

# BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS

## Organizational and operational rules of the Vásárhelyi Doctoral School of Civil Engineering and Earth Sciences

### General provisions

#### Article 1.

The following set of rules was established pursuant to the pertinent chapters<sup>1</sup> of Act CCIV of 2011 on National Higher Education, the provisions of Government Decree No. 387/2012. (XII.19.) on doctoral schools, doctoral degree procedure and habilitation, and the guidelines of the Hungarian Accreditation Committee (henceforth HAC) on doctoral degree programs, in accordance with the pertinent chapters<sup>2</sup> of the Doctoral and Habilitation Regulations of the University (DHR) and the Academic Regulations of the University.

The guidelines of the quality assurance of the doctoral degree program – in addition to the previous regulations – are included in the Quality Assurance Plan of the Vásárhelyi Doctoral School of Civil Engineering and Earth Sciences<sup>3</sup>.

### Creation, membership and organisation of the Doctoral School

*(Articles 2 to 6 have not been translated to English, accessible here in Hungarian only, but they do not affect the Students.)*

#### Article 2.

*A Vásárhelyi Pál Építőmérnöki és Földtudományi Doktori Iskolában (továbbiakban: Doktori Iskola) 1993 óta folyik PhD képzés, végleges akkreditációjáról - az országos szintű rendelkezéseknek megfelelően - 2002. február 22-én született MAB döntés. A Doktori Iskola a BME Építőmérnöki Karán (továbbiakban: Kar) működik.*

#### Article 3.

*(1) A Doktori Iskola törzstagjainak, illetve a törzstagok személyi összetételének az 1. §-ban felsorolt szabályzatok vonatkozó követelményein túl a következő feltételeknek is meg kell felelniük:*

*a) Törzstag az lehet, aki*

- i. az Egyetemen teljes munkaidőben, közalkalmazotti jogviszonyban foglalkoztatott oktató vagy tudományos kutató, vagy*
- ii. a doktori képzésben a BME és az MTA közötti szerződés keretében részt vevő MTA kutatóintézet vagy kutatócsoport tudományos tanácsadója vagy kutatóprofesszora, vagy*

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<sup>1</sup> [2011. évi CCIV. törvény a nemzeti felsőoktatásról, 387/2012. \(XII.19.\) Kormányrendelet, MAB határozatok](#)

<sup>2</sup> <http://doktori.bme.hu/szabalyzatok.htm>

<sup>3</sup> <http://phd.epito.bme.hu/>

iii. az Egyetem – EHBĐT által kutatói aktivitás szempontjából alkalmasnak minősített – Professor Emeritusa.

b) A tőrzstagok több mint felének rendelkeznie kell az "MTA doktora" fokozattal/címmel, vagy Széchenyi-díjjal.

(2) Új tőrzstagot a doktori iskola a tőrzstagok javaslata alapján az EHBĐT jóváhagyásával kooptálhat.

(3) A tőrzstagok testületét a MAB létesítéskori akkreditációja, illetve időszaki felülvizsgálata erősíti meg.

#### **Article 4.**

*A doktori iskola vezetője az Egyetemen teljes munkaidőben, közalkalmazotti jogviszonyban foglalkoztatott, magas tudományos elismertségű, „MTA doktora” fokozattal/címmel rendelkező egyetemi tanára, az adott doktori iskola tőrzstagja, akit az EHBĐT javaslata alapján a Rektor nevez ki. A megbízás időtartama legfeljebb öt év, a jogszabályban előírt 70 éves korhatárig korlátlanul ismételhető.*

#### **Article 5.**

(1) Egyetemünk doktori és habilitációs szabályzata szerint a doktori iskolákban folyó képzést és a fokozatszerzési eljárásokat az Egyetemi Doktori Tanács és Habilitációs Bizottság (EHBĐT) felügyeli.

