

**THE UNIVERSITY OF DEBRECEN**  
**DOCTORAL SCHOOL OF LITERATURE AND CULTURAL STUDIES (DSLCS)**

**DOCTORAL RULES AND REGULATIONS**  
**IN DSLCS (IKDI)**

**2016**

**DEBRECEN, HUNGARY**

Amended: on September 29, 2017 and March 27, 2019

## TABLE OF CONTENTS

<b>The Basic Rudiments of the Rules and Regulations of the UD DSLCS<sup>1</sup></b>	<b>4</b>
<b>1. The Name and Seat of the Doctoral School</b>	<b>4</b>
<b>2. The Availability and Administration of the Doctoral School</b>	<b>4</b>
<b>3. Establishment and Preliminaries</b>	<b>4</b>
<b>4. The Organisation of the Doctoral School</b>	<b>5</b>
<b>4.1. Operational Seat</b>	<b>5</b>
<b>4.2. The Representative Forum of the DSLCS</b>	<b>5</b>
<b>4.3. Members of the Doctoral School</b>	<b>5</b>
<b>4.3.1. The Teaching Faculty of the DSLCS</b>	<b>5</b>
<b>4.3.2. The Supervisors of the DSLCS</b>	<b>6</b>
<b>4.3.3. The Established Core Members of the DSLCS</b>	<b>6</b>
<b>4.3.4. The Students of the DSLCS</b>	<b>7</b>
<b>4.4. The Council of the Doctoral School</b>	<b>7</b>
<b>4.4.1. Members of the DSLCS Council</b>	<b>7</b>
<b>4.4.2. The Operation of the DSLCS Council</b>	<b>7</b>
<b>4.4.3. The Tasks of the DSLCS Council</b>	<b>8</b>
<b>4.5. The Head of the Doctoral School</b>	<b>8</b>
<b>4.6. The Secretary of the Doctoral School</b>	<b>9</b>
<b>4.7. The Internal Organisation of the DSLCS</b>	<b>10</b>
<b>4.7.1. The Programmes</b>	<b>10</b>
<b>4.7.1.a The Availability of the Programmes</b>	<b>10</b>
<b>4.7.1.b The Head of the Programmes</b>	<b>11</b>
<b>4.7.1.c The Secretary of the Programmes</b>	<b>11</b>
<b>4.7.2. The Subprogrammes</b>	<b>11</b>
<b>4.7.2.a The Availability of the Subprogrammes</b>	<b>12</b>
<b>4.7.2.b The Head of the Subprogrammes</b>	<b>13</b>
<b>4.7.2.c The Secretary of the Subprogrammes</b>	<b>14</b>
<b>5. The Rules of Application and Admission to the DSLCS</b>	<b>14</b>
<b>5.1. School-Specific Requirements Simultaneously Valid for the Current Rules and Regulations</b>	<b>15</b>
<b>5.1.1. Entrance-Examination Requirements for those Individually Preparing for Admission to the Doctoral Program</b>	<b>15</b>
<b>5.2. Subfield-Specific Requirements Simultaneously Valid for the Current Rules and Regulations for those Individually Preparing for Admission to the Doctoral Programme.</b>	<b>15</b>
<b>5.2.1. The Entrance-Examination Requirements of the English Literature and Culture Subprogramme</b>	<b>15</b>
<b>5.2.2. The Entrance-Examination Requirements of the North-American Literature and Culture Subprogramme</b>	<b>16</b>
<b>5.2.3. The Entrance-Examination Requirements of the French Literature and Culture Subprogramme</b>	<b>16</b>
<b>5.2.4. The Entrance-Examination Requirements of the Dutch Literature and Culture Subprogramme</b>	<b>17</b>
<b>5.2.5. The Entrance-Examination Requirements of the Hungarian Literature and Culture Subprogramme</b>	<b>17</b>
<b>5.2.6. The Entrance-Examination Requirements of the Media Cultural Studies Subprogramme</b>	<b>18</b>

---

<sup>1</sup> The University of Debrecen's Doctoral School in Literary and Cultural Studies

<b>5.2.7. The Entrance-Examination Requirements of the German Literature and Culture Subprogramme</b>	<b>18</b>
<b>5.2.8. The Entrance-Examination Requirements of the Italian Literature and Culture Subprogramme</b>	<b>19</b>
<b>5.2.9. The Entrance-Examination Requirements of the Russian Literature and Culture Subprogramme</b>	<b>20</b>
<b>6. Rules and Regulations Pertaining to the Doctoral Training in the Doctoral School</b>	<b>20</b>
<b>7. The Training Programme of the DSLCS</b>	<b>20</b>
<b>8. Supervising the Research Activity</b>	<b>21</b>
<b>9. Publication Management in the DSLCS</b>	<b>21</b>
<b>10. The Management of Degree Acquisition</b>	<b>22</b>
<b>11. Quality Assurance</b>	<b>22</b>
<b>12. Student Registration: the Files</b>	<b>22</b>
<b>13. The Economic Principles of Managing the DSLCS</b>	<b>23</b>
<b>APPENDIX</b>	<b>24</b>
<b>[A] The Management of the Electronic Submission of Dissertations and of Hungarian- and Foreign-Language Theses</b>	<b>24</b>
<b>[B] Abbreviations: Hungarian and English Variants</b>	<b>24</b>

## The Basic Rudiments of the Rules and Regulations of the UD DSLCS

The present document will focus on normative – organizational and operational – conceptualities and it has been composed in accord with the *Doctoral Regulations* of the University of Debrecen. As such, it incorporates all the pertinent positions taken by MAB as well as the doctoral regulations of the University of Debrecen (January 24, 2019). This last item includes the Doctoral Regulations of the Doctoral Council of the School of Arts and Humanities (as of February 8, 2018), and can be regarded as a function, amendment or execution of these extensions. The laws and regulations providing the legal background and enactments are included in detail in Debrecen University’s and the various subordinate faculties’ particular regulations.

(NB.: The Rules and Regulations of the University of Debrecen’s Doctoral School of Literature and Cultural Studies (subsequently DSLCS) will refer to The Doctoral Rules and Regulations of the University of Debrecen with the abbreviation DSZ, to the Doctoral Regulations of the Doctoral Council of the Faculty of Arts and Humanities with the short form FADS and the number of the particular sections and paragraph(s). Citations from DSZ are to be marked by letter size 10 and italics, while quotations from FADS will be given in letter size 10.)<sup>2</sup>

### 1. The Name and Seat of the Doctoral School

DE Irodalom- és Kultúratudományok Doktori Iskola  
4032 Debrecen, Egyetem tér 1., Hungary

### 2. The Accessibility and Administration of the Doctoral School

Secretariat: UD, Doctoral School of Literature and Cultural Studies, Imre Bán Library  
Main Building, ground floor 3, Egyetem tér 1, 4032 Debrecen  
Postal address: 4002 Debrecen, P.O.B. 400  
Fax/Telephone: +36 52 512 957  
Telephone: +36 52 512 900, Ext: 22097 (head of school) or Ext: 22650 (secretary)  
e-mail: [debreczeni.attila@arts.unideb.hu](mailto:debreczeni.attila@arts.unideb.hu) (head of school), or [deidi@arts.hu](mailto:deidi@arts.hu) (school secretary);  
Homepage: <http://deidi.unideb.hu>

### 3. Establishment and Preliminaries

At the Faculty of Humanities of the University of Debrecen, the Doctoral School of Literature and Cultural Studies (DSLCS) was created by merging four earlier accredited doctoral programmes, namely *English and American Studies*, *Hungarian and Comparative Literary Scholarship*, *French Literary Scholarship*, and *German Literary Scholarship*. The Literary Studies Doctoral School generated hereby – and since September 2017 known as the Doctoral School of Literary and Cultural Studies – received transitory accreditation status from MAB as of January 1, 2001, which was subsequently followed during

---

<sup>2</sup> With the unprecedented recent growth of human knowledge, thus as a consequence of the rapid institutional differentiation of the world of knowing, finding the right – “right” meaning here ‘brief’, ‘appropriate’, ‘unmistakable’ and ‘economical’ – identifying designations for the multiplying array of the various constitutive units and research directions has become a pressing issue. The necessity of controlling the pertinent nomenclature is especially obvious in Hungarian versus English-language equivalents – and near-equivalents such as **Bölcsészettudományi Kar** versus **Faculty/School/College of Arts/Arts and Sciences/Humanities/Social Sciences**; altogether 12 variants. While not denying the historical legitimacy of the other variants, it seems that the prime contender for usage in the near future is going to be **Faculty of Humanities**. Or **School of Humanities**. Statistically, these two seem to be the variant forms most often preferred. Which, of course, does not mean that the rival forms have no chance.

the same year by complete accreditation. Initiated by a submission of Debrecen University's accredited doctoral school, on February 22, 2002, the plenary forum of MAB approved the full status of the formerly partial accreditation process. In view of MAB's decision (No. 2002/2/III) the University of Debrecen came to be empowered, in the areas of science and scholarship represented by the arts and social sciences, in the fields of *literary studies* (currently *literary and cultural studies*), to assume the responsibilities and fulfill the professional obligations of doctoral training, the conferment of doctoral degrees and the operation of the habilitation procedures. The University is further eligible to utilize as doctoral degree the results of scholarship activity pursued and/or completed abroad, provided the requirements of obtaining such a degree in a given foreign country are commensurate with or can be accepted as analogous through the introduction of supplementary criteria.

