

UNIVERSITY OF PANNONIA



MULTILINGUALISM DOCTORAL SCHOOL

RULES OF OPERATION

TDHT decision: 29th September 2021

Entry into force: 1st October 2021

Validity: until withdrawal

Person in charge: Dr. Judit Navracsics, head of doctoral school

The Multilingualism Doctoral School (henceforth MDS) has established its inner operating procedures according to the resolutions of the University Doctoral Habilitation Council (henceforth UDHC) in a way, that it effectively supports the high standard of the training of researchers, obtaining of the degree as well as the habilitation processes, along with ensuring access to the intellectual potential and facilities at the MDS for all doctoral students and applicants for habilitation.

The current document of regulations was constructed according to the CCIV. Act on Higher Education (henceforth AHE) (2011), the 387/2012 Decree (D), the decision 2013/6/III/2 of the Hungarian Accreditation Committee (henceforth HAC) (technical update: 25th April, 2014), and the Operational Regulations for Doctoral Schools (henceforth ORDS) accepted by the Senate of the University of Pannonia on the 25th of February 2021, with the number 29/2021 (II.25). We do not intend to present the common regulations in the Operational Regulations of the University of Pannonia (henceforth ORUP) in detail, we only refer to them. In the following, procedures specific to the MDS are described in detail. The procedural principles, that are identical to those formulated in the ORDS of the University of Pannonia, are only referred to.

1. Data of the Doctoral School:

Name: Multilingualism Doctoral School (MDS)

Place: University of Pannonia, Faculty of Modern Philology and Social Sciences, Veszprém

Leader of the DS: Prof. Judit Navracsecs, DSc, PhD, habil. full professor (linguistics)

Core members:

Dr. Valéria Csépe, DSc, academic, full professor (psychology, neurolinguistics, psycholinguistics)

Dr. István Csernicskó, DSc, PhD, habil. full professor (linguistics)

Dr. Ulrike Jessner-Schmid, PhD, habil. full professor (linguistics)

Dr. János Ollé, PhD, habil. associate professor (educational sciences)

Marjolijn Verspoor, PhD, full professor (linguistics)

Vincent van Heuven, PhD, professor emeritus (linguistics)

Dr. Csaba Földes, DSc, full professor (linguistics)

2. Structure of the DS (programmes and programme leaders):

The doctoral programme emphasizes the linguistic and multidisciplinary research of multilingualism. The programme is built upon 3 major aspects: individual multilingualism, societal multilingualism, and instructed multilingualism. Due to the diverse research possibility, 6 modules are

employed, providing opportunities for the doctoral students to select the appropriate courses according to the major and minor aspects of their training. The role of Research Methodology is highlighted in the programme. The multidisciplinary approach is ensured by regarding one course considered as essential concerning the thorough approach of multilingualism as a common in each module. The leaders of the modules are experts in the specific research field.

Modules and module leaders:

Module	Leader
Research methodology of multilingualism	Dr. István Csernicskó, DSc, PhD, habil. full professor
The neurolinguistics of multilingualism	Dr. Valéria Csépe, DSc, PhD, academic, habil. full professor
Multilingual development	Anat Stavans, PhD, full professor
Multilingualism through instruction	Marjolijn Verspoor, PhD
Multilingual processing	Dr. Judit Navracsecs, DSc, PhD, habil. full professor
Multilingualism in the society	Dr. Ulrike Jessner-Schmid, PhD, habil. full professor

3. Council of the Doctoral School

Duties of the Doctoral School Council are fulfilled by the Disciplinary Doctoral and Habilitation Council (DDHC). In alignment with the ORDS, the DDHC is responsible for the following:

- a) approval of the supervisors, and academic staff of the doctoral school;
- b) making proposals for the doctoral topics to be announced;
- c) approval of the doctoral topic of the doctoral student;
- d) assessment of performance during the programme;
- e) establishment of committees for habilitation processes, for processes of obtaining the degree, for the admission process and the complex exam.

