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**OPERATING RULES  
OF THE  
DOCTORAL SCHOOL OF MILITARY ENGINEERING**

**2025**

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The National University of Public Service (hereinafter referred to as the University), as per Act CCIV of 2011 on National Higher Education (hereinafter referred to as NHE Act) and in accordance with the provisions of the Statutes of the University, is entitled to confer a degree in the field of social sciences and technical sciences. The Senate of the University, pursuant to NHE Act., Act CXXXII of 2011 on the National University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military (hereinafter referred to as NUPS Act); Act XLV of 1996 on the Legal Status of Heads, Teachers, and Students of Military and Law Enforcement Higher Education Institutions; and the Governmental Decree 387/2012 (XII. 19.) on the Doctoral Schools, Doctoral Procedures and Habilitation (hereinafter referred to as the Decree) constitutes the following University Doctoral and Habilitation Regulations (hereinafter referred to as the Regulation):

## **CHAPTER 1**

### **GENERAL PROVISIONS**

#### **Operating rules of the Doctoral School of Military Engineering Section 1**

The material scope of the Regulation applies to doctoral training programme, doctoral degree procedures, and its personal scope to students and faculty participating in, and assisting in, doctoral and graduate studies and other departments, bodies and individuals named in the procedures.

#### **Regulatory background Section 2**

(1) The Regulations shall be governed by the following laws and regulations:

- a) Act CCIV of 2011 on National Higher Education;
- b) Act CXXXII of 2011 on the National University of Public Service and on higher education in public administration, law enforcement, and military (NUPS Act);
- c) Act CCV of 2012 on the Status of the Patriots;
- d) Act XL of 1994 on the Hungarian Academy of Sciences;
- e) 137/2008. (V. 16.) Governmental Decree on the Certified Examination of Foreign Language Attainment and on the Nostrification in Hungary of Language Certificates of Foreign Language Attainment Issued Abroad;
- f) 387/2012 (XII.19.) Governmental Decree on doctoral and habilitation procedures;
- g) 87/2015. (IV. 9.) Governmental Decree on the execution of certain provisions of Act CCIV of 2011 on National Higher Education;
- h) 423/2012 (XI 29) Governmental Decree on the entrance procedures of higher education institutions;
- i) Decision 2016/6 / V / 1. of the Hungarian Accreditation Committee (hereinafter referred to as HAC): Instructions for submitting a doctoral school application and updating the data of a functioning doctoral school;
- j) Appendix V / 1 of the 9th Session of the HAC in 2017: Accreditation Requirements of the HAC, Aspects of Peer Review (ABSZ) in the Evaluation of Doctoral Schools;

- k) University Doctoral And Habilitation Regulation Of The National University Of Public Service (hereinafter: UDHC)
- l) National University of Public Service - Rules of Admission;
- m) National University of Public Service - Student Compensation and Allocation Regulations;
- n) National University of Public Service - Study and Examination Regulations;
- o) National University of Public Service - Recognition, Credit Transfer and Validation Regulations;
- p) National University of Public Service - Regulations on the exercise of student rights and performance of obligations, the processing of applications for student status, and student redress procedures;

### **Name and legal status of the Doctoral School Section 3**

(1) Name of the doctoral school: Doctoral School of Military Engineering. Abbreviated as: DSME

(2) Place of Operation and postal address: National University of Public Service Faculty of Military Sciences and Officer Training. Budapest X., Hungária krt. 9-11. Building „A”, 1581 Budapest, PO Box: 15.

(3) Established in: 2002.

(4) Date and ID of accreditation: 22 February 2002; 2002/2/III.

