

Frequently Asked Questions (FAQ)
ELTE Doctoral School of Environmental Sciences (KTDI)
15 November, 2023

Content

1. Managing international and domestic travel	2
2. How many credits do I need and how can I get credits?.....	5
2. What is an absolutionarium and how can it be obtained?.....	7
3. Which doctoral programme am I in and what is its significance?	8
4. Is participation in the annual Report Day mandatory? What should be reported and in which form?.....	9
5. What are the subjects of the complex exam? What will the examination questions be on each subject area?.....	10
6. The deadline and the procedure of the submission of the PhD thesis.....	11

1. Managing international and domestic travel

It is possible (to a limited extent) that the costs of a conference or study visit for a PhD student be covered in part or in full from the budget of the Doctoral School. The administrator for all domestic and international trips is Ms. Andrea M. Förhéczné (e-mail: andrea.forhecz@ttk.elte.hu). **For international trips, the administrator must be contacted by e-mail at least one month before the trip, and for domestic trips at least two weeks before the trip, otherwise there will not be enough time to complete all the administrative tasks! The steps must be carried out in the following order.**

1.1. Request to the Head of the Doctoral School

If the travel is partly or entirely covered by the budget of the Doctoral School, a request should be sent by e-mail to the Head of the Doctoral School (Tamás Turányi, e-mail: tamas.turanyi@ttk.elte.hu), describing the reasons for the travel and stating the budget. The budget should include the purpose, location and duration of the trip. The following costs may be requested for: registration fee, accommodation, travel expenses (flight and/or train tickets), poster printing costs, other travel-related costs. No per diem can be planned. All travel-related costs must be given in HUF. Items in excess of the budget authorised in advance by the Head of the Doctoral School and costs in excess of the amount requested will not be financed.

1.2. Conclusion of a voluntary contract

A voluntary contract is required to settle travel expenses (for both international and domestic travels). The necessary blank form will be sent by e-mail by the administrator upon request. The expected time to conclude a voluntary contract is 8 days from the date of initiation.

1.3. Commitment of costs

All travel expenses (both for domestic and international travels) must be registered in the doctoral school budget. This is called a commitment. To do this, each individual cost must be specified. Costs not incurred in HUF should be slightly overestimated in HUF due to possible exchange rate fluctuations. The commitment of all costs is done by the administrator on the basis of the information sent by the PhD student by e-mail. The expected time for the administration of the commitment is 5 days from the date of initiation.

1.4. Completion of the Travel Form

A Travel Form must always be filled in for foreign travel, and for domestic travel only if the PhD student uses the services of ELTE Travel Services (ELTE Chancellariat, Central Procurement Department). A blank form will be sent by e-mail to the PhD student by the administrator. In the travel form, only the cost elements that ELTE Travel Services will manage have to be entered (if you have already booked accommodation individually, if you have already registered, if you already have insurance, you do not need to enter it in the form after the commitment). The administrator will manage the approval of the completed form. The approval time for the travel authorisation application is 5 days.

1.5. Rules on eligible costs

Flight ticket, train ticket:

Flight and train tickets may not be purchased individually! Only the ELTE Procurement Department may book the flight ticket based on the information provided by the traveller on the travel form. There are exceptions for train tickets, the administrator can provide information on this. Only full price train tickets are eligible! **For individual bookings, the invoice must be made out to the name, address and tax number of ELTE** (ELTE, 1053 Budapest, Egyetem tér 1-3. VAT. Nr.: HU 15308744).

Accommodation:

Accommodation can normally be booked by the ELTE Procurement Department based on the information provided by the traveller on the travel form. However, it is also possible to book accommodation individually. Some types of accommodations cannot be booked by the ELTE Procurement Department, such as university accommodation or accommodation reservations linked to registration. For individual reservations, 3 quotes are required. You need one offer where you want to stay and two more expensive offers. **For individual bookings, the invoice must be made out in the name, address and tax number of ELTE** (ELTE, 1053 Budapest, Egyetem tér 1-3. VAT. Nr.: HU 15308744). For individual bookings, the order and confirmation are required for invoicing. The order can be a photo of a page or an order placed by e-mail and the confirmation e-mail. For amounts above HUF 100.000,- a transparency declaration is required.

Registration fee:

The invoice must be made out in the name, address and tax number of ELTE (ELTE, 1053 Budapest, Egyetem tér 1-3. VAT. Nr.: HU 15308744). The invoice must be accompanied by the order and confirmation. The order can be a photo of a page, or the registration e-mail and the confirmation e-mail. If the registration was paid individually, the bank confirmation is required. ELTE does not accept fee requests or advance invoices. For amounts above HUF 100.000,- a transparency declaration is required.

