

REGULATIONS GOVERNING THE UNIVERSITY OF SZEGED GRADUATE SCHOOL IN LINGUISTICS

1. The Council of the Graduate School in Linguistics operating at the Faculty of Humanities and Social Sciences of the University of Szeged has accepted the following regulations in accordance with and as an addendum to the Act on National Higher Education (NHEA) and the Regulations Governing the Doctoral Training Programmes and the Awarding of the Doctoral Degree at the University of Szeged. The mentioned documents are to be considered authoritative in matters not covered in these regulations. Text taken from the University of Szeged's Regulations Governing the Doctoral Training Programmes and the Awarding of the Doctoral Degree appear *in italics*.

2. The name of the Doctoral School: Graduate School in Linguistics (in Hungarian: Nyelvtudományi Doktori Iskola).

3. *The Head of the Doctoral School shall be a professor with a HAS Doctoral title (Doctor of Science) and a core member. The head of the doctoral school is elected by the doctoral council from among the core members of the doctoral school's professors, upon the recommendation of the majority of the core members, and is appointed by the rector for a maximum term of five years. The appointment may be extended several times.*

The Head of the Doctoral School shall have the following duties:

- *to take responsibility for the successful coordination of the establishment procedure of the Doctoral School;*
- *to manage responsibly the work of the Doctoral School Council and responsibly execute the Council's decisions;*
- *to coordinate the professional work and to take responsibly for the quality of the work;*
- *to represent the Doctoral School;*
- *to run the administrative duties at the Doctoral School and to exchange information with the relevant Doctoral Councils;*
- *to supervise the financial matters at the Doctoral Schools.*

4. *At the Doctoral School, the professional work is managed by the Head of the Doctoral School and the body of the Doctoral School Council that shall have at least three members. The Chair of the Doctoral School Council shall be the Head of the Doctoral School while members of the Council shall be the directors of the training and research programmes. One or more PhD/DLA students with consultation rights may be members of the Doctoral School Council.*

5. The deputy head of the Doctoral School is a member of the Doctoral School. They are appointed by the head of the Doctoral School, with the knowledge of the Doctoral School Council. The core members of the Doctoral School are all those instructors who meet the legal requirements and who are approved by recommendation of the Doctoral School Council according to the procedure set down in the Regulations Governing the Doctoral Training Programmes and the Awarding of the Doctoral Degree. The further members of the

Doctoral School shall be the instructors, thesis supervisors, and announcers of the doctoral topics. *If a core member of a Doctoral School acts as a supervisor or instructor in another Doctoral School, they shall report this fact to the Council of their own doctoral school.*

6. The deputy head of the Doctoral School is a core member of the Doctoral School. The assignment is given by the head of the Doctoral School, taking into account the opinion of the Doctoral School Council.

7. Doctoral Schools may launch training and research programmes. A necessary pre-requisite to launch a programme is that – apart from the programme director – at least one supervisor and three additional senior members of the teaching staff shall participate in the programme. The scope of the legal authority and the duties of each training and research programme – programmes run in the Doctoral School – shall be governed by the operational regulations of the Doctoral School. Following the recommendation of the Doctoral School, the DDC shall decide to launch a training and research programme.

The training and research programmes director shall only be a supervisor with a core member status at the relevant Doctoral School. In justified cases, following an authorization by the UDC, this rule may be disregarded. Following the proposal of the Doctoral School and the approval of the DDC, the training and research programmes director shall be appointed by the Chair of the DDC. The appointment is terminated if the programme director resigns, his contractual status ceases to exist or if he is discharged as a result of a decision made by the DDC.

The training and research programmes director shall have the following duties:

- *to manage the scientific work at the programme*
- *to take part in the work of the Doctoral Council responsibly.*

8. The voting members of the Doctoral School Council shall be the head of the Doctoral School and the instructors named in point 4.

The meeting of the Doctoral School Council, which shall occur at least once per semester, shall be called by the head of the Doctoral School at least one week before the appointed date, including the agenda. The DSC must convene if there is a proposal by one-third of its members to do so. The council has a quorum if at least 50% of its voting members are present.

