

**THE OPERATIONAL REGULATIONS  
OF THE DOCTORAL SCHOOL OF PSYCHOLOGY – 2025<sup>1</sup>**

(v. 5.0)

For provisions relating to the structure and operation of the Doctoral School of Psychology that are not covered by these Regulations, the rules set out in ELTE's 2016 Doctoral Regulations (hereinafter: EDSZ), in its Annex 6/4, in the Faculty of Education and Psychology's Doctoral Regulations (hereinafter: PPK KDSZ), and Part II (Student Requirements) of the ELTE Organizational and Operational Regulations (SZMSZ) shall apply.

**1. Basic Information on the Doctoral School (per EDSZ Section 14)**

**1.1. Name: ELTE Doctoral School of Psychology**

Seat: 46, Izabella Street., Budapest District VI.

Administration shall be provided by the Faculty of Education and Psychology Dean's Office.

**1.2. Educational programmes of the doctoral school:**

- People-Environment Transaction Programme
- Developmental and Clinical Child Psychology Programme
- Clinical Psychology and Addiction Science
- Cognitive Psychology Programme
- Behavioural Psychology Programme
- Methodology Programme
- Sports and Health Psychophysiology Programme
- Personality and Health Psychology Programme
- Socialization and Social Processes Programme

**1/A. The Head of the Doctoral School (per EDSZ Section 15, PPK KDSZ Section 6)**

**1/A.1.** The Head of the Doctoral School, in addition to the regulations in EDSZ Section 15, in particular, shall

**1/A.1.1.** oversee the duties related to the workings of the Council of the Doctoral School (hereinafter: DIT),

**1/A.1.2** oversee the fulfilment of statistical and miscellaneous data requests, as well as the contents of the doctoral home page,

**1/A.1.3.** administer the quality assurance of the School via the DIT,

**1/A.1.4.** make proposals to the PPDT with the DIT's concurrence for – the establishment of new doctoral programmes and modules and the heads thereof, – the training plans for doctoral programmes and modules, and amendments thereto, – the members of doctoral programmes and modules, – the advertisement of the approved doctoral programmes and modules, – the forms of education in the doctoral school,

**1/A.1.5.** propose to the PPDT, based on the recommendations of the DIT

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<sup>1</sup> Approved by the Doctoral Council of ELTE at its meeting on 29 May 2025. These regulations shall apply to students whose doctoral studies begin in the academic year 2025/2026.

- the rules of admission to doctoral programmes which differ from what is generally prescribed, – the members of admissions committees,
- simultaneously with the topic approval, the topic supervisor

**1/A.1.6.** as a duty delegated by the DIT, provide an opinion regarding requests for approval of employment by third parties, pursuant to PPK KDSZ Section 17/A.

## **2. The Doctoral Council (per EDSZ Section 16, PPK KDSZ Section 7)**

- 2.1.** The Head of the Doctoral School of Psychology shall be supported by the DIT in their work. A quorum in the Council of the Doctoral School shall be constituted when more than 50% of the voting members are present.
- 2.2.** The Leadership of the DIT shall consist of the current Head of the Doctoral School, its secretary, and an additional member elected by the Council of the Doctoral School by secret ballot.
- 2.3.** When the DIT is not in session, the Leadership shall carry out its duties and report its activities to the DIT.
- 2.4.** In addition to the responsibilities set out in the relevant legislation, Section 16 of the EDSZ, and Section 7 of the PPK KDSZ, the specific tasks of the Council of the Doctoral School of Psychology include the following:
  - 2.3.1.** Proposing to the Education and Psychology Doctoral Council (PPDT) the publication of admission requirements for doctoral training.
  - 2.3.2.** Defining the rules for calculating credits earned through research activities.
  - 2.3.3.** Approving elective courses (special seminars), based on the recommendations of programme leaders and within the framework of the training programmes.
  - 2.3.4.** Approving the quality assurance and development plan of the Doctoral School of Psychology.

## **3. Modules in the Doctoral Programme (per EDSZ Section 10)**

**3.1.** A new module — which serves as either a study and course administration unit or a joint professional workshop — shall be proposed by the person responsible for the doctoral programme.

