

# **The Doctoral School of Humanities Study Guide**

## **1. Enrollment and Semester Start**

At the beginning of the academic year, the secretary of the Doctoral Council (BDT) informs first-year students about the enrollment process.

Enrollment is managed by the BDT secretary.

At the start of the semester, students set their status (active/passive) in the Neptun system.

Program secretaries announce the current courses according to training program.

Students consult their supervisors to plan their semester's study/research program and commitments, and register for courses accordingly.

Program-specific study briefings are held by the program secretaries.

Topics of the study briefings include:

- Overview of the training structure
- Presentation of compulsory and elective courses
- Description of subjects/courses
- Review and monitoring of student progress
- Conditions for fulfilling scientific requirements
- Overview of the academic calendar and deadlines

## **2. Semester Closure**

The deadline for semester closure is communicated electronically by the BDT secretary.

Each program informs students about its own semester closure deadlines (e.g., conference certificates, editorial confirmations, grant documentation, submission of studies, etc.).

At the end of the semester, students prepare a final report for their supervisor on their semester achievements, which is then signed by the supervisor and submitted to the program secretary.

This document is retained until the completion of study.

Students submit a signed performance sheet printed from the Neptun, with evaluations, to the doctoral program secretary, who records and verifies the completions in the Neptun.

Note: In the Sociology Program, completions are verified based on documents uploaded to the personal portfolio. These documents supplement the materials in the portfolio.

Link: <https://humandi.unideb.hu/node/289>

Students must verify all registered and completed courses in Neptun at the end of the semester and report any issues to the program secretary.

### 3. Flexible Learning Pathways

The Doctoral School places special emphasis on supporting the diverse needs of doctoral students through a flexible training structure and individualized scheduling.

Digital and family-friendly tools, as well as online participation options for international students, promote equal opportunities and research preparation.

Supervisors and instructors adapt to students' varying life circumstances by combining in-person and online consultations and providing digital access to learning materials.

### 4. Submission of Requests and Certificates

After consulting with their supervisor, students submit requests to the head of the doctoral program, and final approval or rejection is made by the head of the Doctoral School.

The scope of requests is regulated by the BDT regulations.

For individual requests (e.g., related to grants or certificates), students must consult the Doctoral School secretary.

Request forms and information are available at: <https://btkphd.unideb.hu> under the 'Information / Requests' menu.

Signature order (abbreviations): D – Doctoral student, SV – Supervisor, PH – Program Head, PS – Program Secretary, DSH – Doctoral School Head, BDT – Doctoral Council

Examples:

- Postponement request: D, SV, PH/DSH
- Deferred payment request: D, PH
- Termination of doctoral status: D, BDT Chair
- Absolutarium request for E-indexed students: D, PS, PH, BDT Secretary, BDT Chair
- Request to modify dissertation submission deadline: D, SV, PH, DSH, BDT Chair
- Request for supervisor change: D, SV, new SV, PH, DSH, BDT Chair
- Request for co-supervisor appointment: D, SV, co-SV, PH, DSH, BDT Chair, University Doctoral Council Chair
- Request for recognition of foreign degree: Applicant, BDT Chair, University Doctoral Council Chair

## **5. Communication Between Doctoral Student and Supervisor**

Doctoral students regularly consult with their supervisors.

At the end of each semester, the supervisor submits a signed consultation certificate to the program secretary.

Students and supervisors regularly discuss mutual expectations.

If problems arise that cannot be resolved through discussion, they first turn to the program head, who seeks constructive solutions.

If collaboration becomes impossible, a supervisor change may be initiated with the consent of all parties and submitted to the head of the Doctoral School. The BDT procedure then applies.

## **6. Communication Between Doctoral Student and Doctoral School/Program**

For general academic matters, students may contact the Doctoral School secretary.

For program-specific academic matters, they may contact the program secretary.

For professional and scientific matters, the supervisor, program researchers, program head, and finally the Doctoral School head are the relevant contacts.

## **7. Modes of Communication**

In-person administration: By email appointment with the Doctoral School head, secretary, program heads, and program secretaries.

Email/Phone contacts:

Doctoral School Head: Prof. Dr. Gabriella Pusztai – [pusztai.gabriella@arts.unideb.hu](mailto:pusztai.gabriella@arts.unideb.hu)

School Secretary: Lilla Szakályné Lantai – +36 52/512-900/22573; [lantai.lilla@arts.unideb.hu](mailto:lantai.lilla@arts.unideb.hu)

Modern Philosophy Program Head: Prof. Dr. István Bugár – [bugar.istvan@arts.unideb.hu](mailto:bugar.istvan@arts.unideb.hu)

Program Secretary: Lilla Szakályné Lantai

Education and Cultural Studies Program Head: Prof. Dr. Gabriella Pusztai

Program Secretary: Cintia Csók – +36 52/512-900/22660; [csokcintia@gmail.com](mailto:csokcintia@gmail.com)

Psychology Program Head: Prof. Dr. Judit Kovács Molnárné – [kovacs.judit@arts.unideb.hu](mailto:kovacs.judit@arts.unideb.hu)

Program Secretary: Klára Zeke – +36 52/512-900/22539; [zeke.klara@arts.unideb.hu](mailto:zeke.klara@arts.unideb.hu)

Sociology and Social Policy Program Head: Prof. Dr. Ibolya Czibere – [czibere.ibolya@arts.unideb.hu](mailto:czibere.ibolya@arts.unideb.hu)

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