## **The Organisational Layout of the Doctoral School**

### **4.1. Operational Seat**

University of Debrecen, Faculty of Humanities.

The operational framework is constituted by the following departments and institutes of the Faculty of Humanities: Department of British Studies, North American Department, Department of French, Department of Communication and Media Science, Institute of Hungarian Literature and Culture, Department of Dutch, Department of German-Language Literatures, Department of Italian and Institute of Slavic Studies.

### **4.2. The Representative Forum of the DSLCS**

The School's forum is a deliberative body in whose activities all the members of the teaching faculty, as well as the students, are entitled to participate. The forum is convened by the Council of the School and such a convocation can be initiated by any of the subprograms. The forum can include in its agenda any issue pertaining to the operation of the School.

### **4.3. Members of the Doctoral School**

#### **4.3.1. The Teaching Faculty of the DSLCS**

*"The teachers of the doctoral school are educators and researchers who possess an earned scholarly or scientific degree and whom the council of the doctoral school deems eligible for fulfilling the duties of the educational, research, and academic supervising requirements of the doctoral school. The members of the teaching faculty, within the framework of organized training, have the right to initiate themes and educational classes." DSZ 1.§ 11.)*

Regarding the members of the teaching staff of the doctoral schools at the faculty of humanities:

- (a) As prompted by DSZ 1.§ (10), it is the council of the doctoral school that possesses the authorization to bring resolutions in the matter of a teacher's person of the doctoral school.
- (b) The list of the faculty members of the doctoral school, reflecting conditions as of the last day of December and at the recommendation of the DCLCS, is reviewed by FADS at its first session of the year. Changes in individual academic titles and degrees can be considered only after the official termination of processes in progress such as doctoral procedures, habilitation processes and PhD degree acquisition.
- (e) In the event of longer stays abroad, as in the case of a "sabbatical year", a given instructor's accreditation can be temporarily suspended, though not terminated. FADS 3.§. 7(a), (b), (e)

Newly employed faculty members of the doctoral school are recommended by the subprogrammes and the pertinent decisions concerning membership are made by the council of the doctoral school. The registration of the new members in the ODT database is the responsibility of the school secretary. Prospective new members confirm their intention to join by filling in a statement. It is the responsibility of the school secretary to make sure the statement of proclamation and the attached forms reach the

applicant. The new member sends two copies, both with original signatures, to the secretariat, of which one original copy is forwarded by the secretary of the school to the FADS secretariat.

Members of the subprogrammes of the doctoral school annually come up for review. If it is found that a certain teacher tends to fail to take an active part in the work of the school (for instance, he or she does not update their relevant data in the national database, they fail to offer new courses of study, there is failure to offer research themes, they do not take part in the programmes, applications, etc.), the programme can initiate the discontinuance of the given membership.

Measures of phasing-out can be implemented by the school council at the initiative of the subprogramme leaders and the programme leaders in the month of December of each year, before the annual supervision of the BDT. The school council informs the faculty member about the reasons for the discontinuation of his membership before the school secretary implements the severance of the connection between the school and the faculty member. Members of the teaching staff can discontinue their membership at any time, without offering reasons for doing so.

#### **4.3.2. The Supervisors of the DSLCS**

*“The members of the teaching faculty can, at the recommendation of the council of the particular doctoral school and on the basis of the decision made by the relevant doctoral council, undertake advisory duties and responsibilities. The **supervisor** conducts the study and research programmes responsibly. In exceptional cases, if approved by the EDHT and in professionally justified cases, besides the supervisor a co-supervisor can be nominated.” DSZ 1.§ (12).*

- “(f) The supervisor must be a qualified academic of the doctoral school. In the matter of the assignment of the supervisor the council of the doctoral school is entitled to make a resolution.
- (g) The honorary doctors of the faculty of humanities are also entitled to undertake advising functions, if as much as their continued presence is ensured.
- (h) Deputy advising functions can also be undertaken by invited members.” FADS 3.§.7 (f-h).

A supervisor of the DLSCS can only be a qualified instructor, one who measures up to his or her obligations to generate research topics, can enumerate at least five substantial publications of the past five years, can list additional five publications of his or her total scholarly output, and the bibliographical data are accessible both in MTMT (<https://mtmt.hu>) and in the electronic database of ODT (<https://doktori.hu>).

The obligations and responsibilities of the supervisor include:

- a) making public the doctoral theme in the national database;
- b) making recommendations regarding the educational and research project of individual PhD students' responsibility for the standard and execution of the work in progress;
- c) ensuring the possibility of systematic professional consultations, authorizing every six months the completion of educational and research objectives;
- d) using the printed form entitled “A Six-Monthly Data-Sheet Progress Report to the Head of the Doctoral School on Ph.D. Students” provides a periodical account on the achievements of Ph.D. students.
- e) supporting Ph.D. students in generating scholarly publications, in preparing doctoral dissertations, and in obtaining scholarships abroad.
- f) he or she ascertains that the applicant, through his/her independent creative activity, has substantially contributed to the results included in the dissertation, and he/she recommends the acceptance of the dissertation.

*“In the entrance period one supervisor can be involved in the acceptance of two new doctoral students and one supervisor can simultaneously oversee the work of not more than six doctoral students at the maximum. In the course of approving the*

appointment of the supervisor, the doctoral council takes into account the earlier achievement of the supervisor. "DSZ 1.§ /12)

### **4.3.3. The Established Core Members of the DSLCS**

*A "core member" is a teacher or research worker who possesses an earned scholarly or scientific degree in the disciplinary area of the doctoral school, maintains high-level full-time professional employment at the University of Debrecen in accordance with a public employee legal status and who, in accord with Nftv. 26.§ (3), has identified the University of Debrecen as his or her institute of affiliation for the purposes of budgetary funding. With the approval of the doctoral council, a Professor Emeritus of the University of Debrecen – as such a term is defined in Section 32 (1) of the National Higher Education Act – may also be eligible to qualify as a core member. Further, core members may also be academic advisers or research professors having an academic degree in the disciplinary and research area of the doctoral school, engaged in continuous, high-quality academic activities, employed by a research institute in full time in regular employment or as state employees, having the title "Doctor of the Hungarian Academy of Arts and Sciences", provided that the University has concluded an agreement to this effect with the given research institute. A core member shall satisfy the above conditions for at least 5 years and shall agree to also serve as a dissertation supervisor of the doctoral school. Core members may only be persons under whose supervision at least one (or, in the case of co-supervisors, two) candidate(s) have/has received a doctoral degree." DSZ Definitions*

A core member is expected to satisfy the accreditation requirements of MAB.

### **4.3.4. The Students of the DSLCS**

A student of the doctoral school

- a) has student status during the training programme (until the acquisition of an "absolutorium", or the Final Certificate);
- b) receives guiding-advising information (orientation);
- c) can, at the individual subprograms and their homepages, find continuous information;
- d) has, at the council of the doctoral school, student representation;
- e) receives financial support from the DSLCS for conference participation, depending on the particular economic situation;
- f) is eligible to receive financial support for conference organisation, as a function of the moral and economic possibilities of FADS;
- g) the DSLCS endeavours to organize annual school conferences (Forum for Young Literary Scholars and Researchers of Culture);
- h) the DCLSC secures a common research room to be used by its students (DSLCS's Imre Bán Library);
- i) can be the beneficiaries of DSLCS's international scholarship programmes.

