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Student Affairs and Registrar's Office
Education Management Office

List of Documents for the Submission of the Doctoral Dissertation according to the Doctoral Regulations of Eötvös Loránd University (2016)

- [application form](#) for the initiating a critique procedure
- **copy of pre-degree certificate** (the candidate can ask for it from the Registrar's Office or download it from Neptun → Studies → Official notes → plus sign on the right and clicking on "Uploaded documents")
- **certification of the language skills** (further details can be found in the current [Doctoral Regulations of ELTE](#))

Types of documents which are equivalent to a language exam certificate equivalent:

- *foreign language certificates issued abroad that are nationalised by the Educational Authority Accreditation Centre for Foreign Language Examinations ([more information about the procedure can be found on this page](#)), or*
- *matriculation or degree certificate obtained in a language different from English (this document equals an advanced (C1) language exam on the given language – in this case the copy or the original document and the English translation of it are also needed), or*
- *in certain cases only in the doctoral degree procedure of the Faculty, a certificate obtained in a language examination designed for the PhD procedure by the foreign-language departments of the Faculty of Humanities.*

Note: the pre-degree certificate of the doctoral studies is equivalent to an advanced level (C1) complex language exam in English

- The **doctoral dissertation** shall be submitted in **one printed copy** with hard cover. The dissertation must also be submitted electronically in PDF format sent to doktori.fokozat@ppk.elte.hu **The filename should follow the format as this example shows: name_dissertation.pdf, name_summary.pdf.** The spine of the hard-bound copy shall contain the name of the author and the year of submission. **The electronic version must be identical with the printed version.**
- **thesis summary in one electronic copy (PDF format).** The abstract booklet shall also contain a list of the Candidate's published works that are connected to the topic of the dissertation, separate from the list of the other publications.
- **professional CV**
- **CV written as running text in the third person singular.** (This CV will be read out when the public defence begins.)
- **list of publications:** obtained from Hungarian National Scientific Bibliography (MTMT) in one electronic copy ([details here](#))
- **a supervisor's declaration** that the publications meet the requirements of both the University and the Faculty and that the supervisor recommends the dissertation for submission to the public defence
- **a suggestion to continue the doctoral proceeding** signed by the leader of the research centre or the doctoral programme leader **AND** the supervisor. The document may also make a suggestion concerning the members of the defence committee and the opponents.
- **[declaration for the publication of the dissertation \(datasheet\)](#)** ([more information on this link](#))
- **minutes from the research centre disputation**

Attention! If the application is incomplete, the faculty office will ask the applicant to submit the missing documents within 30 days. In case the applicant fails to submit the missing documents, the Chair of the Disciplinary Doctoral Council will terminate the critique procedure.