9. The head of the Graduate School leads the council's meeting. The council's decisions shall be made by simple majority. In the event of open voting, voting can be done by email. In the event of a split vote, the chair's vote will be decisive. Minutes shall be kept of the council's meeting, which must be kept in the Doctoral School's archive. The Doctoral School's administration and archives are managed by a staff member who receives separate remuneration from the Dean's Office and who also performs database coordination tasks related to the school in the doktori.hu database. The head of the Doctoral School is responsible for assuring quality control in the Doctoral School.

10. *Tasks of the Doctoral School Council are as follows:*

- *to devise – in line with the doctoral Regulations – the internal regulations and academic requirements of the Doctoral School and the execution of these regulations and requirements;*

- *to supply the PhD/DLA students with all the infrastructural and academic/scientific necessities that the students may need during their training and research activities;*
- *to determine the framework of the organised training programme and make recommendations to the announcement of training sessions;*
- *to set up and regularly update the website – following the HAC requirements – of the Doctoral School;*
- *to agree to the training programme and research topic of PhD/DLA students, who participate in the organised training programme; to coordinate the training programmes and research topics of the doctoral students; to oversee the activities of the thesis supervisors.*
- *to manage, in line with the valid financial management regulations of the University, the normative research funds available for the Doctoral School;*
- *to fulfil all administrative and registration related duties at the Doctoral School;*
- *to make recommendations on the members of the Comprehensive Examination Board and the Assessment Board, and on the comprehensive examination subjects;*
- *to initiate change in the person acting as the Head of the Doctoral School and the persons acting as training and research programmes directors and make recommendations to the DDC as regards these matters;*
- *to initiate change in the teaching staff of the Doctoral School;*
- *to initiate all necessary changes in the title and content of the Doctoral School's training and research programmes;*
- *to initiate the launch of new training and research programmes;*
- *to propose to the DDC that, if justified, students shall be removed from the doctoral programme;*
- *to inform all relevant bodies about the Council's decisions in matters described in these Doctoral Regulations. If the decision is not challenged by these bodies, the decision shall be considered confirmed by the relevant bodies;*
- *to name all those foreign languages that are recognised by the Doctoral School during the procedure to obtain a doctoral degree;*
- *to designate major and minor subjects that can be chosen as part of the comprehensive exam;*
- *to make recommendations regarding the setup of the doctoral admissions committee.*

11. The Doctoral School Council shall decide on the members of the admissions committee based on the recommendation of the head of the Doctoral Council. The scoring of the entrance examination shall be 50%-50% between the score accrued on the basis of the application and the score given by the committee to the performance of the applicant at the oral entrance exam.

Consulting the relevant training programme director (hereafter: programme director), the Head of the Doctoral School shall make a recommendation for the committees for the comprehensive examination and dissertation defense, as well as for the major and minor subjects of the comprehensive examination, which they will present to the members of the Doctoral School Council via electronic mail. The members also vote the same way.

If the supervisor and the programme director are one and the same, the head of the Doctoral School shall ask for the recommendation of one of the other instructors of the relevant training programme. When the head of the Doctoral School is the supervisor, the deputy head of the Doctoral School shall oversee the entire procedure. If a member of the Doctoral School Council is affected in the matter, they cannot take part in the procedure.

12. The Doctoral School Council shall (a) decide the form and content of the instruction in the individual training programmes, (b) approve the instructors, whom it shall present to the Doctoral Disciplinary Council, and (c) monitor the execution of the approved curriculum at least yearly according to the recommendations and reports of the programme directors. They shall follow the progress of the students, direct the studies of the students until they choose their advisors, and give recommendations or determinations for modifications, if needed. The programme director shall report all deviations from the approved curriculum and from the body of instructors to the head of the Doctoral School, who will decide within the scope of their powers whether the modification has to go before the Doctoral School Council for approval, although the Doctoral School Council must be made aware of all changes. If the head of the Doctoral School does not agree with the changes made, they are required to bring them before the Doctoral School Council.

13. The credit-based education system at the Doctoral School requires enrolled students to take a total of at least 8x2 theoretical classes (or the equivalent tutorials; hereinafter referred to as "classes"). Some of the classes are compulsory, while others can be chosen from among the classes offered at the Doctoral School. At the recommendation of the program director and with the permission of the head of the Doctoral School, classes offered in other DIs may also be counted in exceptional cases. In the third academic year, the Doctoral School does not prescribe compulsory classes, but personalized student assignments are recorded in writing by the programme directors/supervisors and a copy is sent to the head of the Doctoral School. The Doctoral School Council decides about principles of the acceptance of extracurricular credits.

