

**Degree conferment procedure (PhD graduation process) in the 8-semester PhD program:**

Doctoral School : *Doctoral School of Physics at University of Debrecen*

( <https://physphd.unideb.hu/en>)

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TTDT : *Doctoral Council of Natural Sciences* ( <https://ttdt.unideb.hu/en> )

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Usually Bessenyei Éva gives guidance on the tasks related to the degree conferment procedure (PhD graduation process).

*TTDT "Downloadable documents / REGULATIONS "*

<https://ttdt.unideb.hu/en/downloadable-documents>

<https://physphd.unideb.hu/en/doctoral-regulations>

The length of the full-time PhD program is eight semesters (48 months), which consists of a coursework and research stage (24 months), as well as a research and dissertation stage (24 months).

In the course of the doctoral education, doctoral students complete the complex examination is at the end of the fourth semester as the conclusion of the coursework and research stage and as the condition of the commencement of the research and dissertation stage,

(Prior to the complex examination, the supervisor shall evaluate the performance of the doctoral student, and shall make a declaration as to whether he or she recommends that the degree-conferment procedure be started)

The degree conferment procedure (PhD graduation process) is the second, research and dissertation stage of the doctoral education programme, after the complex examination. The doctoral student may only register for the fifth semester of the doctoral program (and enter the degree-conferment procedure) after successfully completing the complex examination.

See: <https://physphd.unideb.hu/en/complex-examination>

The doctoral students earn the majority of the 240 credits required in the course of the 8-semester PhD program ( $8 \times 26 = 208$  credits) as research credits.

In addition to the research credits, in the coursework and research stage doctoral students must earn at least 16 academic (course) credits by way of studying and passing examinations.

In the research and dissertation stage doctoral students earn 16 credits by completing the preliminary defence of the dissertation before the end of the 8th semester.

After completing the 8th semester and the total 240 credits (*i.e.* 208 research credits + 16 academic (course) credits + 16 credits for the preliminary defence) doctoral students receive their “absolutorium” (a pre-degree certificate stating that all course-units have been completed).

Obtaining the absolutorium is the condition of the submission of the doctoral dissertation.

The doctoral student is required to submit the final version of the doctoral dissertation (as revised after the preliminary defence) within three years after the complex examination (*i.e.* generally within one year after completing the 8th semester).

### **Application for the degree conferment procedure (PhD graduation process):**

Template of the application form is downloadable from the webpage of the TTDT (Natural Sciences Doctoral Council) (<https://ttdt.unideb.hu/en/downloadable-documents> )

- Form of application for the complex examination and receiving the doctoral (PhD) degree

### **Public defence:**

Submission of the dissertation (with documented independent academic achievements) followed by a successful public defence is the most important condition of receiving the doctoral degree.

(The minimum requirement for the candidate's scientific work – when submitting the dissertation for the public (final) defence - is generally two refereed articles published (or accepted for publication) in an international journal. These articles must be uploaded to the DEA database or submitted on CD to the TTDT (Doctoral Council) Office at the same time as the submission of the dissertation.)

The doctoral dissertation shall be defended in a public defence held before the defence committee. The defence shall be announced publicly, at least two weeks before the date of the defence on the website of the National Doctoral Council and the doctoral school.

In the composition of the defence committees, special attention shall be paid to avoid any possible conflict of interest. Close relatives of the doctoral students or other person from whom an objective evaluation may not be expected for any other reason shall not be allowed to participate in the doctoral procedure.

In the research and dissertation stage the doctoral student and his/her supervisor should submit a proposal for the composition of the defence committee by using the following form

[https://ttdt.unideb.hu/sites/default/files/upload\\_documents/phd\\_ved\\_biz.doc](https://ttdt.unideb.hu/sites/default/files/upload_documents/phd_ved_biz.doc)

As usual, the chairperson and 2 opponents from the approved defence committee proposal are appointed by the head of the doctoral school to the preliminary defence committee (*i.e.* the preliminary defence committee is a subset of the approved defence committee.)

The defence committee shall consist of the chairperson, the official opponents and two to four additional members. The chairperson of the committee may be a full professor or professor emeritus of the university having the necessary professional competence, and each member of

the committee shall have an academic degree. At least one-third of the members of the committee, and within that at least one of the opponents shall be an external member not in the employment of the university (a staff member of the ATOMKI and a professor emeritus or retired faculty member of the university shall not qualify as external members). The supervisor of the candidate, as well as any person who is a co-author of the publication(s) serving as the basis of the dissertation may not be a member of the committee.

