

EÖTVÖS LORÁND UNIVERSITY
DOCTORAL SCHOOL OF ENVIRONMENTAL SCIENCES
DOCTORAL REGULATIONS



2019.

Official name: **Doctoral School of Environmental Sciences**
Seat of the School: **Pázmány Péter sétány 1/A, H-1117 Budapest, Hungary**

1.§

General Provisions

1. The Doctoral School of Environmental Sciences (hereinafter referred to as the Doctoral School, DS) is a multidisciplinary functional educational organizational unit operating at the Faculty of Science of Eötvös Loránd University (ELTE TTK), in which educational and research work aim to obtain a doctoral degree (PhD) in environmental sciences.
2. These Regulations have been prepared taking into account the applicable laws and regulations, the resolution on the establishment and operation of doctoral schools in Annex 4 of the HACC and the ELTE and ELTE TTK Doctoral Regulations (hereinafter referred to as EDS and KDSz). It contains, in particular, those regulations which are more detailed on certain issues than those covered by those provisions. In cases not mentioned in these regulations, the relevant provisions of the OSCE and the ODA shall apply.

2. §

Council of the Doctoral School

1. The Council of the Doctoral School (hereinafter referred to as the Council) is a body that meets regularly to assist the work of the head of the Doctoral School. Members: Head of the Doctoral School (ex officio), who is also president of the Council, and heads of the Doctoral Programmes. A further 7-9 members are selected by the core members of the Doctoral School from among the core members, supervisors and faculty members by secret ballot. Core members shall be convened by the head of the Doctoral School at least one month before the expiry of their term of office or if a member of the Council resigns from the Council. The term of office may be up to five years, renewable by vote. In any event, the term of office of members of the Council shall expire on 31 July, even if it does not begin on 1 August. The Council shall meet – regularly – at least twice a year.
2. The Council may elect a permanent substitute, authorized to sign, from among the Programme heads in the event of absence or impediment of the head of the Doctoral School.
3. The Council may elect a secretary to assist the head of the School and the Council in the daily administration and organization of the School.
4. A member of the Council acting in an advisory status shall be a delegate of PhD students. The term of office of the representative elected by the students shall be for a maximum of 2 + 2 years, but shall cease when the representative has ceased to be a student. The assignment will always expire on July 31 for the student representative. All students with a student status at the Doctoral School are convened by the head of the Doctoral School and can be elected by voting.
5. In addition to the tasks of the Doctoral School as specified in the university and faculty regulations, the Council shall also:

- a. determine requirements and evaluation criteria for the entrance examination and communicate them to applicants at the appropriate time and in an appropriate manner,
- b. defines the quantitative and qualitative requirements for doctoral students to publish their independent scientific work prior to the completion of the dissertation,
- c. prepare a detailed doctoral training program that includes current training plans, topics, and personalities of supervisors,
- d. manages and supervises doctoral education in the Doctoral Programmes within the Doctoral School,
- e. propose composition of the entrance examination committees,
- f. control and review annual reports to monitor the progress of doctoral students' studies and research,
- g. make proposals to the Doctoral Council of Sciences (TDT) for examination subjects and the composition of the jury when examining applications for complex examinations and doctoral procedures,
- h. the complex exams are organized on a Programme-by-Programme basis, responsible bodies are the Council and the head of Programmes,
- i. defines the foreign languages needed and recognized for cultivating the discipline,
- j. decide on the authorization of foreign language procedures and the (external) employment of scholarship students,
- k. propose to the TDT the award of scholarships released during training,
- l. decide on the distribution of funds made available to the Doctoral School and keep records of its use.
- m. make its decisions by public vote, except for council or staff member matters, where voting is secret, in simpler cases, it may be done electronically,
- n. make minutes of the meetings and resolutions of the Council and send a copy to the TDT President.

