

PhD STUDENT MANUAL

of the
MIKOVINY SÁMUEL DOCTORAL SCHOOL OF
EARTH SCIENCES

University of Miskolc
Faculty of
EARTH AND ENVIRONMENTAL SCIENCES AND
ENGINEERING



UNIVERSITY OF MISKOLC

**FACULTY OF
EARTH AND ENVIRONMENTAL
SCIENCES AND ENGINEERING**

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1. Description of PhD studies

The doctoral training organized by the University contributes to gain knowledge and scientific research experience necessary to achieve a doctoral degree. In the 4 year long study programme the student must earn a minimum of 240 credits accepted by the Doctoral School (see section 5).

The study programme is divided into 2 phases: the **training and research period (2 years)** and the **research and dissertation period (2 years)**. During this, the student must periodically report his/her progress (see section 8).

In the 1st part – the study period – the student has to register to subjects and take exams. At the end, the student is obliged to take a complex comprehensive exam (see section 10). The student can only enter the 2nd part of the study programme upon the successful completion of the complex exam.

During the second phase, the student must complete her/his research activity and complete her/his thesis for defence. At the end, if all requirements were met, a request for absolutory must be submitted. The dissertation has to be presented and accepted on a departmental discussion (see section 11).

The final version of the dissertation must be submitted within 3 years after the complex exam. The public defence of the thesis is the final stage of the doctoral process (see section 12). After the candidate has successfully defended her/his thesis, the PhD title awarded by the Doctoral Council of the University (the results of successful defences are submitted to the committee by the doctoral schools and the titles are issued at the steering committee event of the board).

Duration of studies	4 years (8 semesters), divided into two separate phases: 2 years (study period) + 2 years (research and thesis submission)
Credits	240
Scholarship (for Stipendium Hungaricum Scholarship holders)	<ul style="list-style-type: none"> ▪ 1st period (2 years): 140.000.- HUF/month + accommodation allowance (medical insurance organised by the university) ▪ 2nd period (2 years): 180.000.- HUF/month + accommodation allowance (medical insurance organised by the university)
Extension of scholarship (for Stipendium Hungaricum Scholarship holders)	The study period cannot be extended in accordance with the regulations of the Stipendium Hungaricum scholarship programme.

2. Procedures and rules

The procedures and rules regarding the education, teaching and examinations are defined in the following official documents, available in Hungarian only:

- Operating Regulations of the Mikoviny Sámuel Doctoral School
<https://mfk.uni-miskolc.hu/files/28751/Mikoviny%20S%C3%A1muel%20F%C3%B6ldtudom%C3%A1nyi%20Doktori%20Iskola%20M%C5%B1k%C3%B6d%C3%A9si%20Szab%C3%A1lyzata%202024.%20okt%C3%B3ber.pdf>
- Regulation of PhD Education and Assessment Procedure of the University of Miskolc
https://web.uni-miskolc.hu/files/1997/RGVH_487_Doktori%20szab%C3%A1lyzat%202023.%20okt%C3%B3ber%201_.pdf
- 387/2012. (XII. 19.) Government Decree on doctoral schools, the order of doctoral procedures and habilitation
<https://net.jogtar.hu/jogszabaly?docid=a1200387.kor>

3. Electronic administration

At the University of Miskolc, the dominant part of the student administration is completed through the NEPTUN student information system. It allows you to complete the registration for a semester, courses and exams as well as to submit applications and manage financial duties.

The NEPTUN site of the university is available through the central homepage (www.uni-miskolc.hu), or directly at the <https://neptunweb1.uni-miskolc.hu/hallgato/login.aspx>. A detailed user guide can be reached from that homepage.

At the start of the semester the student must register to each course he/she wants to fulfil. If the course the student has in his/her study plan for the actual semester is not active in the Neptun, then please turn directly to the professor or to the administrator of the institute responsible for the subject and ask about its availability!

Signatures, grades of exams and practical marks are also recorded in the Neptun. Main rules for exams are as follows:

- The student can take the exam only after registration validated in the NEPTUN system.
- The examiner may ask for identifying the student by showing a valid document (identity card, student card, passport, etc.)
- The examiner shall enter the grade in the Neptun system within two days. Examination papers shall be kept in the given department/institute for one year.