14. The supervisor of doctoral topics shall be any member of the teaching staff or researcher with an academic degree whose announced topics have been approved by the Doctoral School Council. The supervisors shall responsibly manage and assist the PhD students with their studies and research work and the doctoral candidates in preparing to obtain an academic degree. To have more than three doctoral candidates at any given time, the supervisor shall need the approval of the relevant Doctoral Disciplinary Council.

15. The Doctoral School Council decides the topics to be offered by the Doctoral School, and also decides the announcers and supervisors of the doctoral topics, whom they shall forward to the Doctoral Disciplinary Council for approval.

No later than in the third year of training, at the request of the doctoral candidate and on the recommendation of the programme director, the doctoral candidate must be assigned a topic and a supervisor, and the head of the Doctoral School must be notified of this by the last Doctoral School Council meeting of the given academic year.

The supervisor, who must have a doctoral degree but does not have to be employed by the university, must be approved by the Doctoral School Council. Before the procedure, a declaration for the acceptance of the requested supervisor must be acquired. The supervisor must approve the application for the dissertation defense with a signature. In the event of a rejection by the supervisor, the PhD student may appeal to the Doctoral School Council. The Doctoral School Council can decide on the matter with an electronic vote. The dissertation must also be submitted on electronic media, and after defense, a printed copy must be made available to the Doctoral School for the central collection of linguistic dissertations. The

members of the defense committee must be listed on the inside cover page of the dissertation.

16. The Doctoral School shall arrange yearly conferences composed of PhD student presentations, in which second and third year students shall obligatorily hold presentations about their research, and the students and instructors shall serve as opponents for them. The participation of all students and the core members of the Doctoral School is mandatory at these events. Doctoral students who have already completed the program but have not yet received their degree are encouraged to participate by giving a presentation. Their participation is subject to the decision of the programme directors.

17. At the completion of each every academic year, the doctoral candidates shall prepare a short summary of their academic activities and an updated research plan for the programme director by September 15, which shall be evaluated and approved by the supervisor. The programme director shall forward these documents to the members of the Doctoral School Council by September 30. The summary and the comments of the supervisor must also be sent to the University of Szeged Doctoral Institute, which is the task of the head of the Doctoral School. The PhD students, the supervisors, and the programme shall give a yearly report of the completed work until the deadline for eligibility for discounts expires (i.e., for five years after graduation). If the dissertation is not completed in this time or the contact with the PhD student is lost, then the reasons for this must be given in the report. It must likewise be explained if the PhD student declines the scholarship.

18. To receive a completion-of-studies certificate (*abszolutórium*, in Hungarian) testifying to the completion of the credit-based training, the training programme must be fully completed and all required signatures (credits) must be acquired. This shall be verified by the programme director and the head of the Doctoral School jointly.

19. The conditions for applying for the comprehensive examination are that doctoral students must have obtained their *abszolutórium* and prepared for their thesis defense. The thesis defense is the internal requirement for the Doctoral School, which must be held by the end of the third academic year at the latest. During this process, the candidate prepares a 5-10 page thesis on the topic of their dissertation, which must be sent to the committee and the members of the Doctoral School Council at least two weeks before the thesis defense. At the thesis defense, the candidate must defend the theses in a discussion led by the thesis supervisor in front of internal and external experts and DI instructors and students. The external expert(s) may also submit a written statement. The head of the Doctoral School or their representative must participate in the thesis defense.

20. The Doctoral School's dissertation defense requires at least 5 (five) peer-reviewed, individual academic publications. The list of acceptable academic journals can be found on the Doctoral School homepage. Publications in edited volumes may be accepted by the programme director on a case-by-case basis, on the recommendation of the supervisor, or in the case of an overlap, the head of the Doctoral School or someone they assign.

