

Ludovika University of Public Service
Faculty of Military Sciences and Officer Training
Doctoral School of Military Engineering

Study and Examination Regulations

2025

¹ Enacted by Senate Resolution No. 93/2021 (VII. 7.). Established by Senate Resolution No. 24/2023 (I. 25.).
Established by senate Resolution No. 27/2025 (III. 26.). Established by Senate Resolution No. 61/2025 (V. 28.)

The Senate of the Ludovika University of Public Service, pursuant to Article 20 (1) (c) of the University Doctoral and Habilitation Regulations, hereby establishes the Study and Examination Regulations of the Doctoral School of Military Engineering (hereinafter referred to as DSME) of the Faculty of Military Sciences and Officer Training (hereinafter referred to as DSME SER) as follows:

The scope of DSME SER

1. §

(1) The personal scope of the DSME SER shall apply to the Hungarian students and, unless otherwise provided by a provision of law or international agreement, students of foreign citizenship (hereinafter referred to as doctoral students) attending the doctoral programme and the lecturers involved in the doctoral programme.

(2) The material scope of the DSME SER shall cover the study and examination matters of doctoral students.

Legal background of the DSME SER

2. §

For matters not covered by the DSME SER, the provisions of the below legislation and regulations shall be applied, *mutatis mutandis*:

- a) Act CCIV of 2011 on National Higher Education,
- b) Act CXXXII of 2011 on the University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military,
- c) Government Decree 387/2012 (XII. 19.) on Doctoral Schools, Doctoral Procedures and Habilitation,
- d) Government Decree 423/2012 (XII. 29.) on Higher Education Admission Procedures,
- e) the Study and Examination Regulations of the Ludovika University of Public Service (hereinafter referred to as: LUPS SER),
- f) the University Doctoral and Habilitation Regulations of the Ludovika University of Public Service (hereinafter referred to as: UDHR), and
- g) the Training Plan and Operating Regulations of the DSME.

Declarations of consent for data processing

Article 2/A

The publication of the personal data of doctoral students on the University's website within the scope of the DSME SER is based on the following consent forms, and shall be carried out according to the content of these forms:

- a) declaration of consent for doctoral students who have successfully passed the complex examination at the doctoral schools of the Ludovika University of Public

Service, who have obtained an absolutorium, who are starting a doctoral degree award procedure and who have obtained a doctoral degree;

- b) declaration of consent in connection with the announcement of the workshop discussion and the public defence by the doctoral school;
- c) declaration of consent to the inclusion of the dissertation and the thesis booklet in the database of the Hungarian Doctoral Council (doktori.hu).

Location, phases and language of the doctoral programme

3. §

(1) The place of the doctoral programme of the DSME is the Zrínyi Miklós Barracks and University Campus. Exceptions may be made in the framework of a study trip and institutional visit organised by the school, as well as in the framework of an internship training planned within the doctoral student's 4-year research plan and approved by the supervisor.

(2) The doctoral programme shall take place in two consecutive phases: the training and research phase and the research and dissertation phase, the framework and requirements of which are set out in the Training Plan of the DSME.

(3) The doctoral programmes at the DSME are conducted in Hungarian and English. The rules of procedure and subject area of the foreign language programmes are the same as that of the approved Hungarian programmes, but variations are allowed in the process of implementation.

(4) The doctoral student may also participate in a part-time programme at a foreign or at another Hungarian university. The student may participate in the part-time programme on the basis of a work programme approved by the supervisor, which ensures the validity of the given study period within the doctoral programme. The duration of the part-time programme – provided that the student reports it to the doctoral school and proves that the requirements have been met – shall be included in the duration of the doctoral programme, and the student status shall not be suspended. The part-time programme must be completed in accordance with the rules for credit recognition.

The admission procedure, enrolment and semester registration of doctoral students

4. §

(1) The doctoral programme shall begin with the admission procedure.

(2) Applications for doctoral school may be submitted by candidates whose dissertation supervision has been undertaken by a supervisor of the doctoral school.

