

Organisation and Operation Regulations

In accordance with the provisions of the Doctoral Regulations of the University of Szeged, the organisation and operation regulations of the Doctoral School of Philosophy cover the following:

1. The head of the doctoral school is a university professor and core member with the title of Doctor of Science (DSc) of the Hungarian Academy of Sciences. The head of the doctoral school is appointed by the Rector on the recommendation of the University Doctoral Council (UDC), based on the expert opinion of the MAB and the approval of the Senate. The appointment shall terminate upon the resignation of the head of the doctoral school or the termination of his or her full-time employment. The doctoral school council may elect a deputy head from among the core members of the school, who shall be approved by the relevant Scientific Doctoral Council (SDC) and notified to the SDC. The deputy may temporarily replace the head of the school in urgent matters in the event of the head's incapacity.

The rights and duties of the head of the doctoral school are as follows:

- is responsible for the successful coordination of the doctoral school establishment process
- responsibly manages the work of the doctoral school council and is responsible for the implementation of the council's decisions
- coordinates professional work and is responsible for its quality
- represents the doctoral school
- managing the administration of the doctoral school and exchanging information with the relevant doctoral councils
- monitoring the school's financial resources.

2. A training/research program may be established within the doctoral school in the field of science specified in its founding resolution. A necessary condition for this is that, in addition to the program director, at least one other supervisor and at least three other senior lecturers participate in the program. The rights and responsibilities of the training/research programs operating within the doctoral school shall be laid down in the doctoral school's operation regulations. The SDC shall decide on the launch of training/research programs based on the doctoral school's proposal.

3. The head of a training/research program may only be a thesis supervisor who is a full member of the relevant doctoral school. In exceptional cases, this requirement may be waived with the consent of the UDC. The head of the training/research program shall be appointed by the chair of the SDC, at the initiative of the doctoral school and with the approval of the SDC. The appointment shall terminate upon the resignation of the program head, the termination of his or her legal relationship with the university, or dismissal by decision of the SDC.

The powers and duties of the head of the training/research program are as follows:

- directs the professional work carried out within the program and supervises its quality (see Quality Assurance Plan 4.B)
- if elected to the doctoral school council, participates responsibly in the work of the doctoral school council
- reports annually to the Doctoral School Council on the performance and progress of the teachers and students in their program.

4. If a core member of the doctoral school also undertakes supervision or teaching at another doctoral school, they must report this to the council of their own doctoral school.

5. Professional activities in doctoral schools are directed by the head of the school and the doctoral school council, which has at least three members. The chair of the council is the head of the doctoral school, and its members are elected by the core members of the doctoral school and appointed by the SDCs. The heads of training/research programs, if they are not elected members, participate in the meetings as invited guests. A doctoral student with advisory rights is a member of the doctoral school council. The doctoral school council appoints a permanent secretary who participates in council meetings with voting rights. The secretary of the doctoral school assists the school director in performing the administrative tasks of the doctoral school. The duties of the secretary shall be determined by the head of the doctoral school.

6. The head of the doctoral school shall appoint an administrator to perform the administrative tasks of the school, who shall also perform the tasks of database coordinator for the school in the doktori.hu database.

7. The powers and duties of the doctoral school council are as follows:

1. developing the school's internal regulations and requirements in accordance with the doctoral regulations and to implement them;
2. providing the infrastructure and professional conditions necessary for the study and research activities of doctoral students;
3. determining the structure of the organized training, making proposals for the announcement of educational activities;
4. creating and regularly updating the doctoral school's website in accordance with the regulations of the Hungarian Accreditation Committee (HAC);
5. approving the training plans and research topics of doctoral students participating in organized training; coordinating training plans and research topics, supervising the activities of supervisors;
6. managing the research funding allocated to the doctoral school in accordance with the university's applicable financial management rules;
7. fulfilling the administrative and record-keeping obligations incumbent on the doctoral school;
8. making proposals regarding the composition of the comprehensive examination committees and evaluation committees, as well as the subjects of the comprehensive examinations for degree candidates;

9. initiating necessary changes in the persons of the head of the doctoral school and the heads of the training/research programs and submitting proposals to the SDC;
10. initiating changes in the persons of the doctoral school's instructors;
11. initiating necessary changes in the title and content of the doctoral school and training/research programs;
12. initiating the launch of new training/research programs;
13. making proposals to the SDC for the removal of students from the program, where justified;
14. notifying the competent bodies of its decisions in the cases described in the doctoral regulations; if they do not object to the decision in writing within 30 days, it shall be considered approved by the body concerned;
15. determines the range of foreign languages accepted by the doctoral school in the doctoral degree procedure;
16. designates the main and secondary subjects for the comprehensive examination;
17. makes proposals for the composition of the doctoral admissions committee.