Poster printout:

ELTE public procurement rules apply. Price quotations can be requested at info@ccprinting.hu or nyomda@kancellaria.elte.hu. **The invoice must be made out in the name, address and tax number of ELTE** (ELTE, 1053 Budapest, Egyetem tér 1-3. VAT. Nr.: HU 15308744).

Tickets purchased abroad:

Train tickets and bus tickets purchased abroad must be kept and handed in to the administrator at the end of the trip. They can be paid only if they are within the limits allowed in the budget.

Usage of an own car:

It is financed by using the rules and fuel costs set by the Hungarian Office of Taxes and Duties (NAV). The following documents are required for the settlement in electronic (scanned) form: registration book (forgalmi), vehicle registration certificate (törzskönyv), certificate of compulsory insurance. Also required are the initial and final mileage and the keeping of a road log. If the car is a loan car, the loan contract is also required in scanned form.

2. How many credits do I need and how can I get credits?

The number of credits obtained has two check points:

- after 2 years (more precisely after 4 active semesters), the minimum number of credits required to apply for the complex examination is 108
- 240 is the minimum number of credits required to receive the absolutorium

Question: How can I obtain at least 108 credits in 4 active semesters?

Answer: It is assumed that in each of the 4 active semesters the PhD student has carried out research work and his/her supervisor has certified that he/she has earned 15 research credits per semester, for a total of 60 research credits (subject identifier KÖR-2/KUT in Neptun). It is mandatory that the student has completed at least 8 doctoral courses during the 4 active semesters and thus obtains $8 \times 6 = 48$ credits. This way the minimum of 108 credits has been received. The 108 credits must be certified in order to apply for the complex examination. The majority of students obtain more than the 108 minimum credits in the other ways detailed below.

Question: How can I obtain the 240 credits required to obtain the diploma?

Answer: Assuming that the PhD student has done research in each of the second 4 active semesters and his/her supervisor has certified 30 research credits per semester for him/her, for a total of 120 research credits (subject identifier KÖR-2/KUT in Neptun), he/she has already earned $108 + 120 = 228$ credits. A minimum of 12 credits is still required, which can be obtained as follows:

- Completion of additional courses (6 credits per course) in addition to the 8 required doctoral courses
- Co-authorship of articles (Q1 publication: 8 credits, Q2 publication: 6 credits, Q3 publication and book chapter: 3 credits). Note that for the submission of the thesis, it is necessary to have at least two publications in English (at least one must be first authored) in at least Q1, Q2, Q3 publications, published (or accepted for publication) in a refereed international journal, with the name of ELTE in the affiliation. For the assignment of labels Q1, Q2, Q3, the MTMT (Hungarian scientific publications database) provides the guideline.
- Conference presentation or poster (2 credits with published abstract, 1 credit without).
- *Transitional provision:* for publications and conference papers accepted before 1 September 2022, the student may choose to apply the publication credit award scheme valid until 31 August 2022. See the former KTDI Regulations:
https://kt.di.elte.hu/en/dstore/document/3827/KTDI-academic_regulations_2020.pdf
- Participation in teaching; maximum 6 credits per semester. The number of credits per semester awarded for the performance of a regular exercise (2×45 minutes per week) is 5 credits.
- "Free credits", approved by the Doctoral School Council on the recommendation of the supervisor for activities such as participation in summer (winter) schools, consultation with external (possibly foreign) experts, end-of-year written reports, or other

documentable scholarly activities. For similar activities, a maximum of 4 credits per semester and a maximum of 32 credits per course may be awarded.

- Other credit options: partial courses, credit transfer, credit transfer for prior learning.

It is not necessary to register the credits immediately after each publication or each conference, it is sufficient to register them together before the request for the absolutorium. To do this, an e-mail request should be sent to the Head of the Doctoral School, stating the exact reason for the credit acquisition, together with the supporting evidence. This will be forwarded to the administrator of the Doctoral Group (Zsuzsa Buvári, doktoranduszugyek@ttk.elte.hu, zsuzsa.buvári@ttk.elte.hu) together with a letter of support from the Head of the Doctoral School.

Question: During the first 4 active semesters, at least 8 doctoral courses have to be completed, so the average is 2 courses per semester. What is the minimum and maximum number of courses that can be taken in each semester during the first 4 active semesters?