The DDHC is a council supporting the work of the leader of the DS, with regular meeting sessions, the members of which are elected by the core members of the DS and entrusted or exempted by the UDHC.

Chair of the DDHC is the leader of the doctoral school. One third of the members, or at least two members are external experts not employed by the University. A representative of the doctoral students of the specific doctoral school working together with the DDHC is not allowed to vote regarding scientific issues and issues of obtaining the degree, but has a right to vote concerning issues of doctoral students. Members of the DDHC have to meet the same requirements as the core members.

Chair: Dr. Judit Navracsics, DSc, PhD, habil. full professor, leader of the DS

Members with the right to vote:

Dr. Valéria Csépe, DSc, academic, full professor (psychology, neurolinguistics, psycholinguistics)

Kees de Bot, PhD, full professor (linguistics)

Dr. Ulrike Jessner-Schmid, PhD, full professor (linguistics)

János Ollé, PhD, habil. associate professor (educational sciences)

Dr. Gyula Sáry, DSc, PhD, habil. full professor (theoretical medicine, USZ)

Anat Stavans, PhD, full professor (linguistics)

Marjolijn Verspoor, PhD, full professor (linguistics)

Members with consultative status:

Dr. István Csernicskó, DSc, PhD, habil. full professor (linguistics)

Vincent van Heuven, PhD, professor emeritus (linguistics)

Zsolt Lengyel, CSc, professor emeritus (linguistics) external member

David Singleton, PhD, professor emeritus (linguistics) external member

Secretary: Schrenk Veronika

Representative of the doctoral students: Máté Csrepka

Quorum and decision-making of the DDHC are identical to those formulated at the UDHC. Duties of the DDHC are extended to § 5 (7) of the ORDS.

4. Admission procedure of the doctoral training

The procedure of admission is identical to the procedure formulated in 6.§ of the of the ORDS of the University of Pannonia. Derogations are listed below.

- (1) Students with foreign nationality are allowed to participate in the programme. The doctoral school announces the courses in English and Hungarian, and the language of the doctoral training is English. Specific regulations and requirements concerning students with foreign nationality are to be included into the calls for admission.
- (2) In case of applicants with foreign nationality, documents required for the

entrance exam including the research proposal may be sent electronically or by post for the DS, and an online interview may be requested.

- (3) The entrance exam involves an interview, where the applicant can report on their scientific work, goals and plans, along with giving proof of their knowledge about the field as well as English language skills.

5. Transferring from other doctoral schools (see ORDS, § 7)

6. Order of the doctoral training (ORDS, § 8 extended with specifications)

(1) [AHE § 16 (1)] The doctoral training is part of the university training programme, which prepares for the obtaining of the degree following the Master's Degree. During the doctoral programme, at least 240 credits are to be obtained. The duration of the programme is two times four semesters.

(2) Doctoral students can choose a research topic from the topics announced publicly by the supervisors on the site doktori.hu. The announced topics belong to 3 categories: individual multilingualism, societal multilingualism, and instructed multilingualism.

(3) Doctoral students carry out their studies and research under the guidance of their supervisors. Supervisors are required to assist their students. However, the doctoral student is responsible for the success and results of the research.

(4) The doctoral student compiles the schedule according to the research topic from the 6 modules. In the first two semesters, 2-2, in the third and fourth semester 1-1 compulsory, and 3 optional courses have to be accomplished.

(5) Credits may be obtained in the following distribution:

- accomplishment of the studies (60 credits);
- research, end-of-term/end-year reports (96 credits);
- publications and presentations at conferences (at least 84 credits)

(6) In order to accomplish courses, doctoral students have to take an oral or written exam. The exam may be graded: excellent (5), satisfactory (3), fail (1). A failed exam can be retaken once in the same exam period. Unaccomplished courses can be applied for in the following semesters.

(7) Only after finishing the previous semester can a student enroll for the next one. Scholarship can be granted only for students enrolled for the specific semester with an active status.

