

Regulations and Rules of Procedure of the Doctoral Council of Humanities and Social Sciences

Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.), Government Decree 87/2015 (IV.9.) on the implementation of certain provisions of the Nftv. Government Decree on the implementation of certain provisions of the Nftv., Government Decree 387/2012. (XII. 19.) on doctoral schools, doctoral procedures and habilitation, as well as related legislation in force, the regulations of the University of Pécs (hereinafter: University), in particular the Doctoral Regulations of the University of Pécs, the decisions of the Hungarian Accreditation Committee (hereinafter: MAB) and the National Doctoral Council (hereinafter: ODT), the University Doctoral Council (hereinafter: EDT) hereby establishes the following regulations (hereinafter: Regulations) to define the operation of the Doctoral Council of Humanities and Social Sciences (hereinafter: Doctoral Council):

Scope of the Regulations

1. § The scope of the Regulations extends to the members of the Doctoral Council, the lecturers and researchers participating in the work of the Doctoral Council, the competent staff of the doctoral administration, and those involved in the implementation of the decisions of the Doctoral Council.

2. § Legal status of the Doctoral Council

Name of the Doctoral Council: Doctoral Council for Humanities and Social Sciences, University of Pécs

English name of the Doctoral Council: Doctoral Council for Humanities and Social Sciences

Seat of the Doctoral Council: Pécs

Doctoral schools belonging to the Doctoral Council (hereinafter: Doctoral Schools):

- Doctoral School of Demography and Sociology
- Interdisciplinary Doctoral School
- Doctoral School of Literature and Cultural Studies
- Doctoral School of Linguistics (with procedures lasting until June 30, 2024)
- Doctoral School of Education and Social Sciences
- Doctoral School of Psychology

Composition of the Doctoral Council

3. § (1) The Doctoral Council was established in accordance with the provisions of the University Doctoral Regulations adopted by Resolution No. 33/2019. (03. 21.) of the Senate of the University of Pécs, with the agreement of the councils of the doctoral schools listed in § 2 (4). In order to ensure continuity, the Doctoral Council was formed from the members of the Faculty Doctoral and Habilitation Committee of the Faculty of Humanities (currently the Faculty of Humanities and Social Sciences), supplemented by additional members as specified in the University Doctoral Regulations. The founding members of the Doctoral Council were approved by the University Doctoral Council of the University

of Pécs on February 11, 2020. The founding members may remain members of the doctoral council of their respective scientific fields as long as they meet the conditions for core membership.

(2) At the time of the creation of the Regulations, the Doctoral Council consists of sixteen members, whose election is proposed to the EDT by the Doctoral Schools in accordance with their own regulations. The EDT shall decide on the appointment and dismissal of the chair and members of the Doctoral Council. With the exception of the doctoral student representative, only persons who meet the conditions for core membership may be voting members of the Doctoral Council. Since the Doctoral Council also participates in habilitation procedures as specified in the University's habilitation regulations, it must also comply with the requirements set out in the relevant government decree for habilitation bodies and their voting members. Therefore, all voting members of the Doctoral Council hold a habilitated doctoral degree, and at least two-thirds of them are academic doctors and university professors.

The Doctoral Council records its membership in the ODT database with the assistance of the competent ODT administrator.

The current list of the members of the Doctoral Council, including their roles in the Doctoral Council, is included in the appendix to the Regulations.

(3) The chair of the Doctoral Council may be a person with a Doctor of Science degree from the Hungarian Academy of Sciences who is not the head of a doctoral school, who is employed full-time by the University or is a Professor Emeritus of the University, and who is deemed suitable by the EDT to lead the Doctoral Council.

(4) The internal members of the Doctoral Council shall be the heads of the Doctoral Schools, the representatives of the scientific disciplines elected with the consent of the doctoral school councils, as well as the scientific secretary and the representative of the EHHB of the Faculty of Humanities. For the purposes of these Regulations, a Professor Emeritus of the University shall be considered a person employed by the University and therefore an internal member.

(5) The Doctoral Council shall have at least two external members with voting rights, who shall be nominated by the Doctoral Schools. An external member may be a person who is not employed by the University, holds an academic degree and a habilitated doctoral title, and meets the general membership requirements specified in Section 2 (3) of Government Decree 387/2012. (XII. 19.).

