

Guide to the submission of the dissertation

The payment shall be due at the time of the submission of the doctoral dissertation.

Account number: 11738008–21489815–00000000

(IBAN: HU03-1173 8008 2148 9815 0000 0000, BIC/SWIFT Code: OTPVHUHB

Name of Account Holder: Debreceni Egyetem

Narrative: name of the doctoral candidate, 247, 1H4FPHDF, BB00;

Amount: 160.000 HUF

(Excerpts from the Doctoral Regulations)

15. Independent academic work

(1) The candidate shall give evidence of his or her academic accomplishments by the time of the submission of the dissertation, by way of at least two publications in a refereed academic journal or volume (accepted for publication or having its DOI number or available in proofs). It is a basic requirement that at least one of these should be written with the decisive contribution of the candidate. A copy of the publications (in original or photocopy) shall be submitted along with the dissertation, and also uploaded to the publications database of the University and National Library of the University of Debrecen. On the basis of the publications uploaded to the database, the library shall prepare and authenticate the candidate's list of publications, which shall then be submitted by the candidate, together with the dissertation, to the doctoral committee of the disciplinary area.

The requirements of the given discipline in terms of the place and number of the publications shall be elaborated by the council of the doctoral school, and approved by the doctoral committee of the disciplinary area. The requirements shall be published in the rules of operation of the doctoral school. With justified disciplinary exceptions, publication in international journals is an expectation. Wherever the use of scientometric methods is justified, the results of the same shall also be taken into consideration.

(2) Publications may also have co-authors, including the supervisor of the candidate. If two candidates are authors in a publication, the dissertation supervisor shall make a declaration on the percentage of the given candidate's contribution.

(3) In the evaluation of the acceptable academic publications, the doctoral committee of the disciplinary area shall use the criteria specified in Appendix 6 as guiding.

The publication conditions of degree-awarding in the area of arts and humanities

(4) At the time of submitting the dissertation, the candidate shall provide proof of at least four publications (with publications presented for the admission to the programme not counting), in any of the high-quality, refereed journals as determined by the council of the doctoral school (editors' letters of acceptance or pre-print proofs are also acceptable); the publications shall be related to the topic of the dissertation.

- At least two of the four publications shall be longer papers comparable to a dissertation chapter.
- A publication in a prestigious foreign periodical shall be counted as the equivalent of two publications in Hungary.

- At least half of the required four publications required for the degree awarding shall be single-author or first-author publications. (This rule shall be applicable in case of students starting the doctoral programme after 1 September 2020.)

(5) A further condition of the degree-awarding procedure is also participation at a conference (other than the OTDK – National Student Competition, which does not count).

(6) Each of the individual doctoral schools shall provide a list of the periodicals that they have approved as acceptable academic publication forums. If an article published in a periodical not included in the list as an academic publication, the dissertation supervisor shall justify this decision in the opinion given on the thesis booklet.

17. The dissertation

(1) The **dissertation** is a work in Hungarian or a foreign language as justified by the needs of the profession summarizing the objectives, new academic results, familiarity with the relevant literature, and the research methods of the candidate.

(2) On the title page of the dissertation, the author, the title of the dissertation, the name of the supervisor, as well as the place and date of writing shall be indicated. In the preliminary pages of the dissertation, space shall be set aside for entering the names of the opponents and the defence board, as well as the date of the defence (Appendix 7). The dissertation shall have a table of contents, a summary in Hungarian and English, as well as a bibliography. The dissertation may have an appendix (e.g. photographs, documents, etc.).

(3) The dissertation shall be submitted in the form and in the number of copies as specified by the doctoral committee of the disciplinary area, and also electronically to the doctoral committee of the disciplinary area.

