

Rules of the complex exam

1. Prerequisites for the complex exam:

90 credits compilation by the followings:

- examinations of the four compulsory and optional subjects
- three research seminars
- at least 10 credits from the publication

2. Application for the complex exam

- A. At the beginning of the current semester Student has to take the subject 'Complex Design' in NEPTUN System (subject responsible is the student's supervisor or the head of the research field, or the head of the Doctoral School) and acquires the signature at the end of the semester. The prerequisite of the signature is the preparation of the scientific research report and plan, its submission in writing and oral presentation
- B. Students have to complete the application form and collect the attachments (credit certificate, MTMT data, supervisor's recommendation) and submit them by the end of the semester to the Dean Office in 1 printed and 1 electronic version
 - The certificate about the acquisition of 90 credits shall be issued by the Dean Office with the signature of the Head of the Doctoral School
 - MTMT general table or Google Scholar profile with the reference data of the publications printed from the MTMT or Google Scholar, endorsed by the candidate
 - Supervisor's recommendation
 - Scientific research report and plan

3. **The date of the Complex Exam** is assigned by the Council of Doctoral School and it is made public prior 2 weeks of the exam.

4. **The Complex Exam must be completed in Hungarian** (in case of Hungarian students) **or English**. If a non-Hungarian speaking student applies for the Complex Exam, all elements of the exam can be completed in English (the candidate has to declare it on the Application Form).

5. The Complex Exam consists of two main parts:

- **Theoretical part:**

The PhD student gives an account on his/her knowledge in the scientific literature of the discipline, his/her current theoretical and methodological knowledge. He/she takes an examination in at least two subjects (subject list is attached)

- **Dissertation section:**

The PhD student reports on his/her research results, outlines his/her research plan for the second phase of doctoral training as well as timetable for preparing the dissertation and publishing the results. The scientific research report and plan shall be presented by the PhD student in writing before the exam and in oral presentation.

6. The Complex Exam must be taken in public before a committee. The examining board

consists of six members and at least one third of members are not in employment with the institution which operates the Doctoral School.

- a. The Examination Board is appointed and invited by the Doctoral Council within two weeks after the deadline of application for the exam.
 - b. The chairman of the Examination Board is a university professor or habilitated associate professor, habilitated college professor, professor emeritus or doctor of science, doctor of the Hungarian Academy of Sciences of the University of Miskolc.
 - c. All members of the Examination Board have scientific rank. The candidate's supervisor can not be the member of the Board but is required to evaluate the PhD student's work in writing and oral in advance.
 - d. Subject responsible persons are not members of the Examination Board but they help its work. The reviewer is also not member of the Board who is preferably the same as the research seminar reviewer. The reviewer prepares a written review in advance, his/her personal presence is not a prerequisite for passing the complex exam.
7. The preliminary written assessment of the supervisor must be attached to the application form for the complex exam. The evaluation presents the doctoral student's work to date, his main scientific achievements, and his collaboration with the supervisor. He declares whether he recommends the student to continue his doctoral studies. The supervisor evaluation is at least one A/4 pages.
8. Requirements of the PhD student's scientific research report are the same in terms of size and form as the research seminar paper.
- a. On the cover of the report the name of the Doctoral School, the name of the PhD student and the supervisor, as well as the institute shall be indicated.
 - b. The report should be prepared in A/4 size with 12 font size, 1.5 line spacing at least 20 and maximum of 30 pages.
 - c. Tables and figures shall be sequentially numbered and titled. It is necessary to make a reference list and also could be annexes. The reference list should be prepared in the usual form of the fields.
9. The theoretical and dissertation part of the complex exam is evaluated separately. About the complex exam a detailed minute is prepared including a textual evaluation of the PhD student's work which is validated on scientific aspect, and signed by the members. The result of the exam must be announced on the day of the oral exam.

Evaluation of the complex exam:

- A. The Examination Board evaluates the theoretical and dissertation parts of the exam separately and decides its approval by 1-5 scores. The complex exam is successful if the candidate reaches at least 60% of both sections. The assessment has two stages: pass or fail.
- B. The result of the exam must be announced on the day of the oral exam. The minute of the exam must be submitted in full to the Vice-Rectors of Scientific and International Secretariat.
- C. The minute contains:

- The name and identification number of the institute
- The name, student identification number, previous level of education and professional qualification of the PhD student
- The name and lecturer identification number of the supervisor
- The discipline of the degree to be awarded
- The questions asked in the complex examination and the classification of the answers
- The qualification of the complex exam
- The name and lecturer identification number of the chairman and members of the complex examination board.

10. After the successful completion of the exam, the PhD student may continue his/her studies. If the exam fails, the PhD student may take the exam once more at a given time in the current semester. If the PhD student does not pass the complex exam the legal status will be terminated on the day of failure or unsuccess.