



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

1. All PhD students have to pass a comprehensive examination at the end of their 4th active semester. A student who fails the comprehensive examination will lose the student status.
2. The research and dissertation period begins from the 5th active semester and lasts until the 8th active semester. During this period when the student enrolls an active semester, he/she has to register each semester for the consultation subject as well as subjects from the research and teaching module (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. STUDENTS HAVE 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. These passive semesters have *no effect* on the final submission deadline of the dissertation!
For those students who registered their status as passive during the spring term of the AY 2019/2020, this particular semester is not to be counted as part of the passive semesters.
Those students, who passed their comprehensive examination between the 1st of February 2018 and the 31st of August 2021, can have a total of *four* passive semesters during their research and dissertation period.
4. At the end of the semester of which the student finishes collecting 240 credits and completes all the requirements – especially those regarding consultations and publications¹ – set forth in the study plan- receives a pre-degree certificate / absolutorium. If the student completes all the requirements, the doctoral office issues the pre-degree certificate within twenty days.
The student status is terminated on the 31st of January or the 31st 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.

¹ The publications need to be registered in the [MTMT](#) system as well. Otherwise, the pre-degree certificate will not be issued.

5. At the end of the 8th active semester the student status is terminated either by the obtainment of a pre-degree certificate or according to Section 59. paragraph 1/I NHEA. No more active semesters are possible to register for.
6. The final version of the thesis has to be submitted within *three* academic years following the comprehensive examination (deadline: 31st of August). The dissertation must go through a preliminary scientific assessment (in-house defence) prior to its submission (see below, Nr. 8.).
For those students who passed their comprehensive examination between the 1st of February 2018 and the 31st of August 2021, the final deadline for the submission of the dissertation is the end of the *fourth* academic year after the comprehensive examination.
7. This final submission deadline of the dissertation can be extended by a year due to extraordinary circumstances pending special permission. The request has to be submitted to the Doctoral Council of the Faculty of Humanities *before* the final submission deadline. Documents proving the extraordinary circumstances as well as the support letter of the supervisor have to be attached to the request.
8. The preliminary scientific assessment (in-house defence) is organized by the doctoral programs according to the rules and conditions set forth in the doctoral regulations. The minutes of the preliminary scientific assessment have to be sent to the doctoral office. The preliminary scientific assessment has to be organized 90 days before the submission of the final version of the dissertation.
9. At the latest at the same time as submitting your dissertation, students must also submit proof of knowledge of the second language required for the obtainment of the doctoral degree (if it is not already done so). This may be:
 - a state-accredited (or equivalent) intermediate (B2) or advanced (C1), complex (written + oral) or partial (written or oral) language examination certificate.
 - for languages other than English, the so-called PhD language proficiency, administered by the Faculty's foreign language departments, which aims to measure the ability to process scientific texts in a foreign language with understanding. For further information on the PhD language examinations, please contact Mr. Péter Vörös (voros.peter@btk.elte.hu). The PhD language examination costs 20 000 HUF which has to be paid via Neptun.

On the basis of an individual assessment (application), the doctoral school councils may accept other language examination documents or equivalent (at least four semesters of prior higher education studies in a living or extinct language) as proof of knowledge of a second language required for the award of a doctorate.

10. Before the submission of the dissertation, but 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 doctoral procedure. The approval of the request form as well as the appointment of the final examination board is the competence of the Doctoral Council of the Faculty of Humanities.
11. 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.