

Operational Regulations of the Doctoral School of Earth Sciences at ELTE

(Valid for students starting their studies after 1 September 2023)

(All matters not covered here are governed by the University Doctoral Regulations and the Faculty Regulations as part of them)

§ 1

The Doctoral School of Earth Sciences

Name of the Doctoral School: ELTE Doctoral School of Earth Sciences

1/a Pázmány Péter sétány, 1117 Budapest

The Doctoral School of Earth Sciences has been accredited by the Hungarian Accreditation Board (MAB) to prepare students for the obtainment of the doctoral (PhD) degree in the framework of organised and individual training. The Doctoral School of Earth Sciences is an institution consisting of doctoral students participating in the training and lecturers supervising the research work. The aim of the training is to ensure a steady supply of academics and scientific researchers in geography and earth sciences. Doctoral students who are studying and conducting research in line with the School's curriculum prepare for the writing and the defence of their doctoral dissertations with the help of leading academics and researchers (including foreigners) in the field.

Annex 1 of these Regulations summarises the School's Quality Assurance Plan, Annex 2 contains the credit requirements of the training plan and the rules for the credit acquisition of students. The recording of course enrolment and completion in the Doctoral School is also carried out in the university's Electronic Academic System (NEPTUN).

§ 2

The Council of the Doctoral School of Earth Sciences

1. The Chair of the Council of the Doctoral School of Earth Sciences is the Head of the Doctoral School.
2. The Council consists of the heads of doctoral programmes, representatives of the disciplines taught at the School and leading lecturers and researchers including external members. Permanent invitees, with the right of consultation: 1 person representing the doctoral students, and the heads of the FFI of ELTE TTK, who are not core members. A member of the Council may be released from duty if he or she is unable to carry out his or her duties for a prolonged period of time.
3. The Council meets regularly, at least quarterly. Minutes are taken of the meetings.
4. The Council is responsible for the professional supervision of the School and for ensuring and monitoring the quality of education.
 - a. The Council makes recommendations on the distribution of state-funded (scholarship) places among the doctoral programmes based on a fixed algorithm that takes into account the number of applicants and the number of degrees awarded in previous years, with a view to providing a balanced supply of new talent in the disciplines represented at the School.
 - b. The Council sets up the doctoral admissions committees and organises the admissions interviews, usually per programme. Based on the academic (and professional) performance of the applicants and their admission performance, the Council determines the strength of the applicants and, on this basis, recommends the admission of students to state-funded and self-funded training programmes to the Doctoral Council of Sciences (TDT).
 - c. The admissions committees are chaired by the heads of the doctoral programmes and composed of the members of the Council and the heads of the relevant organisational units.
 - d. The Council gives opinions on requests of naturalisation in its area of competence.

- e. Each semester, the Council approves the topics and lecturers of the doctoral courses to be announced in the training plan. The accreditation of new lecturers holding an academic degree (thesis supervisor) is proposed to the TDT by the Council of the Doctoral School on the basis of the submitted academic curriculum vitae and list of publications.
 - f. Each year, the Council approves the current topic announcements.
 - g. From time to time, the Council reviews the publication requirements and, if necessary, makes proposals to the TDT for changes.
 - h. The Council reviews the annual progress presentations of the doctoral students to monitor the progress of their studies and research. The presentations are organised by every doctoral programme individually under the responsibility of the heads of programme.
 - i. On the recommendation of the head of programme, the Council decides on the change of the doctoral student's topic or supervisor.
 - j. The Council discusses and gives preliminary approval of student requests about planned course registrations at other doctoral schools or for part-time study abroad, and after completion, decides on the number of credits to be recognised.
 - k. When deciding upon applications for the complex examinations and doctoral procedures, the Council makes proposals to the TDT on the topics of the examinations and the composition of the evaluation committees.
 - l. Complex examinations are organised by every doctoral programme individually under the guidance of the heads of programme.
 - m. The Council defines the foreign languages that are necessary or recognised for the field of research.
5. By a decision of the Council, decisions related to the above powers of the DIT may, in exceptional and justified cases, be delegated to the Head of the Doctoral School on a temporary basis.
 6. The DIT makes its decisions by open vote except for personnel matters, which are voted on by secret ballot. In exceptional and duly justified cases, voting may be carried out by electronic means.
 7. The Council decides on the allocation of the funds available to the Doctoral School for the doctoral training and keeps records of their use.
 8. The Council's work is supported by the administration of the Institute of Geography and Earth Sciences at ELTE TTK.