### **4.4. The Council of the Doctoral School**

*"The professional activities of the doctoral schools are supervised by the head and the council of the doctoral school, which is advised to have at least three members. The president of the latter is the head of the doctoral school, while its members are the heads of the doctoral programmes and a number of other faculty members, as prescribed among the rules of operation of the doctoral school. Included still further among its members might be one or two more doctoral students, who will have the right of consultation. The secretary of the doctoral school may take part in the Council's sessions with the right of consultation (inasmuch as he or she is not a member)." DSZ 1. § (13)*

"The school councils submit their personal or their other recommendations (e.g. proposal for the composition of a complex exam or an examination committee, or for the subjects of a complex exam, the necessary changes in the composition of the personal make-up of a doctoral school, etc.). To be considered, these recommendations are to be submitted in writing at least 7 days before the sessions of the FADS" DSZ 1. § (6c).

"The sphere of operation of the school councils is regulated more in detail in DSz 13.§. (10) and FADS 1.§ 6 (d)"

#### **4.4.1. Members of the DSLCS Council**

- a) the head of the school (Chair)
- b) heads of the programmes (when the director of the school is also a programme leader, it is necessary to see to it that his own representation is secure)
- c) heads of the subprogrammes;
- d) an elected representative of the students of the doctoral training (with advisory and voting rights);
- e) the secretary of the doctoral school (with advisory rights).

The election of the student representative operates by observing the principle of rotation as related to the programmes. The head of the school and the student representative cannot belong to the same programme).

The commission of the DSLCS is continuous. Its personal composition is modified as a function of the leading offices.

#### **4.4.2. The Operation of the DSLCS Council**

- a) The DSLCS is convened by the Chair, at least three times every six months but also in every case when any member of the council requests so;
- b) the invitation, which includes the agenda of the DSLCS, has to reach the members of the council five working days before the session;
- c) at the invitation of the Chair anyone can attend with an advisory function;
- d) the DSLCS has a quorum if fifty percent + 1 person attend the meeting;
- e) with respect to voting, it is the substance and weight of the issue debated that the validity of the vote is simple majority or 50 percent + one identical votes. The vote is usually open, while in personal matters secret;
- f) the secretary of the school keeps minutes of the sessions to be authorized by the chair and the secretary of the DSLCS and also endorsed by a member of the council. The authenticator is requested to sign by the chair at the beginning of the session. The archiving of the minutes is the responsibility of the secretary.

#### **4.4.3. The Tasks of the DSLCS Council**

- a) the elaboration of the school's operational regulations, training schedule, quality assurance, as well as the execution of these;
- b) ensuring the infrastructural and professional conditions required for the educational and research activity of the Ph.D. students;
- c) the determination of the structure of organised training, announcing educational classes;
- d) proposal for the persons of the academic advisers of individual Ph.D. students;
- e) the approval of the individual training project and research progress of those Ph.D. students involved in organised training;
- f) monitoring the training and research progress of Ph.D. students, as well as of the activity of the academic advisers, registering the system of monitoring in the quality control plan of the doctoral school;
- g) makes decisions pertaining to the allocation of funds for the doctoral training and of other sources;
- h) approves of, modifies, or rejects the preliminary proposal of the heads of the (sub)programmes pertaining to the subject divisions and the composition of the comprehensive examination as well as to the subjects and the personal composition of the examination committee;
- i) initiating the necessary changes in the person of the head of the doctoral school, as well as of the submission of proposals for the doctoral council of the respective disciplinary area;
- j) makes decisions regarding the changes in the personnel of the doctoral school;

- k) initiates changes in the name and substance of the doctoral school and of the doctoral programmes;
- l) initiates the launching of new doctoral programs;
- m) when justified, proposes to the doctoral programme's study area the exclusion of students;
- n) the convocation of the DSLCS forum;
- o) the organisation and co-ordination, with the School of Arts and Social Sciences, of the university's entrance examinations.

*"The council of the doctoral school can surrender – as determined in the institution's regulations of operation – part of its duties and responsibilities to the doctoral council of the disciplinary area or to the doctoral programme(s) operating within the doctoral school. The forum of appeal for the doctoral school's council is the disciplinary area's doctoral council." DSZ 1.§(13)*

#### **4.5. The Head of the Doctoral School**

*The head of the doctoral school will be a university professor with a full-time employment offered by the university. He/she has an academic degree/title Doctor of the Academy (of Arts and Sciences (DSc). The head of the doctoral school is expected to be elected from the core members of the doctoral school – on the nomination of the majority of core members after also gaining the support of the doctoral council of the disciplinary area – by the doctoral council of the university and appointed by the rector for a term not exceeding five years. The appointment is renewable indefinitely. The appointment will be terminated with the resignation of the head of the doctoral school or with the termination of his or her full-time employment. Should the leading commission of the doctoral school terminate, the core members of the doctoral school will cast a majority vote to find a new leading university official. DSZ 1.§(7)*

The head of the DSLCS is elected by secret ballot from the core members of the council of the DSLCS, for a period of three years by the members of DSLCS, in accordance with the criteria described in the DSZ, by taking into account the principle of inter-program rotation.

The duties and obligations of the head of school include:

- a) the responsibility for supervising the work of the council of the doctoral school as well as the execution of the decisions of the council;
- b) a responsible supervision of the work of the doctoral school;
- c) he/she makes the school secretary compile the items of the agenda, convenes and chairs the session of the council, has the minutes kept and compiled, which he authorizes with his own signature;
- d) on the decision of the council of the DSLCS, he/she convenes the forum of the DSLCS, and chairs the session of the forum debate;
- e) the co-ordination of the professional work, responsibility for its untroubled progress;
- f) manages guidance to the administration of the doctoral school;
- g) conducts information exchange with other relevant doctoral councils;
- h) represents the doctoral school;
- i) on the basis of the recommendations of the programme leaders, in consort with the school council, the head of the school proposes in the matter of the composition of the entrance examination material to the BDT in the matter of the substance, the composition of comprehension exams, likewise the composition of defence exams, in the case of students with individualized programmes: the identity of the person who is to serve as supervisor;
- j) the head of the school accepts or rejects the student evaluation which the said student prepared on the basis of his one-term progress report;
- k) on BDT's homepage a datasheet can be accessed which can justify the issuance of the "absolutorium" (<http://btk.phd.unideb.hu/letoltetek/absolutorium.pdf>);
- l) based on a programme leader's earlier recommendation he/she has the right to support a student deferment application case;
- m) is responsible for allocated university funding and the observance of monies available from other sources to be spent in accordance with the university's own rules and regulations.

## 4.6. The Secretary of the Doctoral School

The secretary of the DSLCS is bound to be a teaching faculty member of one of the subprogrammes; he or she may also be the organizer of research or co-ordination expert of one of the subprogrammes. He or she will be requested for this job by the head of the school.

*“The administrative functions of the doctoral school are fulfilled by the secretary of the doctoral school; He/She will get remuneration for his work.” DSZ 1 § (14)*

There are plenty of administrative and organisational tasks that often require working against a deadline, such as writing applications, application management, accreditation, the continual updating of the homepage, exchanging databases, etc. as well as those activities which ensure a school-like operation, yet they fail to be mentioned either in the BDT or the university regulations: DEA-, MTMT, Neptun maintenance, education organisation, etc. For these services either rendered or completed the secretary either receives further remuneration from the DSLCS or another party is requested to complete the otherwise unfinished tasks. Within the framework of science or class organisation, Ph.D. students are allowed to aid the secretary’s work to the tune of 5 credit points per semester.

The secretary of the doctoral school has the following tasks and responsibilities laid down in DSZ and BDTDSZ:

- The observance of the administrative and open-access obligations of the doctoral schools;
- The systematic updating of the data and the documents of the doctoral school in the national doctoral database: entering into the system or excluding professors, academic advisers, and core members depending on the decisions of the boards concerned; advertising thematic recommendations; advertising doctoral defences;
- a systematic updating of the doctoral school’s homepage;
- provision of the tasks and responsibilities of the secretary of the council of the doctoral school.

