



UNIVERSITY OF DEBRECEN
DOCTORAL SCHOOL OF EARTH SCIENCES
OPERATING REGULATIONS
(in a unified structure, valid from the 2025/2026 academic year)

2025

1. Legal background of the operation of the Doctoral School of Earth Sciences

The Operating Regulations of the Doctoral School of Earth Sciences (FTUDI-Msz) were prepared on the basis of the Doctoral Regulations of the Doctoral Council of Natural Sciences and Engineering of the University of Debrecen (TMDT-Dsz), taking into account the legal background on which it is based.

The TMDT-Dsz is available at the following address:

https://ttdt.unideb.hu/sites/default/files/upload_documents/doktori_szabalyzat_2016_utani_ttdt_231218.pdf

Doctoral training and degree acquisition take place within the framework of the joint regulations of the DE-Dsz, TMDT-Dsz and FTUD I-Msz.

2. General characteristics of the Doctoral School

2.1. Mission and vision of the Doctoral School

The mission of the Doctoral School of Earth Sciences can be summarised as follows: To train highly skilled domestic and foreign researchers by monitoring natural and social processes taking place in the geographical environment, exploring the causes of changes, identifying future trends and formulating recommendations.

The vision of the Doctoral School of Earth Sciences can be summarised as follows: the description, understanding and prediction of natural and social processes taking place in the wider geographical environment of the doctoral school and in the places of residence of doctoral students coming from outside Hungary , usingto operate a high-quality scientific workshop, aresearch infrastructure continuously modernised which builds close links with research centres operating in Europe.

2.2. Strategic objectives of the Doctoral School

The strategic goal of the Doctoral School of Earth Sciences is to highly effective training provideto producespecialists who are capable of collecting data related to natural and social processes that can be verified at a later date analyse the collected information using mathematical and statistical methods, publish the results in high-quality journals, , and, based on the research, draw conclusions that can be applied in practice, and communicate these to decision-makers. the Hungarian and foreign Due to its geographical location, school pays particular attention to the study of phenomena observable east of the Danube, primarily in north-eastern Hungary, and also aims to play an important role in ensuring the supply of new scientific talent in Transcarpathia and Transylvania.doctoral

The implementation of the strategy is supported by three quality objectives, which are linked to the quality objectives of the Doctoral Council of the Scientific Field:

- maintaining the number of graduates
- maintaining the dropout rate
- internationalisation

3. The most important organisational units of the Doctoral School of Earth Sciences and their tasks and responsibilities

3.1. of the Doctoral School of Earth Sciences Organisational units

- the Head of school: Dr Gábor Kozma, Doctor of the Hungarian Academy of Sciences, university professor

- Deputy head of the doctoral school: Dr Szilárd Szabó, corresponding member , of the Hungarian Academy of Sciences

- Secretary of the Doctoral School: Dr. György Emőd

- Secretary of the doctoral school: Dr. György Emőd Szabó, habil., PhD, university professor

- Programme directors of the doctoral school:

- Dr Péter Csorba, of Doctor , professor emeritus Geography

- Dr. Gábor Kozma, Doctor of the Hungarian Academy of Sciences, university professor

- Dr Szilárd Szabó, corresponding member of the Hungarian Academy of Sciences, university professor

- Academic administrator of the doctoral school: Dr. Gábor Négyesi, habil., PhD, university associate professor

- Quality assurance officer of the doctoral school: Dr. Zsolt Radics, PhD, university assistant professor

- Administrator of the doctoral school: Gézáne Inczeffi, acting expert

- Doctoral school council: The voting members of the doctoral school council are the heads of the doctoral programmes, the core members of the doctoral school, and a maximum of two lecturers elected by the core members for a term of three years. One PhD student (elected annually by the PhD students themselves at the beginning of the academic year) and the emeritus members of the doctoral school participate in the work of the doctoral school council with advisory rights. The main tasks of the student are PhD to facilitate the flow of information between the Doctoral School Council and the doctoral students of Earth Sciences , to forward complaints/problems raised by, any doctoral students and to actively participate in resolving them.

The head of the doctoral school is elected by the university doctoral council from among the permanent members of the doctoral school – upon the recommendation of the majority of the permanent members and after consulting the doctoral council of the scientific field – and appointed by the rector for a maximum term of five years.