The chairperson and the members (as well as backup members) of the defence committee shall be appointed by the doctoral council.

The dissertation may only be submitted to the public defence in case of two supporting opponents. The dissertation shall be put to the public defence within two months after the availability of the two supporting opponents' reports, during the normal academic year.

The candidate shall receive the opponents' reports in advance, and shall send his or her written answers to the questions raised in them to the doctoral council that organizes the defence at least 15 days before the public defence.

### **Preliminary defence:**

Before finalizing the dissertation, it shall be submitted to a preliminary defence before the end of the 8th semester.

(The minimum requirement for the candidate's scientific work - when submitting the dissertation for the preliminary defence - is at least two articles published (or submitted for publication) in international journals).

As usual, the chairperson and 2 opponents from the approved defence committee proposal are appointed by the head of the doctoral school to the preliminary defence committee. (*i.e. the doctoral student and his/her supervisor should submit a proposal for the composition of the defence committee, and the preliminary defence committee is a subset of the approved defence committee*)

[https://ttdt.unideb.hu/sites/default/files/upload\\_documents/elozetes\\_vita\\_szabalyai.pdf](https://ttdt.unideb.hu/sites/default/files/upload_documents/elozetes_vita_szabalyai.pdf)  
<http://dragon.unideb.hu/~physphd/PHD10-35.doc>).

It is the student's duty to organize the preliminary defence as well as the defense, i.e., it is his or her duty to informally agree with the committee members on the date and venue (and/or online meeting platform).

The exact date and place of the preliminary defence must be notified to the secretary of the doctoral school at least two weeks prior to the event in order to announce the preliminary defence. The candidate is obliged to send a copy of the dissertation and the thesis booklet to the chairman and members of the preliminary defence committee min. 2 weeks before the preliminary defence. The submitted copies are only working versions, so they do not have to be bound in a decorative binding, it is enough to submit pdf files or spiral or otherwise combine the dissertation and the thesis booklet. Before the preliminary defence, a plagiarism test must be performed on the dissertation. This is done by the doctoral school, and it results the originality report of the dissertation with primary sources. For plagiarism text verification, the candidate must send the pdf file of the doctoral dissertation to the secretary of the doctoral

school at least 3 weeks before the date of the preliminary defence. From the version used for plagiarism text verification, the bibliography should be deleted.

The opponents are obliged to state in their report that, based on the available data, whether the dissertation meets the scientific ethical requirements of publication.

### **Formal requirements of the doctoral dissertation and the short thesis**

Templates are downloadable from the webpage of the TTDT (Natural Sciences Doctoral Council) (<https://ttdt.unideb.hu/en/downloadable-documents> )

#### **For the dissertation**

- [Statement to start the PhD procedure](#)
- [Cover page of the short thesis for the degree of PhD](#)
- [Cover page - signature page - insert page of the dissertation \(after 2016 for Doctoral Schools of Natural Sciences\)](#)

### **Absolutorium:**

After completing the 8th semester, phd students receive their “absolutorium” (a pre-degree certificate stating that all course-units have been completed), and doctoral degree is awarded by completing the public defence of the thesis work.

The absolutorium certificate is issued by the administrator of Doctoral Council (Bessenyei Éva, [bessenyei.eva@unideb.hu](mailto:bessenyei.eva@unideb.hu) , Tel.:+36 52 512 900 / 62890).

Template of the application form is downloadable from the webpage of the TTDT (Natural Sciences Doctoral Council) (<https://ttdt.unideb.hu/en/downloadable-documents>)

#### **For the Absolutorium**

- [Application form for Absolutorium](#)

## **Application for the public defence**

Doctoral students can submit their application for the public defence

- after a successful preliminary defence of their thesis
- if they have at least two refereed articles published (or accepted for publication) in an international journal with impact factor, (and at least in one article the candidate is the first author (min. 4 pages))
- if they meet the foreign language requirements described by the doctoral regulations

To apply for defense, the candidate must have the MTMT identification number, which he/she must provide to the Secretary of the Doctoral School. The candidate must also report his/her publications to the MTMT. The MTMT administrator of your institute can assist in the report.