(3) Applications may be submitted for the topics announced by the doctoral school and published each year on its website and on the doktori.hu platform by submitting the application form and its annexes (including the research plan).

(4) The detailed conditions and rules of procedure for application to the DSME and the admission procedure are set out in Chapter IV of the LUPS UDHR.

(5) After the decision of the DCD, the student will receive a resolution on admission, on the basis of which he/she may enrol.

(6) After admission, the doctoral student enrolls using the form available on the DSME website and submits a declaration regarding the processing of their personal data.

(7) The 4-year study and research programme (plan) of doctoral students is prepared on the basis of the model curriculum available on the DSME website; however, the students may deviate from it with the approval of the supervisor. If this involves an external lecturer, the student must submit the relevant request form to the doctoral school's secretariat by October 30 in order to ensure financial planning.

(8) The study and research programmes shall be approved by the head of the relevant research area on the basis of the proposal from the supervisor. The first copy remains with the student, the second is kept by the supervisor and the third is kept by the secretariat of the doctoral school.

(9) From the second semester onwards, the student participating in the programme must prepare a-semester Study and Research plan according to the sample document available on the DSME website. This plan must be signed by his/her supervisor, approved by the head of the research area, and submitted to the secretariat of the doctoral school by the last day of the study period of the preceding semester.

(10) If the student spends the semester in another higher education institution – after having reported it – and wishes to have his/her performance achieved there to be recognised, the provisions of the LUPS SER and this DSME SER regulating part-time programmes shall apply. Even in this case, the student must agree the study and research plan with his/her supervisor.

Student status, suspension and termination of student status

5. §

(1) A doctoral student who enrolls in the first semester, announces the continuation of his/her studies in the subsequent semesters, and (in the case of self-funded doctoral students) provides proof of payment of the tuition fee, fulfils the requirements for the previous semester specified in the training plan and earns at least 20 credits per semester shall have continuous student status.

(2) No new enrolment is required during the period of the student status. From the second semester of studies, the doctoral student shall register in the NEPTUN unified study system during the registration period and declares whether he/she will continue his/her studies or suspend his/her student status. If the doctoral student fails to register during the registration period through his/her own fault, he/she will be liable to pay a late registration surcharge.

(3) The doctoral students participating in self-funded programmes shall, at the time of registration, provide proof of payment of the tuition fee if he/she continues his/her studies. Failing that, the secretariat will passivate the semester at the end of the first month of the study period.

(4) The student status is remains continuous even if the doctoral student participates for an extended period in part-time programmes at a foreign or another Hungarian university,

provided that the student fully completes the assigned tasks agreed upon with the supervisor, that these tasks are eligible for credit recognition, and that they are accepted by the DSME Credit Transfer Committee for a minimum of 21 credits.

(5) If the doctoral student declares that he/she does not wish to fulfil his/her student obligation in the next academic term, or if the doctoral student does not enrol for the forthcoming academic term, his/her student status shall be suspended. The period of consecutive suspension of the student status may not exceed two semesters.

(6) The conditions for the acquisition of credits and other criteria requirements are set out in the Training Plan of the DSME of the Faculty of Military Sciences and Officer Training and in the subject programmes. The rules on credit earning and recognition must be explained to students at the beginning of the programme.

(7) Other detailed rules on passivation are set out in the relevant parts of the LUPS SER and the LUPS UDHR.

(8) The establishment, suspension and termination of the student status shall be governed by the relevant chapter of the UDHR and the LUPS SER.

Special regulations applicable to individual training

6. §

(1) The aim of individual training is to enable professionals with significant scientific research experience and a documented scientific record (equalling at least 10 publication points) to obtain a doctoral degree (PhD) by facilitated participation.

(2) The students participating in individual training shall have a student status with the university for the duration of the programme. These students shall be exempted from attending contact hours, but their programme shall include attendance at orientation sessions set by the doctoral school, as well as consultation and examination obligations. The individual training shall last for 8 semesters.