Further duties and responsibilities of the doctoral school’s secretary, as prompted by the request of the school council, are:

- a) the management of successful applications (including professional accounts);
- b) facilitating the electronic editing and duplication of dissertations and theses in co-operation with the Electronic Archives of the University of Debrecen;
- c) the management on the school level of the unified education system (Neptun); further education-organising goals;
- d) other manifestations of database management;
- e) PR tasks; administrative co-ordination;
- f) posting/ mailing and inventory;
- g) the management of economic and financial transactions (the handling and control of the DSLCS’s joint money account, control of adequate funding, checking financial reports);
- h) the record of the equipment, machinery, devices belonging to the School.

## 4.7. The Internal Organisation of the DSLCS

### 4.7.1. The Programmes

*“A **doctoral programme** within a doctoral school can be created if, besides the head of the programme, there are at least three more faculty members with a scientific/scholarly qualification who are fully employed by the university. In very exceptional, closely reasoned situations the doctoral council may lift the above restriction. The rights and responsibilities of the doctoral programmes which operate within a doctoral school have to be recorded in the operational regulations of*

*the doctoral school. Based on the recommendation of the doctoral school, it is the doctoral council of the study area that decides the matter.” DSZ 1.§ (9)*

In view of the differences inherent in the particular languages of instruction and also taking into account still further distinguishing qualities, three programmes were created:

1. *Hungarian and comparative literary scholarship programme,*
2. *English and North-American literary scholarship programme,*
3. *French literary scholarship programme.*

In 2003, the programme structure of the DSLCS changed as follows:

1. *British and North-American literature study programme,*
2. *Hungarian and comparative literary studies programme*

In 2019, the names of the DSLCS (IKDI) programmes underwent yet another change:

1. *British and North-American literature and culture study programme,*
2. *Hungarian literary, modern philological and cultural study programme.*

#### **4.7.1.a The Accessibility of the Programmes**

1. *British and North-American Literature and Culture Study Programme,*

Postal address: 4002 Debrecen, P.O. Box 400

Telephone: +36 52 512 900/23092 (head of the programme) or +36 52 512 900/23090 (secretary of the programme), Fax: +36 52 431 147

e-mail: [racz.istvan@arts.unideb.hu](mailto:racz.istvan@arts.unideb.hu) (head of the programme) or [kiss.erika@arts.unideb.hu](mailto:kiss.erika@arts.unideb.hu) (secretary of the programme)

2. *Hungarian Literary, Modern Philological and Cultural Study Programme*

Postal address: 4002 Debrecen, P.O. Box 400

Telephone: +36 52 512 900/22291 (head of the programme) or +36 52 512 900/22650 (secretary of the programme), Fax: +36 52 431 147

e-mail: [szirak.peter@arts.unideb.hu](mailto:szirak.peter@arts.unideb.hu) (head of the programme) or [gonczy.monika@arts.unideb.hu](mailto:gonczy.monika@arts.unideb.hu) (secretary of the programme)

#### **4.7.1.b The Head of the Programmes**

*“The head of the doctoral programme can only be a core member who has earned the title or degree “the Doctor of MTA”, or, in exceptional cases and following the decision of EDHT, an equivalent degree. Such an academic has to be a fully employed member of the personnel of the university. The head of the doctoral programme – at the initiative of the doctoral school and with the approval of the doctoral council – is commissioned as well as dismissed by the chair of the doctoral council of the same area of study. The commission terminates with the head of the program’s resignation, the termination of his or her legal relationship with the university, or with dismissal based on the decision of the doctoral council.” DSZ 1.§ (10)*

The special responsibilities of the head of the doctoral programme include:

- a) supervising professional activity within the doctoral programme;
- b) taking part responsibly in the work of the council of the doctoral school;
- c) ensuring the operational conditions of the doctoral program;
- d) managing the economy of the programme;
- e) maintaining continuous ties and consultations with the heads of the subprograms and the programme secretary;

- f) supervising the fulfillment of data-supplying information;
- g) taking a responsible part in the work of the council of the doctoral school;
- h) representing the doctoral program at higher forums;
- i) endorsing half a year's progress of the students of the school through his or her signature;
- j) making recommendations pertaining to the matters of student deferment and budget.

#### **4.7.1.c The Secretary of the Programme**

The programme secretary is a faculty member, research organiser or co-ordination expert of the same structural unit of the university that the programme secretary comes from.

The tasks of the programme secretary include the following:

- a) providing assistance, if necessary, in keeping and maintaining the records of doctoral students and doctoral candidates (publication of data: student personal files, publications, study tours, contributions at conferences, etc.);
- b) keeping programme records (teaching faculty, theme supervisors, core members, students);
- c) maintaining contacts with the subprogramme secretaries, the school secretary (inasmuch as these roles are not fulfilled by the same person);
- d) supports the programme director in organizing programmes and events;
- e) the head of the programme can entrust to the care of the secretary further programme-specific tasks.

#### **4.7.2. The Subprogrammes**

On the basis of linguistic differences, the two programmes of the DSLCS are divided into nine subprogrammes:

*[British and North-American literature and culture study subprogramme]*

1. *North-American literature and culture subprogram;*
2. *British literature and culture subprogramme.*

*[Hungarian literary, modern philological, and culture study programme]*

1. *French literature and culture subprogramme;*
2. *Dutch literature and culture subprogramme;*
3. *Hungarian literature and culture subprogramme;*
4. *Medial literature and culture subprogramme;*
5. *German literature and culture subprogramme;*
6. *Italian literature and culture subprogramme;*
7. *Russian literature and culture subprogramme.*

#### **4.7.2.a. The Accessibility of the Subprogrammes**

##### *1. British Literature and Culture*

Postal address: 4002 Debrecen, P.O.Box 400

Telephone: +36 52 512 900/22495 (head of the programme) or +36 52 512 900/23090 (secretary of the programme), Fax: +36 52 431 147

e-mail: [kalmar.gyorgy@arts.unideb.hu](mailto:kalmar.gyorgy@arts.unideb.hu) (head of the subprogramme) or [kiss.erika@arts.unideb.hu](mailto:kiss.erika@arts.unideb.hu) (secretary of the subprogramme)

##### *2. North-American Literature and Culture*

Postal address: 4002 Debrecen, P.O.Box 400

Telephone: +36 52 512 900/22507 (head of the subprogramme) or +36 52 512 900/23090 (secretary of the subprogramme), Fax: +36 52 431 147  
e-mail: [glant.tibor@arts.unideb.hu](mailto:glant.tibor@arts.unideb.hu) (head of the subprogramme) or [kiss.erika@arts.unideb.hu](mailto:kiss.erika@arts.unideb.hu) (secretary of the subprogramme)

### *3. French Literature and Culture*

Postal address: 4002 Debrecen, P.O.Box 400  
Telephone: +36 52 512 900/22243 (head of the subprogramme) or +36 52 512 900/22137 (secretary of the subprogramme), Fax: +36 52 512-926  
e-mail: [kalai.sandor@arts.unideb.hu](mailto:kalai.sandor@arts.unideb.hu) (head of the subprogramme) or [foragacs.aniko@arts.unideb.hu](mailto:foragacs.aniko@arts.unideb.hu) (secretary of the subprogramme)

### *4. Dutch Literature and Culture*

Postal address: 4002 Debrecen, P.O.Box 400  
Telephone: +36 52 512 900/62559 (head of the subprogramme) or +36 52 512 900/62559 (secretary of the subprogramme), Fax: +36 52 431 147  
e-mail: [pusztai.gabor@arts.unideb.hu](mailto:pusztai.gabor@arts.unideb.hu) (head of the subprogramme) or [bozzay.reka@arts.unideb.hu](mailto:bozzay.reka@arts.unideb.hu) (secretary of the subprogramme)

### *5. Hungarian Literature and Culture*

Postal address: 4002 Debrecen, P.O.Box 400  
Telephone: +36 52 512 900/22498 (head of the subprogramme) or +36 52 512 900/22650 (secretary of the subprogramme), Tel./Fax: +36 52 431 147  
e-mail: [debreczeni.attila@arts.unideb.hu](mailto:debreczeni.attila@arts.unideb.hu) (head of the subprogramme) or [gonczy.monika@arts.unideb.hu](mailto:gonczy.monika@arts.unideb.hu) (secretary of the subprogramme)

### *6. Medial Literature and Culture*

Postal address: 4002 Debrecen, P.O.Box 400  
Telephone: +36 52 512 900/22291 (head of the subprogramme) or +36 52 512 900/23122 (secretary of the subprogramme)  
e-mail: [szirak.peter@arts.unideb.hu](mailto:szirak.peter@arts.unideb.hu) (head of the subprogramme) or [kiss.angela@arts.unideb.hu](mailto:kiss.angela@arts.unideb.hu) (secretary of the subprogramme)

