

Specific principles regarding the **research credit** group:  
 1. Defining the concept of research group is the responsibility of the CDS  
 2. Defining the concept of knowledge sharing is the responsibility of the CDS  
 3. Maximum credits are considered research conducted within the framework of international cooperation or one accomplished as part of a standard independent national research competition.

Research credit group	Maximum credits	Comment	Learning outcomes (in general competency the PhD student retains after a given activity)
<b>1. Scientific research block</b>			
A	1	Observation in a research group or in a department ca. 30 workhours	<ul style="list-style-type: none"> <li>• Knowledgeable regarding the internal composition of the research group, communication characteristics. Familiar with a research program, plan and its structure</li> <li>• During learning about its inner workings, able to highlight the essence and characteristics of the research group, to prepare memorandums and transcripts</li> <li>• Open to cooperative work. Interested in tasks associated with research.</li> </ul>
B	5	Minor tasks in support of the research group, department Minor task i.e.: tender watch, preparation of tender application, compilation of literature review, annotation, coding, interviewing, preparation of tools	<ul style="list-style-type: none"> <li>• Familiar with the structure and management of the research/tender process. Knows what knowledge is acquired through completing the task and what needs to be developed independently.</li> <li>• Able to carry out smaller tasks within the research under supervision and able to see its place in the research as a whole.</li> <li>• Open to learn about the characteristics of research</li> </ul>
C	10	Major tasks as research assistant Activity, requiring analytical and synthetic tasks must be included	<ul style="list-style-type: none"> <li>• Familiar with the structure and management of the research process, the role of the participants, essentially familiar with the research topic</li> <li>• Able to complete the research specific tasks under supervision. Capable of recognizing deficiencies in knowledge and skills</li> <li>• Accepts that research consists of interrelated partial tasks. Appreciates own role in shaping own research competence.</li> </ul>
D	15	Continuous tasks as a research assistant Longer period, intensity may vary, stipulated is independence and responsibility	<ul style="list-style-type: none"> <li>• Familiar with the management and structure of the research process, knows the role and responsibility of the participants, recognizes the importance of circumstances influencing the realization of the research. Knowledgeable regarding the different aspects of research strategies, methods and tool designs. Comprehends the topic.</li> <li>• Able to complete tasks in support of research or the team, autonomously, while preparing reports. Able to offer support for the planning of the research, for developing methodology and tools. Able to provide reflective analyses regarding own studies.</li> <li>• Conscientiously, responsibly, in line with scientific ethical</li> </ul>
E	15	Cooperation in a research group/ with a research mate as a co-researcher Representing the (research) leader in smaller tasks	<ul style="list-style-type: none"> <li>• Familiar with and understands the research process from planning until completion, understands how the different subtasks are connected. Well informed in the field of research strategies, methods, tool and different aspects of planning.</li> <li>• Able to create a collaborative product through cooperation, professional dialogue and discussion.</li> <li>• Accepts that a research consists of connected subtasks and mutual success is based on openness to each other, tolerance and professional communication.</li> </ul>
F	25	Independent research Characterized by cooperation, support for teammates, responsibility, productiveness	<ul style="list-style-type: none"> <li>• Knows and understands the steps necessary for planning and realizing research. Familiar with research paradigms, methods and tools. Knows the relevant aspect of research ethics.</li> <li>• Able to formulate a research plan, to analyse arising problems, to search for alternate decisions, to make decisions, to accomplish, evaluate results. Has a reflective attitude towards own work.</li> <li>• Accepts that research consists of interrelated subtasks between which there is a professional and logical connection. Accepts that research is in the service of the common good</li> </ul>
G	25	Supervising a research team, workshop or research group Activity supported by research methodology and ending in some kind of product (i.e.: research report). Here, the credits reflect the amount of work during the research process. If a publication is also produced, it may be evaluated and credited separately.	<ul style="list-style-type: none"> <li>• Understands the aspects influencing the selection of different research concepts, paradigms, the characteristics of group operation, leadership styles. Familiar with the relevant research antecedents and trends of own field.</li> <li>• Able to prepare a research plan and defending it during a debate. Able to manage the research as a whole and the members individually, support the members' studies and the solution of the joint and individual research problems.</li> <li>• Represents the current norms scientific and research ethics, committed to continuous professional communication and mutual success. Committed to the development of professional community, to the effective utilization of resources. Represents that research serves the common good.</li> </ul>
<b>2. Knowledge sharing block</b>			
A	3	Copy editing and /or formatting tasks on a knowledge sharing platform Activity in connection with finished publications or work in connection with publication	<ul style="list-style-type: none"> <li>• Aware of the formal and general requirements of publications.</li> <li>• Able to critically relate to the work of others under supervision.</li> <li>• Accepts that in the scientific world there is a particular knowledge sharing.</li> </ul>
B	5	Providing assistance in organizing conferences/professional events/knowledge sharing platforms (journal, website, blog) Tasks in connection with organizing, preparation, editing, marketing, hosting, in support of executive organizers and/or participants	<ul style="list-style-type: none"> <li>• Knows the process of conference organization, the organizational tasks.</li> <li>• Able to work in cooperation, to complete own tasks in coordination with others under guidance</li> <li>• Recognizes the role of the conference or event in own scientific field, understands that own task is an important part of the success of the conference as a whole. Aware of the function of the resources.</li> </ul>