§ 3

Programmes of the Doctoral School of Earth Sciences

1. The Doctoral School of Earth Sciences has three doctoral programmes: Geography and Meteorology Programme, Geology and Geophysics Programme, Cartography and Geoinformatics Programme.
2. The training in the doctoral programmes of the Doctoral School of Earth Sciences is overseen by the heads of the doctoral programmes in collaboration with the thesis supervisors.
3. The head of the doctoral programme works with the support of and in cooperation with the Council of the Doctoral School. Based on the research topic, the work of the PhD student is guided by the thesis supervisor.

§ 4

The Assembly of the Doctoral School of Earth Sciences

1. The Assembly is composed of the core members with voting rights of the Doctoral School of Earth Sciences and of the invited lecturers with the right of consultation.
2. The Assembly shall meet as often as necessary, convened by the Head of the Doctoral School by a written invitation sent to the members prior to the meeting.
3. The Assembly makes recommendations on all matters concerning the long-term

educational and research strategy and operation of the Doctoral School, as well as on personnel matters concerning the Head of the School, the heads of programmes and the members of the Council.

§ 5

Language requirements

1. Doctoral students may be admitted to the Hungarian- or English-language doctoral programmes if they have the necessary English language proficiency for the field of study. Language proficiency is checked by the Admissions Committee by means of an entrance exam in English. In the case of applicants for complex examinations without prior doctoral training, English language proficiency shall be assessed during the aptitude examination (habitus examination).
2. By the time of applying for the doctoral training, English language skills must be at least of intermediate (B2) level, as evidenced by a complex ("C" type) language certificate or an equivalent document in accordance with Section 13 or 14 of Government Decree 137/2008 of May 16. Proof of additional language skills is not required.
3. The requirement set out in subsection (2) shall also apply to doctoral procedures already in progress and to those who commenced their doctoral studies before September 1 2016, in accordance with ELTE SzMSz I. 12. Doctoral Regulations in force before September 1 2016, and who have obtained their certificate of completion (absolutorium), and those who are initiating their doctoral procedures pursuant to ELTE SzMSz II 6 Doctoral Regulations Section 97 subsections (1)-(2).

§ 6

Publication requirements

1. In the case of dissertations in the fields of geology, geophysics, meteorology, natural and landscape geography, cartography and geoinformatics, the doctoral procedure may only be initiated with at least one first-authored paper on one or more of the theses published in a journal with a Scimago quartile ranking of Q2 or higher in at least three of the last five years. In addition, at least two papers (including co-authored papers) published in a journal with a Scimago quartile ranking of Q3 or higher in at least three of the last five years should be available at the time of submission.
2. In the case of theses submitted in the fields of regional science, socio-economic geography, and the education methodology geography, the prerequisite for initiating the doctoral procedure is at least one first-authored work on the topic of one or more theses of the doctoral dissertation published in a journal with a Scimago quartile ranking of at least Q2 in at least three of the last five years to be available at the time of submission. Furthermore, a first-authored work that is a Scopus/Wos journal article/book chapter or an article published in a journal of category B or higher in the classification of the HAS Committee for Regional Science, and a work (or co-authored work) that either meets the previous classifications or is an article published in a journal of category A in the classification of the HAS Committee for Social Geography or C or higher in the classification of the HAS Committee for Regional Science.

EDT approved at the Council meeting of 26 May 2023

Annexes:

Annex No.1: Quality Assurance Plan

Annex No. 2: Credit Regulations

Quality Assurance Plan of the Doctoral School of Earth Sciences

The Quality Assurance Plan of the ELTE Doctoral School of Earth Sciences is based on the principles and rules set out in the Doctoral Regulations of Eötvös Loránd University, its specific section for the Faculty of Natural Science and the Operational Regulations of the Doctoral School.

