

Organizational and Operational Regulations of the Doctoral School of Physical Sciences University of Debrecen

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Regulatory Background

The Organizational and Operational Regulations (hereinafter: OOR) of the University of Debrecen (UD) “Physical Sciences” Doctoral School (hereinafter: DS) constitute a supplement to the University’s doctoral regulations and to the regulations of the Doctoral Council for Natural Sciences and Engineering (TTDT) regarding doctoral training and the award of the doctoral degree (hereinafter: University Doctoral Regulations – UDR, and the Regulations for Doctoral Training and Degree Awarding – RTD). Doctoral training and the award of the degree are carried out within the framework jointly established by the UDR, the RTD, and the present OOR.

§1 Structure and Competences of the Doctoral School

From 1993 onward, the Kossuth Lajos University of Debrecen (KLTE), and thus its legal successor, the University of Debrecen, obtained the right to award the doctoral (PhD) degree in the following fields of physics:

- I. Atomic and Molecular Physics
- II. Nuclear Physics
- III. Solid State Physics and Materials Science
- IV. Physical Methods in Interdisciplinary Research
- V. Particle Physics

For the purpose of providing the highest-level academic education, the “Physics” doctoral program, accredited by the National Accreditation Committee of KLTE, was established. In 2000 this program was transformed into the University of Debrecen’s “Physical Sciences” Doctoral School, which first received provisional and later full accreditation by the Hungarian Accreditation Committee (MAB). The Doctoral School consists of the programs (formerly subprograms before 2000) established in the above-mentioned fields.

The head of the Doctoral School shall be approved by MAB upon the joint recommendation of the Doctoral Council for Natural Sciences and Engineering (TTDT) and the University Doctoral Council during the accreditation of the Doctoral School.

The Doctoral School is directed by its head with the cooperation of the Council, which meets regularly. The duties of the head of the Doctoral School are regulated by the RTD. The full members of the Doctoral School Council are ex officio the head of the School — who chairs the Council — and the heads of the individual programs. Members of the Council may be represented at meetings by a deputy.

The Council of the Doctoral School has quorum if, in addition to the chair or the chair’s deputy, at least 50% of the members are present. The Council adopts its decisions by simple majority. In the event of a tie, the chair’s vote shall be decisive.

The programs are directed directly by the program leaders in accordance with the instructions of the head of the Doctoral School and the resolutions of the Council of the Doctoral School.

Members of the Doctoral School are the accredited instructors and researchers who carry out their activities in one or more programs. Their program affiliation is indicated in the information

booklet (see below). Prospective members may apply for membership in the School by completing — in both Hungarian and English — the form and attachments described in Annex 1. Based on the recommendation of the Doctoral School Council, the Doctoral Council for Natural Sciences and Engineering invites the instructor/researcher concerned to become a member.

Program leaders of the Doctoral School are appointed and dismissed by the chair of the Doctoral Council for Natural Sciences and Engineering (TTDT) upon the initiative of the Doctoral School and with the approval of TTDT. The principal duties of the program leaders are regulated by the RTD.

The secretary of the Doctoral School is appointed by the head of the Doctoral School. The secretary's mandate lasts until the end of the head's mandate, or until the end of the faculty election cycle as regulated in the RTD.

The forum of the Doctoral School is composed of the instructors/researchers and students of the Doctoral School; it shall convene when justified, or upon the request of 25% of the instructors.

§2 Education in the Doctoral School

Any member of the Doctoral School may announce courses or research topics to be elaborated. For announcing courses or research topics, the designated form (Annexes 2–3) shall be used. The form must be completed in Hungarian and English, signed by the announcer, and countersigned by the relevant program leader. Afterwards, the form is submitted to the secretary, who presents it to the Council of the Doctoral School at its next meeting. If approved by the Council, the course/research topic will be included in the next edition of the information documents.

The supervisor appointed at the time of admission shall be fully responsible for directing the candidate's work. From among the courses and research topics approved by the Council, those to be announced for the given semester or academic year are selected. The list of courses and research topics to be announced is finalised each November and May by the Council based on the secretary's proposal. Courses are announced by the secretary in the Neptun electronic registration system, while the research topics to be announced for the given academic year are registered in the National Doctoral Database.

