

REGULATIONS

of the Doctoral School of Information Science

The Doctoral School of Information Science of the University of Pannonia was accredited in 2001 by the Hungarian Accreditation Committee as the successor of the Doctoral Program of the University titled 'Technical Applications of Information Technology'.

The core members of the Doctoral School of Information Science are:

- Katalin Hangos full professor, DSc (Head of the Doctoral School)
- Károly Bezdek full professor, DSc
- György Dósa full professor, DSc
- Ferenc Hartung full professor, DSc
- Mihály Pituk, full professor, DSc
- Zsolt Tuza full professor, DSc
- Botond Bertók associate professor, PhD
- László Czúni associate professor, PhD
- István Vassányi, associate professor with habilitation, PhD

The emeritus core members of the Doctoral School of Information Science are:

István Győri professor emeritus, DSc

Klemes Jiri full professor emeritus, DSc

György Kozmann professor emeritus, DSc

István Maros professor emeritus, DSc

The Regulations of the Doctoral School of Information Science is a supplement to the document 'Doctoral Regulations', which were accepted by the Senate of the University of Pannonia on 3rd March, 2021. It regulates the questions and procedures that are in the scope of authority of the doctoral schools, taking the specialities of the information sciences into consideration.

Address of the Doctoral School:

Location: University of Pannonia

Faculty of Information Technology

8200 Veszprém, Egyetem u. 10.

Accepted by the Doctoral School
on 10th May 2021

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1 The composition and activity of the Council of the Doctoral School of Information Science

1.1 The members of the Council of the Doctoral School of Information Science, appointed by the University Doctoral Council, are the following:

Head: Katalin Hangos, full professor, DSc

Internal members: György Dósa full professor, DSc

László Czúni, associate professor, PhD

External members: Zoltán Kató, full professor, DSc

László Pap, professor emeritus, DSc

Gábor Szederkényi, full professor, DSc

Secretary: Görbe Péter, senior lecturer

1.2 The Doctoral Council holds its meetings as necessary but at least once a semester and it decides on the issues falling within its competence.

1.3 Voting rights are given to the Head of the Doctoral Council and to the internal and external members.

1.4 The Council makes its decisions by majority vote. In case of equal votes, the Head's vote decides. The Council is able to make a decision if at least two thirds of the members having voting rights take part in the vote.

1.5 Usually the Council makes its decisions by an open vote. In a reasonable case, the Head or any member having a voting right can ask for a secret vote.

1.6 A record is taken about the meetings of the Council. The record is made public for the lecturers and students of the Doctoral School five workdays after the meeting and it is placed in the record office of the Doctoral School.

1.7 In a reasonable case, the Head of the Council can suggest that the Council decide by an electronic vote by e-mail or online. The scheduling of 1.8 holds for this case, too.

1.8 The materials necessary for the decisions at the meetings of the doctoral Council should be forwarded to the members at least two workdays before the meeting. It can be done electronically. The members should be informed about the date of the meeting together with the agenda at least five workdays before the meeting.

1.9 The Doctoral Council decides on the following issues (see also Doctoral Regulations of University of Pannonia section 1.3):

- ___the subjects of the training (announcing a doctoral subject, accepting its syllabus, deciding on its creDC value)
- ___the subjects of the complex examination (the major and minor subjects and their syllabus),
- ___announcing the doctoral topics of the organized doctoral training and accepting the supervisors
- ___approving the study schemes of PhD students in the organized doctoral training (the scheme contains both the research plan and the study scheme)
- ___approving the modification of the study schemes of PhD students in the organized doctoral training
- ___deciding on the applications for admission into individual training (deciding whether the requested research topic belongs to the scope of the Doctoral School, whether the minimum requirements for publication and language knowledge are fulfilled)
- ___approving the half-yearly report of the PhD students in the organized doctoral training
- ___appointing the subjects of the comprehensive examinations and that of the complex exam as well for the candidate
- ___appointing the members of the comprehensive examination boards and the committees of assessors for the public defences
- ___acceptance of applications for exemption from exams
- ___deciding on the division and use of the financial support falling within the competence of the Doctoral School
- ___deciding whether the thesis can be presented at a viva. Appointing the reviewers as well as the members of the examination board

1.10 The documents and certificates prescribed by the Doctoral Regulations which are necessary for the decisions of the Doctoral Council should be submitted to the Secretary of the Doctoral Council to the e-mail address di@virt.uni-pannon.hu at least seven workdays before the meeting. These documents should be accompanied by an Application asking for a decision entitled to the Head of the Doctoral School. Exceptions are the documents which should be submitted in printed form, these are listed in 2.5.