(3) To obtain the absolutorium, he/she must also earn at least 240 credits.

(4) For participants in individual training, the DCD school may recognise credits – upon the applicant's request – on the basis of the study and research achievements completed prior to admission: study requirement: maximum 16 credits; scientific research work: maximum 80 credits.

(5) Further study and research tasks to be carried out during the period of the programme shall be determined by the supervisor in consultation with the student, taking into account the student's academic record and previous performance.

(6) In all other respects, the provisions of the LUPS UDHR shall apply to doctoral students participating in individual training.

Special regulations applicable to individual preparation

7. §

(1) The aim of the individual preparation is to enable applicants with a master's degree and a diploma certifying professional qualification from a Hungarian or foreign university,

as well as with a documented teaching or scientific research record in the disciplines specified in the Doctoral Regulations for at least 5 years, to obtain a doctoral degree (PhD) without participating in organized doctoral programmes. Individual preparation is only possible in particularly justified cases.

(2) In the case of individual preparation, the doctoral degree award procedure (the research and dissertation phase) begins upon application, by applying for the complex examination and acceptance thereof.

(3) By admission of the individually preparing student, the University recognizes the minimum credits required for admission to the complex examination, with the possibility that additional credits may be recognised upon application based on previously acquired knowledge and competencies. The post-admission complex examination is part of the first semester of the research and dissertation phase.

(4) The application for admission and the studies of individually preparing students are governed by the relevant parts of the LUPS SER and the LUPS UDHR.

Rights and obligations of the doctoral students

8. §

Doctoral students are required to attend in person the orientation sessions, DSME conferences and the semester credit settlements determined by the doctoral school.

Costs of the programme and other costs

9. §

(1) The amount of the payable self-funded tuition fee shall be determined on the basis of the relevant Rector's instruction, and shall be specified in the Application Guide for Doctoral (PhD) Programme issued for the academic year in question.

(2) The doctoral student who pays the self-funded tuition fee must provide proof of payment on the day of enrolment.

(3) The provisions of the Student Fees and Allowances Regulations shall apply to all other matters relating to the payment of the self-funded tuition fee and other fees payable.

General requirements for the programmes

10. §

(1) The doctoral student shall maintain contact with the supervisor in the manner and at the time specified by the supervisor, but at least on a monthly basis.

(2) In order to clarify the order of contact class attendance and the requirements for each subject, each doctoral student must contact the lecturer of each subject by the end of the first month of the given semester.

(3) The doctoral student shall be obliged to attend at least two thirds of the contact hours of the subjects taken.

Evaluation of studies

11. §

(1) The exam grade shall be determined on the basis of the oral or written examination taken during the examination period. The student's knowledge can be assessed as follows:
a) five-level grades: excellent (5), good (4), average (3), sufficient (2), fail (1), for the report three-level grades can be given: excellent (5), pass (3), fail (1).

(2) The detailed rules and procedures for examinations and the rules for failed examinations are set out in the relevant parts of the LUPS SER.

(3) The students participating in the organized training programmes complete the semester through a credit accounting procedure, which is carried out by submitting the semester credit report form available on the DSME website to the secretariat of the doctoral school by the end of the first week of the study period of the following semester.

(4) The fulfilment of requirements is certified in the case of scientific research, by the supervisor; in the case of teaching duties – upon agreement with the supervisor – by the head of the department responsible for the given field (in exceptional cases by the head of the research area); and in the case of courses, by the lecturer through signing the semester in the NEPTUN system.

(5) The doctoral student may continue his/her studies if he/she has completed at least 20 credits in the semester and has fulfilled the criteria requirements set out in the Training Plan of the DSME of the Faculty of Military Sciences and Officer Training. In exceptionally justified cases, upon the doctoral student's request and on the basis of an individual assessment, the head of the doctoral school may grant an exemption from the fulfilment of 20 credits, however, the missed credits must be completed in the following semester.

