



ANTAL KERPELY DOCTORAL SCHOOL OF MATERIALS SCIENCE AND TECHNOLOGY



REGULATIONS OF COMPLEX EXAM

Prof. Zoltán Gácsi

Prof. Valéria MERTINGER

MISKOLCI
EGYETEM

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(1) The conditions of applying for the complex exam

- Both self-financing and scholarship holder PhD students should have:
90 credit points, that consists of
 - Completing 4 obligatory courses, and some optional courses,
 - Having 3 researchers-seminars, and
 - Having at least 10 credit points from publications,
- PhD students entering with complex exam to the doctoral school also have to collect 90 credit points by passing exams that are decided by the doctoral school committee along with publications.





(2) Registering to the complex exam :

- The PhD student has to register in Neptun to the course „Complex planning” at the beginning of the semester (the supervisor responsible for the course), and getting signature at the end of the semester: the requirement for the signature are the followings: a scientific research progress report and plan in written format and oral presentation.





- Submitting the filled-out application form with annexes (transcript, MTMT data = publication list from Google Scholar, supervisor's recommendation, scientific research progress report and plan) in written form – with signatures - and electronically at the Dean's office before the end of the study period of the semester:
 - i. The proof of the 90 credit points according to point no. (1) is issued by the Dean's office with the Head of the Doctoral School's signature;
 - ii. From the Google Scholar print out a list of publications and its references;
 - iii. Supervisor's recommendation (see point no. 7);
 - iv. Scientific research progress report and plan(see point no. 8),





- (3) The date of the complex exam is decided by the committee of the doctoral school. It has to be officially announced at least 2 weeks before the exam.
- (4) The language of the complex exam is either Hungarian or English.

If the PhD student's mother tongue is NOT Hungarian all parts of the complex exam can be done in English as well (you have to mark the language on the application form).





(5) The complex exam consists of 2 major parts :

- Theoretical part: the candidate has to prove his/her expertise in the literature, the theories and practical knowledge of the scientific field. He/she has to take exams in at least 2 subjects related to his/her research field. The subjects/fields of the exams are given in the Training Booklet of the doctoral school.
- Research progress part: the candidate has to present the results of his/her research work and show the future plan for the 2nd half of the PhD program (semester 5 to 8). Also he/she has to show the schedule of writing the PhD thesis and also schedule for publishing the research results. The scientific research progress report and plan has to be submitted in written form before the exam and has to be presented during the exam.





(6) **The complex exam takes place in front of a jury and it is public**

- The jury must consist of at least 3 members. At least 10 % of the members must not be an employee of the educational institute of the doctoral school.
- The jury is established by the Doctoral Committee. This committee invites the jury members after the deadline of the application but no later than 2 week afterwards.
- The president of the jury must be either a professor of the University of Miskolc or an associate professor or college associate professor with habilitation or professor emeritus or Doctor of Science (DSc) or a teacher/researcher with the title of the doctor of MTA. The work of the jury is assisted by a person who prepares the minutes of the exam. He or she is not a member of the jury but he/she must have PhD.





- All members of the jury must have PhD. The supervisor cannot be a jury member, but he/she has to evaluate the candidate's work in written in advance and orally during the exam.
 - The following persons are not jury members but they assist the work of the jury: subject questioner(s) and the reviewer(s) of the written report, who should be the same as the reviewer(s) of the research seminars. The reviewer has to prepare a written report but it is not mandatory to be present personally during the exam.
- (7) The supervisor's report has to be enclosed to the complex exam application form as an annex. The report has to evaluate the PhD student's work so far, his/her most important scientific results and his/her cooperation with the supervisor. The supervisor has to make a suggestion if the PhD student is worthy of letting him/her to continue the research work. This report has to be at least one page (A4 size).





(8) The formal requirements of the research progress report and plan are the same as the formal requirements of the research seminars.

- On the cover must appear the followings: name of the doctoral school, name of the PhD student, name of the supervisor(s) and the name of the hosting institute.
- The report has to be printed on A4 sheets, minimum 20 maximum 30 pages, the font size cannot be bigger than 12 and the line spacing is 1,5.
- The tables and graphs must be continuously numbered and titled. A reference list must be added to the report, annexes might be added. The reference list must be prepared according to the requirements of the scientific field.





(9) The jury evaluates separately the theoretical part of the exam and the research progress part.