During their training, doctoral students collect study and research credits. To obtain study credits, participants attend various activities for 4–6 hours per week. The primary purpose of these activities is to assist students in preparing for the comprehensive examination (for students admitted before 1 September 2016) or for the Complex exam (for students admitted after 1 September 2016). Students register for individual courses in consultation with their supervisors. Students take exams each semester based on the course material. Upon successful completion of the training, students obtain the absolutorium. The absolutorium certifies that the doctoral student has fulfilled all academic requirements of the doctoral training.

Training regulations for students admitted before 1 September 2016

For students admitted before 1 September 2016, the doctoral program lasts six semesters (36 months), during which participants collect 180 credits, consisting of 6×27 research credits and

18 study (training) credits. The 18 study credits may be completed at any time over the six semesters. At least 12 of the 18 study credits must be obtained from courses announced by the Doctoral School as follows: a minimum of 8 credits must be taken from the program to which the student was assigned at admission, and 4 credits from other DS courses. The remaining 6 credits may be obtained:

- from any doctoral course announced at any Hungarian university,
- or from teaching activities carried out at the Institute of Physics, UD,
- or, with the prior approval of the head of the DS, from participation in an international school (maximum twice 2 credits),
- or from presenting at a national/international conference (maximum once 2 credits).

Credit allocation for teaching activities: teaching a two-hour-per-week course for one semester counts as 1 credit. During their training, students undergo mandatory evaluation at the end of each year in the form of an annual report. At the end of their studies, within the framework of the degree procedure, students take the doctoral comprehensive examination.

Training regulations for students admitted after 1 September 2016

For students admitted after 1 September 2016, the training period comprises eight semesters (48 months) and consists of the training and research phase, followed by the research and dissertation phase.

Doctoral students collect a total of 240 credits during their training. The majority — $8 \times 26 = 208$ credits — are research credits. Students must complete 16 study (training) credits in the training and research phase. At least 12 of these must be obtained from courses announced by the Doctoral School as follows:

- a minimum of 8 credits from the program to which the student was assigned at admission,
- 4 credits from DS courses.

The remaining 4 credits may be obtained from:

- any doctoral course offered at a Hungarian university,
- teaching activities at the Institute of Physics, UD,
- participation in international schools (maximum twice 2 credits),
- or presenting at an international conference (maximum once 2 credits), all with the prior approval of the head of the DS.

Credit allocation for teaching activities: teaching a two-hour-per-week course for one semester counts as 1 credit.

During the research and dissertation phase, students obtain an additional **16 credits** for a successful **pre-defense**. During the doctoral training, students undergo mandatory evaluation at the end of the first and third years in the form of annual reports. At the end of the 4th semester, as the conclusion of the training and research phase and as a prerequisite for beginning the research and dissertation phase, students must pass the **Complex exam**, which measures and evaluates their academic and research progress.

General provisions for both six- and eight-semester trainings

In both schemes, students prepare their doctoral dissertations in parallel with their studies, based on their chosen research topics. Participants in the six-semester program may apply for the defense within the two-year degree procedure after completing their studies, passing the comprehensive examination, and holding the pre-defense. Participants in the eight-semester program begin the degree procedure after passing the **Complex exam**, which coincides with the research and dissertation phase. During the research and dissertation phase, they present their results at a successful **pre-defense**, and may subsequently apply for the public defense. Students may be awarded the doctoral (PhD) degree after a successful defense.

§4 Obligations of Students

All students of the Doctoral School are required, until the awarding of the degree, to register their published works and independent citations in the MTMT database, as well as in the University of Debrecen's publication repository, iDEa Tudóstér.

Upon submitting the doctoral dissertation, the doctoral candidate must provide the secretary with the **Hungarian and English thesis booklets**, as well as the **electronic version of the dissertation**, and must upload these documents to the University's Electronic Archive (DEA). The secretary preserves these materials and forwards them through the National Doctoral Database to the competent ministry.

Correspondence (part-time) and individual doctoral students — except employees of the University and the HUN-REN Institute for Nuclear Research — are required to pay tuition fees. The amount is:

- 10,000 HUF/semester for those who began their studies before 31 August 2005,
- 50,000 HUF/semester for those who began after 31 August 2005,
- 150,000 HUF/semester for those who began after 31 August 2009,
- 250,000 HUF/semester for those who began after 31 August 2018.

