

Operating Regulations of the
Doctoral School of Literary Studies of the University of Szeged
2014¹

1. Taking into account the Hungarian Law on the Promotion of Doctoral Studies and the Doctoral Regulations of the University of Szeged and fully in line with them, the Council of the Doctoral School of Literary Studies operating at the Faculty of Law of the University of Szeged shall carry out its work in accordance with the following regulations. In matters not covered by these regulations, the aforementioned documents shall be the governing documents. Text excerpts from the Doctoral Regulations of the University of Szeged are in italics.

2. The name of the doctoral school is: Doctoral School of Literary Studies (English: Doctoral School of Literary Studies).

3. *The head of the doctoral school is a university professor and a full member holding the title of Doctor of Science of the Hungarian Academy of Sciences, who is appointed or dismissed by the Rector based on the opinion of the Hungarian Academy of Sciences.* The proposal for the appointment is made at the first level by the Council of the Doctoral School of Literary Studies by secret ballot.

The tasks of the head of the doctoral school:

- *responsibly manages the work of the doctoral school council and is responsible for the implementation of the council's decisions;*
- *coordinates professional work and is responsible for its quality;*
- *represents the doctoral school;*
- *manages the administration of the doctoral school and exchanges information with the competent doctoral councils;*
- *monitors the use of the school's financial resources.*

4. In the Doctoral School (hereinafter referred to as DI), professional activity is managed by the Doctoral School Council (hereinafter referred to as DIT). The members of the DI Council are the core members and the heads of the training programs. Individual programs may organize a program council within their own competence to organize and manage the educational and research activities in the given program. *The heads of training programs and/or program councils receive their mandate from the Doctoral Council of the Scientific Area (hereinafter referred to as TDT) on the proposal of the DIT.* The DIT makes its proposal based on consultation with the instructors of the training program and the program council.

¹ Amendment to the regulations adopted in 2002. It comes into force for procedures initiated after September 1, 2014.

5. The core members of the DI are all lecturers who meet the legal requirements and who have been approved in the procedure set out in the Doctoral Regulations based on the proposal of the DIT. The other members of the DI are the lecturers and supervisors of the DI.

The core members of the DI are the following (before September 1, 2016)

- Mihály Balázs
- Károly Csúri
- György Fogarasi
- József Pál
- Olga Penke
- Mihály Szajbély
- Katalin Szőke
- György Endre Szőnyi
- László Szörényi
- Zoltán Virág

Core member emeritus:

- Árpád Bernáth

6. The head of the DI is assisted in his work by his deputy. The deputy is elected by the DIT from among the members of the DIT by secret ballot.

7. Training and research programs operating in the doctoral school (before September 1, 2016):

- English-language literatures and cultures in Europe and North America program (Endre György Szőnyi)
- Ancient literature program (János Nagyillés)
- French literature program (Olga Penke)
- Literary theory and visual culture program (Ervin Török)
- Classical Hungarian literature program (Mihály Szajbély)
- Modern Hungarian literature program (Zoltán Virág)
- German-language literature program (Károly Csúri)
- Neo-Latin literature program (László Szörényi)
- Italian literature program (József Pál)
- Russian literature and culture program (Katalin Szőke)
- Comparative literary studies program (György Fogarasi)
- Old Hungarian literature program (Mihály Balázs)

8. The meeting of the DIT, which is attended by at least once, the head of the DI shall convene it at least one week before the scheduled date of the meeting, indicating the agenda. The DI council shall be convened on the proposal of one-third

of the members. The council shall have a quorum if at least 50% of the members with the right to vote are present.

9. The council meeting shall be chaired by the head of the DI. The council shall make its decisions by a simple majority of votes.

10. The tasks of the doctoral school council shall be:

- developing the school's internal regulations and requirements in accordance with the doctoral regulations, and implementing them;*
- ensuring the infrastructural and professional conditions necessary for the study and research activities of doctoral students;*
- determining the structure of organized training, making proposals for the announcement of educational sessions;*
- creating and regularly updating the doctoral school's website in accordance with the requirements of the Hungarian Academy of Sciences;*
- approving the training plan and research topic of doctoral students participating in organized training; coordinating training plans and research topics, supervising the activities of supervisors;*
- managing the research standards provided for the doctoral school in accordance with the university's valid management rules;*
- fulfilling the administrative and record-keeping obligations incumbent on the doctoral school;*
- proposing the composition of the examination and review committees and the examination subjects of candidates for the degree;*
- initiating changes in the personnel of the doctoral school's lecturers;*
- initiating necessary changes in the title and content of the doctoral school and training/research programs;*
- initiating the launch of new training/research programs;*
- in justified cases, makes a proposal to the TDT to delete students from the program;*
- notifies the competent bodies of its decisions in the cases described in the doctoral regulations; if they do not object to the given decision in writing within 30 days, it shall be considered approved by the relevant body;*
- determines the range of foreign languages accepted by the doctoral school in the doctoral degree acquisition procedure;*
- designates the optional final exam major and minor subjects;*
- makes a proposal for the composition of the doctoral admission committee, the evaluation of students who have applied for admission, and the order of those recommended for admission.*

11. The DIT decides on the topics that can be advertised in the DI. The supervisor, who must have an academic degree but does not have to be employed by the university, must be approved by the DI council. Before the procedure, the invited supervisor makes a declaration of acceptance with the approval of the program director. The doctoral candidate may appeal the supervisor's rejection decision to the

DIT.

12. The supervisor manages the doctoral candidate's research work with professional responsibility. He/she provides advice regarding optional study obligations and following the professional literature, checks the proportional fulfillment of research tasks every semester. He/she provides professional assistance in publishing his/her scientific results in publications, and together with the program director, supports him/her in obtaining foreign scholarships.

13. In order to issue an absolutorium certifying the completion of a credit-based training program, the educational program must be completed in full and all necessary signatures (credits) must be obtained. This is confirmed jointly by the program director and the head of the DI.

14. The condition for applying for the final exam is the acquisition of the absolutorium for students participating in the doctoral training.

15. Doctoral candidates participating in the training submit their dissertations for a preliminary so-called workshop discussion. The discussion must be held no later than two months before the submission deadline entitling to discounts. A workshop discussion is also mandatory for doctoral candidates who have not participated in the educational program. In the case of a dissertation in cooperation with a foreign university, the preliminary opinions that are mandatory according to the regulations of the university of the other country are taken into account. Doctoral candidates who have not participated in the educational program are required to choose a supervisor from among the instructors of the relevant program, who is responsible for the scientific quality of the dissertation. At least 5 people with scientific degrees must participate in the workshop discussion led and organized by the head of the educational program, either in person or with a written opinion sent in advance. At least one of the people with scientific degrees must not be from the educational program where the dissertation was prepared. At the end of the workshop discussion, the degree participants present vote "yes-no" on the suitability of the dissertation. Minutes of the workshop discussion are drawn up and signed by the minutes-keeper and the chairperson. The minutes must be brought to the attention of the defense committee before the start of the public discussion.

16. The DI may be represented before other university organizations and institutions outside the university by the head of the DI, in his/her absence by his/her deputy, or by a member of the DIT invited by the head of the DI.

17. The DI budget is recorded in the work account maintained by the training programs. 2% of the budget received for the material support of state scholarship holders is made available by the training programs to the head of the DI for the fulfillment of central administrative tasks.