(8) Doctoral students can apply for a mock exam after at least 30 months of training, with the consent of the supervisor and DDHC. The student is required to obtain all course and research credits, fulfil all training and research requirements, requests the issue of the pre-degree certificate, and submits the documents required for the mock exam. Fee-paying students may obtain the 96 research credits (exceeding the 60 course credits) in two semesters, with the

consent of the supervisor. In this case, the procedure for obtaining the degree may be started at the end of the fifth semester. Doctoral student status is upheld along with the student status, therefore the doctoral student is required to enroll for the final semester with regard on the deadlines and requirements. Since the student fulfilled the training requirements, s/he cannot be obliged to obtain credits. However, the student is under the same obligation as well as enjoy the same series of rights as other students.

7. Individual preparation (see ORDS § 9)

8. Obtaining the degree (see ORDS § 10)

(1a) [AHE § 53 (4)] Doctoral students are required to hand in a dissertation according to the requirements of the doctoral regulations within three years after the complex exam. This deadline may be extended with a maximum of one year according to the decision of the DDHC under specific circumstances, when the student cannot fulfil the requirements due to issues s/he is not to blame for (childbirth, accident, illness, or other unexpected issue).

9. Requirements for obtaining the degree (see also ORDS § 11)

(1) [AHE § 53 (4a)] The higher education institution issues a pre-degree certificate for the doctoral student, who has obtained the required training credits.

(2) Requirements for obtaining the degree:

- a) fulfilling the requirements recorded in the doctoral regulations (240 credits), successful complex exam;
- b) proof according to the ORDS concerning the knowledge of two foreign languages required for the discipline. In case of deaf students, a proof concerning the knowledge of non-Hungarian sign language is accepted;
- c) presentation of individual scientific work with articles, research papers, according to the requirements of the doctoral school. Minimum requirements are the following:
 - one article or book chapter in a foreign language as first author in a peer-reviewed international journal or letter of acceptance,
 - three articles or book chapters in Hungarian or in English in a peer-reviewed journal or letter of acceptance,
 - three national or international scientific conference papers.
- d) presentation of the dissertation; defense of the results in an open discussion.

10. Complex exam (see document about General principles and rules of the complex exam)

(1) Students prepare for the complex exam with the help of a reading list based on their research areas. The reading lists include articles, book chapters and books approved by the leader of the programme, and they are subject to regular update according to the recommendations of the lecturers.

(2) [ORDS 12.§ (3)] The complex exam must be taken publicly, in front of a committee. The committee consists of at least three members. Chairman of the committee may only be a university professor or an associate professor with habilitation employed by the University of Pannonia. Results of the exam must be revealed immediately after the complex exam. A report has to be written during the exam.

(3) The complex exam consists of two subjects with respect to the thesis topic: a major and a minor subject. The major subject is Multilingualism in all cases, the minor subject may be chosen from the 3 subjects (societal, individual or instructed multilingualism) according to the recommendation of the supervisor. Doctoral students must be informed about the subjects and the date of the exam in a written form.

(4) The exam committee decides concerning the individual subjects in a closed discussion, with secret voting (points to be given: 0-1-2-3-4). The exam is successful if the total points considering the individual subjects are at least 60% of the attainable points in the two subjects.

11. The doctoral dissertation (see ORDS § 13)

§ 13 Submission of the doctoral dissertation (1) [ORDS § 14 (2)] Requirement for the submission of the doctoral dissertation is the pre-degree certificate.

(1) The doctoral dissertation (120-150 pages) has to be submitted in the fourth year of the training, or one year after the fourth year at the latest.

(2) [ORDS § 14 (3)] A prerequisite to the submission of the doctoral dissertation is that the doctoral student does not have an ongoing process for obtaining a degree in the same discipline or did not fail the defense of the dissertation in the previous two years. The doctoral candidate has to submit a written declaration concerning the fulfilment of these and other requirements when submitting the dissertation.