The Council of the Doctoral School may, upon written individual request, reduce the tuition fee.

Students admitted before 1 September 2016 must submit an annual report each year by the official deadline.

Students admitted after 1 September 2016 must submit such a report at the end of the **first** and **third** years.

These reports form the basis for the regular evaluation of the student's and the supervisor's work and constitute the fulfilment of the 0-credit courses titled "**Annual Report**", "**Annual Report 1**", and "**Annual Report 3**", respectively.

Reports must be completed using the form included in **Annex 6** and submitted to the secretary both digitally and with signatures. The secretary presents them to the Council of the Doctoral School and subsequently informs the Doctoral Council for Natural Sciences and Engineering (TTDT) of the Council's opinion.

In odd-numbered semesters, submitting a short semester report is mandatory for the acceptance of research credits.

§5 Knowledge of Foreign Languages

1. Admission to the Hungarian-language doctoral training of the Doctoral School of Physical Sciences at the University of Debrecen requires that the applicant possess the foreign-language proficiency necessary for pursuing research in the field, in one of the following languages: **English, German, French, Spanish, Italian, Russian, Ukrainian, Serbian, Croatian, Slovak, Slovenian, or Romanian.**

Accepted forms of proof of the required language proficiency:

- a state-recognized, at least intermediate-level (corresponding to level B2 of the Common European Framework of Reference), **complex** examination (attesting both oral and written skills), or an equivalent certificate;
- a degree of language specialization or a degree in translation in the given language;
- a secondary school leaving certificate (érettségi), bachelor's degree, or master's degree obtained in the foreign language;
- certification issued by the UD TTK Language Teachers' Group, the Medical Faculty Language Centre, the Humanities Language Centre, or the Economics Faculty Institute of Business Language Communication;
- fulfilment of the faculty-level professional language requirements within a master's program of the Faculty of Science and Technology, UD.

If the applicant's certified foreign-language proficiency is not in English, the admission committee shall verify the applicant's English proficiency required for work in the field during the admission procedure and shall issue a written statement on this.

2. In the Doctoral School of Physical Sciences at the University of Debrecen, a prerequisite for the **award of the doctoral degree** is that the candidate possess the level of foreign-language proficiency necessary for pursuing research in the field, in one of the following languages:
English, German, French, Spanish, Italian, or Russian.

Accepted forms of proof of the required language proficiency:

- a state-recognized, at least intermediate-level (B2), complex examination (attesting both oral and written skills), or an equivalent certificate;
- a degree of language specialization or a degree in translation in the given language;
- a secondary school leaving certificate, bachelor's degree, or master's degree obtained in the foreign language.

If the student's intermediate language examination (or equivalent certificate) is not in English, then as a prerequisite for the award of the degree, the student must certify an appropriate level

of English scientific language proficiency by passing a professional final examination administered by the Language Teachers' Group of the Faculty of Science and Technology, University of Debrecen.

The required language proficiency for work in the field must be certified no later than at the time of submitting the doctoral dissertation.

§6 Requirements for the Dissertation

1. The formal requirements for the dissertation are contained in the relevant annex of the Regulations for Doctoral Training and Degree Awarding (RTD).
2. In the Doctoral School, the dissertation must be based on **3–4 published papers** (these may include publications in conference proceedings), of which **at least 2** must be published in **international journals with an impact factor**. If the field permits, at least **one** of the publications forming the basis of the dissertation should be **first-authored** by the candidate. Publications in conference proceedings must be at least **4 pages in length**. The Doctoral School Council considers the dissertation acceptable only if these conditions are met.
3. The head of the Doctoral School — with the agreement of the supervisor and the program leader — issues a certification to the Doctoral Council for Natural Sciences and Engineering (TTDT) confirming that the dissertation meets the substantive requirements.
4. During the preliminary quality assessment, the Doctoral School Council pays particular attention to the publications in conference proceedings forming the basis of the dissertation.
In the list of publications related to the topic of the dissertation, conference papers must be **traceable** based on their bibliographic data. When submitting the dissertation to the Council, it is recommended to attach photocopies (one copy) of the conference paper(s) together with the **cover page of the conference volume**.
5. The Doctoral School supports teacher–researcher training. Requirements related to this are described in **Annex 4**.