(5) HAC ID: 153

(6) The name of the doctoral school in foreign languages:

English: Doctoral School of Military Engineering

French: Ecole Doctorale des Ingénieries Militaires

German: Doktorschule für Militärtechnische Wissenschaften

Russian: Аспирантская школа военно-технических наук

(7) The Doctoral School of Military Engineering is an autonomous teaching and research organizational unit - without its own functions or departments - within the Faculty of Military Sciences and Officer Training (hereinafter: Faculty) of the National University of Public Service. The Faculty is responsible for providing the necessary resources and conditions for the basic operation of the doctoral school;

(8) The Rector of NUPS oversees the operation of the Doctoral School of Military Engineering. The development of the scientific quality of the DS and the general duties of the DS are directed by the head of the doctoral school who is responsible for the overall representation and other responsibilities assigned to the DS by this Regulation. The dean of the Faculty is responsible to provide the doctoral school the requirements for its operation as well the necessary resources.

(9) The Senate shall decide on the termination of the doctoral school following the initiative of the University Doctoral and Habilitation Council (hereinafter referred to as UDHC) or the

Rector. Prior to initiating the termination of the doctoral school, the Rector should consult with the University Doctoral and Habilitation Council.

(10) In the doctoral school, the programme is based on the following accredited Master's programmes:

- Defence Infocommunication Systems Engineering 2006/2/IX/5/8
- Military Maintenance 2017/3/VI/5
- Logistics of Military Operations 2017/3/VI/5
- Disaster Management 2015/7/IX/16

(11) The present Regulations is the statute of the DSME

(12) In matters not covered by the Regulations of the DSME, the provisions of the Doctoral and Habilitation Regulations of NUPS shall prevail.

## **CHAPTER 2**

### **MISSION AND TASKS OF THE DSME**

#### **Mission of the DSME Section 4**

(1) The DS is an university organizational unit accredited by the HAC to provide a single, structured programmes framework for doctoral education and research, as well as to for mastering independent scientific research and preparing students for a doctoral degree. The purpose of the Doctoral School of Military Engineering is to organize and manage the preparation of doctoral students to obtain their doctoral degree (PhD) in the field of military engineering.

(2) The training programme at the DSME is elaborated in cooperation with the faculties, institutes, departments and other organizational units of the university. In order to provide high quality educational and research programme, the university may involve - in compliance with the HAC regulations - external experts with doctoral degree from other universities, military units or research institutes.

#### **Tasks of the DSME: Section 5**

(1) Tasks of the doctoral school:

- a) the purpose of the Doctoral School of Military Engineering is to organize and manage the preparation of doctoral students to obtain their doctoral degree (PhD) in the field of military engineering.
- b) the development and updating of the structure and documentation of the doctoral programme
- c) coordinate and manage the activities of research areas;
- d) organize the research and teaching activities of the doctoral school, invite guest lecturers and follow-up on education;
- e) manage, support and administrate the academic matters of doctoral students and students in individual preparation;
- f) issue certificates for doctoral students
- g) prepare and submit service contracts
- h) oversee the preparation of the four-year individual study and research programme as well as the study and research plan for each semester; keep a copy of the plans;

- i) manage the doctoral student data repository;
- j) oversee semester reporting by doctoral students and their supervisors;
- k) arrange the combined exam in the first semester, the comprehensive examination and the reports on the dissertation work;
- l) issue the absolutorium;
- m) complete organization of exams, workshops and degree procedures, with the exception provided for in Section 19, Paragraph (2) b).
- n) edit, prepare and publish the content of the DS and NDC websites;
- o) arrange the conference and scientific forums of the DS;
- p) liaise with internal and external research institutes, partners and other doctoral schools.

(2) The following individuals take part in the organization and execution of the activities within the DSME: head and deputy head of the doctoral school, scientific secretary, deputy scientific secretary, scientific desk officers, heads of research areas, supervisors, professors and if necessary, guest lecturers and experts.

(3) The DSME strongly cooperates with the OSA regarding the execution of its tasks.