(3) [ORDS § 14 (1)] The thesis of the dissertation reveals the results of the individual research process. Results should be presented in a clearly understandable manner, with the research findings enlisted according to published papers.

(4) The dissertation has to be submitted in English.

(5) Should the dissertation be completed under the guidance of the supervisor, page 3 should contain the name of the supervisor along with the

recommendation concerning the dissertation submitted for defense. The dissertation may be submitted with a negative recommendation as well.

(6) In order to support the author, the dissertation must be subject to a mock exam before the final version. Comments should be reviewed by the sound judgement of the author. A report about the presentation and a list of attendance must be taken, about the author's resolution as well as the discussion.

(7) Two identical copies of the doctoral dissertation must be submitted in a bound format to the doctoral secretary, along with the following:

- 1 copy of the report and the attendance list of the mock exam,
- thesis booklet in English,
- dissertation in electronical form,
- 1-page curriculum vitae written in third person singular,
- publication list containing published papers concerning the topic of the dissertation printed from MTMT,
- consent of the co-authors stating that they agree with including the published results in the dissertation. If both authors are doctoral students, they have to declare to what extent each author contributed to the specific paper.
- authorised copy of a language exam or proof of foreign language knowledge, which has not been submitted during the application procedure. Authorisation can be fulfilled by the Educational Office upon presenting the original document,
- declaration concerning that the dissertation is the individual work of the candidate, as well as the references are explicit and complete,
- the supervisor's (if there is one) declaration that the dissertation meets the norms of scientific ethics,
- payment slip of the processing fee.

12. Evaluation process of the dissertation (see ORDS § 14)

(1) [ORDS § 15 (1)] Two official reviewers are appointed by the DDHC to evaluate the dissertation. One of the reviewers cannot be employed by the institution running the doctoral school.

(2) [ORDS § 15 (2)] The two reviewers compile an evaluation two months after the submission, according to the ORDS, and decides whether the dissertation should be subject to an open defense. Should one of the reviewers not support the defense, the doctoral committee will assign a third reviewer.

(3) [ORDS § 17] The assigned official reviewer or member of the committee cannot be a person:

- who is a close relative of the candidate, or

- whose objective evaluation is violated.

Reviewers may decline the assignment due to incompatibility or professional issues in a fortnight.

(4) The doctoral candidate must be informed about the names of the reviewers. The author is not allowed to hand in complaints against the reviewers, except for issues of incompatibility or bias. In the case of complaints, DDHS may assign another reviewer.

(5) In the evaluation paper, the reviewers must enlist positive and negative aspects considering the content and form, with special attention on whether the theses are acceptable; finally, suggestions should be included concerning whether the dissertation is acceptable as basis for obtaining the doctoral degree. Evaluation papers may include questions to the author.

(6) Evaluation papers must be submitted electronically. If the papers are sent by post, three identical copies have to be made. The secretary of the doctoral school includes the required data on the third page of the dissertation (name of the reviewers, recommendation, dates). One copy of the evaluation has to be given to the author, who is obliged to give a written response. Three identical copies of the response have to be handed in to the doctoral secretary. The date of the defense must be set in the time frame of two months following the submission of the two supporting evaluations as well as the responses to the evaluations.

13. Public defense of the dissertation (see ORDS § 15)

(1) [ORDS § 16 (1)] The dissertation should be defended in an open defense in front of an evaluation committee (henceforth: Committee), if conditions require, online.

(2) [ORDS § 16 (3)] The date of the defense must be set in the time frame of two months following the submission of the two supporting evaluations in the same term. The candidate receives the evaluations in advance and gives a written response before as well as an oral response during the defense.

(3) [ORDS § 16 (2)] The DDHC sets up a Committee for the process of the open defense as well as for the decision of acceptance. The Committee includes five members, to the appointment of whom regulations in § 12 (1) must be applied.