(6) The requirements of the programme and the criteria requirements can be met by fulfilment of study, research, publication and teaching (contact hours) obligations, the proposed scheduling for which is set out in the model curriculum available on the DSME website.

Study obligations

12. §

(1) The study obligation shall be fulfilled by attending contact hours (classes), fulfilling the requirements of the subjects and successfully completing the report, examination, etc., appropriate to the type of class.

(2) The contact hour (class) is the unit of time of the sessions of the study obligations included in the recommended curriculum, that require the assistance of an instructor. Types of the contact hours: lecture, seminar, e-seminar, classroom exercise, training facility practice, field exercise/shooting practice, laboratory exercise, workshop exercise, professional (teaching) exercise, consultation, or a combination of these.

(3) The subject is the basic unit of the curriculum of the doctoral programme: the taking and completion of the subjects shall be subject to conditions. The knowledge to be acquired in the individual subjects is defined in the subject programmes of the subjects that form part of the training plan.

(4) The DSME updates and publishes the list of subjects that can be taken every year: it is advisable to choose from them and include them in the semester study and research plan, but in cases justified by the research topic, the student may also take subjects from other doctoral schools, except for the compulsory subjects.

(5) Within the framework of the study requirements, the semester-by-semester updated list of the compulsory, compulsory elective and elective courses is available on the website of DSME (kmdi.uni-nke.hu/english/regulations-and-documents/documents).

Requirements for the scientific research work

13. §

(1) Publications also correspond to the point values listed in the publication score table available on the website of DSME. These points are relevant at the end of the first academic year, when applying for the complex examination, the degree award procedure or when requesting the absolutorium. Publications with co-authors must be accompanied by the co-author declaration available on the website of the DSME.

(2) In order to complete the scientific research work, the numbered subject titled "Scientific Research I-VIII."² belonging to the given semester must be taken in each semester from the subjects outside the research areas.

(3) At the end of each semester, the supervisor shall verify the scientific activity in the "Semester credit report" by recognising the credits. The places where the published publications are accessible in the Hungarian Science Bibliography (MTMT) must be attached to the evaluation of the supervisor verifying the scientific activities.

(4) Within the framework of the scientific research work, at the end of the 2nd semester – as a requirement of the Scientific Research II subject – the doctoral student shall present his/her four-year research plan and annual progress, and in the 7th semester – as a requirement of the "Scientific Research VII." subject – the results of his/her research work to date. The results shall be presented at the doctoral student conferences organised by the DSME. In addition to the above, at the end of semesters V-VIII, at the "Dissertation Activity" reporting workshops, the doctoral student must present the results of his/her research work achieved in the given semester to the lecturers and students of the research area.

(5) The conditions, scheduling, requirements and other criteria requirements for research work and publications are set out in detail in the Training Plan of the DSME of the Faculty of Military Sciences and Officer Training.

Requirements for teaching (contact hours) by the students

14. §

(1) The doctoral students may also earn credits from the 3rd semester of the programme onwards by teaching contact hours related to their topic, provided that contact hours may only be held on the student's research topic – or a closely related topic – subject to the permission of the head of department having competence according to the given topic. A

² The Roman numerals included in the names of the subjects indicate the semester in which the given subject can be taken.

student who holds a teaching post may not earn credits for teaching contact hours at his/her own university.

(2) 1 credit may be awarded for holding 4 contact hours. Credits can be earned for teaching according to the following rules: a maximum of 5 credits can be earned per semester, a maximum of 10 credits can be earned in the first phase of the programme, a maximum of 10 credits can be earned in the second phase of the programme and a total of 20 credits can be earned during the entire programme.

(3) The provisions of this Article do not apply to individually preparing students. The specific rules applicable to them are set out in the currently effective University Doctoral and Habilitation Regulations (UDHR).

Recognition of credits

15. §

(1) Study activities (e.g. a subject studied) or teaching may not be recognised as prior achievement, but publication activities can be recognised. A maximum of 16 study credits can be recognised for students participating in individual training.