A minute of the exam have to be detailed, has to grade the scientific work of the PhD student and it has to be signed by all the members. The result of the exam has to be announced on the day of the oral exam.

■ **Evaluation of the complex exam:**

- The jury evaluates separately the theoretical part and the research progress part of the exam, points from 1 to 5 can be given. The complex exam is successful if the PhD student passed both parts at least with 60 %. The grading of the complex exam can be either passed or failed.





- The result of the exam has to be announced on the day of the oral exam. - A minute of the exam have to be detailed, has to include the conditions of the application and has to evaluate the PhD student's scientific work so far and the expectations. This document has to be submitted at the office of the Vice Rector for Scientific and International Affairs (TNRT).





- The content of the minute:

- the name and register number of the university,
- the name and student registration number of the PhD student, the previous educational level and qualification,
- the name and instructor ID of the supervisor(s),
- the branch and discipline of science of the field where the PhD student aims to gain a degree,
- the questions of the exam and the evaluation of the answers,
- the evaluation of the complex exam,
- the name, the instructor ID and the signatures of the president of the jury and the jury members.





(10) The PhD student can continue his studies after a successful complex exam.

- There is a second chance after a failed complex exam in the same exam period.
- If the PhD student fails to complete the complex exam his/her student status ends on the day of the exam. [1].

[1] 2011. Act CCIV. of National Higher Education. 35. Ending of student status.
59. § (1) The student status ending, j) if the PhD student fails at the complex exam,



Scientific research progress report and plan



The guideline to evaluate the „**Scientific research progress report and plan**”:

1. The structure and clearance of the report, usage and intelligibility of technical terms (**0-10 point**).
2. The level of processing the literature: using the references in the right way, processing up-to-date articles from prestigious journals, and introducing scientific contents that are related to the field (**0-20 point**).
3. The presentation of the research topic: the introduction of self-done (or used from literature) experiments, the scientific explanation of own (or used from literature) tables, graphs and pictures. (**0-30 point**).
4. The summary, the technicality of the conclusions, the reality of the future plan (**0-40 point**).



The interpretation of the evaluation guideline



Since the aim of the relevant literature processing is to get a good base for the own experiments, we need to examine the technicality of the literature review and the explanation of the graphs found in the literature,

- Is there any self made tables according to the literature to show or compare the results.
- Or are there only graphs copied from the literature and the scientific explanation is missing.
- The candidate has to answer to the following questions: what the figures show in relation to the research field, which conclusions can be drawn from them, why he/she will choose certain technological methods, measuring systems and processing methods during the research work.



The interpretation of the evaluation guideline



Summary: based on the literature review and the executed experiments

- Collecting to the major conclusions according to the future research work or modelling,
- Conclusions: what he/she will examine, with which methods and how he/she will evaluate, which methods will be used during modelling and what he/she wants to develop in the models,
- What kind of scientific answers he/she is seeking, what kind of knowledge gap he/she found,
- Future plans for research, modelling and development.



Application form



APPLICATION FORM
University of Miskolc,
Faculty of Materials Science and Engineering,
Amal Farhat - Doctoral School of Materials Science and Technology

On the Convocation of 2018

Data of the examinee	
Name*	
Birth place and date*	
NEPTUN code*	
Title of PhD research topic*	
Name of Supervisor*	
Theoretical part: name of 2 subjects and their NEPTUN code*	
Research seminar part: chosen language (underline your choice)*	Hungarian --- English

Attachments to enclose*	
Credit proof (90 credits)*	Issued by the Dean's office with the Dean's signature
Publication list printed out from Google Scholar*	Deadline of submission: 18 May 2018
Supervisor's recommendation*	Deadline of submission: 18 May 2018
Scientific research progress report and plan*	Deadline of submission: 18 May 2018

Miskolc, 2018.

SUPERVISOR'S SIGNATURE

I am aware of the Supervisor's task with the convocation and I support the PhD student's application!

Miskolc, 2018.

SUPERVISOR'S SIGNATURE





■ The tasks of the PhD student and the supervisor(s)

- at the beginning of the semester the PhD student has to register to the course „Complex planning” in Neptun
- by the end of the study period the PhD student submits the application form (naming the 2 subjects) and its annexes:
 - ✓ credit proof
 - ✓ publication list,
 - ✓ supervisor's recommendation,
 - ✓ scientific research progress report and plan,
- The documents in paper form signed and also an electronic copy have to be submitted at the Dean's office before 18 May 2018.





Thank you for your attention!