The operation of the Doctoral School is overseen by the Doctoral Council of Sciences (TDT) and the University Doctoral Council (EDT).

The Doctoral School ensures the high quality of the doctoral training and the doctoral procedure at all stages (admission, doctoral studies, complex examination, obtainment of the degree), following the criteria set out in the Quality Assurance Plan. As a quality assurance requirement, the Doctoral School maintains continuous contact with other doctoral schools in related fields in order to mutually benefit from training experiences and lessons learned.

The Quality Assurance Plan contains the arrangements and institutions for the continuous assurance and monitoring of the requirements for students and lecturers participating in the doctoral programmes.

Admission

The Council of the Doctoral School (DIT) collects and publishes the topics that can be announced at the Doctoral School. The DIT ensures that announced topics follow the developments of the field of science.

Applicants for doctoral studies will be interviewed by an admissions committee appointed by the DIT, if necessary, by every doctoral programme individually. The admissions committee will examine the applicants' academic achievements, professional qualifications, language skills, previous academic work, academic performance and the feasibility of their research plans, based on the documents to be submitted at the time of application. This practice ensures that only those applicants are admitted to the doctoral training who already have the necessary preliminary skills to enter the programme.

Core members, thesis supervisors and lecturers

The core members, supervisors and lecturers of the Doctoral School are university lecturers and researchers with academic degrees, who, on the basis of the TDT's recommendation, the DIT considers to be suitable for participation in the operation of the Doctoral School, and who maintain a high level of scientific activity in the disciplines and research areas of the Doctoral School. The professional work of doctoral students is guided by their supervisors. The supervisor monitors the fulfilment of his/her student's study obligations and guides their research based on their continuously updated research plan.

Students who do not meet the expected study and research requirements may be excluded from the programme or transferred to a self-funded training programme.

Courses

Each academic year, the DIT reviews the list of doctoral courses to be offered and invites lecturers to update the course syllabi. Doctoral students may, upon prior request, also register for courses offered by other doctoral schools.

Complex examination

In the theoretical part of the complex examination, the evaluation committee assesses the student's performance in each topic, and grades the examination on a two-point scale - pass, fail - for each topic and for the overall examination. If a student fails one of the theoretical topics of the complex examination, he/she may sit a follow-up examination for that topic on

the day make-up exams in the same examination period.

The method of assessment of the theoretical part of the complex examination and, based on the assessment, the grade to be counted towards the doctoral degree shall be determined by the Doctoral School as follows.

The sum of the grades (one for each topic) obtained in the theoretical part of the complex examination, expressed as a percentage of the maximum mark (10), is converted into a grade 4.

The DIT organises the complex examinations by each doctoral programme individually, formulates guidelines on their nature and requirements, proposes the composition of the evaluation committees to the TDT, and evaluates the experience of the complex examinations on an annual basis.

Part-time training abroad

The Doctoral School supports the doctoral student's participation in training abroad. To ensure the quality of the study and research abroad, doctoral students must submit a detailed study and research plan in advance and seek the approval of the Council of the Doctoral School. The DIT decides whether the studies and research work carried out during the study abroad can be acknowledged in credits on the basis of a certificate of achievement.

Regular reporting by students

Each academic year, the Council of the Doctoral School requests the students pursuing studies and research to report on their work. During the review, doctoral students are required to prepare a written report and/or oral presentation on the work they have done including the fulfilment of their academic obligations, their scientific achievements and publications to date, and the schedule of their future work.

Before the finalisation and submission of the dissertation, a public research centre disputation may be organised on the proposal of the supervisor, at the department competent in the topic, to help the doctoral student to successfully complete his/her research.

Publication requirements

The specific publication requirements for the obtainment of the doctoral degree are set out in the Operational Regulations of the Doctoral School.

The doctoral candidate must have two or more publications in a journal or volume of recognised professional standing in the field of the dissertation, which must attest to his/her independent scientific work. Doctoral students must upload their publications to the MTMT publications database.