**3.2.** The Council of the Doctoral School (DIT) reviews the appointment of the module leader and the list of lecturers holding doctoral degrees who participate in teaching and research. Based on this review, the Head of the Doctoral School submits the proposed individuals to the Education and Psychology Doctoral Council (PPDT) for approval.

**3.3.** The teaching, research, and publication activities of the modules shall be regularly assessed by the DIT as part of quality control. Every two years, the person responsible for the doctoral programme shall report the results to the DIT, based on the report submitted by the module leader.

**3.4.** A module shall be abolished if:

- It fails to meet the faculty's regulatory requirements regarding qualified teaching and research staff,
- Based on quality assurance findings or as part of a reorganization of the modular structure of the training programme, the Education and Psychology Doctoral Council

(PPDT), at the initiative of the Council of the Doctoral School (DIT), decides to discontinue it.

**3.5.** In addition to those outlined in the EDSZ and the PPK KDSZ, the authority and responsibilities of the programme heads and module leaders shall in particular include:

**3.5.1.** compiling the available courses for the upcoming semester based on the valid list of study units no later than the tenth week of the preceding semester, and uploading them into the Electronic Registration System with the assistance of the PDI administration.,

**3.5.2.** ensuring that the courses required for the completion of the compulsory study units are announced in the appropriate semester according to the academic schedule,

**3.5.3.** coordinating course content with lecturers and requesting, then forwarding the syllabi of the announced courses to the administration of the Doctoral School,

**3.5.4.** fulfilling compulsory data provision requests from the Head of the Doctoral School and ensuring the timely completion of all reporting tasks,

**3.5.5.** initiating the publication of any information, announcements, or working papers related to the programme on the faculty website,

**3.5.6.** keeping records of the programme's lecturers, including their name, date of birth, academic degree, year of habilitation, academic rank, place of full-time employment, and core membership status,

**3.5.7.** pertaining to the students of the relevant programme:

- providing an opinion on the study and research plans of students participating in individual preparatory doctoral programmes,
- determining the credit value of students' scientific and higher education activities, based on the recommendation of their topic supervisor,
- providing opinions on requests for changing the doctoral topic or supervisor,

**3.5.8.** Proposing the following to the Head of the Doctoral School:

- The composition of the admissions committees;
- The eligibility for issuing the pre-degree certificate (absolutorium);
- In coordination with the topic supervisor:
  - the composition of the comprehensive examination committee;
  - the examination topics;
- In coordination with the topic supervisor, the composition — and, if necessary, the modification — of the doctoral candidate's assessment committee.

**3.5.9.** In response to a request from the Head of the Doctoral School, the persons responsible for the modules shall specify the date and venue of the admission examination each year.

#### **4. Application and Admissions (per EDSZ Sections 25-28, PPK KDSZ Sections 12-14)**

**4.1.** Applications shall be submitted to the relevant programmes of the Doctoral School of Psychology. Application committees shall be established for each doctoral programme accordingly

**4.2.** Upon a favourable decision, the admissions committee proposes a supervisor. In consultation with the student and taking into account the committee's recommendation, the supervisor selects the module(s) the student must complete. The DIT Leadership reviews these modular study requirements for the admitted students. On behalf of the DIT, the Head of the Doctoral School submits the study requirements to the PPDT and ranks applicants for state-funded positions in a single list based on pre-announced criteria.

**4.3.** When defining students' modular assignments, the person responsible for the module shall be consulted, and their opinion shall be taken into consideration.

## **5. The Topic Supervisor (per EDSZ Section 17)**

**5.1.** Topic supervision may be conducted in the relevant academic year only:

**5.1.1.** by an individual holding a habilitation qualification; or

**5.1.2.** by someone who has fulfilled the publication requirements necessary for obtaining the degree at least twice. In this case, last-author publications are considered of equivalent value to first-author publications.

**5.2.** If the student's specific thematic interests justify it, a lecturer who does not meet the requirements set out in Section 5.1 may act as a co-supervisor, alongside a lecturer who does meet those requirements.