(6) One voting member of the Doctoral Council shall be delegated by the Doctoral Student Council from among the doctoral students who are active students of the Doctoral Schools.

(7) The voting members of the Doctoral Council shall be:

- a) the chair (who may also represent his or her own discipline),
- b) the heads of doctoral schools (who may also represent their own disciplines),

- c) the discipline representatives (who, together with the external members, ensure a balanced representation of the disciplines),
- d) d) the external members (whose proportion corresponds to that expected in habilitation committees and who, together with the discipline representatives, ensure a balanced representation of the disciplines),
- e) the faculty representative of the University Habilitation and Habitus Examination Committee (who is delegated by the dean in accordance with Section 20(6)(b) of the Regulations on the Composition, Operation, Tasks and Powers of the Senate Committees of the University of Pécs and who may already be a member of the Doctoral Council by virtue of another position),
- f) one representative of the doctoral students, who shall not have the right to vote on habilitation matters.

(8) The scientific secretary, who is a full-time lecturer, thesis supervisor, or thesis advisor at the Faculty of Humanities and Social Sciences with an academic degree and title, shall be a member of the Doctoral Council with the right to participate in deliberations.

4. § (1) The Chair of the Doctoral Council:

- a) coordinates and directs the professional activities of the Doctoral Council,
- b) b) is responsible for the implementation of decisions made by the Doctoral Council,
- c) represents the Doctoral Council,
- d) chairs the meetings of the Doctoral Council,
- e) decides on all other matters referred to his or her competence by the University regulations.

(2) The Chair of the Doctoral Council shall be appointed by the EDT for a maximum term of 5 years, and may be reappointed.

(3) The appointment of the Chair of the Doctoral Council shall terminate:

- a) upon expiry of the term of appointment,
- b) upon reaching the age of 70,
- c) upon revocation,
- d) upon resignation,
- e) upon termination of employment with the University,
- f) upon the death of the Chair.

The tasks and powers of the Doctoral Council

5. § (1) In the course of its work, the Doctoral Council shall

- a) develop its own rules of procedure and submit them to the EDT for approval, initiating amendments if necessary,

- b) b) it shall give its opinion on proposals for the establishment of Doctoral Schools and submit them to the EDT,
- c) it shall submit to the EDT the proposals of the Doctoral Schools regarding the composition of the Doctoral Council as set out in Section 3,
- d) provides its opinion on proposals submitted to it for the award of honorary doctorates and honorary doctorates and professorships, and submits them to the EDT,
- e) makes proposals to the Doctoral Schools on the use of funds for their operating conditions,
- f) participates in habilitation procedures in the manner specified in the University's habilitation regulations and, within this framework, may develop its own regulations for habilitation procedures,
- g) decides on the initiation of degree award procedures and the subjects of doctoral examinations,
- h) decides on the distribution of state scholarship places among doctoral schools within the framework provided by the University Doctoral Council,
- i) makes admission decisions (hereinafter: admission decision),
- j) determines the requirements for the admission of doctoral students, the detailed rules for the submission of applications and the admission procedure, with the proviso that it partially transfers its powers to determine admission requirements to the doctoral school councils, and these are laid down in the doctoral school regulations, together with specific additions,
- k) makes proposals to the EDT for the development and transformation of doctoral programs at the University and for the formulation of a University strategy for doctoral programs,
- l) may make proposals for the revocation of the appointment of doctoral school directors,
- m) approves the quality assurance plan and quality policy of the doctoral schools,
- n) in the case of individual preparatory applicants, examines whether the applicant's academic performance justifies the acceptance of the individual preparatory form,
- o) decides on student requests specified in the University Doctoral Regulations, the granting of extraordinary deferrals and deadline changes, taking into account the recommendations of the doctoral schools,
- p) assesses the justified recommendations of the doctoral school council regarding the unilateral termination of the student status of students admitted to doctoral training,
- q) performs other tasks specified in the Doctoral Regulations of the University of Pécs.

(2) Within the scope of authority delegated by the EDT, the Doctoral Council

- a) decides on the recognition of credits earned by doctoral students during their master's program after their admission and enrollment in the doctoral program,
- b) decides on the general requirements of the comprehensive examination,
- c) appoints doctoral admission committees, comprehensive examination committees, final examination committees, and professional review committees acting in doctoral and habilitation

matters (including official reviewers and habitus examiners) upon the recommendation of the doctoral schools,

- d) approves the persons of doctoral supervisors and doctoral school instructors,
- e) determines the list of languages acceptable as the first foreign language in the context of foreign language requirements for obtaining a doctoral degree,
- f) decides, based on the opinion of the review committee, on requests submitted by doctoral dissertation authors for closed defense,
- a) g) approves the regulations and training plans of doctoral schools and approves programs launched within doctoral schools.

