

CREDIT APPLICATION FORM (PHD PROGRAMME FROM 2016/2017)

Semester: 2017/2018/I.

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

I. Planned details and verification of guided research.

To be filled in at the beginning of the semester ¹					To be filled in at the end of the semester ²	
Research activity	Planned period (date: from/to)	Planned total period (hours)	Planned no. of credits ³	Supervisor's signature	achieved no. of credits ³	Signature of supervisor
<i>[rows can be added optionally]</i>						
I, as the person in charge of the programme, approve of the above plan. Signature:				Signature of the Head of the Doctoral School:	I verify that the research credits have been acquired. Signature of the Person in Charge of the Programme	

¹To be handed in the Registrar's Office until the last day of the registration period by the student.

²To be handed in the Registrar's Office before the last week of the examination period by the Doctoral School. (Faculty Doctoral Rules and Regulations No.2, §21).

³Credits are calculated as follows: 1 credit corresponds to 30 hours student workload (National Higher Education Act No.24, §108).

II. Details and verification of the teaching activity (only in case of teaching at the Faculty of Education and Psychology – in case of teaching at other institutions acceptance can be initiated in a request to the Doctoral School (Faculty Doctoral Rules and Regulations No.3, §22)

To be filled in at the beginning of the semester ¹		To be filled in at the end of the semester ²	
Subject	code	achieved no. of credits ³	Signature of supervisor
<i>[rows can be added optionally]</i>			
		I verify that the research credits have been acquired. Signature of the Head of the Doctoral School:	

¹To be handed in the Registrar's Office until the last day of the registration period by the student.

²To be handed in the Registrar's Office before the last week of the examination period by the Doctoral School (Faculty Doctoral Rules and Regulations No.2, §22).

³One course with minimum 5 participants corresponds to 4 credits (Faculty Doctoral Rules and Regulations No.2, §22).

[detailed information on the next page]

Information Concerning the fulfilment of the research and teaching credit requirements, and the credit application form

The regulations below are included in the relevant parts of the Organisational and Operational Rules of the Doctoral School of Education (paragraph 1-5 of §12) and of the Doctoral School of Psychology (No. 6.1–6.5).

The PhD student fills in the credit application form with the details of the research and teaching activity planned for the relevant semester at the beginning of each semester having it discussed with their supervisor considering the training and research plan as well. After having it signed by the supervisor and the person in charge of the programme they submit it in the Registrar's Office until the last day of the registration period.

Activities and their credit values not included in the credit application form approved at the beginning of the semester can be added afterwards to the credit application form when the attainment of the credits are verified approved by the person in charge of the programme and the Head of the Doctoral School according to the Faculty Doctoral Rules and Regulations (§ 21–22).

The end of semester report is organised programme by programme by the administration of the Doctoral School according to the Faculty Doctoral Rules and Regulations (paragraph 4, §19). The report cannot be timed for the last week of the examination period.

The participants of the report, besides the PhD student, are the supervisor and the person in charge of the programme. The report is a public event.

The result of the report is registered on the credit application form. Then, it is signed by the supervisor, the person in charge of the programme and the Head of the Doctoral School. After that, it is forwarded to the Registrar's Office by the administration of the Doctoral School as a fulfilment verification until the end of the penultimate week of the examination period. The credit application form is attached to and saved within the personal files of the student.

Related provisions of the Rules and Regulations of the Doctoral School of the Faculty of Education and Psychology:

§ 19 (4) The PhD student reports according to the rules of the Rules and Regulations of the Doctoral School

- a) on completing the study plan in the examination periods of the second and third semester,
- b) on completing the research plan every examination period starting from the fifth semester

and makes the necessary corrections. The decision about the achieved credits (ECTS) of the guided research and the teaching activity is made by the person in charge of the doctoral programme based on the student's report and the supervisor's proposal.

§ 21 (1) In the frame of the guided research, the PhD student carries out an individual or group research activity related to their topic and based on the approved study and research plan under the guidance of their supervisor in both phases of his/her doctoral studies.

(2) The completion of the guided research activity and the credit value of the completed activity is decided and verified at the time of the completion by the person in charge of the doctoral programme based on the supervisor's proposal until the end of the relevant examination period towards the Registrar's Office. The verification of the fulfilment does not include evaluation. Fulfilment verifications are registered in the learning administration system by the Office every semester. According to the Rules and Regulations of the University (§ 65 (6)) the rules of the complaining procedure apply to the achieved credits here as well.

(3) Group activities (e.g. workshops) within the research activity are not announced as courses, they are organised by the supervisor for those involved. The accomplishment is verified in the form of research credits towards the Registrar's Office according to the regular procedure.

§ 22 (1) The courses run by the PhD student within the teaching activity have to be a proper announced course with contact hours in the bachelor, master or the undivided programme within the discipline of the Doctoral School. A research paper or supervision of thesis work can also be accepted as a research activity independent of their announcement as a course or not.

(2) Teaching a full course, independent of the no. of contact hours and the type of the course, the PhD student can get 4 credits (ECTS) in case the no. of participants are 5 people or above and the course run by the PhD student individually. In case of a research paper the minimum no. of students (5) is necessary even if it is not announced as a course. The accomplishment is verified towards the Registrar's Office until the last week of the examination period of each semester by the Head of the Doctoral School based on the proposal of the supervisor or another person appointed by the Head of the Doctoral School.

- (3) Verification of the teaching activity on another faculty or academic institution is the task and right of the management of the Doctoral Council. The conditions of the accomplishment are that the PhD student hands in their written course plan and the Head of the Doctoral School or a person appointed by him/her visits at least one of the classes of the PhD student. The fulfilment is verified by the Head of the Doctoral School.
- (4) The fulfilment verification to be given according to paragraph no. (2) and (3) cannot be denied in case the teaching supervision is missed at the fault of the Doctoral School.
- (5) The teaching activity is not to be evaluated. Fulfilment verifications are registered in the learning administration system by the Registrar's Office every semester.
- (6) The teaching activity can be replaced by teaching and research support activity. The teaching and research support activity and the extent of the replacement are detailed in the Operational Rules of the Doctoral School.
- (7) The replacement of the teaching activity is approved or refused by the Head of the Doctoral School based on the request of the PhD student supported by the supervisor. The credit value of the approved activity is also defined by the Head of the Doctoral School. The credits completed this way are registered in the learning administration system by the Registrar's Office.