Credits for research seminars, departmental research and instruction activity are also accounted in the Neptun system; the students have to register to virtual courses.

4. Offices for student administration

1. Stipendium Hungaricum Office
Faculty administrator: Ms. Henriett Tóth
henriett.toth@uni-miskolc.hu
Building A/4, 1st Floor, Door 114.
2. Dean's Office
Faculty administrator: Ms. Adrienn Bata
adrienn.bata@uni-miskolc.hu
Building A/4, GF, Door 28.
3. Directorate for Scientific Affairs and International Relations
Director: Ms. Krisztina Sándor
krisztina.sandor@uni-miskolc.hu
Building A/4, 1st Floor, Door 107.

5. Academic requirements

(a) Training and research period:

Activity	Credits/item	Remarks	Total credits
Compulsory subject	5 credits/subject	maximum 8 subjects	40 credits
Elective subject	5 credits/subject	1 subject	5 credits
Research seminar	10 credits/semester	maximum for 4 semesters	maximum 40 credits
Research at the department	5 credits/semester	maximum for 4 semesters	maximum 20 credits
Annual progress report in the chosen topic	10 credits/semester	end of the 2nd and 4th semester	maximum 20 credits
Instruction activity	5 credits/semester	maximum for 4 semesters	maximum 20 credits
Complex exam		requisite of continuation	0 credit
Publication minimum	See section 6		minimum 10 credits

To apply for a complex exam the PhD student shall fulfil all training credits and shall acquire at least 90 points.

(b) Research and dissertation period:

Name	Credits/item	Remarks	Total credits
Research seminar	10 credits/semester	Maximum for 4 semesters	maximum 40 credits
Research at the department	5 credits/semester	Maximum for 4 semesters	maximum 20 credits
Progress report per semester	15 credits/semester	End of 5th and 6th semester	maximum 30 credits
Instruction activity	5 credits/semester	Maximum for 2 semesters	maximum 10 credits
Publication minimum	See section 6		minimum 20 credits
Departmental discussion of the dissertation			maximum 20 credits

6. Credit points for publications

The publications of the student accepted by the publisher and recorded in the MTMT database (<https://m2.mtmt.hu/frontend/>) can be accounted for earning credits. The records of this database have to be entered and managed by the authors using the username and password which are received from the Dean's Office.

Peer-reviewed articles in a foreign language in Q1-Q2 Scimago ranking journals	11 p
Peer-reviewed international articles, book chapter in a foreign language	9 p
Peer-reviewed domestic articles in a foreign language	7 p
Peer-reviewed publication published in a(n)	
international conference proceedings	7 p
local conference proceedings	5 p
Review in a foreign language in a domestic proceeding	4 p
Review in a foreign language in an international proceeding	5 p
Professional translation	1-4 p
Educational material	1-4 p
Conference presentations and posters	
In a foreign language	4 p
Patent	
Submitted	5 p
Accepted (domestic)	9 p
Accepted (international)	12 p
For more than one country, additionally	2 p

Note:

Papers published in non-peer-reviewed journals cannot be accounted (university regulation).

In the case of co-authored publications, points have to be divided equally by the number of authors, except for the first author publication, where half of the credits belong to the PhD student. The supervisor of the student does not have to be considered as co-author. For presentation and poster all credits belong to the performer.

7. Recommended schedule of the program

Activity/Semester	1.	2.	3.	4.	5.	6.	7.	8.
Compulsory subjects	2*5 cr	2*5 cr	2*5 cr	2*5 cr	-	-	-	-
Elective subjects	5 cr		-	-	-	-	-	-
Research seminar	0-10 cr	0-10 cr	0-10 cr	0-10 cr	0-10 cr	0-10 cr	0-10 cr	0-10 cr
Report	-	0-10 cr	-	0-10 cr	0-15 cr	0-15 cr		
Complex Examination ¹	-	-	-	0 cr	-	-	-	-
Instruction	0-5 cr	0-5 cr	0-5 cr	0-5 cr	0-5 cr	0-5 cr	-	-
Department research	0-5 cr	0-5 cr	0-5 cr	0-5 cr	0-5 cr	0-5 cr	0-5 cr	0-5 cr
Dissertation workshop	-	-	-	-	-	-	-	max. 20 cr
Publications	min. 10 cr				min. 20 cr			
Total:²	min. 240 cr							