3.§

Programmes of the Doctoral School

1. The Doctoral School shall carry out its work within the framework of the following Doctoral Programs:
 - a. Environmental Biology Programme
 - b. Environmental Chemistry Programme
 - c. Earth Sciences Programme
 - d. Environmental Physics Programme
2. The heads of Programmes are appointed and dismissed by the TDT based on a proposal from the Council of the DS. Programme heads are responsible for the quality of education and research under the Programmes.

3. The head of a Programme, based on the recommendation of the supervisor, authorizes the admission of students to the Programme prior to enrollment.
4. The heads of Programmes organize and conduct entrance examinations supervised and controlled by the head of the Doctoral School.

4.§

Lecturers and supervisors of the Doctoral School

1. Lecturers and supervisors of the Doctoral School may be academics and researchers who are nominated by the Council to be authorized by the TDT. Their roles are to carry out teaching, research and other activities within the Doctoral School.
2. Public and other contractual employees of the University and those who are members of the research groups of ELTE supported by the Hungarian Academy of Sciences are considered to be internal members, while others are considered external members.

5.§

Order of enrollment in the Doctoral School of Environmental Sciences

Admission to doctoral studies is permitted if the candidate has a master (MSc) degree and appropriate professional qualifications.

1. The entrance examination Committee shall be proposed by the Council to the TDT. The members of the selection Committee are the heads of the Doctoral Programmes and the student representatives of the Council and, if necessary, persons authorized by the Council. The candidate's supervisor will also be invited to the interviews.
2. Recruitment process.
 - a. The TDT announces annually the admission opportunities and the conditions of admission in the national admission notice. The organization, administration and control of the admission is the responsibility of the presidents of the Doctoral Councils, heads of Doctoral Schools and heads of Doctoral Programmes.
 - b. During the recruitment process, the following criteria must be examined:
 - i. general professional skills,
 - ii. previous publishing activities,
 - iii. competence in the field of science covered by the chosen Programme,
 - iv. ability to solve interdisciplinary problems,
 - v. degree and academic performance (exams),
 - vi. previous works in scientific student research,
 - vii. feasibility of the research plan,

- viii. proficiency in English (at least one intermediate level, type C, state examination or equivalent),
 - ix. in the case of foreign nationals, the selection board examines whether the applicant has the language skills required to practice the profession (eg. a university degree in a foreign language required for the profession).
- c. The selection of candidates will be decided by the TDT on the basis of a proposal from the Selection Committees (in agreement with the competent head of the host research site), taking into account the ranking and number of scholarship positions. The TDT will inform the EDT of the recruits. The admission is issued for a specific doctoral school, including a doctoral education program. The decision may be: admission to a PhD fellowship position; tuition-based organized doctoral training; individual doctoral training; or rejection of the applicant. The admission proposal already contains the name of the supervisor, based on the candidate's choice.
 - d. The decision on the admission is issued by the dean of the Faculty of Science.
 - e. Based on the Doctoral School's opinion, the TDT may waive certain elements of the entrance examination process upon individual request.
 - f. Foreign nationals may also participate in doctoral studies. Their admission will be assessed in the same way and under the same conditions as the Hungarian nationals.
 - g. The Doctoral School also advertise and pursue a PhD training in foreign languages.
 - h. If the TDT refuses admission, the applicant may appeal to the Rector of the University within 8 working days of receiving the decision of rejection, in case of violation of law or institutional regulations.
3. Application for individual doctoral training (out of regular doctoral training) will be evaluated by the TDT on the recommendation of the Council of the Doctoral School. In the case of applying for individual training, the head of the Doctoral School will initiate the examination of the applicant's professional career by asking a member of the Doctoral School or a supervisor. This examination should also cover the applicant's reasons and life situation. In the light of the outcome of the evaluation, the Council of the Doctoral School will recommend to the TDT the allowance of the individual doctoral training. This proposal should also indicate which study requirements may be waived. However, this reduction shall not exceed 50% of the requirements for PhD students undergoing regular training.