### **CHAPTER 3**

#### **STRUCTURE, LEADERS AND STAFF OF THE DOCTORAL SCHOOL**

##### **Structure of the doctoral school Section 6**

(1) The educational, research and further administrative activities of the DSMS are managed by the University's leading teachers with academic degree, as well as by scientific desk officer(s).

(2) The quality of the education and research conducted at DSME is ensured by the core members. The conditions for core membership and the duties of the core members are regulated by the UDHR.

(3) Head of the DSME:

- a) Head of the Doctoral School
- b) Deputy head of the Doctoral School

(4) Staff of the DSME:

- a) scientific secretary (and deputy scientific secretary);
- b) scientific desk officer(s);

(5) The training and research within the DSME are separated by research areas. The head of the research area steers the scientific work, oversees the academic and scientific activities of doctoral students and doctoral students taking part in individual preparation.

(6) The training and research within the DSME are organized in the following nine research areas.

1. Theory of Military Engineering Infrastructure;
2. Military Technology and Robotics;
3. Defence Electronics, Information Technology and Communications;
4. Military Environmental Security;

5. Military Transportation and Defence Logistics;
6. Security Technology;
7. Disaster Management;
8. Air transport and Aeronautics;
9. Water science.

(7) The supervisor assists doctoral students in the preparation and high quality implementation of their academic and research activities.

### **Head of the DSME Section 7**

(1) Tasks of the head of the doctoral school:

- a) ensure that the high quality scientific activities of the doctoral school, as well as the education are continuously maintained;
- b) provide financial, infrastructural and professional conditions necessary for doctoral students to pursue their study and research activities.
- c) coordinate the doctoral programme;
- d) supervise the scientific secretary;
- e) direct the work of the Council of the DS and bear responsibility for the implementation of the Council resolutions;
- f) harmonize and support high quality professional work;
- g) represent the Doctoral School;
- h) direct and represent the operation of the doctoral school and cooperate with the UDHC;

(2) The head of the DS is assisted by a deputy elected by the UDHC, a scientific secretary, a deputy secretary and a scientific desk officer(s).

### **Scientific secretary Section 8**

(1) The scientific secretary is elected from the lecturers of the DSME, who has the right to supervise doctoral students and is employed by the university. The scientific secretary, who is a full-time university lecturer or associate professor, is nominated by the DCD, following the proposal of the head of the doctoral school.

(2) Tasks of the scientific secretary:

- a) coordinate the preparation of accreditation documents of the DSME;
- b) prepare DCD meetings;
- c) is responsible for announcing the decisions and decrees of the DCD;
- d) is responsible for uploading the data and documents of DSMR - provided by scientific desk officers - to the NDC website, and for keeping the DSME website up to date.

- e) consolidate and direct the planning, training and scientific research activities of the research areas;
- f) participate in the preparation of documents;
- g) coordinate the professional work of the scientific desk officers and the deputy secretary;
- h) verify the doctoral student credit reports in each semester;
- i) check the validity of issuing the absolutorium;
- j) arrange the combined exam in the first semester, the comprehensive examination;
- k) complete organization of exams, workshops and degree procedures;
- l) continuously maintain contacts with the OSA and other organizations collaborating with the DSME;
- m) coordinate the organization of doctoral conferences and scientific forums within the DSME.
- n) coordinate and control the execution of the doctoral degree procedure related tasks.

(3) Based on the proposal of the head of the doctoral school the DCD may elect a Deputy Scientific Secretary. The requirements and duties applicable to this position are the same as those prescribed for the Scientific Secretary of DSME.

#### **The scientific desk officer Section 9**

(1) The scientific desk officers must have completed secondary education, have the required IT skills and possess a basic English language proficiency.

(2) Tasks of the scientific desk officer:

- a) perform the administrative activities of the doctoral school;
- b) prepare the proposals to be submitted for the DCD;
- c) conduct a precise documentation of training records of the doctoral students;
- d) support doctoral students in educational and administrative questions;
- e) update the lecturer and student database;
- f) keep the accreditation documents and notes up-to-date;
- g) provide data for the reports and accreditation documents of the DSME;
- h) participate in event organization;
- i) carry out organizational and administrative tasks related to doctoral studies within the DSME.