### *7. German Literature and Culture*

Postal address: 4002 Debrecen, P.O.Box 400  
Telephone: +36 52 512 900/62735 (head of the subprogramme) or +36 52 512 900/22519 (secretary of the subprogramme)  
e-mail: [kovacs.kalman@arts.unideb.hu](mailto:kovacs.kalman@arts.unideb.hu) (head of the subprogramme) or [balogh.marianna@arts.unideb.hu](mailto:balogh.marianna@arts.unideb.hu) (secretary of the subprogramme)

### *8. Italian Literature and Culture*

Postal address: 4002 Debrecen, P.O.Box 400  
Telephone: +36 52 512 900/27028 (head of the subprogramme and secretary of the subprogramme)  
Tel./Fax: +36 52 461 553  
e-mail: [pete.laszlo@arts.unideb.hu](mailto:pete.laszlo@arts.unideb.hu) (head of the subprogramme) or [szaraz.orsolya@arts.unideb.hu](mailto:szaraz.orsolya@arts.unideb.hu) (secretary of the subprogramme)

### *9. Russian Literature and Culture*

Postal address: 4002 Debrecen, P.O.Box 400  
Telephone: +36 52 512 900/22211 (head of the subprogramme) or +36 52 512 900/22217 (secretary of the subprogramme)

e-mail: [goretity.jozsef@arts.unideb.hu](mailto:goretity.jozsef@arts.unideb.hu) (head of the subprogramme) or [pasku.gyongyi@arts.unideb.hu](mailto:pasku.gyongyi@arts.unideb.hu) (secretary of the subprogramme)

#### **4.7.2.b. The Head of the Subprogramme**

The director of the doctoral subprogramme is a member of the doctoral school, is in legal relationship with the university, has at least a Ph.D. degree and habilitation, and serves as an academic adviser. He or she is recommended for the position by the head of the programme, following previous consultations with the teaching faculty of the subprogramme, as well as with the relevant university authorities (institute, department). The school council comes to a decision about the proposal by secret ballot, and it is on the basis of this result that the head of the school offers commission to the head of the subprogramme. The commission is discontinued by the termination of the doctoral subprogramme, by the resignation of the head of the subprogramme, by the disruption of the legal relationship with the university, and by suspension based on the decision of the council of the doctoral school. Suspension may be initiated by a majority of the subprogramme's teaching staff, the relevant structural unit, the head of the programme and of the school, however, prior to the school council's decision each one of those mentioned have to formulate their opinion.

The tasks of the head of the doctoral subprogramme:

- a) he or she oversees the professional activity in the doctoral subprogramme (e.g. organising the courses);
- b) is in permanent contact and consultation with the program heads, the programme secretary and the academic advisers of the subprogram;
- c) he/she supervises the fulfillment of the data-supply obligations they have;
- d) he/she takes part responsively in the work of the doctoral school's council;
- e) represents the doctoral subprogramme at higher forums;
- f) oversees the degree-acquisition projects in the subprogram;
- g) in connection with complex examinations, academic defences, and habilitation procedures he/she helps the subprogramme fulfill its concrete tasks outlined in BDTDSZ, such as
  - in degree projects the director of the subprogramme requests the chairs and the members of the would-be councils after these have accepted the requests and the head of the subprogramme sends the submission to the council of DSLCS (i.e. he or she sends a preliminary written proposal re the chair and members of the comprehensive examination as well as in the matter of the subjects of the examination, and finally the chair and members of the defence committee;
  - with the help of the subprogramme secretary he/she organizes the comprehensive exam and the open debate (sets the exam's place and time) ;
  - notifies the BDT of the time and place of the comprehensive exam;
  - he/she sees to it that the invitation to the open debate should be received by the school secretary at least 30 days before the defence;
  - oversees the arrangement of the complex exam and the open debate;
  - takes care that minutes should be kept of the exam and debate (and these should be returned to the BDT);
  - he/she sees to it that the travel expenses of external committee members should be reimbursed;
  - he/she sees to it that the travel expenses of the external committee members of the open debate should be reimbursed;
- h) he/she is responsible for spending the subprogramme training funds and application moneys according to the rules and regulations of the university's financial management.

#### **4.7.2.c The Secretary of the Subprogramme**

The secretary of the subprogramme is the educator, research organiser or co-ordination expert of the university's structural unit to which the head of the subprogramme him/herself belongs.

The tasks of the subprogramme secretary are these:

- a) assistance in keeping the registers of doctoral students and doctoral candidates (publication of data: personal data, publications, study tours, contributions at conferences etc.);
- b) forwarding the duplicate documents of various texts, letters, other registered or filed material to the secretary of the doctoral school (filing and mailing are not the secretary's responsibility – these are performed by that worker of the institute/department to which the subprogramme belongs and whose sphere of activity includes these types of tasks);
- c) keeping the records of the subprogramme (teaching faculty, supervisors, core members, students);
- d) maintaining ties with the programme secretaries and the school secretary (provided these roles are not filled by the same person);
- e) in organizing the courses he/she helps the work of the subprogramme director;
- f) in organizing the comprehensive examinations, open debates, preliminary debates within the subprogramme he/she assists the co-ordination of the work of the subprogramme head (points of time, persons, venues etc., the preparation of invitations, forwarding the invitation of the open debate to the secretary of the doctoral school at least 30 days before the defence.

#### **5. The Rules of Application and Admission to the DSLCS**

The general conditions, order, and requirements of application are regulated in the DSZ and BDTDSZ.

In an entrance-examination information material, the DSLCS makes its programme public, specifies its entrance requirements policy and the criteria of evaluation. In the ODT database, grouped and arranged according to the names of the academic advisers it announces the thematic descriptions. The DSLCS-approved programme-specific admission requirements of the individual programmes are printed in the handouts received. It commissions the chairpersons and the members of the entrance examinations and requests them to carry out the procedure. Each of the two programmes operates an entrance-examination board of its own, which procedure is then followed by the council of the DSLCS deciding in the matter of the allocation of the available scholarship positions in accordance with distribution quotas (or, if professionally justified, they may resort to an intergroup rearrangement between the programmes) and the resolution thus formulated is represented before FADS. The individual programmes also organize their own orientation session for the new students and the head of the school and the secretary holds a joint general orientation for the new students, preferably before the publicity event on the programmes level.

The DSLCS's school-specific entrance orientation is annually renewed and forwarded to FADS.

The entrance orientation includes the following:

- a) the name of the director;
- b) the name of the secretary and his/her accessibilities;
- c) the webpage of the doctoral school;
- d) the designation of the doctoral programmes and subprogrammes, the names of the directors;
- e) the names and accessibilities of the (sub)programme secretaries;
- f) school-specific, programme- and/or subprogram-specific entrance requirements.

## **5.1 School-Specific Requirements Simultaneously Valid for the Current Rules and Regulations**

### **5.1.1. Entrance-Examination Requirements for those Individually Preparing for Admission to the Doctoral Programme.**

Individual applicants are to have published, in professionally recognized journals, at least four studies and during the entrance process they are to submit the manuscript of a preliminary version of the dissertation.

## **5.2. Subfield-Specific Requirements Simultaneously Valid for the Current Rules and Regulations for those Individually Preparing for Admission to the Doctoral Programme.**

### **5.2.1. The Entrance-Examination Requirements in the British Literature and Culture Subprogramme**

- University/MA diploma in “English Language and Literature” or by individual assessment; other university/MA diploma in the arts or social sciences; since 2011 a diploma listed in the ODT database as “received master majors”; a high level of English proficiency.
- A professional outline in English (at least 1200 words or 10.000 letter spaces) pertaining to a research plan, a professional conception.
- A high level of knowledge pertaining to the theme to be explored, as well as an adequate level of theoretical preparedness that the conceptuality requires. What should be considered “adequate” grounding is sufficient basis for independent research and the formation of professional opinion.
- Language proficiency: a high – a language teacher’s – level of knowledge of English. Although proficiency in yet another world language is not necessarily an entrance examination prerequisite, a successful medium- or advanced-level state language examination or a university/MA diploma can be regarded an asset.
- Similarly important is hitherto completed professional and scholarly activity: student research work, publications, the completed chapters of a longer work in progress, contributions at professional forums (such as conference lectures).
- If applicants are graduates of the Institute of English and American Studies, Faculty of Humanities, University of Debrecen, they are requested to enclose a copy of their university student thesis with their application material.

