</sup> BME Doctoral and Habilitation Regulation DHSZ 13.§ (8)

- 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 related to the complex exam are included in the Article 387/2012. OF 19 TH(1) XII 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 regulated in details by the BME DHSZ.
- (2) To obtain a PhD degree, it is required to pass the complex exam, acquire the absolutoirum, as well as provide a proof of knowledge of the two foreign languages. Article 17 (3) of BME DHSZ defines the requirements of the language exam.
- (3) Publications with own results have to be assigned to thesis points and they has to be accompanied by waivers of co-authors in the form specified by the Doctoral School.

- 
- (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) In case of procedures already in progress, the candidate may choose between the requirements valid during the admission or the eventually amended requirements.
  - (6) Within three years after the complex exam, the PhD student has to submit the dissertation as defined in the Doctoral Code. This deadline may be extended by up to one year, as provided in the Doctoral Code, in particularly cases defined by the Article 45 (2) of the National Higher Education Government Decree (NFTV).<sup>7</sup>
  - (7) 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.
  - (8) 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 (library, repository).
  - (9) 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.
  - (10) 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.

---

<sup>7</sup>National Higher Education Government Decree Nftv. 53. § (4)