

## **Organizational and Operational Regulations of the Doctoral School of History and Ethnography at the University of Debrecen**

***Preliminary Note:*** *The regulations of the Doctoral School address only those areas that are not covered by the Faculty or University regulations, or that apply exclusively to this Doctoral School.*

*Availability of the University of Debrecen Doctoral Regulations (for periods before and after September 1, 2016): <https://unideb.hu/szabalyzatok>*

*Availability of the University of Debrecen, Faculty of Humanities Doctoral Regulations: <https://btkphd.unideb.hu/node/134>*

1. The Doctoral School of History and Ethnography at the University of Debrecen (hereinafter: DS) operates within the Faculty of Humanities at the University of Debrecen. It is closely affiliated with the University's Institute of History (and its departments) and the Department of Ethnography. Its operational address is: 4032 Debrecen, Egyetem tér 1; postal address: 4002 Debrecen, P.O. Box 400; Tel: +36-52/512-900/22130; e-mail: barany.attila@arts.unideb.hu. Current website: <https://tndi.unideb.hu/>. The DS does not have an independent seal, as it has no separate administration. Official documents are sealed, depending on their type, by the Institute of History or the Department of Ethnography. The administration of these organizational units manages the DS's official documentation.
2. Since its most recent accreditation, the DS's national code is 50. It aims to provide opportunities for obtaining the academic qualification (PhD degree) in the two major, closely related disciplines within the humanities.
3. The DS consists of two programs: the History Program and the Ethnography Program. The number and content of the subprograms are determined by the DS Council based on the recommendations of the program directors. The current subprograms within the

History Program are:

- Subprogram in the History of International Relations;
- Subprogram in the History of Political Ideas and Institutions;
- Subprogram in Economy, Society, and Lifestyle;
- Subprogram in Ancient History;
- Subprogram in the History of Ancient Culture.

Within the Ethnography Program:

- Subprogram in Cultural Ecology;
- Subprogram in Peoples, Regions, and Cultures in Central Europe.

4. The highest body of the DS is the Doctoral School Council. Its members are:
  - the head of the DS;
  - the core members of the DS;
  - the two program directors;
  - the subprogram directors;
  - the emeritus professors of the two organizational units;
  - the DS secretary.

The two student representatives, elected by the doctoral candidates, have the right to provide opinions on matters affecting students. Depending on the agenda, the DS Council may also invite external members with the right to participate in discussions.

5. The DS Council is convened by the head of the DS.
6. Functions of the DS Council: Electing the head of the DS; designating candidates for core membership; deciding on and supervising matters related to the operation and academic program of the DS; maintaining records of subprograms; establishing or terminating doctoral subprograms; deciding on the use of the DS's financial allocation in the university budget; distributing state-funded doctoral positions between the two programs; electing representatives to the Faculty of Arts Doctoral Council.

The Council decides on educational and academic matters arising during doctoral training and degree procedures. It also performs the DS's quality assurance tasks. The DS Council determines the acceptable languages for admission to the doctoral program and for degree procedures (only those used in academic discourse) and defines the range of acceptable publications.

7. The head of the DS may be chosen from among the full-time university professors of the Historical Institute or the Department of Ethnography. The appointment of the DS head is for a term of five years, which may be renewed multiple times. The mandate terminates in the event of retirement or dismissal.

The responsibilities and authority of the DS head include ensuring the high scientific standard of the DS and overseeing the doctoral training program. Upon the proposal of the program leaders, the DS head submits recommendations to the Faculty of Arts Doctoral Council regarding the composition of the admission committees, the appointment of supervisors, the composition of the comprehensive examination and defense committees, and, if necessary, modifications to these committees. The DS head informs the Faculty of Arts Doctoral Council of any changes in program or supervisor assignments within the DS and exercises authorization over the DS's financial allocation in the university budget, bearing full financial and legal responsibility.

8. The head of the DS – to assist in their work – appoints a secretary, who receives compensation determined by the DS head. The administration of the DS programs is supported by program secretaries, whose remuneration is set by the DS head upon the recommendation of the program leaders.