## **6. The Features of Course Registration and Completion (per EDSZ Sections 19, 21–22, 25)**

**6.1** At the beginning of each semester, the doctoral candidate, in consultation with their supervisor and based on their study and research plan, shall complete the credit application form (Annex 1) with the planned research and teaching activities for that semester. The form shall be uploaded to Neptun after receiving the supervisor's approval. At the end of the semester, following the approvals of both the supervisor and the programme head, the candidate shall upload the finalised form to Neptun by the last day of the course registration period.

**6.2.** Activities and their corresponding credit values that were not included in the originally approved credit application form may be added later, provided that their recognition is approved—pursuant to KDSZ Sections 21–22—by both the programme head and the Head of the Doctoral School.

**6.3.** End-of-semester reporting shall be organised, programme by programme, by the administration of the Doctoral School of Psychology, in accordance with KDSZ Section 19, Subsection (4). The reporting shall not be scheduled for the last week of the examination period.

**6.4.** The student's topic supervisor and the person responsible for the module shall attend the reporting. The reporting shall be open to the public.

**6.5.** PDI forwards the doctoral students' credit application forms, signed by the supervisor, the programme leader and the head of the PDI, to the Registrar's Office as a certificate of completion by the end of the penultimate week of the examination period. The credit record form is kept electronically.

**6.6.** The head of the programme shall prepare a brief written report for the Head of the Doctoral School on the outcomes of the student reports.

**6.7.** Annexes 3 and 4 contain detailed regulations on the research and work plan to be submitted for the comprehensive (complex) examination, as well as the criteria for their evaluation.

**6/A. Activities Supporting Education and Research** (per PPK KDSZ Section 22)

**6/A.1.** As activities supporting teaching and research, the Head of the Doctoral School may recognise the following with the credit values specified below, based on the number of hours worked (1 credit = 30 hours). Recognised teaching-support activities include, among others: second-reading of theses, participation in examinations, and thesis supervision under supervision. For teaching activities, the person responsible for the organisation of teaching or the head of the department must be consulted.

**6/A.2** In justified cases, the Head of the Doctoral School may approve activities supporting teaching and research with a credit value different from that specified above. In exceptionally justified cases, the Head of the Doctoral School may also approve other activities not listed in Section 6/A.1, assigning them an individually determined credit value. In all such cases, it must be ensured that one credit corresponds to an average of thirty working hours.

**7. Publication requirements** (per PPK KDSZ Section 32)

**7.1.** At the time of submitting their dissertation, doctoral students must have at least three scientific publications that meet the following criteria.

**7.1.1** Only scientific articles published in peer-reviewed journals, or officially accepted for publication, will be accepted. A list of peer-reviewed journals published in Hungary and recognized by the PDI is provided in Annex 2. One of the required publications may be substituted by a book chapter published in a peer-reviewed volume.

**7.1.2.** *All three publications must relate to the topic of the dissertation*, either by outlining its theoretical framework or by presenting its empirical results. These publications must be cited in the dissertation. Each publication may count toward only one dissertation.

**7.1.3.** At least two of the three publications must be based on empirical research conducted by the candidate.<sup>2</sup>

**7.1.4** In all three publications, the doctoral candidate must be listed as the first author, and at least two of them must be published in international peer-reviewed journals ranked Q1 in the Scimago Journal & Country Rank ([scimagojr.com](http://scimagojr.com)) or in the Web of Science database, either at the time of submission or at the time of publication.

**7.1.5** Articles published in journals or by publishers that did not follow ethical practices or were considered predatory at the time of submission shall not be accepted. Compliance with ethical publishing standards shall be assessed based on the current, officially adopted position of the Hungarian Academy of Sciences (MTA). If no relevant Hungarian recommendation is

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<sup>2</sup> Empirical work refers to research involving the systematic study of natural or social phenomena based on observations, measurements, or experimental data. This includes both primary data collection and analysis, as well as secondary analyses (e.g., meta-analyses) that establish new relationships or conclusions by integrating existing data quantitatively and/or qualitatively.

Literature summaries—such as narrative or structured reviews—that merely compile and describe existing studies without conducting original analyses are **not** considered empirical work.

