

# **BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS**

## **Bylaws of the Doctoral School of Mathematics and Computer Science**

### **2016**

This is an English language translation of the regulations of the Doctoral School of Mathematics and Computer Science at BME. In case of any doubt or controversy, the regulations of the original document will prevail.

#### **General provisions**

##### **Section 1**

The current regulation has been prepared in accordance with Act CCIV of 2011 on National Higher Education, the Gov. Decree 387/2012 (XII.19.) on doctoral schools, doctoral procedures and habilitation, as well as the decision of the Hungarian Accreditation Committee (MAB) on doctoral programmes and obtainment of degrees, in accordance with the Doctoral and habilitation procedures of BME (DHSZ) and the Academic and Examination Regulations of BME (TVSZ).

The Quality Assurance Regulation and Procedures describing the Doctoral School's own quality assurance system and the Training Programme are available on the Doctoral School's website.

#### **Establishment of the Doctoral School, Members and Organization**

##### **Section 2**

The doctoral training at the Doctoral School of Mathematics and Computer Science at BME started in 1994, but final accreditation by the National Accreditation Committee (MAB) was given only in 2002, according to nationwide regulations. The Doctoral School operates in the Faculty of Natural Sciences (TTK), and the Faculty of Electrical Engineering (VIK).

##### **Section 3**

(1) Additionally to the regulatory requirements listed in Section 1, the core members and the personnel of the core members of the Doctoral School shall comply with the following requirements:

- a) A core member may be the following:
  - full time university professor of BME, or
  - doctor of the HAS with full time employment relationship in a research institute having a cooperation agreement with the Doctoral School, or

- doctor of the HAS employed full time in a BME-MTA research group participating in the doctoral programme, or
- Professor Emeritus (Professor Emerita) of BME.

(2) New core members of the Doctoral School may be co-opted based on the proposal of the core members with the consent of EHBDT.

(3) The college of core members shall be approved by the accreditation of the MAB at the time of establishment, and by its periodic review.

#### **Section 4**

The Head of the Doctoral School shall be a full time professor of the University employed in a public servant status, highly recognized in science, holder of “Doctor of the HAS” degree/title, core member of the given doctoral school, and appointed by the Rector at the recommendation of the EHBDT. The term of office is maximum three years, and is renewable without limitations up to the age limit of 70.

#### **Section 5**

(1) According to the Doctoral and Habilitation Procedures of the University, the trainings in the doctoral schools and degree award procedures shall be supervised by the Doctoral Council and Habilitation Committee of the University (EHBDT).

(2) The body supervising the functioning of the doctoral programmes shall be the Council of the Doctoral School (DIT) organized by disciplinary doctoral schools with tasks and competences established in Section 12 of the DHSZ.

(3) The body conducting the degree award procedure - within the competence delegated by the EHBDT – shall be the disciplinary Habilitation Committee and Doctoral Council (HBDT) organized by doctoral schools with tasks and competences established in Section 6 of the DHSZ.

(4) The members of the Habilitation Committee and Doctoral Council (HBDT) are highly qualified experts of the branch of science.

(5) Current personnel of the core members, DIT and HBDT, as well as the summary of the members’ professional achievements can be viewed on the [www.doktori.hu](http://www.doktori.hu) web pages, and on the websites of the University and the Doctoral School.

#### **Section 6**

Mandates per Sections 4 and 5 shall be terminated:

- a) upon expiry of the mandate,
- b) upon recall through the same procedure applied in the assignment,
- c) upon resignation of the trustee,
- d) upon persistent incapacitation or death of the trustee.

## **The Functioning of the Doctoral School**

### **Section 7**

The operations of the Doctoral School shall be managed by the Head of the Doctoral School – with the administrative support from the Dean’s Office of the Faculty.

### **Section 8**

(1) The Doctoral School requests topic proposals and announces PhD topics every year. The DIT decides on the acceptance of topics and the identity of supervisors. The topics shall be announced on the Doctoral School’s website and on [www.doktori.hu](http://www.doktori.hu) web pages.

(2) The supervisor shall have at least 2 years' professional experience since earning the doctoral degree. A supervisor can only direct the work of up to 3 doctoral candidates simultaneously. The DIT may only give exemption from the above conditions with the consent of the EHBDT.

(3) Each doctoral student is assigned one and only one supervisor, who have full responsibility in guiding and helping the academic and research work of the doctoral candidate working on the topic, and also the doctoral candidate’s preparatory work for obtaining the degree. The dual supervisory system shall only be possible in the framework of international co-operations, or in the case of interdisciplinary topics, if the topic was approved by the Council of the Doctoral School (DIT) and the topic announcement was made on the prior consent from the EHBDT.