The head of the doctoral school proposes the secretary and the deputy head of the doctoral school.

3.2. Tasks and powers of the organisational units of the Doctoral School of Earth Sciences

- *Head of the doctoral school*

- preparing and updating various documents of the doctoral school (e.g. Rules of Procedure, Training Programme)

- Program, Quality Assurance Plan)me;
- preparing reports on the fulfilment of quality objectives;
 - preparing the allocation of financial resources allocated to the doctoral school between programmes;
 - approving doctoral students' semester and annual reports;
 - of the doctoral school accepting and signing invoices related to the various expenses .
 - *Deputy head of the doctoral school*
 - performing the duties associated with the management of the doctoral school during the absence of the head of the doctoral school
 -
 - *Secretary of the doctoral school*
 - fulfilling the administrative and record-keeping obligations incumbent upon the doctoral school;
 - performing the secretarial duties of the doctoral school council;
 - Organising the meetings of the Council FTUDI (FTUDIT)
 - Participating in FTUDIT meetings , and preparing minutes of the meeting with the right to consult in cooperation with the head of FTUDI
 - the secretary performing the duties of the doctoral school council
 - performing the regular duties FTUDIT (admissions, preliminary discussions, rigorous examinations and defence of, requesting annual reports from PhD students, etc.), the appropriate measures in a timely manner initiating;
 - organising the performance of accreditation tasks by the deadline in cooperation with the head of FTUDI;
 - maintaining contact continuous with the secretary and administrator of the Doctoral Council of the Scientific Field (TTDT)
 - administrator of the Doctoral Council of the Scientific Field (TTDT),
 - performing the tasks assigned to the Secretary by the head of the FTUDI or by the DE and/or the TT Doctoral DT Regulations;
 - regularly updating in the National Doctoral Council's the data doctoral school's and documents;
 - monitoring the FTUDI website to and ensure ensuring that it is up to date that it is regularly updated (announcing preliminary discussions, examinations and defences);
 - maintaining notice board the FTUDI .
 - *The programme directors of the doctoral school*
 - courses belonging to the doctoral school programme making proposals; for the announcement of
 - monitoring the research work of doctoral students enrolled in the doctoral school programme;
 - making proposals for the complex examination committee and the the composition of defence committee.
 - *Academic the doctoral school administrator of*
 - performing of the NEPTUN system the tasks the study administrator ;

- each ensuring that doctoral courses are announced in a timely manner at the beginning of semester
- maintaining the paper-based and NEPTUN system records of the doctoral school's sample curricula, courses and their themes in paper form and the in , and NEPTUN system
- *Quality assurance officer for the doctoral school*
 - Organising quality assurance surveys
 - Evaluating the results of the surveys and forwarding them to the doctoral school
- *Administrator of the doctoral school*
 - Fulfilment of administrative and record-keeping obligations incumbent on the doctoral school in accordance with the instructions of the head of
under the guidance of the head of FTUDI;
 - Managing accounts, managing FTUDI in cooperation with the head of FTUDI the doctoral school's financial framework of the doctoral school;
 - preparing documents for the transfer of doctoral training grants under the guidance of the head of FTUDI;
 - maintaining contact ongoing with the administrator of the Doctoral Council of the Field of Science;
 - performing all tasks related to the operation of the doctoral school as prescribed by the head of FTUDI
 - keeping records of graduate data with the consent of the parties concerned.
 - keeping records with their consent of graduates' data .
- *The Doctoral School Council*
 - the doctoral school various documents relating to (e the operation of.g. operating, Training Programme, Quality Assurance Plan, fulfilment of quality objectives)
 - ensuring the distribution of financial resources allocated to the doctoral school among the programmes
 - Acceptance of the distribution of financial resources allocated to the doctoral school among programmes
 - preparation of the PhD entrance examination
 - preparation of the PhD entrance examination,
 - making proposals for the composition of the admissions committee,
 - determining the admission ranking based on the candidates' performance,
 - approving lecture and seminar topics,
 - announcing subjects (determining credit points),
 - regulations on credit point topics and ratios (doctoral student/supervisor limit),
 - approving the teaching duties of doctoral students,
 - measures regarding partial training abroad,
 - counselling, guidance, etc.,
 - making proposals for the composition of the examination boards for the comprehensive examination and doctoral theses
and the examination subjects for those applying for the comprehensive examination;
 - approving the committee compiled for preliminary discussion,