(2) A doktori képzést felügyelő operatív testület a tudományági doktori iskolánként szervezett Doktori Iskola Tanács (DIT), a DHSZ 12.§ szerinti feladat- és hatáskörökkel. A doktori iskola Képzési Programja tartalmazza a mintatantervet, a komplex vizsga tárgyait és a számonkérés szabályait. Amennyiben a Képzési Program a BME DHSZ-ben vagy a vonatkozó jogszabályokban nem rögzített vagy annál szigorúbb feltételt támaszt, a DIT kivételesen indokolt esetben engedélyezheti a feltétel alóli felmentést.

(3) A doktori fokozatszerzést lefolytató testület – az EHBĐT által leadott hatáskörben – a doktori iskolánként szervezett tudományági Habilitációs Bizottság és Doktori Tanács (HBĐT), a DHSZ 6.§ szerinti feladat- és hatáskörökkel.

(4) A Doktori Iskola tudományágaihoz tartozó Építőmérnöki és Földtudományi Habilitációs Bizottság és Doktori Tanács (HBĐT) tagjai a tudományág magasan kvalifikált szakemberei: a tagok kétharmada egyetemi tanár.

(5) A Vásárhelyi Pál Építőmérnöki és Földtudományi Doktori Iskola testületeinek – tőrzstagok, DIT és HBĐT – mindenkori összetétele, valamint a tagok szakmai munkásságának összegzése megtekinthető a [www.doktori.hu](http://www.doktori.hu) lapon és elérhető az egyetem, illetve a doktori iskola honlapján keresztül is.

(6) A DIT és a HBĐT feladatkörét és döntéshozatalának módját a BME DHSZ 6.§ és 12.§-a szabályozza. Ha olyan sürgős döntésre van szükség, mely nem teszi lehetővé a testületi ülés időben történő összehívását, vagy a téma nem indokolja az ülés összehívását, akkor a 2. mellékletben tételesen felsorolt, nyilvános szavazással eldöntendő ügyekben elektronikus úton is lehetőség van a testület szavazati jogú tagjai véleményének beszerzésére.

#### **Article 6.**

A 4.§ - 5.§ szerinti megbízások megszűnnek:

a) a megbízás lejártakor,

- b) *a megbízással azonos eljárással történő visszahívással,*
- c) *a megbízott lemondásával,*
- d) *a megbízott tartós akadályoztatásával, illetve halálával.*

## **Operation of the Doctoral School**

### **Article 7.**

The operation of the doctoral school is supervised by the Head of the Doctoral School – with the administrative support of the Dean’s Office of the Faculty.

### **Article 8.**

(1) The Doctoral School requests topic proposals in each semester, and announces PhD topics. The Council of the Doctoral School (henceforth DIT) decides on the acceptance of the research topics and the supervisors of PhD students. The topics are announced in newsletters and on the website of the Doctoral School.

(2) Supervisors of the PhD students must have at least 2 years of professional experience after getting their doctoral degree. The maximum number of PhD students supervised at the same time by the same person is four. The DIT can give exemption from this rule only by the consent of the Habilitation Committee and Doctoral Council of the University (henceforth EHBDT).

(3) Each PhD student has only one supervisor, who takes absolute responsibility in managing and supporting the student’s academic studies, research work and the doctoral candidate’s preparation for getting the doctoral degree. A dual supervision is only possible in case of studies carried out in international cooperation, or in case of an interdisciplinary research that was previously approved by the DIT and the EHBDT as an enlisted PhD research topic.

(4) An authorized supervisor must have a full time position or be a Professor Emeritus at the University, or have a full time position at another institution which has a valid doctoral program cooperation agreement with the University. The DIT appoints an advisor to support the work of the external supervisor on behalf of the University and to monitor the professional progress of the student.

(5) The DIT can change the PhD topic or the supervisor/advisor on their own request, on the request of the PhD student, or within the scope of authority of the DIT. The DIT consults the workplace superior of the topic supervisor before the final decision.

### **Article 9.**

(1) The admission exam for the topics announced in accordance with Article 8 is organized by the Dean’s Office of the Faculty. The Admissions Board is appointed by the DIT.