C	Organizing conferences, events, knowledge sharing platforms	10	Independent solution of organizational tasks	<ul style="list-style-type: none"> <li>Familiar with the types of knowledge sharing and acquisition as well as the algorithms of functioning.</li> <li>Able to lead colleagues, cooperate with them professionally, to connect with partners independently under obligation to report</li> <li>Recognizes that sharing and communication of knowledge is the basis of responsible professional dialogue. Upholds ethical norms, uses resources responsibly.</li> </ul>
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D	Autonomous management of conference/event/knowledge sharing platform	20	Launching, management from the planning phase to realization	<ul style="list-style-type: none"> <li>Acquainted with and understands the main elements function of the written (off and online) and social media, public professional spaces and forms, the typical places and operational mechanisms of knowledge sharing and communication.</li> <li>Able to facilitate its operation, the managing the form and/or content</li> <li>Represents that knowledge- sharing and communication is the basis of professional dialogue and participates responsibly in shaping its ethical norms.</li> </ul>
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Total required credits in the research credit block 72

Specific principles regarding the dissertation preparation and pre-defence debate credit group.

- In this credit group, instead of credits belonging to the complete and final preparation of the dissertation (because that is significantly more workhours than 20 credits) accounted for are credits that form the basis of the dissertation.
- The pronounced diversity of activities belonging to the credit group dissertation preparation is handled by the „Other” category, the content of which is inspected from time to time by the CDS.

Research credit group	Maximum credits	Comment	Learning outcomes (in general competency the PhD student retain after a given activity)
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3.Preparation of dissertation + pre-defence debate credit group

A	Participation in pre-degree debate and public defence.	1	Preparation of reflection for own learning process. Active participation during pre-degree debate i.e.: preparation of reflection, questions	<ul style="list-style-type: none"> <li>Familiar with the doctoral procedure</li> <li>Able to interpret the doctoral procedure</li> <li>Open to evaluate the results of others</li> </ul>
B	Consultation with the supervisor and the head of the programme	8 (2 credit per semester)	Planning, implementation and evaluation of research, study and publication activities, progress	<ul style="list-style-type: none"> <li>Knows own personal competences necessary for planning for own studies and the possibilities of progress. Acquainted with the operation, participants of the doctoral school, their tasks, responsibilities and procedures. Acquainted with the tasks and responsibilities of the consultant towards their own students as well as the rights and possibilities of protection of interests.</li> <li>Capable of continuous and self-regulated study.</li> <li>Dedicated to cooperation, aware of own responsibility.</li> </ul>
C	Preparation of research plan	15 (may be counted only once)	Familiarization with the research plan, dissertation of others	<ul style="list-style-type: none"> <li>Familiar with the literature of research plan preparation, able to interpret their relation to own research, possesses the basic information in the field of research strategies, paradigms, methods and tools</li> <li>Able to prepare a coherent research plan for own research topic</li> <li>Sees and accepts the changing role of research plan during the research process.</li> </ul>
D	Assisting an opponent, subtasks in the evaluation of a dissertation	5	Assistance with evaluation of elements of a completed dissertation	<ul style="list-style-type: none"> <li>Understands the role of criticism in the defense process.</li> <li>Able to perform analysis in sub field (i.e.: research method, chapter in scientific literature) under strict supervision.</li> <li>Accepts the ethical norms in connection to own participation</li> </ul>
E	Preparation of dissertation for pre-degree debate	14	In cooperation with consultant	<ul style="list-style-type: none"> <li>Knows the stylistic features and characteristic structure of the dissertation</li> <li>Able to prepare a dissertation</li> <li>Consciously excludes plagiarism, complies with scientific ethical norms.</li> </ul>
F	Organizing of pre-degree debate, evaluation, plan for further steps	1	In accordance with the requirements of the doctoral school	<ul style="list-style-type: none"> <li>Familiar with the procedures of organizing the pre-degree debate</li> <li>Able to present own results, collection of opinions, and the interpretation whether those factors fit to own work.</li> <li>Open to professional discourse</li> </ul>

