



## Information on submitting the credit application form for doctoral students who started their studies in September 2016 or later on

### Submission of the Credit Application Form at the beginning of the semester

Submitting the credit application form and the necessary approvals at the beginning of the semester is obligatory for students of the Doctoral School of Psychology. Students of the Doctoral School of Education do not need to hand in the credit application form at the beginning of the semester.

Based on 6.1-6.2. of the Operational Regulations of the Doctoral School of Psychology, at the beginning of every semester, the student shall, after consulting with their topic supervisor(s), appropriate to their study and research plan, complete the credit application form with their planned research and teaching activities. The form shall be submitted with the approval or signature of the topic supervisor and co-supervisor no later than the last day of the course registration period. At the beginning of the semester, the student does not need to acquire the program leader's approval.

In case the student would not like to complete research or teaching credits during the semester, the empty credit application has to be handed in with the approval(s) of the supervisor(s).

The student has to submit the credit application form in Neptun (preferably as a pdf file) clicking on *Administration / Requests*, and then choosing the *PPK PHD Credit Application Form at the beginning of [the actual semester]* named form. At the beginning of the semester, the credit application form has to be submitted until the end of the course registration period.

**ATTENTION!** The credit application form submitted at the beginning of the semester does not certify the completion of activities. To certify said activities, the student has to submit the credit application form at the end of the semester.

**ATTENTION!** Submitting the credit application form at the beginning of each semester is obligatory for students of the Doctoral School of Psychology. If you are an active student in the semester but do not submit the credit application form before the deadline, or the submission is incomplete and sent without the obligatory approvals, you have to pay a 3500 HUF late fee for missing an administrative deadline.

### Submission of the Credit Application Form at the end of the semester

Doctoral students have to certify supervised research and teaching activity credits completed during the semester on the credit application form. On the form submitted at the beginning of the semester, the supervisor certifies completed credits line by line using his/her signature. For the submission at the end of the semester, the student obtains the supervisor(s)' and the program leader's approval and

submits the filled in credit application form in Neptun until the deadline set by the Doctoral School. The Secretary of the Doctoral Schools forwards the submitted forms to the Head of the Doctoral School for approval.

The student has to submit the credit application form in Neptun (preferably as a pdf file) clicking on *Administration / Requests*, and then choosing the *PPK PHD Credit Application Form Certificate at the end of [the actual semester]* named form. At the end of the semester, the credit application form's deadline is set by the doctoral schools.

**ATTENTION!** A different deadline applies to those students who take the complex exam at the end of the actual semester so that they can complete the prerequisites of the complex exam before the exam.

Before submitting the form, the student has to discuss the activities completed during the semester with his/her supervisor because the supervisor states which credits were completed from the previously planned research and teaching credits. The completed credit number can differ from the previously planned one.

In case the research and teaching activities and their credit values are not on the credit application form at the beginning of the semester, whether the approved credit application form is filled or empty, or in case the credit value (or the amount of work put into an activity) has changed, the new activity and the new credit value may be added to the credit application form before submitting it at the end of the semester with the approval of the supervisor, the program leader and the Head of the Doctoral School. Add the new activity to the credit application form and have it certified with the supervisor and the program leader too.

You do not need to acquire the approval of the Head of the Doctoral School before submitting the form, the Secretary of the Doctoral School will take care of that.

**ATTENTION!** Submitting the credit application form at the end of each semester is obligatory. If you are an active student in the semester but do not submit the credit application form before the deadline, or the submission is incomplete and sent without the obligatory approvals, you have to pay a 3500 HUF late fee for missing an administrative deadline.

## **Additional information on filling the credit application form**

- In case your supervisor(s) and/or program leader cannot sign the credit application form, their approval can be sent as another document, for example as an email, which you can also submit in Neptun.
- If you have a supervisor and a co-supervisor, both of them must sign the credit application form.
- The credit application form must only contain the research and teaching credits completed in the given semester. Do not use any other request form.
- Incomplete or unsubmitted credit application forms and unattached approvals cannot be accepted. You may check your application form after submission to Neptun by clicking *Administration* on the menu bar and then choosing *Requests*. You will have to select the *Submitted requests* tab and then you will find your recently submitted request based on the name and the date of submission. The attachments can be opened after clicking the plus sign on the right hand side and then choosing the request attachment point. You will see your completed uploads in the pop-up window.