- acceptance of applications for doctoral defence, proposal for the composition of the defence committee
- , organising the examination and defence, and, based on the candidate's scientific performance, the council expresses its opinion on the candidate's
- based on the candidate's academic performance, the council expresses its opinion on the candidate's suitability,
- PhD students report on the progress of their research work,
- procedure in habilitation matters, based on the provisions of the habilitation regulations.
- *Doctoral school supervisors*
 - communicate topic to the secretary of the doctoral school the doctoral to be announced ;
 - countersigning reports prepared by doctoral students and forwarding them to the head of the doctoral school ;
 - assisting in their research work, doctoral students writing scientific papers, and preparing the doctoral dissertation;
 - supporting doctoral students in obtaining foreign scholarships;
 - making proposals for the doctoral student's training and research plan.

4. Structure Doctoral School of Earth Sciences of the

Education and research at the doctoral school are primarily conducted within the framework of various programmes. of doctoral The programmes the school are:

- Landscape Protection and Climate – led by Dr Péter Csorba, Doctor of the Hungarian Academy of Sciences, Professor Emeritus
- Natural and anthropogenic processes of the lithosphere and hydrosphere – Dr Szilárd Szabó, corresponding member of the Hungarian Academy of Sciences, university professor
- Social geography and regional development – head: Dr Gábor Kozma, Doctor of the Hungarian Academy of Sciences, university professor

A detailed description of the programmes can be found in the Earth Sciences Doctoral School Training Programme.

5. of the Doctoral School of Earth Sciences Personnel requirements

5.1. Teaching requirements

University lecturers, researchers or with an academic degree may teach economic experts who the are deemed suitable for teaching duties by Applicants submit their application Doctoral School Council at the Doctoral School of Earth Sciences. must to the head of, attaching their professional CV and PhD diploma. the doctoral school

5.2. Supervisor requirements

At the Doctoral School of Earth Sciences, university lecturers who may become supervisors have obtained their PhD degree at least five years ago and a high level of have publication activity . Applicants shall submit their application to the head of the doctoral school, attaching their professional CV, PhD diploma and list of publications. The the application doctoral school council shall decide on.

5.3. Verification of personal requirements

The Council of the Doctoral School of Earth Sciences reviews on an annual basis the suitability of the composition of core members, lecturers and researchers involved in the doctoral school, covering their numbers (which is particularly important in the case of core members), scientific achievements and the suitability of their activities for doctoral programmes

6. of the Doctoral School of Earth Sciences Management

6.1. Income of the doctoral school

- from the standards for training doctoral students participating in doctoral training with state scholarships (including Hungarians living beyond the border) allocated to the doctoral school in the TTK budget
- tuition fees paid by foreign students participating in doctoral training,
- tuition fees paid by correspondence students participating in doctoral training,
- normative support from the for scholarship students normative support allocated to Scholarship recipients participating in doctoral training, normative allocated to from the support the doctoral school in the TTK
- income from joint applications.
- income from joint applications.

6.2. General principles of financial management

The above revenues are allocated to the separate work number of the Doctoral School of Earth Sciences. The head of the school is primarily responsible for their proper use, with signing authority vested in him and, in his absence, his deputy. The head of FTUDI regularly reports to the council on the financial situation of the school. doctoral school

FTUDI revenues according to the following principles are distributed . An amount determined annually by the FTUDI's joint expenses (honoraria for external lecturers, maintenance and repair expenses related to the off-road vehicle, etc.) doctoral school council is allocated to. Doctoral programmes state scholarship holders, receive a share of scholarship revenues in proportion to the number of .DI-supported correspondence students and students receiving Stipendium Hungaricum and Persecuted Christian Scholarships

7. Application to the doctoral school and admission

7.1. the General elements of admission to Doctoral School Earth Sciences of

There are three types of training programmes available at the doctoral school:

1. full-time scholarship programme,
2. correspondence training,
3. individual preparatory training.

The application deadline is 15 May each year for programmes starting in September and 15 November for programmes starting in January.

