

**RULES FOR RESEARCH SEMINARS**  
**at the**  
**ANTAL KERPELY DOCTORAL SCHOOL OF MATERIALS SCIENCE AND TECHNOLOGY**

1. The Candidate proves his/her progress in his/her research topic with the Research Seminar. During the study at least seven public research seminar has to fulfil; three of them during the educational and research section, with maximum 15 credits/each and four more ones in the research and dissertation phase with 20 credits/each.
2. The formal requirements of the research reports submitted by the PhD student of the Doctoral School are the follows:
  - a. Reports must be submitted in one copy in bound form to the Dean Office and one electronic copy (pdf) to that e-mail address which specified in the notification letter. Reports can only be accepted or submitted for review if they are signed by the supervisor(s).
  - b. On the cover page of reports should be written the name of the Doctoral School, the number of the research seminar and the name of the PhD student, the supervisor(s) and also the institute.
  - c. Reports must be written in A/4 size with maximum 13 font size, 1.5 line spacing at least 20 and a maximum of 30 pages.
  - d. Tables and figures shall be sequentially numbered and titled. To the report can be related references, annexes. The bibliography is recommended as follows:  
[Number] Author(s): Title, Place, Date, Page Number
3. The Head of the Doctoral School shall submit the written material of the research seminar to a lecturer or researcher who is familiar with the subject. The student receives the evaluation before the presentation. In order to follow the progress of the research topic, the PhD student's research seminar papers regularly review the same lecturer, if possible.
4. Successful completion shall be certified by the minutes of a common seminar organized at the following month after the end of educational period in each semester.
5. Research seminars are for the preparation to make the dissertation and form an appropriate thematic system. Members of the Doctoral Council should be invited to the research seminars.
6. Research seminars are organized by the Dean Office.
7. Evaluation of the research seminars:
  - a. The research seminar report may only be submitted for presentation at the seminar if it has been evaluated by the reviewer for more than 60%. In case of a grade of 60% or less the report may only be presented at a next seminar after consideration by the reviewer and correction, and for a newer grade of more than 60%.

- b. The research seminars will be evaluated by the graduated members of the audience after the lecture and discussion. The head of the concerned topic field shall ensure that at least one professionally competent representative of the field is present at the research seminar in addition to the supervisor. If this condition is not met, the PhD student's research seminar cannot be evaluated. The audience will score 10 points during the seminar.
  - c. If the evaluation of both parties are over 60%, 15 credits in the 1-3 semesters and 20 credits in the 5-8 seminars can be achieved per semesters for completing the research seminar.
  - d. Complex exam and pre-defense replace the obligation of the research seminar in the given semester.
8. Methodology for the evaluation of research seminar papers:
- a. Must be at least 2500 characters long
  - b. Consider to the relation of the report of the PhD student's research topic (0-10 points)
  - c. Explain the structure of the report, its clarity and the comprehension of the used professional terms (0-10 points)
  - d. Evaluate the level of professional literature: using of references, processing of the recent publications in prestigious journals, presentation of professional relevant to the topic (0-20 points)
  - e. Qualify the elaboration of the research topic: presentation of the experiments carried out (or taken from the literature), the professionalism and interpretation of the own diagrams, tables, images (0-30 points)
  - f. Evaluate the summary of the report, the conclusions and future ideas (0-30 points)
  - g. Include at least two questions to be answered by the PhD student at the research seminar.
- If the total score is above 95 points or below 60 points then justification must be provided. The % qualification is the points from the maximum available 100 points. The evaluation sheet is attached.
9. The research seminar may be supplemented twice during the entire training period on an additional research seminar.