

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 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*. These regulations apply to training programmes started from September 1, 2016. For those taking part in training programmes begun earlier, the University of Szeged's previous Doctoral Regulations, as well as the previous regulations of the Graduate School in Linguistics remain in effect.

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, on recommendation by the UDC, taking the professional opinion of the HAC into consideration and following the approval of the Senate, shall be appointed by the Rector. The appointment is terminated if the Head of the Doctoral School resigns or their full-time employment ceases to exist. The council of the Doctoral School can elect a deputy head from among the core members of the Doctoral School, to be approved by the Disciplinary Doctoral Council (DDC) [of the Faculty of Arts], who also inform the University Doctoral Council about this. The deputy can act, temporarily, in place of the head in case of hindrance, in urgent matters. 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.*

The name of the head of the Doctoral School (and that of their deputy) is given in Appendix 1.

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 elected by the core members of the Doctoral School and*

appointed by the DDCs (Disciplinary Doctoral Councils). The directors of the training and research programmes, if they are not elected members, shall take part in the meetings as invited participants. One or more PhD/DLA students with consultation rights may be members of the Doctoral School Council. The Doctoral School Council may appoint a secretary who shall have voting or consultations rights at the meetings – in line with the resolutions of the Council. The secretary of the Doctoral School Council shall assist the work of the Head of the Doctoral School in completing the administrative work at the Doctoral School. The duties of the secretary are determined by the Head of the Doctoral School.

The names of the members and of the secretary of the Doctoral School Council is given in Appendix 1.

5. 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. *Doctoral Schools may launch training and research programmes. A necessary pre-requisite to launch a programme is that – apart from the programme director – three additional 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.*

7. The voting members of the Doctoral School Council shall be the head of the Doctoral School and the instructors named in point 4. Their names are given in Appendix 1.

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.

8. 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 secretary(ies) working for the Faculty of Arts is (are) to be responsible for the Doctoral School's administration, archive, and the tasks connected with coordinating with the Hungarian Doctoral Council database. The head of the Doctoral School is responsible for assuring quality control in the Doctoral School.

9. *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 prepare the quality assurance plan and yearly reports of the doctoral training;*
- *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 subjects that can be chosen as part of the comprehensive exam;*

- *to make recommendations regarding the setup of the doctoral admissions committee.*

10. *The applicants into the doctoral schools sit for an entrance examination in the presence of a committee of at least three persons appointed (on the recommendation of the Doctoral School Council) by the Disciplinary Doctoral Council.*

The scoring of the entrance examination shall be 30%-70% 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 subjects of the comprehensive examination, which they will present to the members of the Doctoral School Council. Both the recommendation and the vote may be carried out via electronic mail.

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.

11. *In order to be eligible to take the comprehensive examination (in Hungarian: komplex vizsga), students must acquire at least 90 credits within 'the training and research phase' of the doctoral programme (the first four semesters) and all the 'training credits' prescribed by the training scheme of the doctoral school (except for candidates who prepare for the acquisition of the doctoral degree on an individual basis, whose student status is established as of their successful completion of the comprehensive examination). The comprehensive examination has two main parts: in the first part the student's theoretical preparedness is assessed ('theoretical part'), in the second one the student gives an account of their scientific/scholarly/artistic progress ('dissertation part'). In the theoretical part of the comprehensive examination the student takes an exam in two subjects. The list of possible examination subjects is contained in the descriptions of the programmes. After the Disciplinary Doctoral Council has approved the comprehensive examination committee and the exam subjects, examination committee compiles the reading lists for the exam (taking into account the suggestions for the reading list by the examinee's advisor) and inform the examinee of its content.*

The comprehensive examination is open to the public and can be attended by anyone affiliated with the university, but only the examination committee members can ask questions of the examinee. Sending out the invitation to the comprehensive examination to the instructors and students of the Graduate School in Linguistics two weeks prior to the examination is the task of the programme director.

In the theoretical part of the comprehensive examination the examinee presents their summary in the form of a lecture (illustrated with a visual presentation) of each of the two examination subjects in 20 minutes and then responds to the questions of the examiners that are prompted by the summary.