Documents required for application:

- application form,

- short CV,
- list of publications,
- master's degree or equivalent university degree (photocopy). If the degree was not awarded by DE, a certified copy is required.
- document(s) certifying language proficiency (certified copy),
- proof of payment of the application fee,

Students admitted to the correspondence course and the individual preparatory course pay tuition fees each semester, the amounts of which are as follows: HUF 150,000/semester.

Admission is based on an entrance examination, the conditions and procedure of which are laid down in the university and doctoral regulations for the field of study. In addition, the Doctoral School of Earth Sciences specifies the following admission requirements: we only accept applications from those whose university degree or, in the case of previous graduates, whose academic activities to date are related to earth sciences.

Admission takes place before an admissions committee appointed by the doctoral school council and approved by the doctoral council of the scientific field, which must include an examiner appointed from another scientific field.

7.2. the admission process***Scoring system used during***

The maximum scores available during the admission process are as follows:

degree classification¹ : 30 points

professional intelligence² : 40 points

previous academic activity³ : 30 points

1 – degree classification:

For domestic degrees awarded within the last two years:

with honours/excellent:	30
very good/excellent:	25,
good:	20

In the case of degrees older than two years or foreign degrees, the degree will not be scored, and the maximum score for professional intelligence and academic work will be increased by 15-15 points. The same procedure shall be followed if the applicant's degree has no classification.

2 – professional intelligence

The admissions committee evaluates the candidate's professional knowledge, plans for research to be carried out during doctoral training, and the soundness of those plans. This can be assessed through an oral exam and/or a written application and research plan.

3 – Previous academic activity

In this context, the admissions committee examines the applicants' scientific work to date, which includes their participation in TDK competitions and their rankings/awards there, their publication activity local and national, their participation in talent development programmes, and their presentations at conferences.

When students apply for a PhD scholarship, the admissions committee examines the candidates' research activities to date, their research plan, the admissions interview, foreign language skills and their performance at (including their English language skills).

The minimum score required for admission (but not necessarily sufficient) is 60. The admissions committee evaluates the applicants' performance in the admissions interview and recommends their admission, conditional admission, or non-admission.

7.3. Language requirements for admission to the Doctoral School of Earth Sciences

Admission to the doctoral programme of the Doctoral School of Earth Sciences is open to those who have the language skills necessary for the pursuit of the field of science in one of the following languages: English, German, Russian, Italian, Spanish, French, Romanian, Ukrainian, Slovak, Slovenian. The language skills necessary for the pursuit of the field of science can be certified by:

- a state-recognised, at least intermediate level (corresponding to level B2 of the Council of Europe's Common European Framework of Reference), complex (certifying both oral and written skills, formerly type "C") or equivalent naturalised language exam, or a monolingual international language exam;
- a degree in linguistics or technical translation in the given language;
- a secondary school leaving certificate or master's degree obtained in the given language; - a certificate from the Foreign Language Centre of the University of Debrecen Faculty of Medicine / BTK Foreign Language Centre / GTK Institute of Economic Language Communication, or completion of the language requirements for a bachelor's or master's degree at the DE TTK in the form provided by the DE TTK Language Teacher Group with a grade of good (4) or excellent (5).

In exceptional cases, upon request and with the prior approval of the doctoral council of the scientific field, the admissions committee may also verify the language skills required for the scientific field as part of the admissions procedure conducted in the given language.

The language proficiency of students applying for foreign-language training is assessed during the admission interview.

8. of training at the Doctoral School of Earth Sciences Characteristics

8.1. Full-time and part-time programmes

Full-time and part-time programmes last eight semesters (48 months) and consist of a training and research phase (24 months) and a research and dissertation phase (24 months).

A total of 240 credits must be earned during, i.e. an average per semester of 30. A minimum of 27 credits must be earned to pass the semester, but no more than 33 credits may be earned. Students may hold university practical classes, but no credits may be awarded for this activity. In order to avoid student overload, a maximum of 4 hours per week is permitted. Credit points can be earned through academic performance and research activities as follows.

Academic results

A minimum of 16 credits must be earned during the first four semesters, with a maximum of 20 credits. The recommended number of courses per semester during the first four semesters is 2, therefore a total of 4 credits can be awarded. No academic credits can be earned in semesters 5-8.