*Tuition fee in the 2019/2020 academic year:*

- students admitted to the full-time regular programme: 40.000 HUF per semester (N.B.: with credit endorsement and on the basis of individual judgement the tuition fee can be reduced.
- individual applicants: a one-time sum of 100.000 HUF

### **5.2.2. The Entrance-Examination Requirements in the North-American Literature and Culture Subprogramme**

- University/MA diploma in “English Language and Literature”, other university/MA diploma in the arts or social sciences; since 2011 a diploma listed in the ODT database as “received master majors”; a high level of English proficiency.
- A professional outline in English (at least 1200 words or 10.000 letter spaces) pertaining to a research plan, a professional conception.
- A high level of knowledge pertaining to the theme to be explored, as well as an adequate level of theoretical preparedness that the conceptuality requires. What should be considered “adequate” grounding is sufficient basis for independent research and the formation of professional opinion.

- Language proficiency: a high – a language teacher’s – level of knowledge of English. Although proficiency in yet another world language is not necessarily an entrance examination prerequisite, a successful, at least basic-level state language examination or a university/MA diploma can be regarded an asset.
- Similarly important is a hitherto completed professional and scholarly activity: student research work, publications, the completed chapters of a longer work in progress, contributions at professional forums (such as conference lectures).
- If applicants are graduates of the Institute of English and American Studies, Faculty of Humanities, University of Debrecen, they are requested to enclose a copy of their university student thesis with their application material.

*Tuition fee in the 2019/2020 academic year:*

- students admitted to the full-time regular programme: 40.000 HUF per semester (N.B.: with credit endorsement and on the basis of individual judgement the tuition fee can be reduced)
- individual applicants: a one-time sum of 100.000 HUF

### **5.2.3. The Entrance-Examination Requirements of the French Literature and Culture Subprogramme:**

- MA students of French in their year of graduation are eligible to applying for doctoral training; so are professional graduates with a University/MA diploma in “French Language and Literature”. In exceptional cases other faculty of arts and social sciences diploma is equally acceptable (such as a literature or a philosophy major; since 2011 the ODT has also registered the designation “received masters diploma”; in these cases the applicant has to possess an advanced-level (equivalent to a C1 level) language examination in French.
- The applicants are to submit a 2-3-page-long written study plan in French directly to the programme council, explaining the reasons for the choice of major and, within that, a closely reasoned elucidation of their field of interest. This interpretation is also to account for their hitherto accomplished professional gains (thesis, student research, publications). The study plan serves as the basis for judging the level of professional intelligence.
- In an entrance examination conversation in French the applicant has to account for the fact that he or she is adequately prepared, in terms of the necessary professional and linguistic expertise, to start doctoral studies in the division of learning chosen.

*Tuition fee in the 2019/2020 academic year:*

- students admitted to the full-time regular programme: 60.000 HUF per semester (N.B.: with credit endorsement and on the basis of individual judgement the tuition fee can be reduced)
- individual applicants: a one-time sum of 100.000 HUF

### **5.2.4. The Entrance-Examination Requirements in the Dutch Literature and Culture Subprogramme:**

- Diploma: the applicant is to have a university/MA diploma – with a mean tuition grade average of at least 4.0 – in “Dutch language and literature” or a certificate in translation-interpretation. In exceptional cases holders of other arts and social sciences majors can also be accepted (e.g. literature, history or philosophy). Since 2011 the ODT database has registered the designation “received mastersdiploma”; in these cases the applicant has to possess an advanced-level (equivalent to a C1 level) language examination in Dutch.
- Scholarly accomplishment: for documented products (publication, student research paper etc.) additional score points can be obtained (cf. DE-DSZ 3. supplement). The scorable results are identical

with the performance credits described in the regulations of the Talent Care Programme of the University of Debrecen ((II. 2. c).

- Professional intelligence: the applicant is expected to enclose with his/her application form a 2-to-3-page work schedule in Dutch.
- The criteria of evaluation at the entrance examination are these:
- Professional intelligence – established on the basis of the enclosed work schedule and the performance shown at the oral examination.
- The presentation of the objectives, approach and material of the projected dissertation.
- Discussion of the domestic and international significance of the theme.
- Knowledge of the age to be studied, information pertaining to its historical, social and literary-historical antecedents and a level of literary historical preparedness which may serve as sufficient basis for forming professional opinion and for launching independent research.
- Professional accomplishment hitherto carried out.
- Publications brought out (or accepted for publication) in professional periodicals: essays and reviews which are expected to be printed or made available in xeroxed or typewritten form; these are expected to be forwarded to the head of the doctoral program 3 weeks before the entrance examination.
- Student research performance.
- Evaluation of the diploma: according to the *Doctoral Regulations*

*Tuition fee in the 2019/2020 academic year:*

- students admitted to the full-time regular programme: 70.000 HUF per semester (N.B.: with credit endorsement and on the basis of individual judgement the tuition fee can be reduced)
- individual applicants: a one-time sum of 200.000 HUF.

### **5.2.5. The Entrance-Examination Requirements in the Hungarian Literature and Culture Subprogramme:**

- University/MA diploma in arts, humanities or social sciences; since 2011 also accepted what is named in the ODT database “received master diploma”.

Criteria of evaluation at the entrance examination are as follows:

- Professional intelligence
  - the demonstration of the projected dissertation’s objectives, approach, analysable and explorable aspects.
  - the theme’s domestic and international significance.
  - works of literary scholarship that are important from the perspective of the age and the theme;
  - aspects of theme and literary theory in Hungary and abroad; comparative concerns
- Hitherto concluded professional activity; student research performance (TDK)
  - Publications – or works/studies accepted for publication – in established professional journals. The printed, xeroxed or typewritten publications are requested to be sent to the head of the doctoral programme, three weeks prior to the entrance examination.
  - student research performance (TDK)
- The evaluation of the diploma: according to the *Doctoral Regulations*.
- Foreign language proficiency: at least an intermediate (B2 level, “C” type or equivalent) language examination. Select a language which is suited to the study of the critical literature of the theme.

*Tuition fee in the 2019/2020 academic year:*

- students admitted to the full-time regular programme: 70.000 HUF per semester (N.B.: with credit endorsement and on the basis of individual judgement the tuition fee can be reduced)
- individual applicants: a one-time sum of 200.000 HUF.

### **5.2.6. The Entrance-Examination Requirements of the Medial Cultural Studies Subprogramme:**

- A university/MA degree in the arts or social sciences. Since 2011 a diploma obtained in one of the “received master majors” enumerated in the ODT database.
- Research plan (at least in 3 typewritten pages), in which the applicant highlights the exploration of a given theme from the angles of communication theory and media science.

At the entrance examination the criteria of evaluation will be as follows:

- Professional intelligence
  - the demonstration of the objectives, approach, analysable and explorable substance of the projected dissertation.
  - The exploration of the theme’s domestic and international cultural and mediascientific significance against the background of the relevant literature.
- Professional activity to be completed prior to the entrance examination
  - Studies to be published (or accepted for publication) in prestigious professional forums. The off-line publications should be printed or xeroxed or prepared in typewritten form and forwarded to the head of the doctoral programme. In the case of on-line publications, the title of the text and the internet reference (link) to the individual publication should be listed and sent. If the applicant was involved in a project which has literary significance, but the project is either classified or the product of teamwork, the applicant should have this fact certified with an official document.
  - Student-research performance (TDK).
- Qualification of the diploma: in accordance with the *Doctoral Regulations*
- Foreign language proficiency: at least an intermediate (B2 level, “C” type or equivalent) language examination. Select a language which is suited to the study of the critical literature of the theme.

*Tuition fee in the 2019/2020 academic year:*

- students admitted to the full-time regular programme: 70.000 HUF per semester (N.B.: with credit endorsement and on the basis of individual judgement the tuition fee can be reduced)
- individual applicants: a one-time sum of 100.000 HUF.