1.11 The Doctoral School maintains an online, electric record about its regulation and about the students' cases.

2 Conditions for obtaining a doctoral degree and the doctoral procedure

2.1 The general conditions for obtaining a doctoral degree and the procedures are regulated in the Doctoral Regulations of the University of Pannonia. The Doctoral School regulates the minimum requirements for publication and for language knowledge, the organization of the domestic defence and the preparation of the declaration of the co-authors, taking the specific features of information science into consideration.

2.2 The minimum requirements for obtaining a doctoral degree is to **have at least two scientific papers published in international refereed journals with SCI impact factors**. These publications should be certified by presenting their reprints or the letters of acceptance and the copies of the manuscripts. In case an article is published, it has to be indicated in MTMT.

2.3 The fulfilment of the minimum requirements for publication is examined by the Doctoral Council when the PhD dissertation is submitted. If the publication requirements are not accepted, the PhD dissertation may not be admitted to defence.

2.4 The minimum requirement for language knowledge is at least a B2 level knowledge of English, which must be certified by an intermediate C state language exam or any other accredited language exam of the same level, plus another language exam from another living world language (German, Spanish, French, Russian, Japanese, Chinese, Arabic) In case of a language which has not been.

2.5 The procedure for obtaining a PhD degree should be initiated by the Candidate by submitting an Application to the Doctoral Council. The following attachments should be attached to the Application according to the Doctoral Regulations of the University of Pannonia:

on paper:

- ___ two identical printed and bounded copies of the doctoral dissertation
- ___ five Hungarian and five English copies of the theses (abstract)
- ___ the certificate of the language exam in case it was not submitted together with the Application. It can be certified by the Registrar's Department on presenting the original document.

electronically in pdf form:

- ___ the doctoral dissertation
- ___ the theses (abstract) in Hungarian and in English in separate files
- ___ the record and list of participants at the domestic defence
- ___ a Curriculum Vitae written in third person singular, maximum one page long
- ___ the list of publications connected to the topic of the dissertation together with reprints or with letters of acceptance for publication
- ___ a signed declaration of the not foreign co-authors who do not have a degree in information science or in mathematics, in which they agree that the results presented in the joint publication may be part of the doctoral dissertation. If there are more than one PhD students among the authors of the publication, they also have to declare in what extent the used results are the contributions of the given Candidate.
- ___ a signed declaration of the Candidate stating that the dissertation is his own work, and the references are unambiguous and complete
- ___ a signed declaration of the supervisor stating that the dissertation satisfies the scientific standards
- ___ the scanned certificate of the payment of the procedure fee
- ___ a signed application for admission to the doctoral comprehensive examination. The defence may be held only after a successful comprehensive examination.
- ___ a signed application for admission to the defence

2.6 The domestic defence of the doctoral dissertation should be held at the place of the research or at the meeting of a committee of the Hungarian Academy of Sciences. Records should be taken at the domestic defence. The list of participants should also be recorded. The participants' names, workplaces and

scientific degrees should be listed. Two assessors (opponents) with scientific degrees are asked by the head of the research place where the research has been done, or by the head of the academic committee for the domestic defence. The written assessment reports of the opponents should be attached to the record. At least two core members or members of the Doctoral Council should be present at the domestic defence.

2.7 All lecturers and students of the Doctoral School of Information Science are invited to the domestic defence and public defence.

2.8 The regulations of the viva are described in the Regulations of the University of Pannonia, it is the responsibility of the Committee of the Doctoral School of Information Science and Technology to appoint the reviewers and the reviewing committee.

3 The PhD students in the organized training (for courses started before 1 September 2016)

3.1 A PhD student has to accomplish at least 180 credits during a 36 months' study period in the way described in the Credit Regulations of the Doctoral School.

3.2 The doctoral subjects accomplished in other doctoral schools in Hungary or abroad are to be accounted into the credits. The supervisor should support it on the basis of the Candidate's study scheme accepted by the Doctoral Council. The Doctoral Council should accept the accomplishment.

3.3 If the PhD student accomplishes his training requirements in a shorter time before the end of the study period, the PhD student should prepare the confirmation of the accomplishment of his study requirements on his own, with the approval of his supervisor. In this case, the PhD student should submit a pdf to the address di@virt.uni-pannon.hu containing the accomplished subjects and tasks with their credit values. This pdf should be signed both by the student and his supervisor. In other cases, at the end of the study period the accomplishment of the 180 credits is confirmed by the training representative of the Doctoral School and approved by the Doctoral Council. After the approval of the Doctoral Council, the absolutorium is issued by the Study Office of the University of Pannonia.

3.4 After getting the minimum number of compulsory credits the PhD student in the organized training may ask the Doctoral Council to approve his comprehensive examination subjects and to appoint an Examination Board by submitting an application to the address di@virt.uni-pannon.hu.