- If you wish to submit a request other than the credit application form, do NOT submit it using the credit application form template. Other types of requests must be sent electronically via email to ppkto-phd@ppk.elte.hu or you can drop off a physical copy of your request in the wooden post box by the office door.
- If the supervisors' and the program leader's approvals are sent via email, make sure that the email addresses and the dates are clearly identifiable. It must also be unmistakably clear based on the wording of the messages which semester's which credit application form is being approved. The signatures of the supervisor(s) and the program leader must be provided for the credit application form which is being submitted.

## **Doctoral Regulations of the Faculty of Education and Psychology:**

Section 19 (4) The Student shall report on

- a) the preparation of the study plan in the first semester and its fulfilment in the second and third semesters,
- b) the fulfilment of the research plan in every examination period starting with the fifth semester in line with the rules laid out in the operational regulations of the doctoral school. At the time of the Student's reporting, the Student shall make the necessary corrections. The decisions on the credits to be awarded for the directed research work and lecturing activities for the given semester shall be made by the head of the doctoral programme on the basis of the Student's report and the recommendation of the topic supervisor.

Section 21 (1) As part of the directed research work, the Doctoral Student shall carry out either individual or group-based research activities in connection with his/her research topic in both phases of the doctoral programme based on his/her approved study and research plans under the guidance of the topic supervisor.

(2) The completion of the directed research work along with the research credit value of the completed activity shall be determined by the head of the programme based on the recommendation of the topic supervisor. The head of the programme shall verify the completion of the research work for the Office by the last week of the examination period of the given semester. The verification of the completion of the research work shall not include a qualification. The Office shall record the completed requirements in the educational registration system each semester. The rules of the procedure for complaints laid out in Section 65 (6) of the ARS shall be applied in the case of the completion of the credits in question as well.

(3) The group-based activity organised within the framework of the research work (e.g. workshop) shall not be announced as a course by the doctoral school. The doctoral school shall organise the activity on its own authority and verify its completion for the Office by awarding research credits for it in the regular procedure.

Section 22 (1) The course to be taught by the Doctoral Student within the framework of the compulsory teaching activity shall be a regular course in the discipline of the doctoral school requiring contact hours announced for a Bachelor's, Master's or single-cycle programme. Topic supervision of the so-called workshop project or the thesis shall also be accepted as a teaching activity irrespective of whether or not they are announced as courses.

(2) The Doctoral Student shall acquire 4 credits by teaching a course if the number of its attendees is at least 5 and the Doctoral Student instructs the course on his/her own, regardless of its format or number of contact hours. In the case of the so-called workshop project, the minimum attendance figure of 5 shall be required if it is not announced as a course. The completion of the teaching activity shall be verified for the Office by the final week of the examination period each semester

based on the attendance of the course by the head of the doctoral school based on the recommendation of the topic supervisor or another representative of the head of the doctoral school.

(3) In the cases of Doctoral Students working as lecturers or instructing lessons at another faculty or higher education institution, the verification of their teaching activities along with its credit recognition shall be the right and task of the management of the DIT. The condition of the completion of the teaching requirement shall be the Student's submission of the course material as well as a written verification form issued by the department that they have completed the requirement. The completion of the teaching requirement shall be verified by the head of the doctoral school.

(5) The teaching activity shall not be given a qualification. The completion of the requirement shall be recorded in the educational registration system by the Office each semester.

(6) The teaching activity may be substituted by an activity supporting education and research. The set of activities supporting education and research along with the extent to which it can substitute teaching activities shall be regulated by the operational regulations of the doctoral school.

(7) The decision on the substitution of the Student's teaching activities shall be decided by the head of the doctoral school based on the request of the Student containing the recommendation of the topic supervisor, which is to be submitted to the Office. The decision on the request shall be made simultaneously to determining the credit value to be awarded for the activity substituting the teaching activity. Credits acquired in this manner shall be entered into the educational registration system by the Office.

PPK Registrar's Office, the 15<sup>th</sup> of January 2024