(4) The doctoral school assigns an alternate chair and two alternate members. All members of the Committee must hold a scientific degree. The candidate's supervisor or co-authors cannot be members of the Committee. The two assigned reviewers are members of the Committee.

(5) The candidate, all members of the DDHC, along with competent faculties of the University must be informed at least 5 workdays prior to the public defense. The date of the debate is made public on the homepage of the National Doctoral Council. It has to be made public, that anybody can make comments during the public debate, or prior to that in a written form. The defense can take place if the chairman and three members (at least one reviewer and one external member,

who can be the same person) are present. Should one of the reviewers not be able to participate in the defense, s/he has to make a written declaration concerning the acceptance of the candidate's responses. Evaluation of the reviewer not present at the defense is disclosed by the chairman.

(6) It has to be assured that the members of the Committee have access to the evaluations and the responses prior to the public debate.

(7) The language of the public debate is English.

(8) During the debate the author's right but not obligation is to present the main results of the research and the theses in a short (20') free presentation. After this (or without the presentation) the reviewers reveal their evaluation, and the candidate responds to the questions of the reviewers and attendees. Finally, the reviewers and attendees refer to whether they accept the response of the author.

(9) [ORDS § 16 (5)] After the debate, the Committee decides on the acceptance of the dissertation by secret voting during a closed session. The Committee decides upon the outcome of the defense by giving points (0-1-2-3-4 points). The opponents take part in the process of assigning points. The dissertation is considered accepted when the obtained points exceed 60% of all attainable points. The chairman announces the outcome before the attendees.

(10) [ORDS § 16 (6)] A report has to be taken concerning the defense and the decision of the Committee. If requested, the institution provides a certificate including that this document is not equal to the awarding of the doctoral degree.

(11) [ORDS § 16 (4)] If requested by the candidate, a closed defense can be conducted with consent of the DDHC supported by the decision of the Committee, if the dissertation includes information subject to Patent Procedure or issues of national security.

(12) [ORDS § 16 (7)] In case of two reviews including rejection, or unsuccessful defense, a new dissertation can be submitted after two years at the earliest, and only once.

14. Classification of the doctoral degree (see ORDS § 16)

(1) The DDHC compiles a proposal according to the report for the DHC of the University.

(2) The DHC of the University decides with a yes/no vote concerning the awarding of the degree.

(3) The grade of the doctoral degree is elicited through the results (in %) of the defense. In case of results 90% and above, the grading is "summa cum laude", below 90% "cum laude". In order to obtain the grade "rite", the defense must be at least 60%.

(4) One copy of the successfully defended dissertation along with the reviewers' comments and the author's responses is kept catalogued in the University's Central Library. Another copy is kept at the Doctoral School.

(5) [AHE § 53 (6)] Awarded doctoral degrees must be included in a central register and has to be made accessible for anyone. The register must be available on the internet.

(6) [AHE § 53/A (1)] The doctoral dissertation – along with the theses – is public. Disclosure of the dissertation may be postponed in cases of patent or protection application. The institute of higher education awarding the doctoral degree is responsible for keeping electronical and printed records of the dissertation and its theses, as well as the disclosure in full format by keeping a printed version and one copy on an electronic storage medium catalogued at the University Central Library.

(7) [AHE § 53/A (2)] The doctoral dissertation and its theses must be available in electronic format in the Database, with a DOI number assigned, according to the international standard.

Appendix:

Appendix 1: Application form

15. Financial requirements of the doctoral training and obtaining the degree

ORDS § 23 State-funded and institutional grants, allowances, fees and compensations

(1) [AHE § 47 (2)] The time frame for student grant is a maximum of eight semesters.

(1a) Grant per person for students in doctoral training is according to the AHE § 114/D (1)

- a) during the training and research period 1 680 000 Ft/year,
- b) during the research and dissertation period 2 160 000 Ft/year,
- c) in the case of a successfully obtaining the degree, a one-time amount of 400 000 Ft.

regulations to be applied for students with a student status in the doctoral training in the first semester of the 2016/2017 academic year (AHE § 114. (2))

(5) state-funded scholarship can be granted to:

- a) students in the doctoral training with Hungarian citizenship,
- b) non-Hungarians with the same treatment as students with Hungarian citizenship, according to specific laws or international agreements.