(4) The theses of the dissertation shall also be enclosed with the dissertation, in the number of copies specified by the doctoral committee of the disciplinary area. The **doctoral theses** is a summary work prepared for the academic public in which the doctoral candidate describes his or her academic results on the basis of which, in the degree conferment procedure, he or she can give proof of preparation for receiving the academic degree. The doctoral theses shall be prepared in Hungarian and English (or other languages, in line with the characteristics of the given discipline and approved by the doctoral committee of the disciplinary area). The doctoral theses shall be printed and bound in A5 booklet format. Its title page shall indicate the name of the candidate, the name of the dissertation supervisor, the name and logo of the university, the name of the doctoral school, as well as the place and year of its preparation (see Appendix 8). It shall contain the list of publications and conference papers, authenticated by the Library, which have been used as sources for the dissertation or that are otherwise related. The candidate shall provide for the preparation of the theses in Hungarian and English (or other languages in line with the specific requirements of the given discipline and approved by the doctoral committee of the disciplinary area), also in an electronic format, which shall be submitted at the time of the submission of the dissertation.

(5) Before finalizing the dissertation, it shall be submitted to a preliminary defence in accordance with the quality assurance plan of the doctoral school. The preliminary defence shall be organised by the council of the doctoral school. A written record of the preliminary defence shall be drawn up.

The Chairperson and the members of the defence board of the preliminary defence shall be appointed by the council of the doctoral school. The defence board shall consist of at least three members, and its members shall be the Chairperson, two opponents and further members in accordance with the Operational Order of the doctoral school. All members of the board shall have academic degrees. The Chairperson of the board shall be an accredited core member of one of the doctoral schools operating in the competent disciplinary area of the university, preferably a member of the council of the concerned doctoral school. At least one-third of the members of the board shall not be faculty members of the concerned doctoral school.

Before evaluation, the secretary of the doctoral school shall send the dissertation submitted for preliminary defence to the University and National Library for screening for duplicate text. The library shall prepare the document containing the result of screening within 3 business days, and the secretary of the doctoral school shall forward it to the opponents. In their report the opponents shall declare that on the basis of the available data the dissertation meets the requirements of publication ethics. The preliminary defence may be conducted even if the opponent(s) raise an academic ethical objection, and the potential corrections to the final dissertation can be made without penalty. If the opponent of the preliminary defence has raised an academic ethical objection, the doctoral committee of the disciplinary area shall be notified of the objection at the submission of the final dissertation. In such cases the text of the final dissertation shall undergo a repeated screening for duplicate text, and the result of the screening shall be sent to the official opponents.

(6) The further formal requirements and length of the dissertation and the theses shall be determined by the doctoral committee of the disciplinary area.

(7) After the submission of the dissertation, the theses and the publications in the subject of the dissertation, the doctoral committee of the disciplinary area shall make a decision as to whether the dissertation may be submitted to the public defence. The decision shall be recorded on the registry sheet of the candidate. With attention to the recommendation of the council of the doctoral school, the doctoral committee of the disciplinary area shall appoint the defence board and the official opponents. The official opponents shall declare within 15 days of the receipt of the request whether or not they undertake the duty, without the need to give reasons for their decision.

(8) The candidate shall upload the doctoral dissertation and the theses in electronic form to the archive of the University and National Library before the announcement of the doctoral defence. After the successful defence, the University and National Library shall provide for ensuring public access to the entire doctoral dissertation and the theses, as well as its accessibility in the Hungarian National Scientific Bibliography (MTMT).

(9) In case of doctoral dissertation that have connections with patents or other protected intellectual property, the provision of public access to the doctoral dissertation and the theses may be postponed at the request of the candidate, on the basis of the supporting opinion of the defence board and the approval of the doctoral committee of the disciplinary area, until the date of registration of the patent or other IP protection, at the latest. Public access to doctoral dissertations and doctoral theses containing classified data from a national security point of view shall be provided until the expiry of such classification.

(10) The candidate shall submit the items listed in points (3) to (13):

(11) Proof of original academic work. Pursuant to Section 15 of the Doctoral Regulations, the candidate shall certify his/her academic performance. The requirements that the candidate must fulfil

(a specific number of acceptable publications, academic papers presented, etc.) shall be determined by the doctoral programmes. The certification of the above shall be issued by the head of the programme on a form used for this purpose. The secretary of the doctoral school shall certify by his/her signature that the candidate has submitted the dissertation, the thesis booklets and abstracts, as well as the keywords of the dissertation topic electronically. (2 printed copies)

(13) The written record of the preliminary defence of the dissertation. At least five persons who are experts of the area and hold academic degrees shall participate at the defence, of which a written record shall be drawn up. The preliminary defence shall be organised by the programme council.

