



## GUIDE REGARDING THE COMPLETION OF THE DOCTORAL STUDIES FOR STUDENTS WHO STARTED THEIR STUDIES SINCE 2016

1. All PhD students (students) have to pass a comprehensive exam at the end of their 4<sup>th</sup> active semester (NHEA. Section 53. paragraph 1.) A student, who fails the complex exam will lose his/her status and it will be terminated by the Doctoral Office.
2. The research and dissertation period begins from the 5<sup>th</sup> active semester and lasts until the 8<sup>th</sup> active semester. During this period when the student enrolls an active semester, they have to register for a consultation subject as well as subjects from the research and teaching moduls.  
([https://www.elte.hu/dstore/document/178/KPR\\_V\\_A\\_DOKT.pdf](https://www.elte.hu/dstore/document/178/KPR_V_A_DOKT.pdf)). The completed academic and teaching credits are to be registered in Neptun no later than the last day of the exam period.  
THE STUDENT HAS TO BE AWARE OF THE OBLIGATORY ENROLMENT AND COURSE REGISTRATION IN NEPTUN!
3. During the research and dissertation period each student can only have a total of two passive semesters. (NHEA Section 53. paragraph 4.) These passive semesters have *doesn't interfere with* the final submission deadline of the dissertation!  
Those students, who registered their status as passive during the spring semester of 2019/2020, this particular semester is not be counted as part of the passive semester possibilities. (Act LVIII of 2020 Section 79. paragraph 4.)  
Those students, who passed their comprehensive exam between the 1st of February 2018 and the 10th of May 2021, can have a total of four passive semesters in their research and dissertation period. (Act 217/2021 Section 1. paragraph 2.)
4. At the end of the semester during which the student finishes collecting 240 credits and completes all the requirements – especially those regarding consultations and publications – set forth in the study plan, receives a pre-degree certificate. (NHEA Section 59. paragraph 1/d.) If the student completes all the requirements, the responsible office issues the pre-degree certificate within twenty days. (Act 87/2015. Section 44. paragraph 1.) The student status is terminated on the 31<sup>st</sup> of January or the 31<sup>st</sup> of August regardless of the exact date of the pre-degree certificate.



The pre-degree certificate shall be sent – if requested – to the student during the first two weeks of February for the fall semester, and during the first two weeks of September for the spring semester. If requested, the office sends the certificate electronically as well.

5. At the end of the 8<sup>th</sup> active semester the student status is terminated either by the obtainment of a pre-degree certificate or according to Section 59. paragraph 1/1 NHEA.

The final deadline for the submission of the dissertation is to be submitted before the end of the third academic year after the comprehensive exam. The dissertation must go through a preliminary scientific assessment (in-house defence) prior to its submission. This deadline can be extended by a year due to extraordinary circumstances pending special permission. (NHEA Section 53. paragraph 4., Act 217/2021 Section 1. paragraph 1.) The assessment of the doctoral thesis commences after its submission.

For those students, who passed their comprehensive exam between the 1st of February 2018 and the 10th of May 2021, the final deadline for the submission of the dissertation is the end of the fourth academic year after the comprehensive exam. (The 31st of January in case of Comprehensive Exam in the Fall Semester, the 31st of August in case of Comprehensive Exam in the Spring Semester.) (Act 217/2021 Section 1. paragraph 1)

6. According to Act LVIII. of 2020. Section 79. Paragraph 4. the spring term of the 2019/2020 academic year (which was extended by Rector's Order no. 4/2020. (27th of May)) is omitted during the calculation of the final deadline for the submission. Consequently the submission deadline is extended by 211 days for that students who passed their comprehensive exam during the fall term of the 2019/2020 academic year or earlier.
7. In case of special circumstances, the dissertation period can be extended for one more year and a request has to be filled in *before* the deadline of the submission to the Doctoral Council of the course. The students have to include the documents, which certify the being of special circumstances and with an approval document of the supervisor.
8. The preliminary scientific assessment (in-house defence) is organised by the doctoral programs according to the rules and conditions set forth in the regulations of the doctoral schools. The reports of the preliminary scientific assessment have to be sent to the Department Of Doctoral And Academic Affairs. The preliminary scientific assessment has to be organised 90 days before the submission of the final version of the dissertation.



9. The final deadline for the submission also involves having a certificate of a second foreign language, which is due to the date of the submission of the final version of the dissertation. This proof can be a state accredited or equivalent intermediate (B2) or higher level comprehensive/oral /written certificate. (Faculty Doctoral Regulations Section 31. paragraph 2-3.)
10. Upon special request the doctoral schools' councils can accept various other documents instead of a *second* language exam certificate. In order to be accepted, these documents have to certify a minimum of four semesters of continuous study in a foreign language at a higher education institute. The certificates have to be from a language that is not accredited in Hungary according to the Accreditation Centre for Foreign Language Examinations of the Educational Authority.
11. Before the submission of the dissertation, but at the earliest on the day of the issuing of the pre-degree certificate, the student has to submit a request form (available on the website) for the commencement of the assessment procedure. The approval of the request form as well as the appointment of the final examination board is in charge of the Faculty Doctoral Council. (Faculty Doctoral Regulations Section 33. paragraph 2)
12. The final deadline for the submission of the request form is 6 months before the final deadline of the submission of the final version of the dissertation.