(3) Further details about the requirements are defined in the relevant job description. The work of the scientific desk officers is directly supervised by the scientific secretary.

## **Heads of research areas Section 10**

(1) In addition to the responsibilities specified in the UDHR, the duties of the Head of the Research Area also include the following:

- a) coordinate and document the dissertation report of doctoral students in each semester;
- b) participate in the execution of doctoral degree procedure related tasks.

(2) The head of the research area, in agreement with the supervisor, shall assist in the implementation of the individual study and research programme of the student enrolled in the doctoral programme, and in obtaining research and publication credits.

## **The supervisor of the DS and the topic publisher Section 11**

(1) The publisher of the doctoral topic shall be the lecturer or researcher with a scientific degree whose topic offer has been approved by the Council of the Doctoral School.

(2) In addition to the responsibilities specified in the UDHR, the duties of the supervisor also include the following:

- a) constantly oversee the publication activity of the doctoral student and review the draft article prior to final submission;
- b) assesses the professional literature summary prepared by the doctoral student in the first semester according to a defined set of criteria;
- c) prepare the doctoral student to present the research plan and research results at conferences organized by the DSME;

## **Lecturer of the doctoral school Section 12**

(1) In the framework of the organized training programme, the lecturer of the doctoral school shall announce research topics and subjects and hold educational sessions.

(2) Further requirements for the lecturers:

- a) must have a publication not older than two years which has been published in an at least B category scientific journal (category defined by the Committee on Military Science of the HAS) or in an equivalent peer-reviewed journal;
- b) shall have an updated, accessible profile in the NDC and Repository of Hungarian Scientific Works databases;
- c) the approved course should be related to the given research area;
- d) must have a course programme evaluated and approved by the head of the research area.

## **Other organizational units and individuals Section 13**

(1) Doctoral students are educated on the basis of the doctoral student's four-year individual study and research programme. The education is provided by lecturers of institutes, research institutes, departments with scientific degrees and guest lecturers with scientific degrees.

(2) The Dean:

- a) is responsible for providing the necessary resources and conditions for the basic operation of the doctoral school;
- b) provides the financial, infrastructural and professional conditions necessary for doctoral students to pursue their study and research activities.

## **CHAPTER IV**

### **BOARDS AND FORUMS OF THE DSME**

#### **Section 14**

(1) The boards and forums of the DSME are:

- a) Military Engineering Doctoral Council of the Discipline (DCD);
- b) Leadership Board of the Doctoral School of Military Engineering (LBDSME);

(2) The Doctoral Council of the Discipline is the highest governing body of the Doctoral School of Military Engineering.

(3) The operation of the DSME may be assisted by temporary and specific committees. These committees cease to exist once the members present the activities completed to the DCD and the DCD accepts the report(s).

#### **The Doctoral Council of the Discipline**

##### **Section 15**

(1) The DCD of DSME is the decision-making body established by the UDHR of LUPS in the field of Military Engineering Science, responsible for matters related to the education and research activities of DSME, as well as issues concerning the doctoral degree procedure.

(2) Members with consultative rights include the Dean of the Faculty, the Heads of the Research Areas, and one representative of the doctoral students.

(3) The composition of the DCD is regulated by the UDHR in force at the given time.

(4) Voting members of the DCD are required to participate in the sessions. Non-attendance shall be reported prior to the meetings.

(5) Depending on the agenda items, other persons may be invited to attend the DCD meetings.

(6) The secretarial duties of the DCD are performed by the Scientific Secretary of the DSME.

(7) The chair of the DCD is responsible for the technical preparation and content of the meetings, as well as for the enforcement of decisions.

(8) The call, operation and decision-making procedures of the DCD shall be regulated by the order of operation approved by the UDHC.