(14) Certification of proficiency in foreign languages in accordance with Section 16 of the Doctoral Regulations. If the regulations of the given doctoral programme also prescribe additional requirements concerning proficiency in foreign languages, the fulfilment of these requirements shall also be certified (see Appendix). Photocopies of the documents shall be submitted in 2 copies. (2 printed copies)

(15) Two copies of the degree certificate. (2 printed copies)

(16) Two copies of the curriculum vitae. (2 printed copies and the electronic form /PDF/)

(17) Two copies of the list of publications. (2 printed copies and the electronic form /PDF/)

(18) The dissertation. The formal requirements applicable to the doctoral dissertation are the following:

The doctoral dissertation shall be edited in accordance with the norms accepted in arts and humanities:

- 12-size font
- 1.5 line spacing
- easily legible font type (e.g. Times New Roman, Arial)
- margins: 2 cm, except on the left side where it is 3 cm because of the binding
- black or other dark-coloured hard cover

The doctoral dissertation shall be submitted bound, the hard cover shall be edited as follows:

Doctoral (Ph.D.) dissertation
Title
Name
University of Debrecen DCAH
year

The maximum length of dissertation shall be 250 pages, with 2,400 to 2,600 characters per page; in case of dissertations exceeding this length, the procedural fee shall be increased by 33% for each 50 additional pages. If the regulations of the doctoral programme also prescribe additional requirements concerning the dissertation, the fulfilment of these requirements shall also be certified. By signing the first page of the

doctoral dissertation, the supervisor undertakes responsibility of the proper academic quality of the work. On page 2 of the dissertation, the candidate shall make the following declaration: *"The undersigned XY, in full awareness of my liability, I declare that the dissertation submitted is my original academic work, which was prepared with attention to the international norms of copyright, and the references included in it are clear and complete. I further declare that I am not currently subject to a procedure aimed at the revocation of a doctoral degree, and that a doctoral degree already awarded has not been revoked from me in the past 5 years. I have not submitted the present dissertation at another institute before, and it has not been rejected."* The dissertation shall be submitted in at least 3 copies. **(3 printed copies and the electronic form /PDF/)**

(19) The doctoral student and the dissertation supervisor shall submit a declaration for the result of the analysis of textual overlap of the dissertation submitted for preliminary degree, which is conducted by the University and National Library. In such declaration, the doctoral student shall prepare an explanatory note covering each of the publications referenced in the dissertation, and the dissertation supervisor shall declare that the dissertation was prepared in accordance with the work plan previously drawn up, in compliance with the norms of academic ethics.

(20) If the text of the dissertation is changed or expanded significantly from the version examined at the preliminary debate, the analysis of textual overlap shall be conducted again before the public debate.

(21) The booklet containing the theses of the dissertation pursuant to Section 17 of the Doctoral Regulation, which is to be submitted in 15 copies in Hungarian. The rules governing the content and form of the thesis booklets can be found in Appendix 8. **(15 printed copies and the electronic form /PDF/)**

(22) The dissertation, its Hungarian and English-language abstract, the title of the dissertation in Hungarian and English, the keywords of the dissertation in Hungarian and English, as well as the thesis booklet in Hungarian and foreign language. **(2 printed copies)**

(23) The English-language abstract of the dissertation, with keywords (2,000 to 5,000 characters). **(2 printed copies)**

(24) At least four publications, in original or photocopy, that have appeared in refereed academic periodicals or volumes (some of which may be accepted for publication or having been assigned a DOI number, or available in pre-print proofs).

(25) The invitation to the public debate, which is to be submitted to the secretary of the disciplinary area and the secretary of the given doctoral school after the public debate has been scheduled, at least 30 days before the date of the public defence.

(26) The public debate may only be held in an institution related to the discipline of the DCAH.