§7 Application for the Award of the Degree

1. The application for the award of the doctoral degree must be preceded by:
 - the preparation of proposals for the **Complex exam committee**,
 - the **defense committee** to be appointed before the submission of the dissertation,

- and the **official reviewers**,
- as well as the **preliminary substantive review of the dissertation**.

Proposals regarding the personnel composition of these committees are prepared by the relevant program leader, in consultation with the supervisor and the secretary of the Doctoral School, and submitted to the head of the Doctoral School. The final proposal is forwarded by the head of the Doctoral School to the Doctoral Council for Natural Sciences and Engineering (TTDT).

2. The preliminary substantive review of the dissertation is conducted as follows:
The candidate submits the unbound dissertation first to the supervisor, then to the program leader, and finally to the head of the Doctoral School. Certification confirming that the dissertation meets the required academic standard is issued by the head of the Doctoral School with the agreement of the supervisor and program leader, after the secretary has verified that the candidate has fulfilled the required publication and citation reporting obligations.
3. Before submitting the dissertation, a pre-defense (workplace defense) must be organized.
The regulations governing the pre-defense are established by the Doctoral Council for Natural Sciences and Engineering (TTDT).

§8 The Doctoral School and the Habilitation Procedure

1. In its field of expertise, the Council of the Doctoral School establishes the **habilitation requirements** (see Annex 5).
2. Upon request from higher-level habilitation committees, the Doctoral School provides **expert evaluations** of the applications submitted by candidates for habilitation.

§9 Activities of the Secretary

1. The principal responsibilities of the secretary of the Doctoral School are regulated by the University Doctoral Regulations (UDR).
2. The activities of the secretary are directly supervised by the head of the Doctoral School.
3. The secretary prepares minutes of the meetings of the Doctoral School Council, as required by the Council's ad hoc decisions.
4. In accordance with the principles detailed in §3, the secretary carries out the allocation of the Doctoral School's financial resources in consultation with the head of the Doctoral School. The secretary informs the programme leaders in writing about the details of the allocation.
5. The secretary manages study-related administrative tasks of the students in the **Neptun** electronic study system. The secretary also carries out all administrative duties related to the Doctoral School in the **National Doctoral Database**.
6. The secretary maintains records regarding instructors, students, supervisorships, and degree procedures.
7. The secretary performs the announcements required for the individual stages of the degree-awarding procedure.
8. With the consent of those concerned, the secretary keeps records of graduates of the Doctoral School.

9. The secretary's task is to support administratively — both in Hungarian and English — the teaching, research, and degree-awarding activities carried out in the Doctoral School.

The secretary liaises with the administrator of the Doctoral Council for Natural Sciences and Engineering (TTDT) and, when necessary, represents the head of the Doctoral School at meetings related to the operation of the School. The secretary participates in the preparation of the periodic accreditation of the Doctoral School.

10. The secretary edits the School's website and the annually issued information booklets in Hungarian and English, including:

- **PhDxx-25:** A Brief Introduction to the Doctoral School of Physical Sciences, UD
- **PhDxx-21:** Courses Offered by the Doctoral School of Physical Sciences, UD
- **PhDxx-23:** Research Topics of the Doctoral School of Physical Sciences, UD
- **PhDxx-29:** Syllabi of the Comprehensive Examination Subjects of the Doctoral School of Physical Sciences, UD
- **PhDxx-32:** Organizational and Operational Regulations of the Doctoral School of Physical Sciences, UD

§10 Entry into Force

The present regulations shall apply in full to students admitted during the **summer admission period of 2023**, and to those who **apply for the award of the doctoral degree after 10 June 2023**.

These regulations were adopted by the Council of the Doctoral School at its meeting on **25 September 2001**.

Amendments adopted by the Council of the Doctoral School:

- 18 January 2002
- 12 March 2002
- 3 November 2003
- 7 December 2004
- 12 June 2008
- 14 October 2008
- 15 April 2010
- 31 May 2013
- 10 June 2014
- 14 June 2018
- 14 April 2023

Annex 1

UNIVERSITY OF DEBRECEN
DOCTORAL SCHOOL OF PHYSICS

.....PROGRAMME PF./...-..

PERSONAL PAGE

Name:.....