(2) A prerequisite of the admission exam procedure is an acceptance letter written by the supervisor and one written by the accepting organizational unit (the faculty or another institution). A formal requirement of admission is a degree graded at least good (4 in the Hungarian grading system, or C in the Erasmus grading system), and a certificate of *English* language competencies.

(3) The Admissions Board gives a point between 0-100 expressing the proficiency of the candidate at the admission exam interview, the language competencies, and the previous professional and scientific activities. The professional competencies points express the expertise in the chosen topic among others. At least 60 points are required for the admission to the PhD program.

(4) Based on the report of the Admissions Board, the DIT makes a proposal of admission to the Dean of the Faculty and a proposal for awarding a state-funded grant. The final decision of admission is made by the Dean of the Faculty.

#### **Article 10.**

(1) When pursuing an individual doctorate, the doctoral degree procedure starts with a formal request and an approved application for the Complex Exam (Government Decree No. 387/2012 (XII.19) Article 12).

(2) The prerequisite for the admission of individual doctoral candidates to the doctoral degree procedure is the formal accomplishment of the publication requirements (theses are not required when applying, thus content is not assessed, but the quantitative indicators should be met).

(3) By admitting an individual doctoral candidate, the doctoral school recognizes the minimum credits required for taking the Complex Exam, with the possibility of recognizing further credits through formal request based on previously acquired knowledge and competencies.

(4) The doctoral school appoints an advisor to the individual doctoral candidate.

(5) The Complex Exam following the admission is part of the first semester of the dissertation period.

#### **Article 11.**

(1) Prior to each semester, the DIT accepts the list of proposed courses of the doctoral program and their lecturers. The accepted courses are to be announced on the website of the Doctoral School. "Directed teaching", worth a maximum of 36 credits, is part of the doctoral curriculum [according to AR Article 177 (4)].

(2) Lecturers of the Doctoral School are those lecturers and researchers holding a PhD who are considered by the DIT – in accordance with the proposal of the head of the doctoral school – to be competent in providing training, research and supervision in the given academic period. A lecturer of the Doctoral School can be a full time employee of another national or foreign research centre, university, company or other institution which has a written cooperation agreement with the University for fulfilling the aims of the doctoral program.

(3) The study and research progress of the Students is evaluated by the DIT in a yearly base. The evaluation is based on the semester reports. A sample for the semester report is available for download on the homepage of the doctoral school. The report must contain the summary of the indicators of the study and research work (including the publications, conference and seminar presentations in the field of the PhD).

(4) Progress is evaluated as inappropriate if the Student do not obtain 2/3 of the credits in the sample curriculum. For the Students with a state scholarship and an inappropriate progress, the DIT may recommend the Dean of the Faculty a reclassification to a fee paying status. [ according to DHR Article 13. (8)].

(5) The student status terminates for the Student, who does not obtain at least 15 credits in an active semester (BME AR Article186. (2)).

### **Article 12.**

(1) The registration system, administration and information requirements of the Doctoral School are provided by the Dean's Office of the Faculty of Civil Engineering, in accordance with the chapters of the Article 12 of the University DHR.

(2) To coordinate the quality management, the Doctoral School elects a Faculty member to be responsible for that task. The name of the coordinator is announced on the homepage of the Doctoral School.

(3) Throughout the operation of the Doctoral School, the DIT follows and continuously evaluates the following indicators:

a) obtained PhD degrees (number of obtained degrees, ratio to the admissioned students, time of getting the degree);

b) number of students taking a comprehensive exam, ratio to the admissioned students, success rate of the exams;

c) teaching activities of the students (in credits);

d) registration for the doctoral subjects, number of registered students;

e) organization of department seminars.

(4) The indicators of (3) are evaluated by the DIT on a yearly base, in case of permanent backlog from the goals, an action plan is worked out with the participation of the affected participants (lecturers, supervisors, heads of departments). Yearly report of the DIT is announced through the homepage of the Doctoral School.

(5) For the desired values of the indicators of (3), the DIT specifies strategic goals, revised every 5 years.