Operation of the Doctoral Council

6. § (1) The Doctoral Council of Humanities and Social Sciences is a body of the University Doctoral Council of PTE, the University Habilitation and Habitus Examination Council, and the Faculty Council of Humanities and Social Sciences that makes proposals, prepares decisions, gives opinions, and performs supervisory functions. It shall meet as necessary to perform its current tasks, but at least three times per semester, in accordance with the submission deadlines of the university bodies. A meeting shall be convened without delay if requested by one-third of the members or by the chairs of the academic bodies of the University. The meeting shall be convened by the chair of the Doctoral Council in writing, indicating the agenda, at least five working days prior to the meeting.

(2) Detailed rules governing the operation of the Doctoral Council, as well as the rights and obligations of its members, the rules for their replacement, and the duties of the secretaries are contained in the following rules of procedure of the Doctoral Council, which were adopted by the Doctoral Council by a simple majority on the basis of a proposal by the chair.

(3) The administrative tasks falling within the remit of the Doctoral Council shall be performed by the doctoral administration operating alongside the doctoral councils. The doctoral administration shall handle matters relating to the registration and other matters concerning the legal status of doctoral students admitted to the Doctoral Schools.

Rules of procedure of the Doctoral Council

7. § (1) It is the right and duty of BTDT members to promote the effective functioning of the Council. Members are entitled and obliged to:

- a) attend meetings of the doctoral council in their field of science,
- b) notify the chair and/or secretary(ies) of their absence in case of impediment,

ba) in the event of the school leader's absence, to arrange for a substitute with voting rights from the doctoral school, who is a teacher with an academic degree from the doctoral school, meets the conditions for full membership, and is not the same as the Council's representative for the scientific field,

bb) the scientific representative with voting rights is obliged to attend the meeting; if his or her absence is unavoidable for a valid reason, he or she may only be replaced by another person if the regulations of the doctoral school so provide,

bc) external members are not required to justify their absence beyond giving notice and may not be replaced by another person,

- c) comply with the law and university regulations in the course of the Council's activities,
- d) to ask questions, initiate measures, and propose amendments at Council meetings in any matter within its competence,
- e) e) to have access to all information necessary for the performance of its duties arising from its membership.

(2) The Chair shall be responsible for coordinating the operation of the doctoral council in the field of science. Acting within his or her powers, the chairperson shall:

- a) call Council meetings, decide on their planned agenda, and request submissions relating to the items on the agenda;
- b) invite experts to attend the meeting for specific items on the agenda and determine the duration of their attendance;
- c) open the meeting;
- d) determines whether a quorum is present;
- e) puts the agenda items and the order in which they are to be discussed to the vote;
- f) provides information on matters of particular importance, current tasks, events, and the implementation of decisions previously taken by the body;
- g) chairs the meeting and ensures that it is conducted in an orderly manner;
- h) grants or, if necessary, withdraws the right to speak;
- i) acts as moderator during discussions and debates and promotes agreement;
- j) j) orders the vote;
- k) k) decides on the preparation of reports for university bodies and on the need for any amendments to proposals received from doctoral schools;
- l) l) closes the meeting.

(3) The work of the Doctoral Council shall be assisted by the academic secretary with advisory rights and the administrative secretary(ies) who are not members of the council. The scientific secretary is elected by the council on the basis of proposals from the doctoral schools, while the administrative staff

member(s) are appointed by the chair of the Doctoral Council from among the employees of the Faculty of Humanities and Social Sciences. The tasks listed below, as well as other ad hoc tasks, may be divided among the secretaries. The secretaries