(2) The results of scientific research work carried out in the three years immediately preceding admission to the doctoral school – related to the doctoral student's research topic – may be recognised in the first semester of the doctoral programme with credits upon application (according to the table included in the training plan). If the prior achievements are not related to the student's topic, 50% of the credits may be awarded.

(3) The head of the doctoral school shall decide on the recognition of credits for scientific research work upon the application of the student and with the agreement of the supervisor. The application must be submitted to the secretariat of the doctoral school by the 1st day of the 3rd month of the first semester, but no later than the starting of the examination period, using the form available on the DSME website.

(4) A maximum of 20 scientific credits, whereas for students participating in individual training a maximum of 80 scientific credits may be earned in the first semester through recognition of prior achievements.

Transfer, change of supervisor, title and research topic

16. §

(1) A student who is participating in a PhD programme organized at another university may apply for transfer to the Ludovika University of Public Service if the conditions of the research activity to be carried out by him/her are ensured. The procedure and conditions for the transfer are set out in the UPS UDHR.

(2) If the relationship between the student and the supervisor is inadequate, or if the supervisor is unable to perform his/her duties through no fault of his/her own, or for any other reason, the student may initiate a change of the topic or the supervisor at the DSME DCD.

(3) The doctoral student may apply for a change of title up to two times during his/her studies in order to narrow down or concretise the topic, but this shall not mean a change of the research topic. A title change may also be suggested by the workshop discussion.

(4) The supervisor or the doctoral student may request the change of the research topic until the beginning of the 5th semester. A change of topic can also be initiated on the recommendation of the complex examination committee and with the agreement of the doctoral student. Change of the topic shall be decided by the DCD by approving the new draft topic, based on the proposal of the head of the DSME.

Parallel studies

17. §

(1) The student may – with the permission of the supervisor – participate in parallel studies. Participation in parallel studies shall be reported to the DSME.

(2) The recognition of the subjects taken and the research activities done in parallel studies shall be decided by the DSME DCD on the recommendation of the supervisor.

Assessment of the knowledge acquired

18. §

(1) The end-of-semester grade shall be determined (and signed in the electronic academic transcript) by the supervisor in the case of research activities, by the lecturer in the case of a subject, by the head of the department in the case of teaching activities (taking into account the opinion of the supervisor or the senior lecturer directly supervising the teaching), and by the head of the research area in the case of dissertation activities.

(2) The subject taken and completed by the student shall end with an examination grade, a mid-semester assessment or a practical grade, the scientific research with a practical grade and the dissertation activity with a report. The knowledge shall be assessed by examination, mid-semester assessment and, in the case of a practical grade, by a five-level rating.

(3) The forms of assessment of the knowledge related to the individual subjects, acquired during the programme are specified in the Model Curriculum included in the Training plan, whereas the related content requirements are specified in the Subject Programmes.

(4) If a failed examination is re-taken, the provisions of the LUPS SER shall apply.

The complex examination

19. §

(1) During the doctoral programme, at the end of the fourth semester, as a conclusion of the training and research phase of the programme and as a condition for the commencement of the research and dissertation phase, a complex examination shall be taken which measures and evaluates the academic and research progress, and the results of which shall be recorded in the minutes available on the DSME website.

(2) To be admitted to the complex examination, the student must have obtained at least 90 credits in the training and research phase of the doctoral programme, including all the required study credits. The latter requirement does not apply to students individually preparing for the doctoral degree award procedure. It is also required to submit the Application form for the complex examination, which can be found on the DSME website,

plus the accompanying Research Report and the list of publications available on the DSME website, as well as the separate copies to the secretariat of the doctoral school, and at the same time to declare regarding the publication of personal data on the University's website in accordance with Article 14 (2) (a).

