

Organizational and Operational Regulations of the Doctoral School of History and Ethnology

Preliminary remark: The Regulations of the Doctoral School apply only to areas not covered by the Faculty and University Regulations or apply solely to this Doctoral School. Access to the Doctoral Regulations of the University of Debrecen (with regard to the periods prior to and following 1 September 2016):

https://btkphd.unideb.hu/sites/default/files/upload_documents/szabalyzat2016eng.pdf.

1. The Doctoral School of History and Ethnology of the University of Debrecen (hereinafter DS) operates within the frameworks of the Faculty of Arts and Humanities of the University of Debrecen. It is closely related to the Institute of History (and its departments), and the Department of Ethnology. Place of operation: H-4032, Debrecen, Egyetem tér 1. Postal address: H-4002, Debrecen, PO BOX 400. Tel: 06-52/512-900/22130. E-mail address: barany.attila@arts.unideb.hu. Current website: <https://tndi.unideb.hu/>. The institute does not have its own seal, as it has no independent administration either. Official documents – depending on their nature – are stamped by the Institute of History or the Department of Ethnology. The official documents of the DS are managed by the administrations of these units.

2. The national code of the DS since the latest accreditation is 50. It intends to offer the opportunity to obtain a doctoral degree (PhD) in two major and closely related disciplines of the humanities.

3. There are two programmes in the DS: History Programme and Ethnology Programme. The number and contents of the subprogrammes are determined by the Council of the DS on proposal from the programme head. Current subprogrammes of the Doctoral School within the History Programme:

- History of International Relations Subprogramme
- History of Political Thoughts and Institutions Subprogramme
- Economic, Social History and Living Subprogramme
- Ancient History Subprogramme
- Cultural History of Antiquity Subprogramme

Current subprogrammes within the Ethnology Programme:

- Cultural Ecology Subprogramme
- Nations, Regions and Cultures in Central Europe Subprogramme

4. The Council of the DS is the supreme organ of the DS. Its members are:

- the head of the DS
- the core members of the DS
- heads of the two programmes
- heads of the subprogrammes
- the Emeritus Professors of the two organizational entities
- the secretary of the DS
- secretaries of the two programmes

Two elected student's representatives are entitled to deliver opinions on issues relating to students. Depending on the agenda, the Council of the DS may invite external members with consultation rights.

5. The council of the DS is convened by the Head of the DS.

6. The roles of the Council of the DS: Election of the Head of the DS, the appointment of personnel who have been nominated for core membership, dealing with and supervising issues that are related to the operation and professional programme of the DS. The registration of subprogrammes, the establishment of new doctoral subprogrammes, or their discontinuance, decision making on the implementation of the financial framework given to the DS within the university budget, the distribution of state-funded places between the two programmes, election of persons who represent the DS in the Arts and Humanities Doctoral Council. Decides on educational and scientific issues that arise regarding the doctoral education and the degree conferment procedure. It performs the quality assurance duties of the DS. The Council of the DS determines the scope of publications and languages (only those that science uses - used in the scientific life) that are acceptable for the admission- and degree conferment procedures.

7. The Head of the DS shall be elected from among the full-time professors of the Institute of History and the Department of Ethnology. The mandate of the Head of the DS shall be for a period of 5 years, however, it is renewable several times. The mandate shall cease on retirement or removal from office. The task and sphere of competence of the Head of the DS: The assurance of the high scientific quality of the DS and the doctoral education. Submitting a proposal to the Arts and Humanities Doctoral Council on a proposal from the programme heads regarding the composition of the admission committees, the identity of the supervisors, the composition of the complex examination and the defence committees, and, if necessary, the modification of the committees. Informs the Arts and Humanities Doctoral Council about

the programme and supervisor changes within the DS, entitled to the remittance of the financial frameworks given to the DS within the budget, and bears responsibility regarding financial and criminal liability.

8. The Head of the DS shall – to assist it in its work – nominate a secretary, who shall receive remuneration that has been determined by the Head of the DS. Programme secretaries assist the administration of the DS, whose remuneration is determined by the Head of the DS on proposal from the programme heads.