The monthly amount of state-funded scholarship is the amount defined in the respective Finance Act.

Should a student not fulfil requirements concerning the work-schedule during two consecutive semesters, by proposal of the DDHC can be reclassified from training with state-funded grant to fee-paying status.

(6) Payment of the monthly grant must be fulfilled until the 10th of each month, with exception of the application months.

(7) Doctoral students with state-funded scholarship receive grants for textbooks.

(8) Students accepted for training with state-funded scholarship do not pay application fee and are exempt from paying the fee for issuing the first PhD certificate.

(9) Should they require, doctoral students may receive a place in the dormitory, or in the case of students with state-funded scholarship, may receive a grant of housing.

(10) During interrupted student status state-funded scholarship are not to be paid and training grants are not to be utilized.

ORDS § 24 Fees and compensations paid by the doctoral students

(1) Students without a state-funded scholarship must pay a study fee, the amount of which is set by the DDHC in each academic year, to be applied for the following year. The decision is disclosed until 31th of May the latest.

(2) Study fee must be paid in each semester until the 31st of October, or the 31st of March.

(3) Should a student not meet payment obligations, the doctoral student is not allowed to register for the next semester, and students in their final year cannot receive a pre-degree certificate. Meeting payment obligations after the deadline is possible by payment of an additional operational fee.

(4) The doctoral student may require the extension of the deadline for payment until the start of the following semester once during a semester under special circumstances. Requests should be submitted to the Educational Office, and the leader of the doctoral school decides on the requests.

(5) Regulations about the processing fee for obtaining the degree can be found in the appendices.

(6) Special processing fees are charged if the student does not meet payment obligation concerning study fee, application fee, or other fees with a deadline, in the case of losing their student ID card, or credit book. In addition, students have to pay special processing fees for exceeding administrative deadlines, and for completing the task until a new deadline. The special processing fee does not include the price of the document to be replaced.

(7) [AHE § 81 (1) (a)]. Available services for students in training with state-funded (part)scholarship are the following:

first enrolment for lectures, seminars, consultation sessions, workshops, field exercises required for meeting the training and educational requirements of the programme, one-time re-take of reports, exams, unsuccessful reports and exams, final exam, as well as the process for obtaining the degree during existing student status.

ORDS § 25 *Honorarium of obtaining the degree*

(1) For external members of the process of obtaining the degree financial compensation may be paid, external reviewers receive payment according to a special-order contract.

(2) The amount of honorarium is agreed upon by the competent Faculty and the Chancellor.

Appendix 1

APPLICATION FORM

PhD Training:

- state-funded scholarship
- other scholarship types
- fee-paying
- individual training for obtaining the PhD degree

Put an X into the appropriate box.

I. Personal data

family name:
.....

first name:
.....

birth name:
.....

place and date of birth:
.....

citizenship:
.....

taxation code:
.....

mother's maiden name:
.....

permanent address:
.....

present workplace:
.....

address of workplace:
.....

address for service:
.....

phone number:
.....

e-mail / e-mail:
.....

II. Name of the doctoral school the application is submitted to:

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Field of science and name of subprogram:

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III. Title of the chosen topic:

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Name of supervisor or consultant:

.....

IV. Professional data:

Name of the university where the applicant has graduated from:

.....

faculty: major:

.....

Year of graduation:

.....

Classification of the qualification:

.....

Number of the diploma:

.....

Knowledge of foreign languages:

Language	Receptive skills		Speaking		Writing	Number of the language exam certificate (if any)
	Listening skills	Reading	Communication	Fluency		

Please mark the level of language knowledge in the table as follows

B1 –basic

B2 –intermediate

C1 –advanced

Date:..... year..... month..... day.....

applicant's signature