

The complex exam

Requirements of taking the complex exam:

- in the first four years at least 90 credits have to be accomplished that must contain at least 30 credits for the publication activity and all the „educational credits (48) which are prescribed in the training plan of the doctoral school.
- application for the doctoral school for the individual-training students
- request for taking the complex exam

The complex exam contains the steps as follows:

1. **Submitting the request** for the complex exam in pdf to di@virt.uni-pannon.hu e-mail address. In this request the student needs to assign (with the supervisor's approval) the major and the minor subject of the comprehensive exam. (**responsibility of the student**)

Only that subject can be accepted as major subject while applying for the complex exam, from whose subjects at least two subjects have been fulfilled. The request for the complex exam can be submitted till in the fourth semester but till the 8th week of the semester at the latest.

2. **Setting up the committee:** The head of the doctoral school ask the opinion of the supervisor(s) with the constraints that at least two external examiners with PhD title have to be invited into the committee who are experts in the student's research field. The head of the committee is a professor or a professor emeritus of the University of Pannonia who is one of the core members of the IT doctoral school. (**responsibility of the head of the doctoral school**)
3. **Approving the committee:** the head of the doctoral school proposes the members of the examination board which will be approved by the doctoral school if necessary by voting electronically. In case of approval the student as well as the supervisor(s) are informed. . (**responsibility of the head of the doctoral school and of the Doctoral School's Committee**)
4. **Assigning the theoretical part of the complex exam:** The student gets in touch with the examiners about the topics of the exam and he/she starts the preparation. Both the student as well as the examiner prepares a list about the material of the exam. (**responsibility of the student**)
5. **Agreeing on the date:** the secretary requests the members of the committee on behalf of the doctoral school and checks the possible dates with them as well as with the students and with the supervisor(s), then the date of the exam will be announced. (**responsibility of the doctoral school's secretary**)
6. **Date of the complex exam:** the secretary informs the committee, the candidate(s), and the supervisor about the date of the complex exam. (**responsibility of the doctoral school's secretary**)
7. **Arranging the complex exam:** the secretary carries out the activities as follow: booking the classroom, informing the members of the committee, reimbursing of the costs, announcing the exam on the faculty homepage). Furthermore, he sends the invitation to the students' mailing list. (**responsibility of the doctoral school's secretary**)

- 8. Applying via Neptun:** registration via Neptun is required, by that time all requirements have to be met. . (**responsibility of the student**)
- 9. Submitting the PhD report (summary of the scientific activity):** this has to be submitted two working days before the exam to the doctoral school, it has to contain to items as follows:
 - a. the number of credits (not only the sum, but that they have been given for),
 - b. a short, maximum 2 page long summary of the scientific research and results,
 - c. list of publications,
 - d. schedule of the upcoming 2 years' work including the publication activity as well as preparing the thesis – maximum 2 pages
 - e. the supervisor's evaluation – maximum half page (**responsibility of the student**)
- 10. Information about the complex exam:** In case of any questions, notes regarding the complex exam, PhD students can contact the secretary of the doctoral school. The template scenario of the complex exam are published on the homepage of the doctoral school.

Any step differing from the ones described above can be requested.