### **Earning the doctoral degree**

### **Article 13.**

(1) The degree procedure is conducted by the Habilitation Committee and Doctoral Council (henceforth HBDT) of the respective discipline. It is the university-level committee (EHBDT) that awards the doctorate based on the recommendation of the HBDT. The general requirements of the doctoral degree are regulated in detail by the University DHR. Requirement of the doctoral degree are: obtaining the absolutorium; submission of the doctoral dissertation within three years of the comprehensive exam; successful defense of the dissertation in the public defense organized by the HBDT (the three years deadline can be extended by one year – within the authority of the DIT – under special appreciable conditions).

(2) Before the submission of the doctoral dissertation it must be presented in a department debate (so called home defense). The department debate must be organized in one of the departments of the Faculty of Civil Engineering, for the organization the head of the department is responsible (in case of the incompatibility of the head of department, the representative is specified) The goal of the department debate is the correction of the dissertation and these points, and the preparation for the public defense. The dissertation must be evaluated by at least one reviewer with a doctoral degree. The department debate is

not part of the review procedure (the dissertation can be modified after that), so, there is no incompatibility rule for the reviewer(s).

(3) The content of the debate – especially opinions related to the modification of the dissertation – must be recorded in minutes. The minutes contains, if the scientific body formed from the direct co-workers finds the results in the thesis points (or modified thesis points) as the own results of the candidate. The reviewers report is the appendix of the minutes. In case of a significant modification of the dissertation or the thesis points, the department debate must be repeated.

(4) In the doctoral dissertation, the publications of the new results must be ordered to the thesis points, and declarations must be given by the co-Authors of those publications following the sample given by the Doctoral School. The declaration stands for the new scientific results of the thesis points.

(5) The requirement of the initiation of the review process is that the published (or accepted for publication) scientific publications of the candidate fulfills the detailed publication requirements of the Doctoral School. The publication requirements are revised on a yearly base and modified if necessary. The current requirements are in the Annex 1 of this document. If the requirements change, in the 2 years period after the change the candidate can choose if the former or the new requirements apply in the procedure.

(6) The requirement of the initiation of the review process is the fulfillment of the language requirements. The current requirements are in the Annex 1 of this document.

(7) If a student starting the doctoral studies after 1st September 2016 does not submit the dissertation within three years after the comprehensive exam (the three years deadline can be extended by one year – within the authority of the DIT – under special appreciable conditions), a degree procedure can be initiated after the repetition of the studies or as an individual doctorate – without the indication of a supervisor – only (BME DHR 14.§ (4)).

(8) After the submission of the dissertation to the reviewers, it can not be modified. If the Review Committee objects to professionally wrong postulates or does not accept thesis points, the respective part of the committee report is attached to the dissertation (in the electronic form as well), and the dissertation published with this supplement (in the library and the repositorium).

(9) Identity of the Reviewers is not public until the reviews are completed. The reviewer reports are submitted to the members of the Review Committee after the arrival of both reports, the responses of the candidate are submitted electronically a week before the defense. The dissertation and the thesis booklet published at the announcement of the public defense at the [www.doktori.hu](http://www.doktori.hu) site.

## **Amending provisions**

### **Article 14.**

(1) Wherever this regulation sets stricter requirements than the higher order state or BME legislation requests or does not regulate, exceptionally it is allowed to modify the requirement to the level of the higher order legislation. The request for the modification must be submitted in written form with a detailed justification to the respective committee: in case of the doctoral studies to the DIT, in case of the degree procedure to the HBDT. The permission is given by the respective committee with a report of the decision.

(2) These regulations were discussed and accepted by the EHBDDT on 29 June 2023. The regulations are effective immediately.