(3) An additional requirement for applying for the complex examination is the completion of at least 8 publication points, including at least one article published in a peer-reviewed journal classified as A, B, C or D by the Committee on Military Science, Section IX. of the Hungarian Academy of Sciences (MTA HTB); at least one article must have the applicant as the sole author; and at most one publication may be an article accepted for publication after peer-review. For the purpose of meeting the requirements regarding the number of articles published in journals categorized by the MTA HTB, articles published in Q1-Q4 journals shall be considered as articles published in MTA HTB A-category journals.

(4) At the time of application for the examination, the individually preparing student must have documented teaching or scientific research performance/experience equivalent to at least 150 credits, and 20 publication points required for the degree award procedure.

(5) The complex examination shall consist of two main parts: a part to assess the examinee's theoretical knowledge ("theoretical part"), and another part in which the student shall report on his/her academic progress ("dissertation part").

(6) The content of the complex examination, the way it is conducted and the assessment are set out in the DSME Training Plan.

(7) The doctoral student may repeat the failed complex examination once in the same examination period.

(8) Further detailed rules on the organisation, conduct and assessment of the complex examination are laid down in the relevant parts of the UDHR.

Special rules related to the Stipendium Hungaricum Scholarship

20. §

(1) The Stipendium Hungaricum Dissertation Scholarship (hereinafter Dissertation Scholarship) is established to support the activities of foreign scholarship holders who have obtained the absolutorium but have not yet been awarded a doctoral degree, carried out at a Hungarian higher education institution with the aim of obtaining a doctoral degree.

(2) The DSME announces a partial studies programme for Dissertation Scholarship students who have concluded a contract with LUPS and conduct research in a topic related to the field of military science. Students participating in the programme are required to consult with their supervisor during the training period, and the doctoral school issues a certificate confirming that these consultations have taken place.

The workshop discussion

21.

(1) Upon the request of the supervisor, the head of the school may authorise the convening of a workshop discussion in the last academic semester for the professional discussion of the doctoral student's draft doctoral dissertation.

(2) The rules for the organisation of the workshop discussion are regulated in Chapter V of the LUPS UDHR.

(3) The application for conducting a workshop discussion shall be submitted to the secretariat of the doctoral school by filling in the declaration form as per Article 14 (2) (b), available on the DSME website.

(4) Simultaneously with granting the authorisation, the head of the doctoral school may also verify that the minimum publication requirements for the application for the degree award procedure have been met, provided that all the conditions for such requirements are met.

(5) The minutes provided on the DSME website shall be recorded regarding the workshop discussion.

Completion of the programme, requirements for obtaining the absolutorium

22. §

(1) The final certificate (absolutorium) certifies the completion of the study obligations, the scientific research work and the teaching of contact hours (if the student has chosen this) required by the curriculum, the successful completion of the required exams other than the language exam and the obtaining of the necessary minimum 240 credits and also certifies, without qualification and evaluation, that the doctoral student has fully complied with the required programme requirements.

(2) After the successful completion of the 8th semester, if all the conditions for issuing the absolutorium are met, the doctoral school will issue the final certificate. However, the student will only receive it if he/she submits his/her application to that effect and the 4-year final reports (constituting part of such application) prepared by him/her and his/her supervisor, to the head of the doctoral school.

(3) The condition for issuing the absolutorium is the completion of at least 240 credits by the end of the training period, as well as the fulfilment of the additional criteria requirements set out in the training plan. An additional requirement – according to the publication score table attached to the UDHR as an annex – is the completion of 20 publication points required for the doctoral degree award procedure. Within this, at least three articles presenting the results of the applicant's own research must have been published in peer-reviewed journals classified as category A, B, C or D by the Committee on Military Science, Section IX. of the Hungarian Academy of Sciences (MTA HTB). Of these, at least two must be single-authored, and at least one must be a professional publication in a foreign language. Among the publications, at most one of the publications may be an article accepted for publication after peer-review.

Closing provisions

23. §

The DSMS SER was adopted by Senate Resolution No. 61/2025. (V. 28.).