(9) The decisions of the UDHC are public and must be published on the DSME website.

(10) One copy of the academic and research programme shall remain with the doctoral student, the second one is with the supervisor, and the third copy shall be stored by the secretariat of the DS.

## **Leadership Board of the DSME**

### **Section 16**

(1) The members of the Leadership Board of the DSME (DSMELB) are: head of the DSME, scientific secretary of the DSME, leaders of the research areas and a doctoral student representative.

(2) The DSMELB shall operate as a decision-making, commenting and coordinating body under the head of the DSME, which shall meet ad-hoc, at the request of the head of the school.

## **CHAPTER V**

### **DOCTORAL TRAINING SYSTEM OF THE DSME**

#### **Applying for doctoral programmes**

##### **Section 17**

(1) Applicants can be holders of a master's degree and professional qualification or equivalent university degree or professional qualification and at least one state-recognized general-level (B2-level) 'C' complex, or equivalent language exam on the language defined in Paragraph (3).

(2) Each form of the doctoral training programme are available for new application. External applicants, if a public scholarship programme scheme is announced in the recruitment leaflet, may also apply for full-time programmes.

(3) Applicants must in any case provide proof of their master's degree or equivalent university degree and professional qualification and the existence of at least one level B2 (intermediate) state-recognized language exam or equivalent of at least one of the languages specified in Section 22, Paragraph (3) and results of scientific research, possible student groups, and publication activities so far.

#### **Full-time doctoral students**

##### **Section 18**

(1) In case of organized part-time self-financed programmes, the number of courses shall be at least 30%, but not more than 50% of the full-time courses.

#### **Different provisions for individual training**

##### **Section 19**

(1) Doctoral students enrolled in individual training programme – with the exception of the first semester – shall obtain the minimum 240 credits in accordance with their own research plan, subject to the condition that by the end of the training and research phase they must fulfil the study credit requirements, including the compulsory courses prescribed for students in the organized training programme and the acquisition of elective study credits. In addition, they must obtain credits in every active semester. Attendance at classes is not mandatory for them.

(2) Otherwise, the general rules shall apply to doctoral students in individual training.

## **Organization and implementation of the doctoral programme**

### **Section 20**

- (1) The doctoral student's curriculum is independently compiled and implemented according to the instructions of the DS, with the assistance of the supervisor.
- (2) With the exception of doctoral student taking part in individual preparation, every doctoral student at the end of the first semester, must submit their "Study and Research Plan" by 15 December, which includes their course enrolment, research work, and planned publications. The academic and research programme shall be approved by the head of the relevant research field on the recommendation of the supervisor.
- (3) The individual study and research programme, divided into semesters, shall be updated every six months with the approval of the head of research area and it is required to be submitted to the secretary at the beginning of the semester. The lecturers of the DS announce the courses planned for the semester in the NEPTUN system, for which doctoral students shall apply individually.
- (4) The planning and announcement of the mandatory courses of the first semester are carried out by the Secretariat of the DSME.
- (6) Doctoral students must select the courses from the course list that forms an annex to the DSME Training Plan and is updated annually and published on the website of DSME ([kmdi.uni-nke.hu/english/phd-in-military-engineering](http://kmdi.uni-nke.hu/english/phd-in-military-engineering)).
- (7) The training conditions of individual courses and research seminars are provided by course leaders, research field leaders and heads of departments.
- (8) Completion of the course and exam requirements fall under the responsibility of the course responsible. The supervisor shall confirm the fulfilment of the research activities in the electronic markbook while the completed semester will be closed by the head of the DSME.
- (9) Doctoral students are required to participate at the beginning of each semester to an orientation session with the aim of learning about the new procedures and new topics of discipline. Doctoral students are also requested to contact the lecturer of each course by the end of the first month of the semester in order to clarify the course requirements.