In the second part of the comprehensive examination, the examinee gives account of their knowledge of the scholarly literature, research results, and their research plan for the second phase of their doctoral studies, also outlining their timeline for preparing their

dissertation and publishing its results. The written outline of the 20-30 minute presentation (illustrated with a visual presentation) is sent out by the examinee, via electronic mail, to the examination committee and, to inform them, the members of the Doctoral Council of the Graduate School in Linguistics, two weeks before the day of the comprehensive exam.

A comprehensive examination can be taken in a language used as a language of instruction in the Graduate School in Linguistics. (A sign language interpreter has to be provided if the examinee is deaf or hard of hearing.)

12. The examinee's advisor prepares a written evaluation of the examinee's work prior to the examination, sending it out, via electronic mail, to the examination committee and, to inform them, the members of the Doctoral Council of the Graduate School in Linguistics, two weeks before the day of the comprehensive exam. The advisor's evaluation is to be enclosed with the written records of the examination. *In case of an examinee who prepares for the acquisition of the doctoral degree on an individual basis, the Doctoral Council of the Doctoral School may request that the appointed advisor or an instructor of the Doctoral School to prepare the evaluation.*

13. *Each member of the examination committee evaluates the theoretical part and the dissertation part of the examination separately on a scale of 0–5. The examination is successful if a majority of the members of the committee regards both parts as successful and give it 3 points or higher, and if the average of the points is at least 3. The comprehensive examination is graded on a binary scale, as satisfactory or unsatisfactory. Written records of the examination are prepared and include textual evaluation. The results of the examination are to be announced on the day of the examination. The student can retake their unsatisfactory comprehensive examination once, in the same examination period. If the retaken comprehensive examination is unsatisfactory, the student's legal status as doctoral student is terminated and their studies end.*

14. In the case of an examinee who prepares for the acquisition of the doctoral degree on an individual basis, the Doctoral School requires to submit, at the time of applying for the comprehensive examination, two publications of 20 thousand character length (including spaces) each. One of these can be a paper accepted for publication if a statement from the editor is enclosed regarding the acceptance of the revised version of the paper following the refereeing process. The preparation and execution of the comprehensive examination follows the same procedures (including the appointment of the relevant programme director and of an advisor) as in the case of students going through the organized training course. Point 13, regarding the retaking of the unsatisfactory examination, does not hold for examinees preparing for the acquisition of the doctoral degree on an individual basis since they do not have doctoral student status: they acquire legal status as students on successfully passing the comprehensive examination (see point 11). If an examinee preparing for the acquisition of the doctoral degree on an individual basis fails their comprehensive examination, they can retake it after completing a new application process.

A successful comprehensive examination means the automatic acceptance of 90 credit points, which necessarily contain the 30 credit points of training. Further credits can be accepted if other requirements of the programme (for research reports, conference presentations, publications etc.) are demonstrated to have been completed. At least one-third

of the 240 credits, that is, a minimum of 80 credits have to be satisfied within the Graduate School in Linguistics (in addition to the 90 credits received for the comprehensive examination).

15. 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.

16. The credit-based training in the Doctoral School is composed of modules divided into required (and choice-of) and optional course units. The primary components of the required course (and choice-of) units are at least 5x2 theoretical courses, as well as research work whose personalized tasks are established in writing by the programme director/advisor, of which a copy is sent to the head of the Doctoral School. The acceptance of optional course units requires the prior approval of the programme director/advisor. Exceptions can be made for courses offered by other Doctoral Schools to be taken for credit with the recommendation of the programme director and the permission of the head of the Doctoral School. The Doctoral School Council decides about principles of the acceptance of credits acquired outside the Doctoral School.

17. 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. A PhD student can have at most two co-supervisors.

18. 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.

Applications for research projects shall be accepted by supervisors with the exception that the applicant wishes to join an individual doctoral training. Research projects approved by the Doctoral School Council have to be advertised by the Doctoral School in the database of the National Doctoral Council one month prior to the application deadline.

