

## **Dean's Order no. 2/2024 (March 7) on the support of PhD students pursuing studies in the trainings of the UPMS Doctoral Schools**

### **Preamble**

The University of Pécs Medical School (hereinafter: UPMS or Faculty) considers supporting the PhD students pursuing studies in the UPMS Doctoral Schools a priority objective in order to help and ensure their studies and academic work without disruption and acknowledge those students who seek to reach excellence in the research field, thereby strengthening the visibility of the University of Pécs and more specifically the Medical School in the international academic environment.

### **Scope of the Order**

**Article 1.** (1) The organisational scope of this Order shall cover the Doctoral Schools and programs indicated in Annex 10. of the Code of rules and regulations concerning doctoral (PhD) programs and procedures for the conferral of doctoral (PhD) degrees in the Doctoral Schools under the competence of the Doctoral Council and Habilitation Committee of Medical and Pharmaceutical Sciences of the University of Pécs (UP).

(2) The personal scope of this Order shall cover the PhD students pursuing studies in the trainings of the UPMS Doctoral Schools.

### **Conditions of the support**

**Article 2.** The support can be granted to every PhD student with active student status who

- participates in state-supported scholarship funded PhD training in the Doctoral Schools of the Medical School and does not receive Doctoral Student Scholarship in the Cooperative Doctoral Programme and
- achieves academic progress in line with his/her training plan and can justify it with the program leader's certificate and
- demonstrates his/her professional goals, achievements and projects in detail and
- conducts scientific research activity according to his/her research plan proven by the program leader's certificate and
- has less than eight active semesters since commencing his/her PhD studies.

**Article 3.** The applicant must submit the following certificates in order to establish eligibility for the support and its payment:

a. At the commencement of the doctoral training:

- student status certificate about the active student status,
- program leader's certificate on the commencement of research work,
- declaration that the student does not have an employment status with more than 20 working hours per week.

- b. For students who have already completed the first two active semesters:
- research, conference and publication plan certified by the program leader,
  - program leader's certificate on the academic progress and credit completion in accordance with the training plan,
  - program leader's certificate on the commencement, progress and results of the research work,
  - declaration that the student does not have an employment status with more than 20 working hours per week.
- c. For students who have already completed the complex examination:
- certificate on the completion of the complex examination,
  - program leader's certificate on the publication activity published in the MTMT database (Hungarian Scientific Bibliography) and progress on composing the dissertation,
  - declaration that the student does not have an employment status with more than 20 working hours per week.

**Article 4.** (1) Amount of the support:

- a. In the training and research period of the PhD training 100.000 HUF per month.
- b. In the research and dissertation period of the PhD training 60.000 HUF per month.

(2) The duration of the support is 10 months, namely the periods from February until June and from September until January.

(3) The payment of the support is made in compliance with the UP Code of Charges and Benefits in the form of a monthly scholarship, afterwards.

### **Procedure of qualifying for the support**

**Article 5.** (1) The documents specified in Article 3. shall be submitted to the Doctoral (PhD) and Habilitation Office of the Medical School (hereinafter: Office). The submission deadline is February 15. in every calendar year.

(2) The Office shall check the submitted documents and forward the applications that meet the formal and content criteria specified in Article 3. to the Vice-Dean for Science. In case of documents that were submitted incompletely the Office can call upon the applicant to remedy the deficiencies in their documents within maximum 8 calendar days.

(3) The Vice-Dean for Science shall make a proposal to the Dean regarding the students who shall be granted the support within 15 days from the submission deadline of the applications. The Dean shall make the decision on the eligibility for the support based on the conditions determined in Article 2. and 3. within 5 days from from the receipt of the proposal. The Office shall notify the student and the Finance Office about the Dean's decision.

(4) The student is obliged to inform the Office about any changes regarding his/her student status promptly, but within 30 days at latest.

**Article 6.** (1) The PhD student cannot be granted the support and will be excluded from the procedure if

- a) his/her student status is terminated or temporarily terminated for any reason after the commencement of the semester;
- b) he/she has an employment status with more than 20 working hours per week;
- c) he/she has 8 or more active semesters since commencing their PhD training.

(2) In the cases specified in points a) and b) of Section (1) the student is obliged to reimburse the amount of the support that was already paid for them in the current semester to the Faculty in one instalment within 15 days.

**Article 7.** According to Section (3) of Article 57 of the National Higher Education Act (Act no. CCIV of 2011) the student can appeal against the decision of the higher educational institution – within 15 days from notification, in the lack of this from the point when the student becomes aware of the fact. In accordance with Article 12. of the Code of Studies and Examinations the Secondary Educational Committee – established by the Rector – will act upon the appeal. The appeal is to be addressed to the Secondary Educational Committee and submitted to the Doctoral (PhD) and Habilitation Office indicating the violation of law or regulation and attaching the documents necessary for making a decision in the case.

### **Closing provisions**

- (1) Considering that the Faculty wishes to provide the support as of the spring semester of the academic year 2023/2024, by derogation from Article 5 (1) the submission deadline is set as April 30, 2024 for this semester
- (2) In the spring semester of the academic year 2023/2024 the Faculty shall make the payments for February, March and April afterwards, in one instalment for the eligible applicant. Subsequently, the remaining payments will be made monthly in compliance with the provisions of this Order.

This Order enters into force on March 7, 2024.

Pécs, March 5, 2024

Dr. Miklós Nyitrai  
Dean

I approve this Dean's Order based on Article 25 (3a) of the Code of Charges and Benefits.

Pécs, March 7, 2024

Dr. Attila Miseta  
Rector