Place and date of birth:.....

highest academic degree:.....

year of obtaininig the academic degree:.....

Institute of full-time job:.....

job position:.....

mail address:.....

e-mail:.....

No. of scientific publications:.....

No. of independent quotes:.....

(Enclosure:

1. Scientific CV

2. Most important 10 scientific publications)

Date:

.....

signature

.....

program leader

The above instructor/researcher was accepted / not accepted to the Doctoral Program by the Doctoral Council of the Doctoral School of Physics.

Date:

.....

secretary

.....

Head of the Doctoral School

Annex 2

UNIVERSITY OF DEBRECEN
DOCTORAL SCHOOL OF PHYSICS

.....PROGRAMME PF./...-..

The planned **educational activity**

Name of the teacher:.....

Form (lectures or practice):.....

Number of semesters:.....

Hours per week:.....

Credit value:.....

Title:.....

Short description:

Date:

.....
signature

.....
program leader

The above doctoral course/education activity was accepted / not accepted to the Doctoral Program by the Doctoral Council of the Doctoral School of Physics.

Date:

.....

secretary

.....

Head of the Doctoral School

Annex 3

UNIVERSITY OF DEBRECEN
DOCTORAL SCHOOL OF PHYSICS

.....PROGRAMME PF./...-...

The planned **research topic**:

Name of supervisor:.....

Title:.....

Short description:

Date:

signature

.....

program leader

The above **research topic** was accepted / not accepted to the
Doctoral Program by the Doctoral Council of the Doctoral School
of Physics.

Date:

.....

secretary

.....

Head of the Doctoral School

Annex 4

Position Statement of the Doctoral School Council on the Requirements for Applicants to the Teacher–Researcher Track

The Doctoral School of “Physical Sciences” (DS) aims to support, within the framework of doctoral (PhD) training, the degree attainment of applicants who wish to follow in the footsteps of Hungary’s distinguished tradition of successful physics teacher–researchers. For these applicants, the DS will announce research topics in the future that also relate to physics education methodology, thereby enabling them to apply. Questions and potential issues arising during the initial phase justify the need for this information document for participants in the program. This statement serves that purpose.

This position statement is a supplement to the earlier, publicly available position of the “Physics Doctoral Program” concerning the requirements for program participants, and to the requirements set out in §6 of the OOR of the Doctoral School. This clarification also emphasizes that the rigorous academic standards — long upheld in the School’s practice — **apply equally to all candidates** within the Doctoral School. In all matters not addressed in this supplement, the aforementioned earlier position and the OOR shall apply.

1) Requirements regarding the topic

The research topic must contain — in the judgement of one of the programs of the Doctoral School (Atomic and Molecular Physics; Nuclear Physics; Solid State Physics and Materials Science; Physical Methods in Interdisciplinary Research; Particle Physics) — a sufficient and appropriate physics content to be admissible. To determine this, applicants must consult the supervisor of the selected topic from the list of announced topics published in the DS information booklet.

The research plan to be developed must be submitted by the program leader to the DS Council if agreed upon by the supervisor. The Council then decides whether the topic is admissible. (Thus, in addition to applying for an announced topic, a preliminary research plan must also be submitted.)

If the topic desired by the applicant does not appear in the information booklet, consultation with the topic proposer or the programme leader is recommended; based on this consultation, a research plan may also be submitted for preliminary assessment.

2) Publication requirements

The dissertation topic must be supported by at least **3–4 publications** in a peer-reviewed physics journal or in one of the following journals:

Fizikai Szemle; A Fizika Tanítása; Módszertani Közlemények; Természet Világa; Fizika v Skole; Physik in der Schule; Praxis der Naturwissenschaften; Physik in der Schule; Physics Education; American Journal of Physics; American Educational Research Journal (AM);

Educational Research (EDUC RES); Educational Studies (EDUC STUD); Higher Education (HIGH EDUC); American Journal of Education (AM J EDUC); Science and Education; The School Science Review

Alternatively, publications may appear in a foreign journal related to the topic, provided that it is demonstrably **peer-reviewed**.

It is desirable that **half of the publications** appear in a journal publishing in a major world language.