6.§

The doctoral training

- 1. The rules of training - including student status, change of subject, interruption of study, part-time training abroad, curriculum, study plan, enrollment - are set out in university and faculty regulations. Beyond that, at the Doctoral School of Environmental Sciences
- 2. Changes in the doctoral research subject and / or the consultant / supervisor may be managed in accordance with the University Doctoral Regulations (Section 43).

3. Participation in lectures registered by students is compulsory. The lecturer may grant an individual exemption from participation in the lectures.
4. Subjects must be chosen from the list of courses announced for the current semester. The ratio of subjects enrolled in the Doctoral School of Environmental Sciences to external doctoral courses must be at least 50-50 %. Scheduling of the subject should be approved by the supervisor.
5. Credits for external lectures, courses, etc. are approved by the head of the School, subject to the proposal of the supervisor.
6. The maximum credit value of subjects which is required for the PhD degree and which is recognized by the credit transfer process from different universities must not exceed 25% of the total amount of credit.
7. The method of applying for the complex exam and the number of possible attempts to repeat failures within an exam period is determined by the appropriate Study and Examination Regulations of the Faculty of Science, Eötvös Loránd University.
8. Requests related to the credit system may be submitted to the head of the Doctoral School with the consent of the supervisor and the head of the Doctoral Programme.

7.§

Obtaining credits at the Doctoral School of Environmental Sciences

1. Credit numbers

The following rules apply to earning credits.

1. The duration of the doctoral training is 4 years, which is achieved in two stages: (i) the first is a 4-semester “training and research phase”, (ii) the second is a 4-semester “research and dissertation phase”. The final PhD thesis must be submitted within one year after the doctoral training period.
2. PhD students may be in “passive status” for maximum two consecutive semesters.
3. The average number of credits to be acquired is **30** per semester, the minimum number of credits is **20** per semester. When this requirement is not fulfilled, the student can be upgraded from scholarship to self-financed status by the Council of the School, approved by the TDT.
4. The number of credits required to complete the doctoral program is **240**.
5. The number of credits to be collected in the first four semesters must not be less than **108**.

Credits in doctoral (PhD) education can be obtained through various forms of activity: participation in training, research, education, publication, conference presentations and so-called “free credits”.

- a. Credits can be obtained for attending school-based doctoral training, which includes attendance at contact hours (lectures, seminars, exercises), preparation for exams and assignments, and successful completion of exams and reports. Completion of the courses shall be assessed by five grades (1, 2, 3, 4, 5), the credit for each course is given in the Training Plan. Training credits (at least **48**) must be obtained in the first two years, a prerequisite for applying for the complex exam.

b. Credits can be obtained for acquiring skills necessary for scientific research and for actively participating in research. The research activity is evaluated by the supervisor on a three-grade scale (excellent - passed - failed). At least **140** research credits must be collected during the PhD training. In the first two years, **15** credits per semester (**60** in total), in the second two years **30** per semester (**120** in total) credits can be collected.

c. Teaching credits can be obtained through participation in educational work, which includes conducting classroom exercises, laboratory exercises, and fieldwork. The number of credits one can get for a regular practice (2 x 45 minutes) is **5** credits per semester.

d. Credits can be obtained through publishing activities, in which the prestige of publications in international journals exceeding the mandatory publication number is high. Credit values for regular publications:

I. peer-reviewed journal article in an international journal:	6
II. foreign language article in Hungarian journals:	4
III. foreign language book chapter:	4
IV. peer-reviewed journal article in Hungarian:	2
V. conference abstract:	1

For first-author publications, credit numbers are multiplied by 2.

In the case of non-listed publications, the number of credits shall be determined by the Council taking into account the recommendation of the supervisor.

e. Credits can be obtained with conference presentations (which can be a poster or an oral presentation at a major international event):

I. foreign language oral talk at an international conference:	3
II. foreign language poster at an international conference:	2
III. oral presentation in Hungarian at a domestic conference:	2
IV. poster in Hungarian at a domestic conference:	1

When the same talk or poster is presented at more than one events, credits are given only once. Only one author of a given poster presented by a research group can obtain credit(s).

f. "Free credits" are approved by the Council upon proposal of the supervisor for activities such as: attendance at summer (winter) schools, consultation with external (possibly foreign) experts, annual written reports, and other documentable scientific activities. A maximum of **4** credits per semester can be obtained for similar activities (maximum **32** free credits during the full training period).