When organizing the defence, the candidate must upload the doctoral dissertation(thesis) and the short thesis to the Archive of UD (DEA). To upload, you need to specify the exact date of the defence, so this step can only be performed during the final organization steps. For the national announcement of the defense, the candidate must provide the following information to the Secretary of the Doctoral School at least 3 weeks before the planned date of the defense:

- exact location of the defence (street, house number, building number, door number)
- the exact date of the defence in hours and minutes.

For the national announcement of the defense, the candidate must provide the following information to the administrator of the Doctoral Council (Bessenyei Éva) at least 2 weeks before the planned date of the defense (it is also worth send a copy of the letter to the Secretary of the Doctoral School):

- exact location of the defence (street, house number, building number, door number)
- the exact date of the defence in hours and minutes.
- the members of the defence committee who will actually participate on the defence, indicating their function

The list of the required documents for PhD graduation process is downloadable from the webpage of the TTDT (Natural Sciences Doctoral Council)

(<https://ttdt.unideb.hu/en/downloadable-documents>)

- Documents required for the PhD candidacy and for PhD graduation process (ENGLISH)

[https://ttdt.unideb.hu/sites/default/files/upload\\_documents/documents\\_required\\_for\\_the\\_phd\\_candidacy\\_and\\_graduation\\_process.docx](https://ttdt.unideb.hu/sites/default/files/upload_documents/documents_required_for_the_phd_candidacy_and_graduation_process.docx)

### ***Documents required before starting the PhD graduation process***

- **7 copies of the doctoral dissertation** – B5 format (please check the requirements on the website of the Doctoral School) – signed by both the candidate and the supervisor!
- **together with each (!) dissertation** the printed version of the two most important publications
- **15 copies of the thesis booklet** A5 format – in English. The last pages should contain the **certified publication list by DEA**
- **certified list of publications** –uploaded to the following website:  
[https://tudoster.idea.unideb.hu/upload/urlap\\_folyoiratcikk.html](https://tudoster.idea.unideb.hu/upload/urlap_folyoiratcikk.html)  
**Request certified publication list:**  
<https://tudoster.idea.unideb.hu/en/igenyles>
- records of the preliminary PhD exam and its attendance sheet
- a list of the suggested members of the Final Examination Committee made by the Doctoral School (the signed copy should be sent to the Secretary of the Doctoral School)
- candidates must register on the website: [mtmt.hu](http://mtmt.hu), upload their list of publications and the **registration number** must be submitted to the Secretary of the Doctoral School together with the recommendation of the Final Examination Committee
- please send an electronic copy of the thesis and the detailed publication list to : [phd-ttk@science.unideb.hu](mailto:phd-ttk@science.unideb.hu)
- the dissertation and the thesis have to be uploaded to the University of Debrecen Database

### ***Documents required for the PhD candidacy For students who started after 2016. September***

- An evidence of payment of 160.000 Ft  
**University of Debrecen account number: 11738008-21489815-00000000. Please write in announcement: Name, 1H4EBT00PHDF-247, Fee for degree-conferment procedure**  
(IBAN:HU03-1173 8008 2148 9815 0000 0000, BIC/Swift kód: OTPVHUHB)
- **7 copies of the doctoral dissertation** – B5 format (please check the requirements on the website of the Doctoral School) – signed by both the candidate and the supervisor!
- **together with each (!) dissertation** the printed version of the two most important publications,
- **15 copies of the thesis booklet** A5 format – in English. The last pages should contain the **certified publication list by DEA**
- professional CV
- **certified list of publications** –uploaded to the following website:  
[https://tudoster.idea.unideb.hu/upload/urlap\\_folyoiratcikk.html](https://tudoster.idea.unideb.hu/upload/urlap_folyoiratcikk.html)  
**Request certified publication list:**  
<https://tudoster.idea.unideb.hu/en/igenyles>

- *„records of the preliminary PhD exam and its attendance sheet*
- *a list of the suggested members of the Final Examination Committee made by the Doctoral School (the signed copy should be sent to the Secretary of the Doctoral School)*
- *candidates must register on the website: [mtmt.hu](http://mtmt.hu), upload their list of publications and the **registration number** must be submitted to the Secretary of the Doctoral School together with the recommendation of the Final Examination Committee,*
- *the dissertation and the thesis have to be uploaded to the University of Debrecen Database*