### **Evaluation of the programme**

#### **Section 21**

- (1) During the doctoral training programme, the knowledge of doctoral students in each academic subjects is tested in accordance with the Curriculum. The content of each tests is described in the Course Programs.
- (2) At the end of each term, doctoral students are obliged to submit a personal "Credit report". This report shall contain all academic, scientific or teaching activities of the doctoral students including the approved credits and the marks received. It shall also contain the written evaluation of the supervisor. The performance of the doctoral student are assessed by the leader of the research area and by the leadership of the DSME.
- (3) After the completion of the first four semesters of the doctoral training programme – i.e. as a conclusion of the training and research phase – doctoral students are required to take a comprehensive examination.

(4) At the end of the eighth semester, the DSME will issue the absolutorium for the doctoral student. The issue of the absolutorium is subject to the completion of the 240 credit points required by the degree plan and the research and other criteria requirements.

### **Comprehensive examination Section 22**

(1) At the time of applying for the comprehensive examination, the doctoral student must submit their "Research report" in the format prescribed by the DSME Training Plan. The report shall include a review of the literature related to the research topic, the research results achieved during the training and research phase, and the research and dissertation plan for the subsequent research and dissertation phase. Based on this report, as a condition for admission to the comprehensive examination, the supervisor shall provide a preliminary written evaluation of the doctoral student in accordance with the criteria established by the DSME.

(2) The conditions for admission to the comprehensive examination are:

- a) the completion of at least 90 credits during the training and research phase of the doctoral programme, including all study credits prescribed in the Training Plan of DSME, and
- b) the achievement of at least 8 publication points according to the UDHR Publication Score Table, including at least one peer-reviewed journal article presenting the doctoral student's own research results, published in a journal classified as A, B, C or D by the Committee on Military Science, Section IX. of the Hungarian Academy of Sciences (MTA HTB). Among these publications, at least one must be single-authored. A publication that has not yet appeared in print but has been accepted for publication by the editorial office may also be accepted.

(3) At the time of applying for the comprehensive examination, doctoral students taking part in individual preparation must possess:

- a) a documented teaching and/or scientific research performance equivalent to at least 150 credits, and
- b) the 20 publication points required for obtaining the doctoral degree.

The requirement to obtain the study credits prescribed in the Training Plan of DSME does not apply to doctoral students taking part in individual preparation.

(4) The comprehensive examination must be taken in publicly before a committee. The examination committee shall consist of three members, one of whom shall not be employed by the University.

(5) The topics of the theoretical part of the comprehensive examination may differ by research areas. The first topic serves to assess the general knowledge of doctoral students on the main courses of their research areas while the second topic helps to evaluate their knowledge on the research topic. The exact topics of the theoretical examination are approved by the DCD following the recommendation of the head of the research area.

### **The absolutorium Section 23**

(1) After the successful completion of the 8th semester, and if all conditions for issuing the final certificate are met, the doctoral school issues the final certificate (absolutorium).

However, the doctoral student receives it only after submitting the four-year "Closing report" prepared jointly with their supervisor to the Head of the Doctoral School.

(2) The requirements for obtaining the absolutorium by the end of the training period are:

- a) the completion of at least 240 credits,
- b) the fulfilment of the additional criteria specified in the Training Plan, and
- c) the attainment of 20 publication points required for obtaining the doctoral degree according to the UDHR Publication Score Table.

Within these requirements, the doctoral student must have at least three peer-reviewed journal articles presenting their own research results, published in journals classified as A, B, C or D by the Committee on Military Science, Section IX. of the Hungarian Academy of Sciences (MTA HTB), of which:

- ca) at least two must be single-authored, and
- cb) at least one must be a professional publication in a foreign language.

One publication that has not been yet appeared in print but has been accepted for publication by the editorial office may also be accepted.

(3) Data processing related to the absolutorium is regulated by the declaration referred to in Section 31 (1) a).