Total number of credits needed 20

Specific principles regarding the credit calculation of publications

- The goal of publication is the continuous presentation of the results of the PhD student before a national and international professional audience, furthering the connection between the specific student and the research topic.
- The joint publication includes the acquisition of professional ethical norms through personal experience
- The activity of publication serves the acquisition of skills necessary for the independent preparation of the dissertation.
- The quality and credit value of the publication types requires separate discussion. Credit values are to be interpreted in one interval
- Publication credits of the “other “category meet the special publication expectations of the given scientific field.

Research credit group	Maximum credit				Comment
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4.Credits belonging to the publication credit group	In Hungarian	Abroad	In a language other than Hungarian	Abroad		
A	Book, monography	8	10	13	15	Peer-reviewed publication, must be preceded by at least two scientific articles in the given research topic

B	Systematic Literature Review	8	10	10	15	Description, i.e., <a href="http://www.editage.com/insights/a-young-researchers-guide-to-a-systematic-review">http://www.editage.com/insights/a-young-researchers-guide-to-a-systematic-review</a> (Was available: 11.12.2016.)
C	Book chapter, study volume, including conference volume	5	6	7	10	Peer-reviewed
D	Article	6	7	8	15	Peer review, periodical with an independent editorial committee Publication in a Q1 periodical, type A on the list of periodicals of the Hungarian Academy of Sciences' Pedagogical Scientific Committee: max 15 credits Publication in a Q2 periodical, type B on the list of periodicals of the Hungarian Academy of Sciences' Pedagogical Scientific Committee: max 15 credits Publication in a Q2 periodical: max 8 credits, other: max 6 credits Not required for the article to be published abroad
E	Recension	2	2	3	3	Peer review, periodical with an independent editorial committee
F	Conference lecture	2	3	3	4	Abstract of a poster/lecture accepted by conference with an independent scientific committee, announced nationally or internationally
G	Other	2	3	3	4	Different in each doctoral programme

Total number of credits needed 20

Publication is one of the most important indicators of a scientific professional career, credits could not be linked to learning outcomes. However, they can be linked to the norms and expectations of the professional community, which the student wants to be a member of and which professional community supports the student professionally in this process through the doctoral programme and the consultant. Consequently, the following aspects are to consider.

#### Aspects of the calculation of publication credits

- One publication must be published in one of the foreign language periodicals on the periodical list approved by the Hungarian Academy of Sciences' II. Department 's Pedagogical Scientific Committee. [http://mta.hu/data/dokumentumok/doktori\\_tanacs/II.%20Oszaly/Doktori\\_Folyoiratlista\\_PETB\\_II\\_osztaly\\_201605.pdf](http://mta.hu/data/dokumentumok/doktori_tanacs/II.%20Oszaly/Doktori_Folyoiratlista_PETB_II_osztaly_201605.pdf) (Was available: 11.12.2016.)
- Participation in at least one international conference is expected, which can be certified by an abstract. The quality of the conference is determined by the CDS.
- Distribution of credits in case of publications written with co-authors: first author: 0,5 credit (irrespective of number of authors). The remaining credits are split between the other authors.
- The required number of credits can also be acquired through fractional credits; see point 6 and 7.
- At least two publications must be co-authored with the supervisor
- two-third of the publications must be in student's own topic
- First authorship is required in at least two publications