Requirements for obtaining a doctoral degree

The detailed requirements for the doctoral procedure are set out in the EDSZ and its specific provisions of the Faculty.

The DIT discusses the merits of the applications submitted to initiate the doctoral procedure, covering all criteria. The candidate's supervisor must make a written declaration in which he/she proposes the initiation of the procedure and the submission of the dissertation. At least one of the 2 opponents of the submitted dissertation must be an external expert. The defence is open to the public, and the doctoral dissertation and its theses are available for inspection on the Faculty's website prior to the defence.

Preparation of annual reports

The Doctoral School shall annually evaluate its operation and report on its financial, educational, research and other academic activities to the University Doctoral Council.

Credit Regulations of the Doctoral School of Earth Sciences

For doctoral students starting their studies from 1 September 2016, the following credit regulations apply, taking the specificities of the field of study into account:

The following main rules should be taken into account when earning credits:

- the duration of doctoral studies is 8 semesters (48 months),
- the average number of credits to be earned in a semester is 30,
- the number of credits required for the completion of doctoral studies is 240,
- one credit is equivalent to 30 student study hours.

The credit regulations are the same for all programmes of the Doctoral School

§ 1

1. In the Doctoral School of Earth Sciences, credits can be earned for three different types of activity:

- a) for participation in organised doctoral training, which includes attendance of contact classes (lectures, seminars, practical training), preparation for examinations and assignments, successful completion of examinations and reports. The completion of the courses is graded with five grades (1, 2, 3, 4, 5),
- b) for acquiring the skills necessary for scientific research and for active participation in research work. The research activity should be evaluated on a three-point scale (excellent, pass, fail),
- c) for students' participation in educational activities according to the curriculum of the doctoral programme.

2. The doctoral student must complete at least 20 credits in each semester.

§ 2

Training (study) credits

Training (study) credits may be awarded for participation in the organised doctoral training. In a semester, 3 credits can be obtained by listening to a contact class and passing an examination (assessment). The completion of the course is certified by the lecturer of the class on the basis of the course taken and the required performance.

The courses to be taken and their credit value are set out in the doctoral student's study plan in accordance with the curriculum provided by the Doctoral School. The minimum number of training credits to be obtained is 36. The number of training credits (doctoral courses) may be modified (revised, extended) on the basis of a proposal of the DIT.

§ 3

Research credits

Research credits can be obtained through research work. In the case of a timely completion of the research plan (research progress, publications, conference attendance), the number of credits awarded is determined by the head of programme on the basis of the thesis supervisor's recommendation.

Research credits may also be earned for mandatory public oral presentations and/or written summaries on the doctoral student's progress, which, if accepted, may be awarded with 1 (first year), 2 (second year) and 3 (third year) (up to a maximum of 6) credits.

§ 4

Teaching credits

Teaching activities include leading seminars, classroom exercises, field exercises and participation in laboratory teaching. One class per week is worth up to 1 credit. The educational activity is certified by the head of programme. A maximum of 24 credits can be earned through teaching activities.

§ 5

Recognition of activities carried out at another doctoral school or institution

1) Part-time training:

During part-time training, the doctoral student carries out research work at another institution in Hungary or abroad. During part-time training, doctoral students can also earn training and research credits. The doctoral student can participate in part-time training on the basis of a work programme, which also ensures the validity of the period of study.

In the case of part-time study abroad, the conversion of the grades obtained in the courses completed must be carried out in accordance with the ECTS grade. (ECTS degree: A, B, C, D, F - Hungarian grades: 5, 4, 3, 2, 1).

2) Visiting student status

During the training period, doctoral students may, with the consent of their supervisors, earn part of their training credits by cross-registering in other doctoral programmes or doctoral schools.

The DIT decides on the number of credits to be awarded for courses and research work the student wishes to register for at other doctoral schools or for part-time studies abroad, and on the number of credits to be awarded after proof of completion.

§ 7

Individual training

The requirements for application for, admission to, studies in individual training programme and the obtaining of the doctoral degree at the Doctoral School are the same as those stipulated in the EDSZ.