(4) The four-year training period cannot be shortened and the pre-degree certificate cannot be issued earlier. The preliminary defence, however, may be conducted in the last semester.

## **CHAPTER VI**

### **OBTAINING A DOCTORAL DEGREE**

#### **General conditions for obtaining a doctoral degree Section 24**

General conditions for obtaining a doctoral degree:

- a) documentation of independent scientific work, in particular through publications in scientific journals, books, scientific conference proceedings, the majority of which must be related to the research topic of the doctoral dissertation submitted by the candidate. The proof of scientific work shall be achieved by obtaining a minimum of 20 publication points, calculated according to the UDHR Publication Score Table. Among these, at least three publications must be peer-reviewed journal articles published in journals classified as A, B, C or D by the Committee on Military Science, Section IX. of the Hungarian Academy of Sciences (MTA HTB), of which at least two must be single-authored and at least one must be a professional publication in a foreign language;
- b) proof of knowledge of two foreign languages. The doctoral student must present state-recognized comprehensive language examination certificates (or equivalent certificates) in two of the languages specified in the relevant provision of the UDHR. One language must be certified at at least B2 level (intermediate) complex, state-recognized language examinations (or equivalent), and the other at least B1 (basic) complex, state-recognized language examination (or equivalent), provided that one of the two languages must be English or German;
- c) applicants whose native language is not Hungarian must provide proof of at least two state-recognized language examinations in languages other than their mother

tongue. One must be certified at at least B2 level (intermediate) and the other at least B1 level (basic) complex, state-recognized language examination (or equivalent), provided that one of the two languages must be English or German;

d) obtaining the absolutorium;

e) solving the scientific task independently, preparing a dissertation, creating a work and defending the results in public debate.

### **The doctoral dissertation Section 25**

(1) In the field of military engineering science, doctoral students are required to prove the ability to independently solve a scientific task. The procedure for qualifying for a work of art is the same as the general rules, except that the qualification is based on the work itself and a description of the work, which demonstrates its essence and experience of its practical application. Requirements for the work to be completed are defined in the relevant paragraph of the DHR.

### **Preliminary defence of the doctoral dissertation Section 26**

(1) The application to the preliminary defence shall be submitted to the DSME secretary through the form published on the website of DSME ([kmdi.uni-nke.hu/english/phd-in-military-engineering](http://kmdi.uni-nke.hu/english/phd-in-military-engineering)).

(2) Data processing related to the preliminary defence is regulated by the declaration referred to in Section 31 (1) a).

### **Applying for the degree awarding procedure Section 27**

(1) In addition to fulfilling the requirements prescribed in the UDHR, the application for the degree awarding procedure must also include the declaration on the publication of personal data on the University's website, as specified in Section 31 (1) a).

## **CHAPTER VII**

### **OTHER RULES IN THE FIELD OF DOCTORAL PROGRAMMES AND DEGREE PROCEDURE**

#### **Finance of the DSME Section 28**

(1) The DSME does not undertake business activities separately from the University. The allocation of financial resources are handled by the Faculty with the supervision of the Dean. The head of the DSMS is involved in making decisions regarding the use of available funds. The rules of business activities are detailed in the University's Operating Regulations and Business Regulations.

(2) The fees, allowances and exemptions regarding the doctoral training programme and the degree procedure are regulated by the relevant paragraphs of the DHR.

## **Quality assurance for doctoral programmes and degrees**

### **Section 29**

(1) The DSME operates a functional quality assurance system within the unified quality assurance system of the University and the Faculty of Military Sciences and Officer Training. A fundamental criteria for quality assurance is a system that accurately measures the performance of doctoral students and the faculty, that sets high standards for each assessed individual. The DSME does not employ an independent quality assurance expert. The DCD assigns quality assurance activities to the quality assurance representative.