¹ Criteria requirement

² Calculated with publications credit minimum

8. The tasks of PhD students

1st semester

- *Enroll for PhD program at Dean's Office*
- *Register for the semester in Neptun*
- *Contact your supervisor, choose subjects (list is downloadable from website of DS)*
- *Prepare training plan (downloadable from website of DS)*
- *Submit the undersigned training plan at DO*
- *Register for courses in Neptun (after the acceptance of training plan)*
- *Complete the subjects of first semester and research tasks according to your training plan*
- *Participate in conferences, publish papers*



2nd semester

- *Register for the semester and courses in Neptun*
- *Complete the subjects of second semester and research tasks according to your training plan*
- *Apply for PhD student's report*
- *Submit credit summary form at DO*
- *Participate in conferences, publish papers*



3rd semester

- *Register for the semester and courses in Neptun*
- *Complete the subjects of third semester and research tasks according to your training plan*
- *Participate in conferences, publish papers*



4th semester

- *Register for the semester and courses in Neptun*
- *Apply for PhD student's report*
- *Apply for complex exam, requirement: at least 90 credits, which includes all the academic credits from the first three semesters*
- *Submit credit summary form at DO*
- *Participate in conferences, publish papers*



Note: Who fails the complex exam, cannot continue his studies!

5th semester

- Register for the semester and courses in Neptun
- Apply for PhD student's report
- Complete the requirements and tasks according to your training plan
- Participate in conferences, publish papers



6th semester

- Register for the semester and courses in Neptun
- Apply for PhD student's report
- Submit credit summary form at DO
- Complete the requirements and tasks according to your training plan
- Participate in conferences, publish papers



7th semester

- Register for the semester and courses in Neptun
- Complete the requirements and tasks according to your training plan
- Submit credit summary form at DO
- Participate in conferences, publish papers



8th semester

- Register for the semester and courses in Neptun
- Participate in conferences, publish
- Submit an absolatory request with full credit summary form at DO
- Apply for Departmental discussion
- Start doctoral defence process
- **Note: PhD dissertation must be submitted within one year from fulfilment of academic requirements, and within three years from fulfilment of complex exam**

9. PhD Student's Report

In the course of the training program PhD students shall submit an annual progress report (15-25 pages) for evaluation, giving an overview of their research work in the chosen topic. Supervisors, core members and the supervisors of the topic of the research fields attend at the formal annual review meeting, where each student can present the progress of his/her studies in 5-10 minutes. If both the oral presentation given by a PhD student and the written annual progress report are accepted, the PhD student can be awarded maximum 10 credit points. The supervisor of the PhD student are also asked to express an opinion on the students' progress at the meeting. The supervisors can complete a report which details whether the students are making satisfactory progress in accordance with the plans in their research outline and training plans. The PhD students also receive the written reports of their supervisors.

10. Complex Exam

The PhD student requests admission to the complex exam with a report on the training and research period. The supervisor proposes the subjects of the complex exam, based on the subjects of the training plan. The supervisor also attaches a written opinion evaluating the research work of the student. The PhD student shall compose a written report presenting his/her research results. This report shall be at least 10 pages in length.

The Disciplinary Doctoral Council decides on admission to complex exam, the subjects of the exam and on Chair and Members of the Complex Exam Board.

The Chair of the Complex Exam Board shall set the date and place of the complex exam after discussing with the members of the commission. The exam can be organised outside the University of Miskolc, in which case Head of the Disciplinary Doctoral Council shall be informed. The topics and required literature shall be determined by the examiner of each subject. These materials shall be sent to the student and to the members of the commission at least 15 days before the exam.

Members of the Complex Exam Board shall separately assess performance of the PhD student in theoretical subjects and in dissertation part giving 0-1-2-3 points. The Board decides by a secret voting. The exam is passed if the points exceed 60% of the possible maximum, otherwise the exam is failed.