- a. The subprogram leaders of the two DS programs, based on the valid credit list, compile the subprogram's course offerings each semester, ensure that announced courses are conducted, propose the appointment of supervisors to the DS head, evaluate any potential changes of research topics by students, and are authorized to sign student records, including

the so-called electronic index, on behalf of any instructor within the subprogram and for announced courses. They also participate in organizing and conducting preliminary and internal dissertation defenses.

b. Supervisors guide their doctoral students' studies, research activities, and preparation for degree completion at the highest professional level expected.

9. The financial and administrative management of the DS is determined by the DS Council, and the head of the Doctoral School is responsible for its implementation.
10. The conditions for admitting doctoral students are determined by the PhD Regulations of the Faculty Doctoral Council (BDT). The number of full-time PhD students is allocated between the two disciplines based on the state-supported quota and its distribution by the Faculty Doctoral Council, taking into account the number of graduating students participating in the university program, the proportion of faculty members involved in the program, and their level of academic qualification. A specific specialized degree is not strictly required for application; all MA diplomas relevant to the chosen research topic are accepted. Applicants select their topic from the subprograms listed under the two programs, and a supervisor from among the faculty is assigned. For students choosing specialized topics, the option of appointing an external co-supervisor is available (see university regulations). Admission is based on an oral examination and a points-based assessment of the applicant's previous academic performance. The scoring evaluates university study results, scientific achievements (e.g., awards at the National Scientific Students' Conference), language proficiency (state intermediate-level exam is required in one language; additional languages are scored), published works, aptitude for independent scientific research, feasibility of the proposed dissertation, etc. The admissions committee may consist of the program and subprogram leaders, as well as the core members of the Doctoral School.
11. The two programs of the TNDI receive their portion of the Faculty of Humanities' budget allocated to the school according to the proportion of enrolled students. The financial coordination of the entire Doctoral School's budget falls under the authority of the DI Director. The person responsible for the management of the Ethnography Program is the Program Director, while the financial management of the Historical Program is the joint responsibility of the Program Director and the TNDI Director.
  - The DI Secretary's remuneration—since they serve both programs—is covered jointly by the two programs.
  - The remuneration of the Program Secretaries is funded from the respective program's budget.
12. The DI's course plan (curriculum) and the recognition of achievements (conditions for awarding credit points) are approved by the DI Council. Enrolled students participate in an organized eight-semester program.
  - a. Students admitted to the DI may be state-funded or self-financing full-time students (with a standard four-year program) or individual-track students. Admission to the latter requires an almost fully completed dissertation, outstanding scientific performance, significant publications, and preferably several years of documented scientific and professional experience.

13. The DI continuously monitors the scientific work of its doctoral students. This supervision includes a mandatory semesterly report to the supervisor. Before submitting any doctoral dissertation, a so-called preliminary defense must be held, in accordance with faculty regulations, requiring the participation of at least five individuals with a minimum of a PhD degree. During this defense, participants must explicitly state whether they consider the dissertation suitable for public defense.

- a. Within the DI programs—and with the consent of the DI Council—the doctoral student may change their research topic and supervisor in accordance with the regulations of the EDHT and the Faculty Doctoral Council.
- b. Tasks completed during the semester must be documented by the doctoral student in their electronically maintained study record. The doctoral dissertation represents in-depth, independent research, from which original scientific conclusions are expected. The dissertation must conform to the norms of the relevant academic discipline, be publishable, and certain parts—related studies—should already be published. It must include references and a bibliography. Length limitations and formatting requirements may be modified if the dissertation is prepared and defended abroad under an international inter-university agreement; in such cases, the regulations of the partner institution also apply. The formal requirements of the dissertation and the doctoral degree process are detailed in the Faculty of Arts Doctoral Regulations.
- c. The annual reports of PhD students must be submitted by the last day of the examination period in both the fall and spring semesters.
- d. For both DI programs, the report must be submitted in printed form by history and ethnography students for signature.
- e. In the new training system, regarding courses, the following rule applies: if the student is not teaching in the supervisor's course, the class must be recorded in Neptun, and the student—appointed by the institute/department—conducts the course throughout the semester. The supervisor monitors the student's teaching activities and preparation, and assigns the credit grade, which is then entered by the school/program director.
- f. The supervisor is also responsible for publication, conference organization, and conference presentations, and assigns the related grade.
- g. Attendance is mandatory at PhD defenses, habilitation lectures, and conferences organized by the Historical Institute or the Department of Ethnography, as recommended or required by the two programs. These events have a catalog, and participation is a prerequisite for semester approval. Attendance at other conferences relevant to the PhD topic may be accepted with verification. Attendance lists are used to monitor participation in courses, conferences, and guest lectures.
- h. In the third semester, the regulations require the completion of a publication in a Hungarian journal to earn publication credits. The purpose of this publication is to prepare for the chapter defense at the end of the fourth semester.

