

# István Sályi Doctoral School

## Complex Exam Procedures

1. Conditions for applying the Complex Exam:
  - a. For students with full state scholarship or self paying students, who are on full-time training obtaining at least 90 credit points, which includes:
    - i. obtaining all the required credits from the compulsory and facultative courses (minimum 8 subjects - minimum 40 credit points)
    - ii. the additional credits can be obtained from:
      1. freely chosen subjects (max. 2 subjects, 2 credit points per subject)
      2. compulsory research seminars (10 credits per research seminar, minimum 10 credit points)
      3. performing educational activity (5 credit points per semester, maximum 15 credit points)
      4. assistance to institute research projects (5 credits per semester, maximum 15 credit points)
      5. publishing the results of the research work (min. 16 credit points)
      6. second language exam
  - b. For individual preparation students: obtaining at least 90 credits, which can be obtained by exams prescribed by the Doctoral Council of Science and by publishing research work
2. The Complex Exam must be advertised in Neptun at the beginning of the current semester, at the last working day before the registration week. (Dean's Office)
3. The student, who intends to take the exam (hereinafter referred to as the "Candidate", registers for the subject „Complex Exam” in Neptun until the end of the registration week.
4. Students can download the "FORM FOR DOCTORAL (PhD) COMPLEX EXAM procedure to István Sályi Doctoral School Doctoral Council" (*Data Sheet*), in which the Candidate will indicate the exam subjects in an order of preference, as well as the data of his/her publications. The Data Sheet needs to be signed by the Candidate and his/her supervisor. An attachment is needed with the data sheet, which contains a research report on the elapsed period, as well as a semesterly prepared research plan for the research and dissertation period (Candidate, Supervisor). The deadlines for submission of the data sheet are: 15 April in the spring semester, 15 November in the autumn semester.

5. The Doctoral School (HDS) or his/her deputy will formally review the data sheet and after the potentially needed corrections, the HDS or his/her deputy will designate a referent who will check the data sheet substantively with the designated publications and at the next Doctoral Council (DC) he/she will propose the composition of the complex examination Committee (VDS, HDS leader/deputy, referral)
6. At the meeting of Doctoral Council, the members of the complex examination committee will be decided. Two members of the Committee are questioners of the examination subjects; one member of the Committee will be an expert of the research field, who evaluates the report. At least one-third of the Committee members must be external. (DC)
7. The complex exam must be organized by the head of the institute with the involvement of the Candidate's supervisor if the conditions for applying for the exam (min. 90 credit points obtained, min. 40 subject credits + activity required for obtaining publication credits) are met.
8. At least 2 weeks before the exam, the supervisor will send the Chairman of the Committee an evaluation of the student's performance. The Head of the Institute sends official invitation to the members of the examination Committee and the supervisor. (Supervisor, Head of the Institute)
9. The Complex Exam consists of two parts:
  - a. Theoretical part: The Candidate student presents his/her knowledge of academic literature and current theoretical and methodological approaches. The Candidate takes exams in at least two subjects/topics, a list of subjects is included in the training plan of the doctoral school.
  - b. Dissertation part: The Candidate presents his/her research results, describes his/her research plan for the second phase of doctoral education and a schedule of dissertation preparation and publications. The scientific research report and the research plan are presented orally at the Complex Exam and needed in writing before the exam.
  - c. The formal and content requirements of the scientific report are the same as the requirements for research seminar paper
10. The complex exam must be performed in public, in front of a Committee.
  - a. The Exam Committee consists of at least three members and at least one third of the members are not employed by the Institute, which runs the Doctoral School. Each member of the Exam Committee must have a scientific degree.
  - b. The chairman of the Committee must be a professor at the University of Miskolc, or a researcher/lecturer of the university with a doctoral degree of the Hungarian Academy of Sciences (Doctor of MTA).

- c. The candidate's supervisor cannot be a member of the committee, but he/she must first evaluate the work of the doctoral candidate in writing before the complex exam and orally at the complex exam.
11. Further details of the complex exam and its procedures are present in the Doctoral School's Rule. The date of its conduct is the semester's exam period.
12. The duration of the Complex Exam - not including preparation time - is maximum 90 minutes. A report will be created of the exam, which needs to be sent to the Dean's Office by the Chairman of the Committee at the latest on the next work day following the exam (Candidate, Examination Committee)
13. Evaluation of the Complex Exam
  - a. The Exam Committee evaluates the theoretical and dissertation parts of the exam separately.
  - b. The Complex Exam is successful if the candidate completes both exam parts with at least 60%. The evaluation of the complex exam has two grades: qualified or not qualified.
  - c. A detailed written scientific record is created of the Complex Exam and signed by the whole Committee, which also contains the PhD student's research evaluation. The results of the exam shall be published on the day of the oral examination.
14. The PhD student can continue the studies after a successful Complex Exam. In the case of an unsuccessful exam, the Candidate may repeat the exam once again in the relevant exam period. If the doctoral candidate does not complete the Complex Exam, the PhD student status will be terminated on the day of failed exam.

Dr. Gabriella Vadászné Bognár  
István Sályi Doctoral School  
Chairman of the Doctoral School Council