Budapest, 29 June 2023

László Kollár  
head of the VÁSÁRHÉLYI Doctoral School of Civil Engineering and Earth Sciences

Abbreviations used in this document:

DHR Doctoral and Habilitation Regulations of BME

DIT Council of the Doctoral School

EHBDT University Habilitation Committee and Doctoral Council

HAC Hungarian Accreditation Committee

HBDT Habilitation Committee and Doctoral Council of the scientific branch (i.e. Civil Engineering and Earth Sciences)

Annexes:

1. *Publication and language prerequisites for obtaining a PhD degree*
2. *Rules of electronic voting in doctoral procedures (DIT, HBDT)*

**Publication and language prerequisites for obtaining a PhD degree**  
**Habilitation Committee and Doctoral Council (HBDT) – Faculty of Civil Engineering**  
**Guidelines for evaluating publication scores and minimum requirements in PhD**  
**procedures**  
**2023. June**

**Article 1. Introduction**

- (1) This guide is intended for candidates, proponents and referees. It aims to provide
- a) guidance and self-monitoring for applicants: to check that the publication activity formally meets the minimum requirements,
  - b) to provide guidance to applicants on how to check that the minimum requirements are met, and
  - c) to provide some criteria for referees.
- (2) *It is clear that the formal fulfilment of the conditions does not guarantee either the initiation of the procedure or its successful completion. To make its decision, the HBDT examines the level of publication of new scientific results, as well as the candidate's contribution to the published results on their merits.* However, an evaluation score can also contribute to a complex evaluation usefully.
- (3) The data of the publications must be entered into the Hungarian Scientific Publications Database, MTMT. The list of publications should be prepared as specified in the “*Guidelines for Applicants for PhD Degrees and Habilitations to Provide Data on Publications*”. On the list prepared according to these guidelines, the candidate specifies the scores derived using the table below, applying any % reductions, and indicates the total score at the end.

**Article 2. General rules of the minimum requirements**

- (1) In the doctoral procedure the HBDT checks minimum requirements at the following processes:
- a) in case of candidates starting their PhD studies after 1. September 2016: at the initiating the review procedure, i. e. at the submission of the thesis;
  - b) in case of candidates preparing for the defense alone and applying to the comprehensive exam: at the time of the application;
  - c) in case of candidates starting their PhD studies before 1. September 2016: at the initiating the degree procedure;
  - d) in case of candidates starting their PhD studies before 1. September 2016: at the submission of the thesis.
- (Of course, if the applicant submits the dissertation when initiating the procedure, then the committee will examine the fulfillment of the requirements once.)
- (2) The minimum requirements have two objectives: on the one hand, candidates are given guidance on the minimum publication activity below which it is generally not worthwhile to initiate a doctoral procedure; on the other hand, it provides an indicative threshold level for the proponents below which they may not normally recommend the initiation of a doctoral procedure (Doctoral and Habilitation Procedures Section 18(5)). In addition to the quantity of the publications, their quality also plays a crucial role in the decision to award the degree.
- (3) Compliance with the minimum requirements is checked by the proponent (and, on the basis of the proposal, by the HBDT) based on the submitted documents.



- (4) If the minimum requirements are not met, the HBDT rejects the submitted application.
- (5) The minimum requirements in this form apply to publicly disclosed documents. An application containing partially or fully qualified data must be examined under a special procedure.
- (6) If an application is rejected due to non-compliance with the minimum requirements, the University will reimburse the difference between the full doctoral procedure fee and the handling fee. If the minimum requirements are met, the assessment is part of the procedure and there is no separate fee.

### **Article 3. PhD publication requirements**

- (1) The minimum PhD publication requirement is 3 published (or accepted for publication), peer-reviewed publication. Out of which:
- a) at least 2 publication must be in foreign language,
  - b) at least 2 publication must be journal paper<sup>4</sup>,
  - c) at least 2 publication must be from the work of the candidate with at least 50% of authorship of the candidate in a qualified journal, and
  - d) at least 2 publication listed in the database of Web of Science or Scopus.
- (2) For Hungarian citizens it is recommended to have at least 1 publication in Hungarian.
- (3) The minimum total score to be achieved according to Article 4 is 12.
- (4) The theses of the dissertation must indicate where the results were published by the candidate. At least one of the scientific publications related to the theses shall be listed in the Web of Science (these are usually journals with an impact factor).
- (5) According to the process, the HBDT checks the following publication requirements::
- a) In a process of Article 2. (1) a) and d): requirements (1)-(4) in this Section,
  - b) In a process of Article 2. (1) b) and c): requirements (1)-(3) in this Section.