- a) plan and organize meetings in accordance with the chair's instructions, coordinate proposals, and ensure the technical conditions for the conduct of meetings;
- a) b) ensure that members and invitees are familiar with the proposals on the planned agenda at least five days before the meeting;
- b) ensure that proposals comply with the relevant legislation and internal regulations;
- c) assist the chair in continuously monitoring the quorum of the meeting;
- d) ensure that the votes necessary for the adoption of proposals (open roll-call votes, secret roll-call votes, secret electronic votes) are conducted, and that the votes are counted and announced;
- e) organize electronic voting, as necessary, for the formal approval of professional decisions of doctoral schools or the implementation of obligations arising from legislation;
- f) ensure the preparation of resolutions, memoranda, and minutes, which shall be handled and preserved in accordance with the University's document management regulations;
- g) prepare and forward reports and other documents to the competent bodies of the University (or, depending on the nature of the matter, to the Faculty of Humanities and Social Sciences) or other organizations in accordance with the instructions of the president and by the deadline;
- h) assist the president in monitoring the implementation of decisions and the performance of tasks;
- i) draw attention to the current tasks of the doctoral schools.

8. § (1) The Doctoral Council exercises its tasks and powers at its meetings held in person, in a hybrid format, or online. Under normal circumstances, the Doctoral Council holds its meetings in the official premises of the Faculty and in the BTDT Teams group. The meeting is chaired by the President of the Council or, in his or her absence, by a member appointed by the President.

(2) Proposals for the meeting of the Doctoral Council shall be submitted to the secretary of the Council in printed and electronic form at least seven days before the meeting. The Secretary(ies) of the Council shall check the regularity of the documents and papers attached to the proposal and, if necessary, request that any deficiencies be remedied by a specified deadline. The content of proposals for doctoral and habilitation procedures and a description of the necessary attachments are included in the annex to the Regulations.

(3) The invitation to the meeting of the Doctoral Council, sent out at least five days before the meeting, and the related documents shall contain the place and time of the meeting, the items on the agenda, and the names of the proposers and invitees. The proposals shall be made available at the same time as the invitation is sent out.

(4) In urgent/extraordinary cases, the meeting may be convened verbally at least one day before the meeting. In extraordinary cases, the materials for a meeting convened verbally one day in advance shall be provided to the members on the day of the meeting. At the request of any member, the chair of the meeting shall allow sufficient time for the materials to be studied on site.

(5) The deputy representative of the EHHB faculty, the Dean or his/her representative may participate as a permanent guest at the meetings of the Doctoral Council, which also functions as the faculty's academic body. Based on the decision of the chair, the Council may have additional permanent or occasional guests. The doctoral program director concerned by the agenda item may participate in the meeting as a guest.

9. § The proceedings of the Doctoral Council meeting shall be as follows:

1. After opening the meeting, the chair shall determine whether the Council has a quorum. The Council shall have a quorum if more than half of the members with voting rights are present at the meeting.
2. If the Council meeting does not have a quorum, it shall be reconvened within 8 days with the same agenda.
3. After establishing that there is a quorum, the chairperson of the Council shall present the agenda, put the items on the agenda to a vote, and determine the order in which they will be discussed. At the same time, the chair shall ask the members of the Council to declare any conflicts of interest.
4. The chair shall then give the floor to the proposer, who shall have the opportunity to supplement their written proposal orally.
5. Doctoral and habilitation procedures are primarily presented by the head of the relevant doctoral school, but may be supplemented by representatives of the scientific discipline, members of the Council participating in the event, or persons invited to discuss the agenda item.
6. After the oral presentation, the chair shall open and lead the discussion on the agenda item. The comments of the participants in the meeting and the discussion of any questions shall be followed by a decision and a vote.
7. After the agenda items have been discussed and a decision has been made by a show of hands or following an online vote by the given deadline, the chair shall close the meeting.

10. § Voting and decision-making:

(1) The Doctoral Council shall have a quorum if at least half of its voting members are present, and shall generally make its decisions by open vote, by simple majority. In personal matters (e.g., closing doctoral proceedings, initiating and closing habilitation procedures, reviewing the awarding of titles, appointing school/program directors, or reviewing anonymous habitus examinations), decisions shall be made by

secret ballot, using ballot papers distributed on site or anonymous forms that can be filled out electronically.

(2) Completed ballots may only be submitted/sent in by members who are present in person or online at a regular meeting of the Doctoral Council.

(3) In personnel matters, the decisions and recommendations of the Doctoral Council shall be made with the support of at least two-thirds of the members present. Votes may only be cast as yes or no, by clearly filling out the ballot paper.

(3) In other matters, the Council shall decide by open vote. Decisions by open vote require the unanimous vote of more than half of the members present (simple majority). In the case of electronic voting, votes may only be cast from the email address provided in advance by the member.