- i. For international students, the TNDI Council stipulates that during the first two years of the new program, one mandatory publication must appear in Hungary (e.g., Hungarian scientific journal approved by MTA committees, a study in a Hungarian-published volume), and the student must participate in a professional conference in Hungary. Over the full eight semesters, half of the required publications and conference presentations must take place in Hungary.
- j. Prior to the comprehensive exam, a mandatory course called “chapter defense” is offered in the fourth semester to assess the progress of the student’s research. Under the supervisor’s guidance, and with the involvement of the supervisor’s department colleagues, the student must defend a chapter of at least 50,000 characters by the end of the semester. Appendices and bibliography are not counted toward the character count. A formal report is created, including the content and format evaluation, which, together with the supervisor’s written opinion, is submitted to the comprehensive exam committee.
- k. The chapter defense at the end of the fourth semester is a prerequisite for the comprehensive exam; if the reviewers do not accept it, the student cannot take the exam.
- l. Chapters written at the end of the fourth semester and at the end of semesters five to eight must be sent in PDF format to the program secretaries as well as the supervisor. Chapters submitted at the end of semesters five to eight are also reviewed in writing by an expert appointed by the supervisor. Both the supervisor’s and the expert’s approval are required to earn the credit. Experts may be internal or external faculty/researchers. Chapters and reviews must be sent to the DI secretary for archiving.
- m. Before the preliminary defense, the student must submit the following documents, as the preliminary defense and the defense committees must also vote not only on the dissertation itself but on the candidate’s overall scientific performance:

**Professional CV**, including fulfillment of language requirements; a list of presentations given by the doctoral candidate at professional conferences or other scholarly events; conferences organized by the candidate or in which they participated; awarded scholarships and honors; scientific internships (e.g., Erasmus); academic and higher-education assignments (e.g., grant participation, guest lecturing, invited talks); and any studies or reviews that represent the candidate’s scholarly work.

**A minimum of four published studies related to the dissertation topic must be attached in PDF format** (or, in at most one case, an editorial confirmation including the publication date of a peer-reviewed article, demonstrating that the article will be published by the time of the defense). These four publications must not include reviews.

**The dissertation’s theses** must also be submitted, as they allow evaluation of whether the theses present the most important information related to the dissertation.

**Until the doctoral candidate fulfills these requirements, the preliminary (house) defense may not commence.** These requirements apply to all doctoral candidates whose activities

have been governed by the regulations in effect since 2016, including ongoing procedures initiated in 2021.

#### 14. Language Requirements

Admission to the doctoral program at the Doctoral School of History and Ethnography, as well as the award of the doctoral degree, requires proficiency in at least one of the following languages necessary for scholarly work: English, French, Dutch, Latin, German, Italian, Russian, Spanish, and, in justified cases, other languages.

Proof of language proficiency necessary for academic work can be demonstrated by:

- A state-recognized, at least intermediate level (equivalent to B2 of the Common European Framework of Reference for Languages), comprehensive (testing both oral and written skills, previously “C” type) or an equivalent domestically recognized language exam;
- A degree in the language as a major or in translation studies;
- A secondary school graduation certificate or master’s degree obtained in the language;
- Certification from the Foreign Language Center of the Faculty of Arts, University of Debrecen.

In exceptional cases, upon request and with the prior approval of the disciplinary doctoral council, the admissions committee may also verify the required language proficiency through the doctoral admissions procedure conducted in the language(s) necessary for academic work.

Debrecen, March 14, 2023

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Council of the Doctoral School of History and Ethnography, University of Debrecen