3) Additional requirements (if the number of publications is 3)

For the preliminary quality assessment (before submitting the dissertation), the above documents must be attached. If the number of publications is **only 3**, the candidate must additionally demonstrate **2 points** of achievement from the categories below:

- **Student competitions**
 - Regular problem setting or jury work: **0.5 points**
 - A student coached by the candidate finishing in the national top ten: **0.5 points**
- **Textbooks and educational materials**
 - Secondary school textbook: **2 points**
 - Workbook or problem book: **1 point**
 - Problem sheets used in teaching at schools

Annex 5

Habilitation Requirements of the Faculty of Science and Technology, University of Debrecen, in the Field of Physics (Scientific Achievements)

Applicants submitting a habilitation request in the field of physics at the Faculty of Science and Technology of the University of Debrecen are expected to meet the following requirements:

1. Possess an independent professional profile.
2. Publish regularly in international journals in their field (i.e., have at least 10 publications in internationally refereed scientific journals in which the applicant played a significant role).
3. Independent citations to the applicant's work must exceed half of the citation requirement necessary for the award of the title *Doctor of the Hungarian Academy of Sciences (DSc / MTA doktora)*.
4. Possess at least five years of university teaching and curriculum development experience.
5. Possess a PhD degree obtained at least five years prior to submitting the habilitation request.
6. Actively participate in the scientific community.

Annex 6

University of Debrecen, Doctoral School of Physics

Report on the work done in the/.... academic year

Name of the PhD student:

Name of the supervisor:

Title of the research topic:

Number of credit points received in the present academic year (*since the previous report*):

Details of publications/talks/posters/software published/presented in the present academic year:

Details of internships done in the present academic year (*time interval, name of the host institute, city, country*):

Summary of the research work done in the present academic year. (*max. 10 lines*):

Date:

Signature of the PhD student:

Opinion and signature of the supervisor:

Opinion and signature of the leader of the PhD program:

Opinion of the Council of the PhD School:

Signature of the head of the PhD School:

Annex 7

Admission Procedure of the Doctoral School of Physical Sciences, University of Debrecen

The Doctoral School of Physical Sciences of the University of Debrecen follows the rules set out in the regulations of the Doctoral Council for Natural Sciences and Engineering (TTDT) regarding doctoral training and the award of the doctoral degree.

Evaluation System of the Doctoral Admission Procedure

The unified admission scoring system consists of 100 points, divided into three categories:

1. First category – Professional preparedness (max. 40 points)

The admission committee evaluates:

- the applicant's professional knowledge,
- the research plans proposed for the doctoral training,
- and the soundness of these plans.

Evaluation may be based on an oral examination and/or a written application or research plan.

Maximum: 40 points

2. Second category – Previous academic performance (max. 30 points)

This may include:

- an index calculated from the grade averages of completed semesters, and/or
- the evaluation of the bachelor's/master's degree.

Maximum: 30 points

If the degree was obtained more than 2 years prior, the score awarded for it expires, and in this case the maximum obtainable points in both the first and third categories become 50–50 points.

3. Third category – Scientific activity (“scientific background”) (max. 30 points)

Points may be awarded for documented scientific outputs (publications, TDK papers, etc.). The pointable achievements correspond to the performance credits listed in the Talent Management Programme Regulations of UD, Section II.2.c.

The admission committee awards points according to the following ranges:

20–30 points

- first-author publication in a refereed journal (“in extenso”)

- prize-winning OTDK presentation (1st–3rd place)
- verified national or international scientific competition placement

10–20 points

- non-first-author refereed journal publication
- first-author presentation or poster at a non-local, non-student conference
- OTDK presentation or submitted paper, not prize-winning

0–10 points

- non-first-author, non-student conference presentation/poster
- presentation at a local student (non-TDK) conference

Language requirements and language exam bonuses

A B2 (intermediate) complex language exam is a mandatory requirement, and no points may be awarded for it. Additional language exam achievements may be rewarded as follows:

- one B2 complex exam OR one C1 (advanced) “A” or “B” type exam: 3 points
- one C1 complex (“C”) type exam: 5 points

Selection of Admitted Students

Applicants achieving at least 60 points may be admitted.

- Full-time applicants are admitted in order of their admission scores, up to the quota determined annually by the Doctoral Council for Natural Sciences and Engineering.
- Part-time applicants may be admitted either from those who applied for part-time studies or from full-time applicants not admitted due to capacity limits.