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.

19. The Doctoral School shall arrange yearly conferences composed of PhD student presentations, in which first, third, and fourth 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.

20. At the completion of each every academic year, the PhD student shall prepare a short summary of their academic activities 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 end of the PhD student status. 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.

21. 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 credits must be acquired. This shall be verified by the programme director and the head of the Doctoral School jointly.

22. 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. 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 coauthorship.

23. 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 dissertation can be written in a language used as the language of instruction within the Graduate School in Linguistics.). This in-house defense must be held at least two months before the deadline for the submission of the final version of the dissertation. (A sign language interpreter has to be provided if the examinee is deaf or hard of hearing.) 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 18).

The in-house defense is mandatory also for students preparing individually for acquiring a doctoral degree. These PhD students are also required to choose supervisors from among the applicable instructors in the programme, who shall be responsible for the academic quality of the dissertation.

24. As a precondition for the dissertation to be allowed to proceed to the defence, it must be subjected to a plagiarism search (prior to being uploaded to the Doctoral Repository. The dissertation must also be submitted on a digital storage device, and after the defense a printed version must be submitted to the Doctoral School for the central linguistics dissertations collection. 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.

A doctoral thesis involved in a patent or protection application may be made publicly available at a later time upon the request of the doctoral candidate up to the date of registration of such patent or protection at the latest, based on the supportive opinion of the Committee of Assessors and with the approval of the doctoral council. A doctoral thesis and its abstracts containing classified data pertaining to national security shall be made publicly available following the lapse of the period relating to the national security classification.

25. Proficiency in foreign languages: Proficiency in a language shall be accepted as satisfying the foreign language proficiency requirement if scholarly publications are regularly published in it in the given discipline. *(If proficiency in 'dead languages' (Latin, Ancient Greek etc.) is required for pursuing a scholarly career in a discipline, then their acceptance has to be regulated in detail in regulations.)*

Proficiency in one foreign language is to be demonstrated with an at least B2 level written and oral examination certificate from an accredited examination. Proficiency in the other foreign language can be demonstrated with an at least A2 level proficiency, as certified by the Foreign Language Communication Institute (Idegennyelvi Kommunikációs Intézet, in Hungarian) of the University of Szeged. (In case of a doctoral student who is deaf or hard of

hearing, proficiency in a sign language other than Hungarian can be accepted to satisfy the foreign language requirement.)

In case of doctoral students whose native language is other than Hungarian, the student's native language shall be accepted to satisfy one of the required foreign languages if it meets the language requirements of the given Doctoral School. For such students, Hungarian shall be accepted as a foreign language.

26. 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 8).

Appendix 1.

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

Altaic Studies: Dr. István Zimonyi, DSc, professor,
English Applied Linguistics: Dr. Anna Fenyvesi, PhD, associate professor habil.,
Theoretical Linguistics: Dr. Enikő Németh T., DSc, corresponding member of HAS, professor,
Hungarian Linguistics: Dr. Tamás Forgács, DSc, professor,
German Linguistics: Dr. Erzsébet Drahota-Szabó, PhD, professor habil.,
Russian Linguistics: Dr. Károly Bibok, DSc, professor,
Historical Slavistics: Dr. Mihály Kocsis, DSc, professor emeritus,
Uralic Linguistics: Dr. Marianne Bakró-Nagy, DSc, professor emerita,
Romance Linguistics: Dr. Zsuzsanna Gécseg, PhD, associate professor habil.

The members of the Doctoral School Council are the above-listed programme directors, as well as dr. István Kenesei, DSc, regular member of HAS, professor emeritus, dr. Katalin Doró, associate professor habil. as secretary of the Doctoral School, and also an elected student representative, who have advisory privileges.

The head of the Doctoral School: Dr. Enikő Németh T., DSc, corresponding member of HAS, professor.

Deputy head of the Doctoral School: Dr. Tamás Forgács, DSc, professor.

The Secretary of the Doctoral School: Dr. Katalin Doró, associate 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.