### **5.2.7. The Entrance-Examination Requirements of the German Literature and Culture Subprogramme:**

- A university/MA degree in “German Language and Literature”. Further, since 2011 another way of obtaining a diploma has been made possible through the “received master majors” enumerated in the ODT database. In such cases, the applicant has to have an advanced German language examination equivalent to a C1 level.
- research plan (at least three typewritten pages) in German, which is to be submitted to the programme council and the head of the subprogramme.
- Academic performance assessed through a point system (documented publications, student research essay [TDK], etc.; cf. DE-DSZ enclosure No. 3. The scorable results are identical with the performance credits described in the regulations of the Talent Care Programme of the University of Debrecen ((II. 2. c).

The criteria of evaluation at the entrance examination are these:

- Professional intelligence – on the basis of the enclosed work schedule and the performance shown at the examination:
  - The demonstration of the objectives, method, and material of the projected dissertation.
  - An elaboration on the theme's domestic and international scholarly significance.
  - Knowledge of the studied period, its historical, social and literary historical antecedents.
  - An acquired level of preparedness in terms of literary scholarship that ensures sufficient basis for forming professional opinion and for launching independent research activity.
- Professional activity prior to the entrance examination.
  - Publications brought out (or accepted for publication): studies, reviews. The publications should be submitted in a printed, xeroxed or typewritten form. The published material should be forwarded to the head of the doctoral program 3 weeks before the examination.
  - Student research performance: TDK
  - Participation, contribution at professional forums (lecture, contribution, editing.).
- Qualification of the diploma: as laid down in the *Doctoral Regulations*.

*Tuition fee in the 2019/2020 academic year:*

- students admitted to the full-time regular programme: 70.000 HUF per semester (N.B.: with credit endorsement and on the basis of individual judgement the tuition fee can be reduced)
- individual applicants: a one-time sum of 100.000 HUF.

#### **5.2.8. The Entrance-Examination Requirements of the Italian literature and Culture Subprogramme:**

- This doctoral training is open to those applicants who have earned a higher degree in “Italian Language and Literature.” Since 2011 graduates who have a degree in “received master majors” enumerated in the ODT database can apply if they have proved their ability and vocation in various forms: outstanding level of diploma work, publication, OTDK (National Student Research Circle) Award etc.
- Applicants are expected to draw up a study schedule outline in a written form which they are to forward to the head of the subprogramme and the programme council. The plan should contain a precise description and substantial justification of the nature of the specialization, the professional field of interest, the research theme; moreover it should also include the hitherto completed professional activity, the exact data, the authentic documents, and if possible, the texts themselves: diploma, student thesis, award-winning OTDK publication(s).
- During the Italian-language examination conversation the applicant is expected to account for the fact that he/she possesses the professional and linguistic experience necessary for the beginning of the doctoral studies in his/her chosen discipline and the ability, commitment and resolution to carry out the chosen work.

At the entrance examination, the enforceable criteria of evaluation are as follows:

- Professional intelligence – on the basis of the study plan and the level of oral performance at the examination:
  - Elaboration on the theme, theses and methods involving the projected dissertation.
  - Outlining the scholarly significance, novelty, and expected results of the dissertation topic.
  - Knowledge of the relevant international and domestic critical literature of the projected dissertation.
- Professional work to be done till the entrance examination
  - The presentation of the hitherto published studies and articles.
  - Further publication plans and possibilities.
  - The introduction of the award-winning study at the OTDK.
- Qualification of the diploma: according to the *Doctoral Regulations*.

*Tuition fee in the 2019/2020 academic year:*

- students admitted to the full-time regular programme: 100.000 HUF per semester (N.B.: with credit endorsement and on the basis of individual judgement the tuition fee can be reduced)
- individual applicants: a one-time sum of 200.000 HUF.

### **5.2.9. The Entrance-Examination Requirements in the Russian Literature and Culture Subprogramme**

- A university/MA degree in “Russian Language and Literature”. Further, since 2011 another way of obtaining a diploma has been made possible through the “received master majors” enumerated in the ODT database.
- Foreign language proficiency: intermediate or advanced level.

The criteria of evaluation at the entrance examination:

- Professional intelligence
  - Elaboration on the objectives and methodology of the projected dissertation, the presentation of its analysable/explorable substance.
  - elucidation of the theme’s domestic and international significance.
  - knowledge of crucial critical works from the angles of the age and theme.
  - knowledge of the theme’s domestic and international scholarship; comparative aspects.
- Professional activity till the entrance examination
  - Studies published (or accepted for publication) in established professional journals. The publications should be submitted in a printed, xeroxed or typewritten form. The published material should be forwarded to the head of the doctoral program 3 weeks before the examination.
  - Student research (OTDK)
- Qualification of the diploma: as prompted by the *Doctoral Regulations*

*Tuition fee in the 2019/2020 academic year:*

- students admitted to the full-time regular programme: 70.000 HUF per semester (N.B.: with credit endorsement and on the basis of individual judgement the tuition fee can be reduced)
- individual applicants: a one-time sum of 100.000 HUF.

## **6. Rules and Regulations Pertaining to the Doctoral Training in the Doctoral School**

The documents marked DSZ and BDTDSZ, respectively, regulate forms of training, the legal status of students, financial support for Ph.D. students, the fees students pay, the possibilities of discontinuing tuition time, the order of enrollment/registration and of the payment of fees, as well as the order of completing tuition obligations.

## **7. The Training Programme of the DSLCS**

The syllabi, i.e. the course descriptions of the lectures and the seminars, are compiled by the individual programmes and subprogrammes. The credit numbers of these course tuition offers are determined and at least two weeks before the beginning of each semester sent to the school secretary. The secretary assembles the programme offers, sees to it that they are made public in the Neptun system, in the school’s homepage, as well as in all the relevant points of activity. Credit points can be obtained from any of the courses announced and approved within the school; the plan of the assigned course package is jointly determined by the student of the doctoral school and the academic supervisor. In particular semesters

the management of the DSLCS may oblige or recommend to all the participants the taking of a given basic course for credit; this normally happens in those cases when general literary theory or textological courses are offered that are applicable for a large variety of thematic options.

The DSLCS students who are scholarship holders are likely to be assigned teaching obligations as part of their practical training. These are determined by the supervisor. In particular (for instance, disputed) cases the decision is the programme leader's responsibility.

The fulfillment of research activity is normally endorsed by the supervisor but in certain cases – such as scholarship organisation – a core member commissioning the student with the task may be the person authorized to sign.

The DSLCS holds it desirable that its students should be involved in study abroad programmes, participate in conferences or in study tours. To make these possible, the school is ready to provide all moral support (such as letters of recommendation, scholarship information, etc.), however, as regards financial support, the options may be limited: the school is able to give help – primarily in the case of conference lectures – only depending on the possibilities of the budget. The DSLCS accepts and recognizes credits obtained and documented in study abroad programmes.

In educational matters the heads of the programmes, the dissertation supervisors and the secretary of the school are equally at the disposal of the students.

The DSLCS's detailed educational programme of the school is contained in the institution's *Educational Plan*.

## **8. Supervising the Research Activity**

Considering the circumstances, DSLCS helps the research activity of its students in every possible way. The research credits are verified by the supervisor every semester on the basis of written reports submitted by the student, and the evaluated accounts are forwarded by the dissertation supervisor to the head of the school. The narratives are then filed by the secretary of the doctoral school. The form to be filled in every six months is appended as enclosure to the *Educational Plan*. The dissertation theses are approved by the supervisor; a professional debate of these is also recommended within the framework of a workshop meeting, or dissertation hypothesis defence and chapter defence. Particular programmes and subprogrammes of the DSLCS systematically submit research applications jointly attended by the students and faculty members of the doctoral education.

## **9. Publication Policies in the DSLCS**

It is a fundamental professional expectation of the DSLCS that the applicant, before the submission of the dissertation, should have published academic material in respected professional forums. The dissertation supervisors advise the student by giving academic support to improve the chances of publication; they are responsible for the academic standard of the submitted work. The content requirements of the dissertation are determined by the dissertation supervisor, while the formal criteria are prescribed in DSZ. DSLCS endeavours to make its programmes public both by means of its internet homepage and its printed PR booklet to win a greater number of well-prepared students for the cause of doctoral education.

## **10. The Management of Degree Acquisition**

The procedural order of obtaining a Ph.D. degree [Philosophiae Doctor] has been registered in a detailed rules-and-regulations description of BDTDSZ; DSLCS wishes to comply with this in every respect.