Answer: The PhD students may take any number of doctoral courses in a semester, so the maximum number of courses is not regulated. The minimum number of courses per semester is regulated as follows:

According to the [Doctoral Regulations of the ELTE Faculty of Science](#):

7.§ (7) "One course unit is a 14-week, semester-long, one-hour-per-week lecture equivalent, qualified performance."; 7.§ (8) "During the course of the training, each doctoral student must complete 16 doctoral course units and, within this, at least 2 course units in each semester until the required number of course units is reached." This means that during the first 4 active semesters, at least one doctoral course must be taken every semester.

According to the [KTDI regulations](#) (§ 7 (3)), " The average number of credits to be earned per semester is 30, with a minimum of 20 credits per semester ". In the first 4 active semesters, 15 research credits per semester, in the second 4 active semesters, 30 research credits per semester can be obtained. If one receives the research credits in one of the first 4 active semesters and takes a 6-credit course, it yields 21 credits for that semester.

Further info:

https://ktdi.elte.hu/en/dstore/document/5635/KTDI_getting_credits_2022.pdf

2. What is an absolutorium and how can it be obtained?

The successful completion of the doctoral programme and the complete fulfilment of the requirements is attested by a final certificate (hereinafter referred to as the absolutorium) issued by the Vice Dean on the recommendation of the supervisor, based on the attestation of the Head of the Doctoral School. The absolutorium shall be issued on the last day of the semester in which the student has acquired the 240 credits required and has fulfilled all the other requirements of the doctoral programme. See § 56 of the ELTE University Doctoral Regulations: https://www.elte.hu/dstore/document/695/ELTE_SZMSZ_II_EDSZ.pdf

To obtain an absolutorium, a form must be filled in (Absolutorium Application Form, under the Downloadable Documents tab, link: <https://tk.elte.hu/content/doktori-kepzes-komplex-vizsga.t.920?m=65>) and sent to Ms. Zsuzsa Buvári (doktoranduszugyek@tk.elte.hu, zsuzsa.buvari@tk.elte.hu).

3. Which doctoral programme am I in and what is its significance?

There are 4 doctoral programmes at the Doctoral School of Environmental Sciences: environmental biology, environmental physics, environmental chemistry, environmental geosciences. You can check who is in which doctoral programme on the following website: <https://ktdi.elte.hu/en/content/current-phd-students.t.17359?m=5837>

- Where does it matter who is in which doctoral programme?
 - If a PhD student has a query or question, he/she should first contact the Head of the Programme, who will either solve the problem (answer the question) or suggest contacting the Head of the Doctoral School or the Doctoral Group.
 - The Head of the Programme will propose the committee for the complex examination.
 - The opponents for the workplace debate (formerly known as the home defense) are proposed by the Head of the Programme.
 - The PhD diploma issued will indicate the doctoral programme in which the student participated (as the subject of the PhD studies).

- Where does it not matter which doctoral programme a student is in?
 - A PhD student can take any of the courses offered by the Doctoral School of Environmental Sciences, regardless of which doctoral programme they are in.
 - When applying for the complex examination, PhD students may, in agreement with their supervisor, propose subjects other than those of their own doctoral programme, if the interdisciplinary nature of their doctoral work justifies this.

4. Is participation in the annual Report Day mandatory? What should be reported and in which form?

Each year, there is a Report Day in the Doctoral School of Environmental Sciences (KTDI) where the students pursuing studies and research provide reports on the work. A report is mandatory every time a student has had at least one active semester since the previous report. The oral reports take place in front of the Head of the Doctoral School and the Heads of the Programmes, in the presence of the supervisors, at a pre-announced report day. The core members of the Doctoral School and the members of the Doctoral School Council are invited to the oral reports. If a student is unable to attend (e.g. due to absence or illness), he/she may ask the Head of the Doctoral School to provide a written report. The oral or written report should include information on the fulfilment of academic obligations, academic achievements and publications achieved to date.

https://ktdi.elte.hu/en/dstore/document/4827/KTDI_Regulations_2022.pdf

5. What are the subjects of the complex exam? What will the examination questions be on each subject area?

The subjects for the complex examination of the Doctoral School of Environmental Sciences are defined in this document:

https://ktdi.elte.hu/en/dstore/document/7236/complex_exam_2021.pdf

Two examination subjects should be proposed by the student (it is also worth asking the supervisor). The examiners are proposed by the Head of the Programme and they must be approved by the Doctoral School Council and the Doctoral Council of the Faculty of Science (TDT).