Research activity

A maximum of 224 credits can be earned during the eight semesters. During the first four semesters, a maximum of 26 credits can be earned per semester for research activities, and during semesters 5-8, a maximum of 30 credits can be earned per semester. (1 credit can be earned for 30 hours of work.) Credits can be awarded for the following activities:

- publications,
- presentations at international and domestic conferences;
- poster exhibitions at international and domestic conferences;
- fieldwork;
- external research work (questionnaires, interviews, data collection);
- laboratory work;
- documented literature review (preparation of notes or reports on the literary sources studied);
- departmental research report (presentation of research results in 40-50 minute lecture).

All doctoral students are required to report on their results in writing every semester. In addition, once a year, at the end of the spring semester, everyone must give a short presentation on their research activities and results to the doctoral school council and the school's teaching staff. The presentation is followed by a discussion and oral assessment.

8.2. Training within the framework of individual preparation

Individual preparers are only required to complete the research and dissertation phase (24 months). The aim of individual preparation is to enable professionals who have obtained a master's degree and a certificate of professional qualification from a domestic or foreign university (or an equivalent university-level degree and certificate of professional qualification), significant teaching and/or research experience, and documented scientific achievements (a sufficient number and quality of publications). The award of a degree on the basis of individual preparation is an exceptional procedure and may only be applied in particularly justified cases. Upon acceptance of the application, the individual preparatory student shall become a self-financing student. Upon acceptance of the application, the doctoral council of the scientific field shall appoint the complex examination committee and determine the subjects of the examination. During the examination period following the acceptance of the application, the individual preparatory student shall take a complex examination.

8.3. The comprehensive examination

At the end of the fourth semester of full-time and part-time doctoral programmes, as a conclusion to the training and research phase of the programme and as a prerequisite for the start of the research and dissertation phase, students must pass a comprehensive examination, which measures and evaluates their academic and research progress.

Students must apply for the comprehensive examination in writing (see Appendix 4 of the Doctoral Regulations of the University of Debrecen). Since students enter the degree award procedure after passing the comprehensive examination, applying for the comprehensive examination also constitutes applying for the degree award procedure.

The comprehensive examination consists of two main parts: in one part, the candidate's theoretical knowledge is assessed ("theoretical part"), and in the other part, the candidate's scientific progress is evaluated ("dissertation part").

In the theoretical part of the comprehensive examination, the candidate takes an examination in at least two subjects/topics, the list of which is included in Annex 1 of the doctoral school regulations. In the second part of the comprehensive examination, the candidate gives a presentation on their knowledge of the literature, reports on their research results, and presents their research plan for the second stage of their doctoral training, as well as the schedule for the preparation of their dissertation and the publication of their results.

The complex examination committee consists of three members, at least one third of whom are not employed by the institution operating the doctoral school. The chair of the examination committee may be a university professor, habilitated associate professor, habilitated college professor, professor emeritus, or lecturer with the title of Doctor of the Hungarian Academy of Sciences. All members of the examination committee shall hold an academic degree. The supervisor of the doctoral candidate taking the examination may not be a member of the examination committee.

At the end of the comprehensive examination, the examination committee shall evaluate the theoretical and dissertation parts of the examination separately. A written report containing an evaluation of the comprehensive examination shall be prepared. The comprehensive examination is considered successful if the majority of the committee members deem both parts of the examination to be successful. The doctoral candidate may retake the comprehensive examination once during the same examination period.

The doctoral student may only enrol in the fifth semester of the doctoral programme after successfully completing the comprehensive examination.

The doctoral candidate must submit the final version of the doctoral dissertation (after preliminary discussion) within three years of the comprehensive examination. This deadline may be extended by up to one year upon request, subject to the decision of the doctoral council of the scientific field, provided that the student is unable to fulfil their obligation through no fault of their own due to childbirth, accident, illness or other unforeseen circumstances.

8. at the Doctoral School of Earth Sciences Obtaining a degree

8.1. Prerequisites for obtaining a degree

Language requirements for obtaining a degree

In the Doctoral School of Earth Sciences, a prerequisite for obtaining a degree is that the candidate has the language skills necessary for the pursuit of the field of science in one of the following languages: English, German, Russian, Italian, Spanish or French.