In cases of dispute, the Council of the Doctoral School (DIT) shall make the final decision by secret ballot.

available, journals classified as level '0' (not approved) in the Norwegian Register for Scientific Journals (<https://kanalregister.hkdir.no/sok?option=journals&input=>) shall also be considered unacceptable.

In cases of dispute, the Council of the Doctoral School shall decide on the acceptance of the publication, taking into account the scientific merit of the publication and the credibility of the journal.

**7.2.** Only publications in which the author's affiliation is listed as both the *ELTE Doctoral School of Psychology* and the *ELTE Institute of Psychology* shall be counted toward the three required publications. In the case of scholarship holders, the *ELTE Doctoral School of Psychology* must be listed as the first affiliation. Exceptions to this rule may be granted by the Head of the Doctoral School upon the doctoral student's duly justified request. This subsection does not apply to publications written before the start of the student's doctoral studies.

## **8. The Formal Requirements of the Dissertation**

**8.1.** Two types of dissertations may be submitted. Type (A) is the traditional monographic format, while Type (B) is based on already published works and consists of these publications, accompanied by an introduction and a discussion that frame the findings.

**8.2.** In the case of Type (A), the dissertation may be written in either English or Hungarian. For Type (B), the dissertation may only be written in English. The language of the doctoral procedure shall be independent of the language of the dissertation.

**8.3.** The dissertation shall be written in Times New Roman, font size 12 pt, with 2.5 cm margins and a 3.5 cm gutter margin. Line spacing shall be 1.5. It may be printed either single-sided or double-sided. *The length of the dissertation shall be 20,000–70,000 words*, excluding the bibliography and appendices. Sample title pages (outer and inner) are provided in Annexes 3 and 4.

**8.4.** The dissertation shall include the following structure:

### **8.4.1. Type (A):**

- Introduction (a summary of the relevant literature)
- Goals (statement of research questions)
- Methods
- Results
- Discussion
- Conclusions

If the dissertation consists of multiple studies, the Methods, Results, and (partial) Discussion sections shall be repeated for each study.

### **8.4.2 Type (B):**

The author shall submit published or accepted articles, accompanied by an **Introduction** of 3,000–6,000 words, and a **Discussion** of 3,000–10,000 words.

### **Additional requirements for Type (B):**

- The included papers must be based on the final manuscript version accepted for publication; no deviations are allowed.
- Each dissertation chapter must contain its own bibliography.
- The dissertation must be written in English.
- A single paper may be used in only one dissertation, regardless of the authors or the order of authorship.
- A given publication may be used in only one doctoral dissertation, regardless of changes in authorship.
- All co-authors must confirm in writing that they agree to the inclusion of the paper in the dissertation.

**8.5.** The style, statistical formatting, and in-text citations must comply with the requirements of the **American Psychological Association (APA)**, as outlined in the *APA Publication Manual, 7th edition* (<http://www.apastyle.org/>).

## **9. Coming into Force<sup>3</sup>**

The present regulations shall apply to students beginning their doctoral studies in the 2025/2026 academic year, including candidates applying to take the complex examination pursuant to Article 50 of the EDSZ.

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<sup>3</sup> Students admitted in previous academic years may opt to follow the rules in effect from September 2025, provided that they fully comply with the conditions set out in the present regulations.

## CREDIT APPLICATION FORM (PhD PROGRAMME)

Semester: 20.../20.../... Completed the complex exam [please underline]: Yes/ No

Name of PhD Student: ..... Neptun-code: ..... Name of Supervisor(s): .....

## I. Planned details and verification of supervised research

To be filled at the beginning of the semester					To be filled at the end of the semester	
Research activity	Period: date: from/to	Period in hours	Planned no. of credits <sup>1,2</sup>	Supervisor's signature <sup>2</sup>	Achieved no. of credits <sup>1,2</sup>	Signature of the supervisor
<i>[rows can be added optionally]</i>						
					I verify that the research credits have been acquired. Signature of the programme leader:	
Signature of the Head of the Doctoral School (at the end of the semester): .....						