(4) The supervisor shall be a full time employee or Professor Emeritus of BME, or a full time employee of an institution that contracted a co-operation agreement with the BME for doctoral programmes. The DIT shall appoint an internal consultant to the external supervisor to assist the supervisor’s work on the part of BME and to monitor the professional progress of the student.

(5) The DIT may change the research topic or appoint a different supervisor/consultant in justified cases, either at the request of the supervisor/consultant or the student or on an autonomous basis. If any of the aforementioned changes is requested by the supervisor/consultant or the student, the request must be submitted in writing, together with the appropriate justification. Before making a decision, the DIT shall seek the opinion of the boss of the supervisor at the workplace and, if necessary, may hold a hearing of the parties concerned.

### **Section 9**

(1) Entrance exams for topics announced according to Section 8 are organized by the Dean’s Office of the Faculty. The Admission Committee (FB) shall be appointed by the DIT.

(2) Preconditions for participating in the entrance examination include providing a proof in writing of the readiness to accept the student both on the part of the supervisor and the receiving unit (department or external institution). Formal requirements for the admission shall include a degree certificate of at least “good” qualification and a certification of English language proficiency.

(3) The FB shall honour the student's readiness shown in the admission interview, previous academic results, language proficiency and previous professional and scientific activity with 0-100 points. The professional habitus scores that can be obtained at the entrance exam partly intended to honour the proficiency in the selected topic. The admission limit is minimum 60 points.

(4) The DIT makes recommendation to the Dean of the Faculty for admission and for state funded scholarships based on the proposal from the Admission Committee (FB). The decisions on admission shall be made by the Dean of the Faculty.

## **Section 10**

(1) In the case of students preparing individually, the degree award procedure begins on request, by applying for the complex examination and its subsequent acceptance (Section 12 in the Gov. decree 387/2012 (XII.19)).

(2) The precondition for accepting the application is the disciplinary compliance, the formal compliance with the publication requirements for obtaining the doctoral degree (no thesis points are required at the time of registration, therefore, instead of content evaluation, only expected numerical indicators have to be met).

(3) With the admission, the Doctoral School recognizes the minimum credits required for being admitted to the complex examination with the addition that further credits may also be recognized based on preliminary knowledge and competences at the request of the candidate.

(4) The work of students preparing individually is guided by a dedicated consultant appointed by the DIT.

(5) The complex examination that follows the admission shall be considered part of the first semester of the research and dissertation phase.

## **Section 11**

(1) At the beginning of each semester the DIT selects the list of courses and instructors for the doctoral program. The list is made available at the webpage of the Doctoral School.

(2) The instructors of the Doctoral School must hold a PhD degree, and must be appointed by the DIT for a given period. Instructors of external institutions (research institutes or universities) may also teach courses with the consent of the DIT.

## **Section 12**

Maintaining the registration system and completing the administration and informational tasks of the Doctoral School shall be performed by the Dean' Office of the Faculty of Natural Sciences, under observation of the relevant clauses of Sections 11–12 of the DHSZ.

## **Obtainment of Doctoral Degree**

### **Section 13**

- (1) The responsible organization for conducting the degree award procedure is the Habilitation Committee and Doctoral Council (HBDT). The degree shall be awarded by the EHBDT on the grounds of the recommendation submitted by the HBDT. The general requirements of the doctoral degree are regulated by the DHSZ.
- (2) The complex exam must be passed as a precondition of obtaining a doctoral degree. The detailed description of the complex exam is given in the document “Doctoral Program” available at the webpage of the Doctoral School.
- (3) Publications of the students results must be assigned to the thesis points, and a declaration of co-authorship disclaimer must be requested in the form specified by the doctoral school.
- (4) The condition for obtaining the degree is that the publications assigned to the thesis points meet the detailed publication requirements of the doctoral school. This is reviewed annually by the doctoral school and amended as necessary. The currently valid expectations are included in the appendix.
- (5) If there is a change in the graduation requirements, the former or the new requirements must be applied within 2 years of the decision of the change, according to the candidate's choice.
- (6) The system of requirements (according to MAB regulations) is part of the Doctoral School's Operational Regulations, so it is available in the [www.doktori.hu](http://www.doktori.hu) database, but it can also be accessed directly via the website of the Doctoral School or the university.

### **Concluding remarks**

### **Section 14**

This set of regulations was accepted on 26<sup>th</sup> October, 2016, and took effect on 27<sup>th</sup> October 2016.

Appendix: See the up to date minimum requirements of publications in a separate document on the website of the Doctoral School at  
<https://doktori.math.bme.hu/english/index-E.html>