Proof of the language skills required to pursue the field of study may be provided in the following ways:

- a state-recognised, at least intermediate level (corresponding to level B2 of the Common European Framework of Reference for Languages) complex (certifying both oral and written skills, formerly type "C") or equivalent naturalised language exam, or a monolingual international language exam;
- a degree in linguistics or technical translation in the given language;
- a secondary school leaving certificate or master's degree obtained in the given language;

If the candidate does not meet any of the above requirements in one of the languages listed, they must pass the specialist language exam announced by the DE TTK Language Teacher Group with a grade of good (4) or excellent (5).

The language skills required for the field of study must be certified by the time the doctoral thesis is submitted at the latest.

Students participating in foreign language training take their courses in English, are examined in this language, and this fact certifies the language skills required for obtaining a degree.

Prerequisites for obtaining a degree in terms of publications

The prerequisite for publication is based on the following TTDT regulation:

The minimum requirement generally expected of a candidate's academic work at the time of submitting their thesis is two articles (accepted for publication) in a foreign language, published in internationally refereed journals ranked by Scimago.

The Doctoral School of Earth Sciences supplements the above requirement with the following special requirements:

- one of the two articles published in Scimago-ranked journals must be published in a journal with a Q2 rating (at the time of submission), and the candidate must be the first, last or corresponding author
- publications that in the Norwegian list based on the list of journals engaging in objectionable practices on the MTMT website (<https://www.mtmt.hu/>) cannot be taken into account receive a rating of 0 in the year of publication

8.2. Preliminary discussion of the dissertation

Before applying for the doctoral defence, the completed but not yet bound dissertation must be submitted for preliminary discussion. The discussion is public. The evaluation committee for the preliminary discussion consists of a chair, two referees (opponents) and a secretary. They have the right to decide whether the completed PhD dissertation manuscript is suitable for the start of the degree process. Minutes must be taken of the discussion. The referees may also be opponents at the official defence. The minutes of the discussion must be submitted to the head of the doctoral school when applying for the doctoral defence. The rules governing the preliminary discussion can be found in Appendix 2.

8.3. The review procedure, public defence of the dissertation

Further details of the procedure are set out in the doctoral regulations for the field of study.

Appendix 1 Subjects of the theoretical part of the complex examination

Main subjects:

1. General physical geography
2. Landscape protection
3. General environmental protection
4. General social geography
5. General economic geography
6. Climatology
7. Palaeontology
8. Geology
9. Petrology
10. Facility energy management
11. Environmentally conscious buildings
12. Curriculum Theory (in the case of a doctorate in methodology)

Minor subjects:

1. Geomorphology
2. Landscape geography
3. Regional environmental protection
4. Agrometeorology
5. Regional economics
6. Regional policy
7. General social geography
8. Geology of Hungary
9. Environmental geology
10. Hydrogeology
11. Geochemistry
12. Geophysics
13. Mineralogy
14. Structural geology
15. Palaeoecology
16. Applied and technical geology
17. Agrogeology
18. Historical climatology
19. Environmental climatology
20. Remote sensing
21. Geoinformatics
22. Utilisation of solar energy in the energy supply of facilities

Appendix 2 Regulations concerning preliminary discussions

- Prior to the planned discussion the supervisor shall send in writing, the name of the candidate and the title of the thesis to the head of FTUDI, attaching a list of publications. The supervisor shall consult with the head of FTUDI regarding the members of the preliminary discussion committee (chair, 2 reviewers and a minute-taker).
- The supervisor shall contact the members of the planned review committee (chair, 2 reviewers and a minute-taker) and agree on a date with them.
- The secretary of the review committee prepares and sends out invitations to all concerned (the supervisor provides the contact details – e-mail addresses; the invitation template is sent by the FTUDI secretary/can be downloaded from the FTUDI website). At the same time, the supervisor and the candidate shall ensure that the discussion is announced (by posting the invitation on the Institute's notice boards).
- At least three weeks before the preliminary defence, the candidate sends the dissertation to the secretary of the doctoral school, who forwards it to the University and National Library, where the text is checked for plagiarism. - The secretary of the doctoral school forwards the document containing the results of the plagiarism check to the referees.
- The candidate shall send the dissertation and draft theses to the members of the committee at least two weeks before the defence.
- The defence is conducted in accordance with the regulations of the TTDT.
- The secretary of the review committee (as the minute-taker) prepares the minutes in accordance with the regulations of the TTDT and forwards them to the TTDT, FTUDI and

The Council of the Doctoral School of Earth Sciences

**Approved at its meeting on 8th
September 2025**