- a. The heads of the two subprogrammes of the DS draw up the range of offered courses in each semester based on the valid credit list, ensure that the offered courses are properly held, make proposals to the Head of the DS regarding the supervisors, give opinions on the students' possible change of subject, are entitled to register in the credit book and the so-called electronic credit book the completion of the offered courses in place of any lecturers, take part in the organization and implementation of preliminary defences.
- b. The supervisors guide their candidates' studies, research work, and preparation for degree conferment procedure at the highest possible level.

9. The budget management of the DS shall be determined by the Council of the DS, and the Head of the DS shall be responsible for its implementation.

10. The admission conditions of doctoral students are defined in the Doctoral Regulations of the Field of Arts and Humanities. The number of full-time PhD students between the two disciplines – taking into account the state-provided framework and its distribution by the Arts and Humanities Doctoral Council – is adjusted to the number of university graduate students, the proportion of lecturers participating in the programme and their academic qualification. We do not necessarily require a specialized degree for the application and the admission but accept all MA diplomas that are relevant to the chosen scientific topic. The applicant shall choose his/her topic from the abovementioned subprogrammes of the two programmes, for which he/she shall find a supervisor among our colleagues. We offer the opportunity to invite an external supervisor for those who choose a unique topic (see the University Regulations). Enrollment is based on a scoring system which evaluates the results of the oral examination and the applicant's performance so far. During the scoring procedure we evaluate the students' educational and scientific achievements at the university (prizes won at the National Scientific Students' Associations Conference), language skills (at least one state-recognized intermediate (B2) level complex language examination is required, and we score further language skills), publications, ability to conduct individual scientific research, the feasibility

of the planned dissertation, etc. The selection board shall be composed of the programme heads, the subprogramme heads, and the core members of the DS.

11. The two programmes of the DS receive the amount that had been allocated from the budget of the FH in proportion to the number of admitted students. The overall budget management of the DS falls within the competence of the Head of the DS. Responsibility for the budget management of the Ethnology Programme lies with the programme head, while the budget management of the History Programme is the joint responsibility of the programme head and the Head of the DS.

- The remuneration of the Secretary of the DS is covered by the two programmes, as the secretary serves both programmes.
- The remuneration of the secretaries is covered by the budget of the given programme.

12. The curriculum of the DS and the recognition of achievements (conditions of giving credit points) shall be approved by the Council of the DS. Students follow a structured, eight semester-long programme of training.

- Admitted students may be state-funded or fee-paying full-time students (their training period is 4 academic years), or may prepare individually. The admission conditions of the latter are, in addition to the almost complete dissertation, proof of outstanding scientific performance, a considerable amount of publications, and possibly, years of scientific and professional practice.

13. The DS shall continuously monitor the scientific work of the doctoral students. This monitoring includes the obligatory bi-annual questioning/audition of students by the supervisor. A so-called preliminary defence shall be held prior to the submission of the dissertation, the regulations of which are identical to the faculty regulations, that is to say, the participation of at least five members holding academic (minimum PhD) degrees is necessary. During the defence, the participants shall state clearly whether they consider the dissertation suitable for public defence.

- a. Within the programmes of the DS, the doctoral student may change his/her topic and supervisor on the basis of the regulations of the University Doctoral and Habilitation Council and the Arts and Humanities Doctoral Council.
- b. Tasks performed during the semester shall be registered in the electronic credit book of the doctoral student. The doctoral dissertation is the result of an in-depth, individual research work, from which we expect original scientific conclusions. The dissertation shall meet the scientific standards of the disciplinary area, shall be suitable for publication, and respectively, some of its parts must be published already – in the form of papers that relate to the subject of the dissertation. It is imperative that the

dissertation contains citations and a bibliography. Limitations of length and formal recommendations shall be amended in the case that the dissertation is prepared and defended within the frameworks of international, inter-university agreements and foreign studies. In such a case, on the basis of the contract, the regulations of the partner institutions also apply. The formal recommendations and the order of the degree conferment procedure are defined in the Doctoral Regulations of the Field of Arts and Humanities.