3.5 The PhD student in the organized training may take a comprehensive examination after accomplishing the study requirements within the deadline for submitting the doctoral dissertation.

3.6 The annual report of the PhD students in the organized training has both written and oral parts. The written report is obligatory. The report should be approved by the supervisor, should be signed both by the student and his supervisor. It should be submitted in pdf to the address di@virt.uni-pannon.hu. The half year report is compulsory during the doctoral training.

3.7 The oral part of the annual report of the PhD students in the organized training should be held as a mini conference, where all the lecturers and students of the Doctoral School are invited. The oral part of the annual report of the PhD students is public. The Head of the Doctoral School may give a release from the obligation of the oral report in case of staying abroad or an illness.

3.8 The oral semester report of the PhD students in the organized training is public, where the PhD students, their supervisors and a representative of the Doctoral Council participate. The Head of the Doctoral School may give a release from the obligation of the semester report in case of staying abroad or an illness. Instead of the oral report, the semester report should be submitted electronically to the address di@virt.uni-pannon.hu .

3A. Doctoral students participating in organized training (for courses started after 1 September 2016)

3 A.1. In the training started after September 1, 2016, the doctoral student must obtain 240 study points in 8 semesters in accordance with § 8 / A of the Doctoral Regulations of University of Pannonia. The training is divided into two phases, the training and research (1-4 semesters) and the research and dissertation phases (5-8 semesters).

3 A.2. Doctoral subjects completed in other doctoral schools, including foreign universities, are included in the training study points on the basis of the student's work plan approved by the DC (Doctoral Council) upon the support of the supervisor. The DC decides on the acceptance of the performance. DC acceptance is not required if the student is taking a subject from the list of external subjects recommended by the DI.

3 A.3. The grade is issued by the Board of Education of the University of Pannonia based on the data of the study system.

3 A.4. After successfully fulfilling the study obligations of the training and research phase, the doctoral student participating in the organized training can apply for the complex examination and request the DC to approve the examination subjects and appoint the complex examination committee by submitting an application to di@virt.uni-pannon.hu.

3 A.5. The semi-annual report of the students participating in the organized training consists of a written and an oral part. No exemption may be granted from the written part. The report should be commented on by the supervisor and the student as well as the supervisor

Adopted by the DI Council at its meeting on 21 October 2020 7, signed in pdf to di@virt.uni-pannon.hu to be sent. The semester report is a compulsory subject in doctoral training.

3 A.6. The oral part of the semester report of the doctoral students participating in the organized training will preferably take place in the framework of a publicly announced student mini-conference, to which all lecturers and students of the DI will be invited. The oral part of the doctoral students' semester report is public. The head of the doctoral school may grant an exemption from the oral half-yearly reporting obligation in justified cases (illness, stay abroad, etc.).

3. A. 7. The semi-annual report is evaluated in writing by a committee requested by the head of the doctoral school, and the evaluation is received by the student and his / her supervisor (s), as well as the members of the DC. Failure to submit a semi-annual report or an “inadequate” assessment by the committee will result in the termination of the student’s state scholarship status, i.e. the student’s.

3. A.8. The research necessary for the training is allowed to be carried out at an outer research place with the permission of the Doctoral Council.. The permission cannot be denied in case of an outer supervisor. In such cases PhD students the study and the reporting requirements need to be carried out at the DS and according to its regulations.

4. Complex exam

4.1 Accomplishing the complex exam is the prerequisite of entering the research and dissertation phase of the training.

4.2 The condition of taking the complex exam is accomplishing at least 90 credits in the first 4 semesters including at least 30 credits for publications and 48 credits for the educational part, coupled with accomplishing the “Attending a complex exam” subject.

5. Individual training

5.1 The application for admission into the individual training should be submitted to the Doctoral Council electronically in pdf to the address di@virt.uni-pannon.hu together with the attachments prescribed by the Doctoral Regulations of the University of Pannonia. The Doctoral Council examines whether the requested research topic belongs to the scope of the Doctoral School, and whether the minimum requirements for publication and language knowledge are fulfilled. If not, the application is not supported.

5.2 The minimum requirements for publication should be fulfilled in the preceding five years before the submission of the application in the case of the PhD student with individual training.

5.3. The Doctoral Council of University of Pannonia gives permission for the individual training based on the support of the Doctoral Council of the faculty. The exam needs to be taken within 6 months at the latest after the permission.

5.4. The accepted student enters the research and dissertation phase of the training and after passing the complex exam he/she will be given student status.

5.5 The §13 of the Regulation of the University of Pannonia and the point 2.5 of the current regulation regulate how to submit the thesis.