### **Article 4. Points of the publications**

(1) *The scores to be given for each publication (related to the field of the dissertation) are as follows:*

a) Book	8
b) Book section, chapter	6
c) Article in a serial volume <sup>4</sup>	1
d) Printed (or electronically <sup>5</sup> published) university lecture notes	3
e) Journal articles (may be published only electronically)	
ea) Peer-reviewed	
ea1) Published abroad in a foreign language	6
ea2) Published in Hungary in a foreign language	4
ea3) In Hungarian	2
eb) Non peer-reviewed	
eb1) Published abroad in a foreign language	3
eb2) Published in Hungary in a foreign language	2
eb3) In Hungarian	1

<sup>4</sup> The volume must have an ISBN or ISSN number.

<sup>5</sup> Electronic lecture notes are eligible only if the candidate attaches the supporting statement of the Educational and Scientific Committees of the Faculty.

f) Presentation in a foreign language, published in an international conference proceedings <sup>6</sup>	
fa) Peer-reviewed	4
fb) Non peer-reviewed	3
g) Presentation in a foreign language, published in the proceedings of an event with local participation <sup>6</sup>	2
h) Conference presentation in a Hungarian publication <sup>6</sup>	1
i) Foreign patent	2
j) Hungarian patent	1
k) Review (printed evaluation of another author's writing)	1

(2) *Domestic co-authors* may declare in a separate letter the percentage of joint articles that can be considered their own work. From the candidate's point of view, each score is multiplied by their own percentage. In this calculation, the supervisor of the doctoral student is automatically excluded from the co-authors. For example, for two-author articles shared with the supervisor, the candidate receives 100% of the score. If the co-authors do not give a declaration for any reason, or if the total percentage of co-authors given exceeds 100%, then the corresponding scores will be divided by the number of authors.

(3) If the *co-authors' statement contradicts* an earlier statement, the HBDT is obliged to initiate an investigation and to inform the BME Habilitation Committee and Doctoral Council (EHBDT) upon discovery.

(4) If the editor declares in writing that an article that has not yet been published has been accepted, but a minor revision is requested, then the basis is 50% of the peer-reviewed score. If the editor declares that the article will be published in unchanged form, then the basis is the full score above.

(5) The diploma project, as a compulsory work, cannot be accounted for. A lecture given at the doctoral student symposium of the BME can only be accounted for if its full text has been published in a publication available in a library.

### **Article 5. Language proficiency requirements**

(1) At least an upper-intermediate knowledge of English.

a) Proof of language proficiency requires at least a B2 level complex (oral and written) state-recognized language certificate or equivalent.

b) The TOEFL language test is considered equivalent if the result is at least 500 points (paper-based), 180 points (computer-based) or 66 points (internet-based); and the IELTS language test if the result is at least 5.0 points.

(2) The HBDT checks the language proficiency requirements upon receiving the submitted dissertation (Article 2 (1) a) and d)).

(3) To equivalence with a language test certificate is governed by the Government Decree No. 137/2008 (V. 16.). According to the decree, the following documents pertaining to a given language are equivalent to at least an upper-intermediate language certificate:

- a) certified diploma of studies completed in a foreign secondary school in the official language of the given state;
- b) certificate of baccalaureate;
- c) diploma obtained in a higher education institution;
- d) scientific degree naturalised in Hungary.

<sup>6</sup> At least 4 pages long, can be on CD also.

(4) The qualification of language certificates issued by foreign language examination centres other than TOEFL and IELTS with respect to level B1 or B2 is governed by the naturalisation tables published on the website of the Educational Authority Accreditation Centre for Foreign Language Examinations. The candidate must justify the recognition of the language certificate to the HBDT by extracting the relevant naturalisation table, and does not have to request the Centre to issue an individual naturalisation decision.