Additions:

- a) Regarding foreign language proficiency, DSLCS conforms to the language requirements determined in BDTDSZ with the reservation that the second language cannot be Esperanto or a small language that is unlikely to support the applicant's intention to use it as a tool of research.
- b) In the case of modern philological dissertation topics the doctoral student, after consulting with the dissertation supervisor, is to decide whether the dissertation should be written in the given working language or in Hungarian.
- c) Upon the submission of the dissertation, the electronic documents specified in the DSZ will be accepted as determined in Appendix [2].

## **11. Quality Assurance**

- a) The set of rules and regulations here described validates for those applying for admission university-level, faculty-level, and programme-specific requirements. The existence of the conditions of admission has to be documented in writing in every case (such as language-examination certificates, publications, student-research performance, TDK).
- b) Incorporated into the order of education so far discussed there exist a large number of functional elements that ensure continual quality control such as semester by semester reports, chapter evaluations, hypothesis defences of dissertations, chapter defences, professional debates, conference participations, as well as the responses to these generated by the factors listed.
- c) The submission of dissertations and their disposal to the professional scrutiny of appointed opponents are to be preceded by the mandatory workplace debates over the dissertations of the doctoral candidates enrolled in the degree programme which mark the final phase of the quality-control procedure. The preliminary debates involving both those students in the individual doctoral education process and the regular training programme have to be attended by at least five qualified faculty members. Both types of debates are organized by the DSLCS on the school level. It is recommended that in their procedural course of action (except for the voting and the final resolution) the composition of the defence committee should follow, by involving at least one external member, the guidelines of the public debate as described in the DSZ.

In accordance with the above, the secretary of the DSLCS keeps up-to-date statistics on the results attained (dissertations defended, publications, conference performance, other professional results), these are reviewed at least once annually by the Council of the DSLCS, which also draws the necessary conclusions. To be able to do this, the Council also solicits the views of the Ph.D.-students, thus quality assurance rests on a varied information foundation and ensures a high level of scholarly performance.

## **12. Student Registration: the Files**

The secretary of the DSLCS has built up a comprehensive database, which includes, among other things, personal data, data pertaining to the educational process, the subprogramme, lists of publications, professional CV, conference participation. Information of public interest regarding the students is also made available on the school's official homepage.

The DSLCS keeps on file the data concerning its students with a final tuition certificate (absolutorium) and if possible, keeps a record on the stages of their further career. It seeks to involve its graduates and other degree-holding former students into further research and teaching activity, hereby contributing to their academic progress, career options, and advancing their own professional base. It creates a system of monitoring, hereby extending its sphere of operation, improving its own application efficiency, it can document and extend its own role and momentum on a national scale.

### **13. The Economic Principles of Managing the DSLCS**

In view of the fact that the DSLCS is built upon the infrastructural background of eight distinct and separate units of post-graduate education, it is expedient to handle its budget on a separate basis, as distinct entities on a money account. Each subprogramme possesses two independent money accounts (a central budgetary source and its own revenue) and they can use the available sources independently.

In addition, the doctoral school possesses a joint money account (1E4FBBX20000). It is under this money account that it generates the allocation which ensures and covers the school-level expenditures of the DSLCS. By joint agreement, the particular subprogrammes transfer 5 percent of their normative financing from their budget to benefit the material expenditure of the school.

The DSLCS budget subsists upon two sources:

1. the central budgetary support of the doctoral training,
2. the doctoral programme's own revenue (the tuition fee of students in the full-time regular programme and individual training).

The central budgetary support is reallocated to the money accounts of the particular units in accordance with the method described below. The point of departure is the consideration of the number of enrolled students in the month of September of the calendar year. If the supervisor of a particular doctoral student is not the faculty member of the educational unit (institute or department) of the given subprogramme, 50 percent of the sources received after the student belonging to the educational unit of the dissertation supervisor. Such a distribution of the allocated sources also means that the two units (subprogrammes) will share the costs pertaining to the particular student in the following way:

- The subprogramme to which the student belongs will be responsible for arranging and subsidizing the doctoral transactions, or, in case the student is involved in participating at a conference, providing support for the participation, as much as possible.
- The subprogramme to which the dissertation supervisor belongs will assume responsibility for other, indirect costs: financing invited lectures, supporting the supervisor's conference participation, ordering trade books etc.

Personal income is always received at the money account of the particular programme or subprogramme. Financial regrouping between the participating units can be transacted only by mutual agreement or with the approval of the DSLCS. This relatively significant economic independence makes it possible that the individual programmes or subprogrammes, under the leadership of the department or institute behind them should, where this proves necessary, conclude agreements re the mutual utilization or remuneration of the material tools of under- or postgraduate education. This, however is the internal affair of the particular units. All the involved organisational units of the university contribute to the fact that its infrastructure is used by a given subprogramme.

## APPENDIX

### [A] The Management of the Electronic Submission of Dissertations and of Hungarian- and Foreign-Language Theses

By virtue of articles (3) and (4) of Section 17 of the University Doctoral Regulation, as well as in compliance with Article (3) of Section 5.5 of BDTDSZ,<sup>3</sup> the electronic documents identified below should be forwarded in the extension and form specified to the secretary of the doctoral school prior to the official submission of the dissertation.

The contents of the CD or DVD:

1. The dissertation should be in a pdf format, edited in the form in which it gets to be bound. Which means that the title page, the inserted sheets, the table of contents, the main text, the bibliography, the appendixes, etc. should be in a single file.
2. The theses of the dissertation in Hungarian should be in a pdf format: the title page, the theses, the certification of the University Library including the bibliography of publications in a single file.
3. The theses of the dissertation in English (or in a foreign language in accordance with the norms of the branch of science or scholarship the dissertation treats) should be in a pdf format, with the title page, the text of the theses, the certification of the University Library including the bibliography of publications in a single file.
4. A Hungarian-language abstract in a doc- or docx format.
5. An English-language abstract in a doc- or docx format.
6. A doc- or docx-format file should contain the title of the dissertation in English (in the event the language of the dissertation is English or another foreign language, supplying the title in Hungarian is requested), and, finally, the keywords of the dissertation in Hungarian and English.

N.B.: The submission of the above documents is a prerequisite to the *Verification of Independent Scientific/Scholarly Work* (BDTDSZ; supplement 17). If any of these documents is missing, the electronic release is rendered impossible, of which the consequence is that it becomes impossible to generate a URL title that becomes mandatory in the ODT database in the course of the defence. It should be remembered, however, that if the defence is not advertised, the degree acquisition process becomes invalid.

### [B] Abbreviations: Hungarian and English Variants.

**BDT** Bölcsészstudományi Doktori Tanács = *Doctoral Council of the Faculty of Arts*

**BDTDSZ** Bölcsészettudományi Doktori Tanács Doktori Szabályzata = *The Doctoral Rules and Regulations of the Doctoral Council of the Faculty of Humanities*

**DE** Debreceni Egyetem = *University of Debrecen; Debrecen University*

**DEA** Debreceni Egyetem Elektronikus Archívum = *University of Debrecen Electronic Archives*

---

<sup>3</sup> For the inclusion of doctoral material in the Electronic Archives of the University of Debrecen, besides the dissertation and the theses, as provided by the law, further data are required.

**DSLCS** *Doctoral School of Literature and Cultural Studies* = Irodalom- és Kultúratudományok Doktori Iskola (IKDI)

**DSZ** Doktori Szabályzat = *Doctoral Rules and Regulations*

**EDHT** Egyetemi Doktori és Habilitációs Bizottság = *University Doctoral and Habilitation Committee*

**FHUD** *Faculty of Humanities of the University of Debrecen* = Debreceni Egyetem Bölcsészettudományi Kar

**IKDI** Irodalom- és Kultúratudományok Doktori Iskola = *Doctoral School of Literature and Cultural Studies* (= **DSLCS**)

**MAB** Magyar Akkreditációs Bizottság = *Hungarian Accreditation Committee*

**MTA** Magyar Tudományos Akadémia = *Hungarian Academy of Arts and Sciences*

**MTMT** Magyar Tudományos Művek Tára = *Repository of Hungarian Scientific Works*

**NDC** National Doctoral Council = *Országos Doktori Tanács (ODT)*

**ODT** Országos Doktori Tanács = *National Doctoral Council [NDC]*

**OTDK** Országos Tudományos Diákkör = *National Student Research Circle*

**TDK** Tudományos Diákkör = *Student Research Circle*