- c. The deadline for the submission of the students' annual report is the last day of both the fall and spring examination periods.
- d. It applies to both programmes of the DS that history and ethnology students alike submit their printed reports for signature.
- e. In the new type of training the following criteria applies to the subject of teaching: if the student is not teaching the course of the supervisor, the course shall be registered in the Neptune, and the student shall – as an instructor appointed by the institute/department – pursue the course during the semester. The student's teaching activity and preparation for classes shall be monitored, and the grade given as teaching credit shall be proposed by the supervisor, which then shall be registered by the head of the school or the programme head.
- f. The supervisor is responsible for managing the student's publications, conference organizations and conference presentations, and he/she registers the grades as well.
- g. Attendance is obligatory at those doctoral defenses, habilitation presentations, and conferences which are required by the two programmes and organized by the Institute of History and the Department of Ethnology. There is an attendance list at each event, and participation is a prerequisite of the acceptance of the semester. Instead of participation in conferences recommended by the institute and the department, participation in other conferences – which falls within the scope of the student's topic – may also be accepted against a verification of participation. Furthermore, an attendance list has been introduced in the courses, conferences, and guest speakers' presentations that belong to the training, to track presence.
- h. The regulation provides that acquisition of publication credits is based on a study published in a Hungarian journal in the third semester. The purpose of the publication is to pave the way for the chapter defence that is due at the end of the fourth semester.
- i. Regarding the publications and conference participation of foreign students, the Council of the DS has decided that one publication, which is mandatory in the first two years of the new type of training, shall be published in Hungary (Hungarian scientific journal that has been recognized by the Councils of the Hungarian Academy

of Sciences, [hereinafter HAS], collection of research papers published in Hungary, etc.), the student shall participate in a professional conference in Hungary, and half of the obligatory publications and conference presentations of the eight semesters shall be held and published in Hungary.

- j. Prior to the complex examination, a chapter defence shall be conducted (in the fourth semester) as a mandatory course in order to assess the development of the student's research activity, which shall be led by the supervisor at the department of the supervisor, with the involvement of the colleagues of the department. The student shall, by the end of the teaching period, defend a chapter of at least 50.000 characters, not including any appendix and bibliography, before the supervisor and the competent department. Minutes shall be drawn up about the defence, which contain the substantive and formal assessment of the chapter. The minutes, accompanied by the written evaluation of the supervisor, shall be placed before the complex examination committee.
- k. The chapter defence that is due at the end of the fourth semester is a prerequisite of the complex examination. If it is not accepted by the jurors, the student cannot take the complex examination.
- l. In addition to the supervisor, the chapters written at the end of the fourth and eighth semesters shall also be sent to the programme secretaries in PDF format. In addition to the supervisor, another expert appointed by the supervisor shall deliver a written opinion on the chapters submitted in the fifth and eighth semesters. Credit obtainment is subject to the approval of both the supervisor and the appointed expert. Appointed experts may be internal or external lecturers, researchers. The chapters and the evaluations of the supervisor and the expert shall be sent to the Secretary of the DS, who will archive them.

14. Languages accepted by the DS as language examinations and as a possible language of publications

- Albanian
- Ancient Greek
- Bulgarian
- Chinese
- Croatian
- Czech
- Danish
- Dutch
- English
- Finnish
- French

- German
- Greek
- Hebrew
- Italian
- Japanese
- Latin
- Norwegian
- Polish
- Portuguese
- Romanian
- Russian
- Serbian
- Slovakian
- Slovenian
- Spanish
- Swedish
- Turkish
- Ukrainian

List of additional languages which are accepted by the Doctoral Programme of Ethnology

- Macedonian
- Romani
- Ruthenian

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Prof. Dr Attila Bárány

Head of the
Doctoral School

Council of the Doctoral School of History and Ethnology of the University of Debrecen