



Registry Number: V-67-52/2022-DH-DI.

Information to International PhD students about the minimal duration of the administrative process to obtain a PhD degree

Submission of dissertation for defense – Duration: minimally one month

1. After successfully passing the in-house defense, the PhD candidates who obtained their *abszolutórium*¹ submit their PhD dissertation. The process of submission consists of two steps: first, PhD candidates have to upload the dissertation and the summaries in PDF format to the Repository of Dissertations of the University Library. Second, they also have to hand in the printed copies to the administrator of doctoral affairs (ADA) in the Dean's Office. (For more information about the process of submission, PhD candidates should turn to the ADA.)
2. The Council of the Doctoral School submits a proposal for the PhD candidate's PhD defense committee.
3. The Doctoral Council of Humanities and Social Sciences approves the PhD candidate's PhD defense committee.

Organization of the defense – Duration: expected to be two months

4. The ADA sends an official letter of invitation and the PhD dissertation to the members of the PhD candidate's PhD defense committee via email.
5. The two reviewers/opponents send their reviews of the PhD dissertation within a maximum of two academic months (July and August are excluded from the month count).

Preparation for the defense – Duration: minimally one month

6. The Doctoral School organizes the date and the way (online or offline) of the PhD defense, and informs the administrator of doctoral affairs about them.
7. The ADA sends the official invitation to attend the PhD defense to all those officially involved. It is important that, on the basis of the latest modification of the "Regulations Governing the Doctoral Training Programmes and the Awarding of the Doctoral Degree," there must be at least three weeks between officially announcing the date of the invitation (both in doktori.hu and in official invitations) and the date when the PhD defense takes place.
8. The PhD defense takes place. (The event is public.)

¹ Abszolutórium is the certificate issued by the Registrar's Office stating that all coursework has been completed and other credit requirements satisfied.

Issuing the degree certificate – Duration: between two to four months

9. The Council of the Doctoral School approves the awarding of the PhD degree to the PhD candidate.
10. The Doctoral Council of Humanities and Social Sciences approves the awarding of the PhD degree to the PhD candidate.
11. The awarding of the PhD degree is approved by the Doctoral Council of the University of Szeged. (This Council holds meetings in April, May, October and December.)
12. PhD degree certificates are issued within a maximum of thirty days by the Doctoral Institute of the University of Szeged.

Authentication of the PhD – Duration: expected to be one month

13. The PhD awardee has their PhD degree authenticated in Hungary: an official certification process must be carried out in the Office of Education (Oktatási Hivatal), then in the Ministry of Foreign Affairs to obtain an apostille.

With regards to the above described steps,

- if a PhD candidate submits his PhD dissertation in August, his PhD degree certificate is likely to be issued in December (and the awardee will be included in the awarding ceremony in January);
- if a PhD candidate submits his PhD dissertation in January, his PhD degree certificate is likely to be issued in May (and the awardee will be included in the awarding ceremony in June).

Szeged, June 15th 2022.



Prof. Dr. Tamás Forgács
Chair of the Doctoral Council of
Humanities and Social Sciences