21. Upon completing all of the prerequisites for the defense of the dissertation, all PhD students shall submit their dissertation, which shall meet all requirements in both content and form, for a preliminary (in-house) defense. The publication requirement, as a prerequisite of the dissertation defense, can be satisfied in the case of coauthored papers (confirmed by a

statement or, in lieu of this, determined according to the number of authors) by the ratio of the co-authorship. This in-house defense must be held at least two months before the deadline for eligibility for discounts expires. The in-house defense is also mandatory for doctoral candidates who did not participate in the educational programme. Doctoral candidates who did not participate in the educational programme are required to select a supervisor from among the instructors of the relevant programme, who will be responsible for the scientific quality of the dissertation. The in-house defense must be advertised at least within the Doctoral School at least one month before it is held, including how the dissertation may be accessed (printed copy, internet link, or file sent upon request). At least 5 evaluators with doctoral degrees must be present at the in-house defense personally or having sent in written evaluations before the event. Two of them shall be designated evaluators, one shall be the presiding chair. In a written evaluation, it must be included whether the dissertation is ready for the public defense. At the beginning of the event, the student shall summarize their results in at most 20 minutes. At the end of the in-house defense, those attending who have doctoral degrees vote with yes or no as to whether to the paper's adequacy according to the following formula: (a) it is acceptable without revisions and can be submitted, (b) it is not acceptable, (c) it can be submitted after the revisions described in the attached points. Minutes shall be kept of the in-house defense, which shall be signed by the minute-keeper and the presiding chair. The members of the Doctoral School Council shall receive these minutes in a circular, and the original copy is to be stored in the Doctoral School archive. The dissertation submitted for the public defense is to include as a separate appendix a description of where and how it fulfilled the revision requirements set forth in the minutes. The supervisor can only approve the submission of the dissertation upon reviewing this (see point 15).

22. The names of the supervisor and all of the members of the dissertation committee must appear on the invitation to the defense and on the cover page of the doctoral dissertation.

23. The Doctoral School shall be represented in connection with other university organizations and with organizations outside the university by the head of the Doctoral School. In the case of their absence, it is represented by the vice head, or a member of the Doctoral School Council appointed by the head of the Doctoral School. The vice head of the Doctoral School can exercise all powers of the head of the Doctoral School, with the exception of the case of split votes (see point 9)

24. The Doctoral School budget is recorded in the Doctoral School's unified account number, which is managed by the Doctoral School administrator. The Doctoral School director and deputy director have signing authority. From the Doctoral School's revenues, i.e. student normative support, tuition fees, and cost reimbursements, educational programs and/or supervisors may claim expenses in proportion to the number of students taught/supervised and hours taught, in accordance with rules to be established separately by the Doctoral School Council. The Doctoral School Council shall decide on budget plans and reports. The heads of educational programmes that have received normative support or cost reimbursement shall submit their budget reports for the previous year to the members of the Doctoral School Council by February 15 of each year

Appendix 1.

The programmes of the Doctoral School in Linguistics and their heads:

Altaic Studies: Dr. István Zimonyi, DSc, professor habil

English Applied Linguistics: Dr. Anna Fenyvesi, PhD, associate professor habil

Theoretical Linguistics: Dr. Enikő Németh T., CSc, associate professor

French Linguistics: Dr. Zsuzsanna Gécseg, PhD, associate professor habil

Hungarian Linguistics: Dr. Tamás Forgács, CSc, associate professor habil

German Linguistics: Dr. Péter Bassola, DSc, professor,

Russian Linguistics: Dr. Károly Bibok, CSc, associate professor

Historical Slavistics: Dr. Mihály Kocsis, DSc, professor habil

Uralic Linguistics: Dr. Marianne Bakró-Nagy, DSc, professor habil

The members of the Doctoral School Council are the above-listed programme directors, as well as Anna Fenyvesi and Zsuzsanna Gécseg, who have advisory privileges.

The head of the Doctoral School: Dr. István Kenesei, DSc, professor habil

Appendix 2.

The length of the dissertation is to be minimum 240 thousand, maximum 480 thousand characters including spaces. The appendices, the addenda, and the data are not included in this total, but the bibliography and foot- or endnotes are. The document shall be in Time New Roman 12-point or equivalent font, with 1.5 line spacing, and pages with 3-cm inner and 2-cm outer margins. If there is any doubt, the Doctoral School can request the dissertation electronically in Word format.