5.6 The points received for the publication activity 5 year prior to submitting the request can be also added to the 120 study points which need to be collected during the research and the dissertation phase. The Committee of the Doctoral Schools decides about it. The publications need to be presented in MTMT.

6. Supervisors and Consultants

6.1 Supervisors in the Doctoral School of Information Science and Consultants of PhD students with individual training must have a scientific degree, they must be able to lead a scientific research and they must have a sufficient publication activity.

6.2 The Doctoral Council examines the suitability of Supervisors of PhD students in the organized training when announcing the doctoral topic. The Doctoral Council examines the suitability of Consultants at the time of deciding on the application for admission into the individual training.

6.3 The minimum requirements for publication for a PhD students in case of Supervisors and Consultants is two research papers in the scientific field of the Doctoral School, published in refereed international journals not earlier than five years before appointing them as Supervisors and Consultants.

7. The members of the Doctoral School of Information Science are the core members and the emeritus core members

7.1 The list of the members of the Doctoral School of Information Science and Technology may change as necessary according to the decision of the Committee of the Core Members. In this case, the Head of the Doctoral Council initiates the necessary appointments and releases.

7.2 The members of the Doctoral School have a right to announce doctoral subjects for PhD students in the organized training without any further examination. They also have a right to be supervisors or consultant of PhD students without any further examination.

7.3 The members of the Doctoral School are invited to the public defences organized by the Doctoral School and they are also invited to the oral part of the PhD students' annual report. They get the annual reports and the brochures of the Doctoral School.

8. Habilitation

8.1. Doctoral and Habilitation Council

The Doctoral and Habilitation Council of University of Pannonia has established the Doctoral and Habilitation Council in IT fields according to the Habilitation Regulations of the University of Pannonia with requesting the members as follows:

President: Katalin Hangos, professor DSc

Internal members: Ferenc Hartung, professor, DSc
György Dósa, professor, DSc

External members: Zoltán Kató, full professor, DSc
László Pap, professor emeritus, DSc

Gábor Szederkényi, full professor, DSc

8.2: The requirements and the procedure of obtaining habilitation are described in the Habilitation Regulations of University of Pannonia. The doctoral schools – taking the peculiarities of IT into account – regulates the minimum publication and the tuition requirements.

8.3. Narrower discipline of habilitation

The Doctoral and Habilitation Council of the University of Pannonia accepts habilitation requests which fit the research fields of the Doctoral School. These fields are listed on the homepage of the Doctoral School:

[Dynamic systems](#)

[Discrete structures and algorithms](#)

[Image and signal processing](#)

[Optimization of large-scale systems and processes](#)

Medical and Health informatics

Any other acceptance is considered by the Doctoral and Habilitation Council of University of Pannonia. The narrower habilitation fields have to be indicated in the habilitation request.

8.4. According to the Habilitation Regulation of University of Pannonia the number of publications have to reach the 50% of that of having DSc. This is interpreted by the requirements of the Hungarian Academy's Institute for Computer Science and Control, which fixes the expected quality as well the quantity of the publications and of the references Q and I numbers). The fulfilment of the requirements above have to be presented by the help of the Tud-O-Méter software <http://www.hit.bme.hu/~ghorvath/tudometer/mtoscoring>

- corrected with scientific publication co-authors (min: 5)
- corrected with book co-authors (max: 2)
- corrected with outstanding achievement co-authors (max: 3)
- in publication in a journal or in a conference proceeding

The accomplishment of the requirements above need to be presented in the habilitation request based on the candidate MTMT data.

8.5. Further publication requirement is that the candidate needs to have 5 publications in referred international journals or in high-level international conference proceedings in the marked IT field 5 years prior to the submission of the request., according to the Hungarian Accreditation Committee 's requirements of being a core member.

8.6. One of the minimal tuition requirements is that the candidate needs to have at least one graduated PhD student (either as a supervisor or a co-supervisor) or to have a current supervision at least.

8.7 The habilitation request and its appendixes need to be submitted on paper to the Directorate of Academic Affairs according to the Habilitation Regulations of University of Pannonia, at the same time electronically to the secretary of the Doctoral School at di@virt.uni-pannon.hu.

8.8 If the thesis is submitted electronically, all the documents need to be compiled in one PDF file with a list of contents. So that the Q and I value numbers can be counted according to the point 7.4 the publication data need to be indicated.

8.9 The language of the public lecture is Hungarian (in justified cases it can be English with the prior permission of the Doctoral School), while that of the comprehensive exam is English. The habilitation theses are to be submitted in Hungarian as well as in English. The reviews need to be prepared in English.

Accepted by the Doctoral Council of the Doctoral School of Information Science and Technology of University of Pannonia on 10th May 2021.