#### **Article 6. Closing**

(1) These specifications were discussed by the Habilitation Committee and Doctoral Council (HBDT) of the Faculty of Civil Engineering on 26 June 2023, and was accepted by the University Habilitation Committee and Doctoral Council (EHBDT) at their meeting on 29 June 2023.

(2) The present guidelines are now available to everyone at the Dean's Office of the Faculty of Civil Engineering and at <https://phd.epito.bme.hu>. Based on the decision taken at the EHBDT meeting on 24 September 2009, we emphasize that conference publications shorter than 4 pages are not eligible towards the publication score.

**Rules of electronic voting in doctoral procedures (DIT, HBDT)**  
**Vásárhelyi Doctoral School of Civil Engineering and Earth Sciences**

(Annex 2 has not been translated to English, accessible here in Hungarian only, but it does not affect the Students.)

- (1) *Ha olyan sürgős döntésre van szükség, mely nem teszi lehetővé a testületi ülés időben történő összehívását, vagy a téma nem indokolja az ülés összehívását, akkor az alább tételesen felsorolt, nyilvános szavazással eldöntendő ügyekben elektronikus úton is lehetőség van a testület szavazati jogú tagjai véleményének beszerzésére.*
- (2) *A szavazás elrendeléséről, kezdeti és lezárási időpontjáról a testület vezetője dönt. A határozati javaslatot és az indoklást tartalmazó előterjesztést minden tagnak elektronikus úton meg kell küldeni a szavazás lezárási határidejének (év, hó, nap, óra) és a szavazás helyét jelölő internetes cím pontos megjelölésével.*
- (3) *Nem tartható elektronikus szavazás, illetve nem értékelhető ki az elektronikus szavazás, amennyiben a testület bármely tagja – legkésőbb a szavazás lezárási időpontjáig – a határozati javaslat megvitatására ülés összehívását kéri.*
- (4) *Az elektronikus szavazás és határozathozatal formai feltételei:*
- *a döntés meghozatala során a szavazásban részt vevők személye, a határozatképesség hitelt érdemlően megállapítható;*
  - *a döntést megalapozó írásos dokumentáció a tanács tagjaihoz legalább 3 munkanappal a szavazás záró időpontját megelőzően elektronikus úton kiküldésre kerül;*
  - *a szavazás lezárásáig a beküldött szavazatok nem nyilvánosak;*
  - *a határozati javaslat akkor van elfogadva, ha*
    - o *a tanács tagjainak legalább kétharmada részt vett a szavazásban és a szavazásban részt vett tagok több mint fele támogatta, vagy*
    - o *a tanács tagjainak több mint fele támogatta.*
- (5) *Elektronikus szavazás az alábbi DIT ügyekben lehetséges:*
- *doktori témák meghirdetése*
  - *doktori Felvételi Bizottság kijelölése*
  - *doktori Felvételi Bizottság jelentésének elfogadása*
  - *állami ösztöndíjak listájának és várólistájának elfogadása*
  - *munkatervek és beszámolók elfogadása*
  - *komplexvizsga-tárgyak tematikájának elfogadása*
  - *komplexvizsga-tárgyak hallgatókhoz rendelése, vizsgabizottságok kijelölése*
  - *PhD szakmai nap programja, szervezése*
- (6) *Elektronikus szavazás az alábbi HBDT ügyekben lehetséges:*
- *bizottsági összetétel módosítása*
  - *sikertelen fokozatszerzési eljárás lezárása a 2 éves határidő túllépésekor*
- (7) *A szavazatokat a Dékáni Hivatal ügyintézője összesíti és a testület elnöke, valamint egy általa kijelölt tag hitelesíti. A szavazás eredményéről a testület tagjait a szavazás lezárását követő 24 órán belül tájékoztatni kell.*

*Az elektronikus szavazásra vonatkozó kiegészítést az EHBDT 2020. január 30-i ülése hagyta jóvá.*