<sup>1</sup>Credits are calculated as follows: 1 credit corresponds to 30 hours of student workload (Act on Higher Education CCIV of 2011 on National Higher Education Article 106, No.24.).<sup>2</sup>Students of the Doctoral School of Education should leave this field blank.<sup>3</sup>You are required to fill this field if you have completed credits during the semester. If you leave it blank, credits cannot be registered for the semester.II. Details and verification of the teaching activity<sup>4</sup>

To be filled at the beginning of the semester		To be filled at the end of the semester	
Subject or explanation of the teaching activity	Subject code	Achieved no. of credits <sup>1,2</sup>	Signature of the supervisor
<i>[rows can be added optionally]</i>			
Signature of the Head of the Doctoral School (at the end of the semester): .....			

<sup>4</sup>Subject taught at another higher education institution should be included too. In this case, the acceptance of credits is based on the decision of the Doctoral School (Doctoral Regulations Applied to The Faculty Section 22 (3)).<sup>5</sup>One course with a minimum of 5 participants corresponds to 4 credits (Doctoral Regulations Applied to The Faculty Section 22 (2)).<sup>6</sup>You are required to fill this field if you have completed credits during the semester. If you leave it blank, credits cannot be registered for the semester.



*Annex No.2.*

**Possible Hungarian-language journals accepted as venues for scientific publications:**

- Addiktológia (Addictologia Hungarica)
- Alkalmazott Pszichológia
- Ideggyógyászati Szemle
- Magyar Pszichológiai Szemle
- Mentálhigiéné és Pszichoszomatika
- Neuropsychopharmacologia Hungarica
- Orvosi Hetilap
- Psychiatria Hungarica
- Pszichoterápia

The acceptance of a publication appearing in a journal not included in the above list shall be decided by the Leadership of the DIT, based on the duly justified recommendation of the topic supervisor.

## **The Research and Work Plan to Be Submitted for the Comprehensive Examination**

### **Research Plan**

The detailed research plan shall summarise the domestic and international scientific foundations of the doctoral student's proposed research. It shall clearly identify the relevant research questions, based on the reviewed literature, that the student intends to address. In addition, the plan shall describe the methodology and statistical analyses to be applied in answering these questions, as well as how the expected results will contribute to the field of psychology.

Recommended structure of the research plan:

- Review of international and domestic literature; identification of key research questions
- The doctoral student's prior research
- Research goals
- Methods: including sampling, instruments, and procedures
- Planned (statistical) analyses
- Expected results

The research plan shall be 2,000–4,000 words in length and may include up to three figures or tables. The text must be formatted in Times New Roman, 12-point font size, single line spacing, and 2.5 cm margins. Bibliographic references are not included in the word count.

### **Work Plan**

The work plan must be closely aligned with the research plan and shall outline, in no more than 2,000 words, the concrete steps to be taken—broken down by semester—to achieve the stated research goals.

It shall also describe the expected tangible outcomes associated with each research phase (e.g. written summaries, approved ethics applications, finalised questionnaires, research protocols, cleaned datasets, conference participation, submitted manuscripts, etc.).

Where relevant, the work plan may include contingencies for foreseeable challenges (e.g. alternative tools or procedures if a method becomes unavailable, or adjustments required due to significant data loss in longitudinal studies).

The plan must also specify:

- The number and format of intended publications (e.g. journal article in domestic or international peer-reviewed journals, book chapters, conference abstracts), and optionally the target journals
- The intended form of the dissertation (Type A or B) and its planned contents

The research and work plans shall be prepared in close collaboration with the topic supervisor and may only be submitted following approval by both the topic supervisor and the head of the programme.

### **Guidelines for the Evaluation of the Research and Work Plan**

The comprehensive examination committee shall evaluate the submitted research and work plans based on both the written documents and the student's oral presentation.

#### **Evaluation criteria include the following:**

- Clarity and focus of the research question(s)
- Justification of the research based on existing literature (theoretical and/or empirical foundations)
- The potential contribution of the research to the scientific field, including new insights and/or methodological advancements
- Alignment between the research questions and the proposed methodology (research design, sampling, instruments)
- Appropriateness of the planned statistical analyses for evaluating the data
- Feasibility of the work plan (e.g. logical sequencing, realistic time allocation, overall timing)
- Consideration of possible setbacks and the inclusion of contingency plans, if applicable