(4) Secret ballots may also be held on matters other than personal matters if the chair so orders on the basis of a decision taken by a majority of the Council members with voting rights in an open vote.

(6) The votes shall be counted by the secretary(ies) of the Council. In the case of electronic secret ballots, the members of the Council shall fill out their ballots (Microsoft Forms) online at the specified link and within the specified time period and send them in. Once the voting has been completed, the secretary shall save the summary table and send it to the Doctoral Council.

11. § Conflict of interest:

(1) Members of the Doctoral Council may not participate in decision-making in matters concerning themselves or their close relatives.

(2) The chairperson is obliged to investigate any circumstances of conflict of interest that may arise.

(3) In the event of a conflict of interest as defined in the PTE's employment requirements, the chairperson and members may not exercise their obligations and rights arising from their membership. They are obliged to eliminate the cause of the conflict of interest or their mandate shall be terminated.

12. § Reporting to the university's academic bodies:

(1) The secretary(ies) shall prepare a report on the Council's meetings, which shall be sent to the secretary of the EDT and/or EHHB in electronic form, together with the relevant attachments, by the specified deadline.

(2) The report shall include the place, time, and agenda of the meeting, as well as the Council's decisions related to the agenda items.

(3) The report shall be signed by the chairperson.

13. § Council decisions, meeting minutes:

(1) The proceedings of the Council's meetings shall be documented either in the form of audio/video recordings of the meeting, or in the form of written minutes, or, if the nature of the subject matter so requires, or if a member of the Council expressly requests it, in the form of detailed, even verbatim minutes. In all cases, the documentation shall include the most important points of the meeting, the names of those participating in the presentation and those contributing to the discussion, the decisions and resolutions of the Council, and, in the case of an open vote, the names of those in favor, and those who abstained, and in the case of a secret ballot, the number of those in favor and those against, as well as the ratio of votes. At the request of a Council member, their dissenting opinion shall be recorded in the minutes.

(2) Only participants may view the minutes of a closed meeting.

(3) Decisions shall be recorded with a serial number and the date of the Council meeting and made available on a platform specified by the Council.

(4) The minutes/records and decisions shall be certified by the chair and the secretary keeping the minutes.

Quality assurance

14. § The Doctoral Council, in cooperation with the EDT, shall continuously monitor the operation of the Doctoral Schools with regard to compliance with the principles and methods of quality assurance.

Ensuring publicity

15. § (1) The Doctoral Council shall publish the Regulations on its website, which is accessible from the faculty website.

(2) The Doctoral Council shall also publish the annexes to the Regulations

- on the current membership of the BTDT,
- on the content of the proposals and attached documents necessary for making proposals and decisions in doctoral and habilitation procedures,
- the requirements for the admission of doctoral students, a detailed description of the application and admission procedures,
- the range of languages specified for the fulfillment of the language requirements for admission and degree acquisition, as well as the aids for certifying/verifying language proficiency,
- samples of admission and other decisions, declaration forms, application forms, committee submission forms, etc.

(3) The Doctoral Council shall publish the faculty/field-specific habilitation regulations it has drawn up and which have been approved by the Habilitation and Habitus Examination Committee of the University of Pécs.

(4) The Doctoral Council shall publish admission decisions in public databases and on websites serving this purpose.

Final, transitional and implementing provisions

16. § These regulations shall enter into force on the date of their adoption, at which time all previously adopted regulations of the Doctoral Council of Humanities and Social Sciences shall cease to be in force.

17. § Issues not regulated in these Regulations shall be governed by Act CCIV of 2011 on National Higher Education, Government Decree 87/2015 (IV.9.) on the implementation of certain provisions of the Nftv. Government Decree on the implementation of certain provisions of the Nftv., Government Decree 387/2012. (XII. 19.) on doctoral schools, doctoral procedures and habilitation, as well as the provisions of the Doctoral Regulations and other internal regulations of the University of Pécs shall apply.

Pécs, 2025.

Dr. Zoltán Nagy

Dr. István Geresdi

Chair of the Doctoral Council of Humanities
and Social Sciences

Chair of the University Doctoral Council of
the University of Pécs

Clause:

These regulations were adopted by the University Doctoral Council at its meeting held on ... 2025 ... by Resolution No. .../2025. (...).