

## Procedure of the Doctoral Final Exam

at the Doctoral School of Information Science and Technology at the University of Pannonia

### Conditions of admission to the final exam:

- in case of state-founded and fee-paying students the successful accomplishment of the studies (within 180 credits at least 48 credits by fulfilling subjects)
- request for admission to the final exam

Taking the final exam is carried out in the steps as follows:

1. **submission of the request for admission to the final exam** to the [di@virt.uni-pannon.hu](mailto:di@virt.uni-pannon.hu) e--mail address in a signed PDF format with the approval of the supervisor indicating the main and the secondary subject.  
Only those main subjects are accepted by the doctoral school whose fields at least two subjects have been fulfilled from.
2. **Setting up the Examination Board:** the head of the doctoral school asks for the opinion of the supervisor(s) about the examiners with the restriction that one of the two examiners has to be an external examiner holding at least PhD. The chair of the Exam Committee has to be a professor or a Professor Emeritus at the University of Pannonia who is a core member of the Doctoral School of Information Science and Technology.
3. **Approval of the Board:** The head of the Doctoral School makes a suggestion about the Board, and the Doctoral Council approves it by an electronic vote if necessary. In case of approval, the student and his supervisor is informed about the Board.
4. **Agreement about the theoretical part of the exam:** The PhD student contacts his examiners to agree on the theoretical topics of the examination in order to agree on the theoretical topics and the student starts preparing for the examination. After agreeing on the theoretical topics, the examiner and the student compile a list of items.
5. **Agreement about the Date of the final examination:** the secretary consults the student(s), the members of the committee and the supervisor(s) about the possible dates and assigns the date of the exam.
6. **Date of the final examination.** The secretary of the Doctoral School informs the Board, the students and the supervisors about the fixed date of the final examination by e-mail.
7. **Arranging the final exam:** The secretary of the Doctoral School makes the arrangements for the final examination. The secretary arranges a room for the examination, informs the members of the Board officially, arranges their travel

expense reimbursement and their examination fees, and announces the final examination on the homepage of the University of Pannonia.

8. **Information about the final exam:** The PhD students can make their questions and comments to the secretary of the Doctoral School. The pattern for the final examination is announced on the homepage of the Doctoral School.

Any modification in the steps above can be allowed by the head of the doctoral school upon a written request.