In case of failure at the complex exam, in accordance with the Hungarian national law on higher education, the student is entitled to apply for the examination again in the same semester of the failed attempt. If the second attempt also results in failure, the study period of the student terminates, and her/his scholarship holder status ceases.

11. Departmental discussion

Departmental discussion is a pre-defence of the dissertation. One copy of the dissertation for discussion shall be submitted to the Office of the Doctoral School, one copy to the Faculty and another copy to the institute library at least three weeks prior to the departmental discussion.

Persons invited to the departmental discussion are as follows:

- all lecturers, researchers and PhD students of the department or institute where the candidate carried out his/her research work,
- Dean of the faculty,
- members of the Disciplinary Doctoral Council.

The head of the organisational unit concerned shall give at least two weeks' notice of the date and time of the departmental discussion.

The participating colleagues have to vote on three questions and state by majority the followings:

1. The theses are based on the candidate's own work
2. The produced and used data and observations are authentic and valid
3. The essay fulfils the formal requirements

12. Doctoral defence

To apply to doctoral defence process an application should be addressed to the Directorate for Scientific Affairs and International Relations. In addition to the absolatory, the following publication requirements also have to be met:

- at least five published or accepted scientific publications related to the research topic, listed in the current MTMT as "Complete Scientific Publications"
 - of which at least two are written in a foreign language,
 - the candidate plays a dominant role in at least two of the latter ones (as a first author, or on the basis of a written declaration from the other co-authors indicating that the candidate receives a minimum copyright of 50%),
 - At least one of these was published or accepted in a WoS or SCOPUS referenced, or Q3-Q4 Scimago ranked journal, or at least two were published in EBSCO or ProQuest referenced, or by the X. Department of Earth Sciences of the Hungarian Academy of Sciences acknowledged journal, with the supervisor as a co-author.

The dissertation must include the name of the author and the supervisor (if any, also the co-supervisor), the name of the Doctoral School and its head, the place and date of preparation, and the DOI identifier. The dissertation must include the supervisor's recommendation (maximum 3 pages), a table of contents, a summary in Hungarian and English (maximum 2 pages) and a bibliography. The latter must also include a complete list of the candidate's scientific publications on the topic. The dissertation may include an appendix (e.g. a collection of photographs, documents, etc). Formal requirements are defined in detail in the Operating Regulations of the Mikoviny Sámuel Doctoral School.

The dissertation to be defended must be submitted in 5 bound copies. Of these, 1 copy will be kept in the Library Archives of the University, and 1 copy will be kept in the library of the relevant department/institute. The candidate must also submit the entire material of the dissertation and its theses in *.pdf format electronically, which will be archived in the National Doctoral Database and will be accessible to everyone via the internet.

The candidate must attach 10 copies of the thesis booklet to the dissertation. The thesis booklet of the doctoral dissertation contains:

in Part I, a summary of the research aims,

in Part II, a brief description of the investigations and experiments carried out, the methods of collecting material, the discovery and use of sources,

in Part III, a summary of the scientific results, their utilization and the possibilities of utilization. Utilization may include direct or indirect practical application of the results, or the promotion of the internal development of the discipline or the enrichment of other disciplines with new knowledge,

in Part IV, a list of the candidate's publications on the topic of work.

In the case of a dissertation using the results of collective research, the applicant shall describe in detail and accurately the work performed by the collective in the work. The candidate must have the theses approved in advance by the other members of the collective, who must also declare whether the results presented in the theses are recognized as the results of the candidate.

Based on the supervisor's suggestion, the Doctoral Council shall appoint a review board consisting of at least five members, including two reviewers, to conduct the public debate of the doctoral dissertation, to decide on the acceptance of the dissertation and to evaluate the public defense. One of the two reviewers must not be employed by the University. It must be ensured that at least one-third of the board members are not in an employment relationship with the University. The chair of the review board can only be a university professor, Professor Emeritus or a habilitated associate professor.

The public defence is organised by the Dean's Office of the Faculty. The Office shall give at least three weeks' notice of the date and time of the debate.