(2) Tasks of the quality assurance representative:

- a) make a proposal about the yearly quality goals of the DSME;
- b) prepare for discussion the annual quality and compliance assessment of the DSME;
- c) participate in the annual review of SWOT analysis of the doctoral school;
- d) monitor student feedback, summarize and evaluate results.

(3) The quality assurance system of the DSME enforces the specific requirements for scientific activities. To this end, DSME has an independent quality assurance plan.

(4) The DSME monitoring system collects data, indicators and feedback (including those from doctoral students, commissioning bodies and other external stakeholders) enabling the evaluation and comparison of the current status and quality of the training programme, research activities, lecturer and student performance, organizational structure, training material as well as the actual status of the educational infrastructure, as well as the identification of deviation from the established requirements (quality assessment).

(5) The quality assessment proposes to the head of the Doctoral School of Military Engineering, UDHC, Vice-Rector for Science and DCD a recommendation for action or regulation.

(6) The DSME strictly enforces and assists in the process of elaboration of dissertations and the proper implementation of preliminary defences. It supervises the activities of the comprehensive examination and the designated committees, determines their composition according to regulations and ensures the publicity of dissertation and defences.

(7) The DSME operates a functional quality assurance system within the unified quality assurance system of the University and the Faculty of Military Sciences and Officer Training.

## **Relations And Cooperation Rules Of The DSMS**

### **Section 30**

(1) In terms of the doctoral training programme and degree procedure, the Doctoral School of Military Sciences strongly cooperates with the Office of Scientific Affairs, the other doctoral schools of the university, the departments organizing the courses in the given research area as well as other institutes of the university. The DSME maintains its professional relation with other doctoral schools outside of the university. The DSME also works together with the Ministry of Defence and other ministries, research locations of the MoD, law enforcement officers and national security services representatives, Committee on Military Science of the Hungarian Academy of Sciences as well as the Hungarian Military Science Society.

**Data protection**  
**Section 31**

(1) Within the scope of this Regulation, the publication of doctoral student's personal data on the University's website shall take place on the basis of consent declarations and in accordance with their content in the following cases:

- a) the list of names of those who have successfully passed the comprehensive examinations, obtained the absolutorium, have been authorized to initiate the degree-awarding procedure, or have obtained a doctoral degree at the doctoral schools of Ludovika University of Public Service;
- b) in connection with the announcement by the doctoral school of the workshop debate and the public defence;
- c) for the purpose of transmitting the dissertation and the thesis booklet to the database available on doktori.hu platform of the Hungarian Doctoral Council, in the case of doctoral students participating in the degree-awarding procedure.

**CHAPTER VIII**

**MISCELLANEOUS AND CLOSING PROVISIONS**

**Section 32**

(1) In matters not regulated by the Regulation, the provisions of the NHE Act., the Decree and the university regulations concerning students and doctoral studies and the habilitation procedure shall be applied accordingly.

(2) Handling the personal data of doctoral candidates and doctoral students is in compliance with the NHE Act.

(3) The present Regulations have been discussed by the DCD on the 28 November 2024 session and it is hereby proposed for the approval of the UDHC. The Regulations were accepted by the Senate decision No 114/2024 (XII. 09.).

(4) For doctoral students and doctoral candidates whose doctoral status was established prior to 26 March 2025, the provision of the University Doctoral Regulations and the DSME Operating Rules in force at the time of the establishment of the status shall remain applicable. With respect to the tasks and competences of the organizational units and bodies involved in the doctoral procedure, the provisions of the UDHR shall apply.

(5) For doctoral students and doctoral candidates who have established their PhD and PhD candidate status prior to the first semester of the 2016/2017 academic year, and are subject to a doctoral examination, Section 14 of the Doctoral Regulation, which entered into force on February 1, 2016, - shall prevail for the composition of the doctoral examination jury, except that the members of the jury do not have to meet the conditions for core membership. The DCD is entitled to decide on the approval of the subjects of the doctoral examination and the appointment of the examination jury.