8. The doctoral school council may delegate part of its tasks, as defined in its rules of procedure, to the SDC or to training/research programs operating within the school. The SDC is the appeal forum for the doctoral school council.

9. The Doctoral School Council shall meet at least once per semester, but may also be convened for extraordinary meetings. Extraordinary meetings may be initiated by the chair or by the members. Meetings shall be held in cases involving personnel issues related to the tasks specified in Section 7, as well as other personnel issues described in the doctoral regulations. The council and its meetings shall be chaired by the head of the doctoral school or, if necessary, by the deputy head. At the request of the members of the doctoral school, invited guests (supervisors, lecturers) may also participate in the meetings of the council (with the right to consult). The council has a quorum if the majority of its members, including the chair (or, in his or her absence, the deputy head), are present. The council makes its decisions and recommendations by a simple majority vote; in the event of a tie, the chair, or in his or her absence, the deputy head, has the casting vote.

10. The tasks and rights of the doctoral school council in matters concerning the doctoral school's finances:

- making proposals to the SDC regarding the amount of cost reimbursements and deciding on the use of income from cost reimbursements
- making proposals to the SDC on the amount of reimbursement for individual trainees who require academic supervision and/or use the University's infrastructure
- managing Doctoral School-level applications related to training and research.

11. Language proficiency requirements of the Doctoral School

- Applicants must have at least an intermediate level (B2, type C, written + oral) state-recognized language exam certificate – or equivalent certificate – in one of the following languages: English, German, French, Italian, Spanish, Russian, Serbian-Croatian. For

ancient topics, intermediate-level knowledge of Ancient Greek or Latin (state-recognized intermediate-level language exam) is also required.

- A prerequisite for admission to the defense is that the candidate has at least an intermediate level (B2, type A or B, written or oral) state-recognized language exam – or equivalent certificate – in a second world language (English, German, French, Italian, Spanish, Russian). An advanced level C language exam must be accompanied by a basic level (type A or B) language exam in another language. An advanced Type A or B language exam must be accompanied by an intermediate Type A or B language exam. In the case of ancient subjects, an existing state-recognized intermediate Ancient Greek or Latin language exam replaces the second language exam required for admission.

12. Conditions for applying for the comprehensive examination in the case of individual preparers

- Those who wish to obtain a degree through individual preparation are required to apply for a comprehensive examination at a doctoral school. The SDC decides on the acceptance of the application based on the recommendation of the doctoral school council. The necessary condition for the acceptance decision is that the applicant's scientific activity fits the profile of the given doctoral school and that they can demonstrate appropriate prior scientific performance.
- If the comprehensive exam is passed, the higher education institution recognizes the minimum credits specified as a condition for admission to the comprehensive exam, with the proviso that, upon request, additional credits may be recognized based on previously acquired knowledge and competencies, up to the upper limit specified in the legislation.
- Doctoral schools do not usually assign supervisors to individual candidates, nor do they conduct their research at the University. If individual candidates conduct their scientific research at the University, the doctoral school will assign a supervisor/advisor to them.
- The amount of self-financing, which depends on whether individual candidates require scientific supervision and to what extent they use the University's infrastructure for their research work, is determined by the SDC based on the recommendation of the doctoral school council.

13. The Doctoral School reserves the right to make decisions on matters that do not require personal meetings via electronic communication. Decisions on personnel matters cannot be made electronically.

14. The composition of the Doctoral School Council is as follows:

Chair: Prof. Dr. Zoltán Gyenge, University Professor
SZTE BTK Department of Philosophy, Head of Department

Vice-Chair: Prof. Dr. Tamás Pavlovits, University Professor
SZTE BTK Department of Philosophy

Additional members:

György Málnási Bartók Doctoral School of Philosophy, University of Szeged

Dr. habil. Emese Mogyoródi, Associate Professor (permanent Secretary)
Department of Philosophy, Faculty of Arts, University of Szeged

Prof. Dr. András Máté-Tóth, University Professor
Department of Religious Studies, Faculty of Arts, University of Szeged, Head of Department

Prof. Dr. Klára Sándor, University Professor
Department of Cultural Heritage and Human Information Science, Head of Department

With advisory rights:

Zsuzsanna Szugyiczki, representative of doctoral students.

Szeged, November 26, 2019.