The application for the complex examination should be submitted to Ms. Zsuzsa Buvári (ELTE TTK Doctoral Group, doktoranduszugyek@ttk.elte.hu, zsuzsa.buvari@ttk.elte.hu) and should be accompanied by the following documents:

- Application form for the complex examination. The application form (Application form for the complex examination) is available at the following link, under the tab Download documents: <https://ttk.elte.hu/content/doktori-kepzes-komplex-vizsga.t.920?m=65>
- Proposal for the subjects for the complex exam: the document 'Proposal for the subjects for the complex test' must be filled in, which can be found at the following link, under the tab 'Documents to download': <https://ttk.elte.hu/content/doktori-kepzes-komplex-vizsga.t.920?m=65>
- A short assessment by the supervisor on the student's performance to date, indicating whether the supervisor supports the complex examination. The supervisor's statement is not subject to any formal requirements and may be written freely by the supervisor. In the case of two supervisors, a statement from one of them may be sufficient, with a request that the supervisor should consult the co-supervisor in advance.

When the TDT approves the names of the examiners, the administrator of the Doctoral Group will send a formal notification to the student. The student should then contact the examiner, who will assign the candidate specific topics within the broadly defined examination subject and usually recommend literature for preparation.

6. The deadline and the procedure of the submission of the PhD thesis

The doctoral candidate must submit a doctoral thesis within three academic years following the complex examination. *Special provision due to the coronavirus pandemic:* a person who has passed the complex examination between 1 February 2018 and 10 May 2021 must submit a doctoral thesis within four academic years of the complex examination, as defined in the doctoral regulations.

<https://ktdi.elte.hu/en/content/submission-of-a-thesis-during-the-covid-pandemia.t.17455?m=5893>

The deadlines above (3 or 4 academic years) may be extended by up to one academic year in cases of special consideration, which can be entreated by submitting a request. The request does not require a specific form, and may be written in your own words. The request should be addressed to Dr. László Túri, Vice Dean, Chair of the Doctoral Council of the Faculty of Science (contact: tudomanyosdh@ttk.elte.hu). Zsuzsa Buvári (doktoranduszugyek@ttk.elte.hu, zsuzsa.buvari@ttk.elte.hu) should also receive a copy of the request. The request must refer to some specific circumstances that has impeded or delayed the progress of the doctoral work and that may be acknowledged.

See ELTE EDSZ § 59:

https://www.elte.hu/dstore/document/695/ELTE_SZMSZ_II_EDSZ.pdf

Before submitting their dissertation, the KTDI doctoral candidates have to present their work in a workplace debate (formerly known as a house defense). The KTDI core members and members of the KTDI Doctoral Council should be invited to the debate. The doctoral candidate and his/her supervisor will decide on the further invitees. The thesis must be sent to the two opponents of the workplace debate; they are selected by the Head of the Programme, having consulted the supervisor. Only one of the two opponents may be the official referee of the thesis. Minutes of the workplace debate shall be drawn up under the guidance of the supervisor and be attached to the doctoral thesis at the submission. The date of the workplace debate is decided by the doctoral candidate and the supervisor, but it is recommended that it be held when the thesis is almost final. It is possible (and even recommended) to modify the thesis after the workplace debate before the submission, on the basis of the comments of the opponents. Note that the final reviewers will see the minutes of the workplace debate and may ask for the resolutions of the problems listed there.

See also KTDI Regulations Annex 2:

https://ktdi.elte.hu/en/dstore/document/4827/KTDI_Regulations_2022.pdf

Before the submission of the PhD thesis, it is recommended to check the relevant content of databases doktori.hu, MTMT and Neptun, and request the correction of the wrong or incomplete data.

The doctoral candidate should contact Ms. Éva Mercz (Doctoral Group Administrator, Ground Floor, North Block, Office 0.130, <mercz.eva@ttk.elte.hu>, <drhabilsop@ttk.elte.hu>) before the submission of the PhD thesis.

Checklist for the application for the doctoral procedure:

- application form for the evaluation procedure
- absolutorium
- certificates of English language exam
- CV
- BSc and MSc diploma
- form for requesting the DOI number of the thesis filled in with keywords
- certificate of good conduct (“erkölcsi bizonyítvány”)
- MTMT publication list
- printed publications (minimum 2, relevant)
- one page abstract (in English)
- statement of the doctoral candidate
- statement of the supervisor and of the Head of the programme on the submission of the thesis
- minutes of the workplace debate
- doctoral thesis (2 bound copies and pdf version)
- thesis booklet (one in English and one in Hungarian, electronic and printed copies)
- electronic storage medium (2 copies, with all documents)