2. Activities in other doctoral schools or institutions

1. Part-time studies

During part-time studies, the PhD student performs research in another domestic or foreign institution. During part-time studies, a doctoral student may also receive training and research credits. Part-time doctoral studies can be undertaken on the basis of a training program approved by the supervisor and Programme head, who also validate the

study period. The approval of the part-time work program is decided by the Council of the Doctoral School.

In the case of part-time training abroad, the marks obtained from the completed subjects shall be converted into ECTS-grade. (ECTS-grade: A, B, C, D, F - Hungarian grade: 5, 4, 3, 2, 1).

2. Courses in different Doctoral Schools

With the consent of the supervisor, a PhD student may receive up to 50 % of the total learning credits through credit transfer from another doctoral Programmes or Schools, authorized by the head of doctoral Programme, on the basis of a certificate issued by the external institution. Credits are accepted in accordance with the terms and conditions laid down in the faculty Doctoral Regulations.

3. Equivalence

Two courses shall be deemed to be equivalent if the items of knowledge match at least 75 %. The degree of match of knowledge for obtaining learning credits is reviewed by the Credit Transfer Committee of the Faculty of Science based on the recommendation of the Doctoral School. The decision of the Credit Transfer Committee may be appealed to the Rector.

3. Individual doctoral training

Admission to individual doctoral training is approved by the TDT. The length of the PhD studentship period, which is at least two semesters, is decided by the TDT based on the recommendation of the Doctoral School. Individual PhD students are also required to earn **240** credits. The Council can recommend the recognition of credits for outstanding research, training and teaching performance during a previous scientific career. The granting of appropriate number of credits is approved by the TDT.

8.§

Complex exam

1. The complex exam must be taken in public, in front of an exam committee. The exam committee shall consist of at least three members, and at least one third of the members shall not have an employment relationship with the Eötvös University (external members). The exam committee is chaired by a full professor, professor emeritus, or a lecturer or researcher with the title of Doctor of the Hungarian Academy of Sciences. All members of the exam committee must have a PhD degree or equivalent. The supervisor of the candidate is excluded from the exam committee.
2. The complex examination shall consist of two main parts, the “theoretical part” assesses the examinee’s theoretical knowledge while in the “dissertation part” the examinee shall demonstrate his/her level of academic progress.

3. In the theoretical part of the complex exam, the candidate takes an examination of 2 subjects / topics, the list of subjects / topics is included in Annex 1. The theoretical exam may also consist of a written test.
4. In the second part of the complex exam, the candidate will report on his / her knowledge of the literature related the research subject, report on his / her research results, present his / her research plan for the second phase of the doctoral program and the schedule of the dissertation and publications.
5. The conditions and procedures of applying for the complex exam are governed by Sections 49-51 of the Doctoral Regulation of Eötvös Loránd University.
6. The exam committee shall evaluate the theoretical and dissertation parts of the examination separately. Minutes of the complex exam, including textual evaluation, are prepared. The final result must be announced on the day of the complex exam. The complex examination shall be successful if the majority of the members of the committee consider both parts of the examination to be successful.
7. The complex exam will receive four grades of textual assessment (summa cum laude, cum laude, rite, insufficienter). The evaluation of the complex exam is part of the qualification of the doctoral degree.
8. If the theoretical part of the exam is unsuccessful, the candidate may repeat the exam from the failed subject (s) one more time in the given exam period. The dissertation part of the exam cannot be repeated in case of failure.
9. The supervisor should be present as invited (but not voting member) in the dissertation part of the complex exam, where he / she will evaluate the candidate's work. In case of absence, he / she will submit a written summary of the doctoral student's activities to the committee prior to the examination.
10. At the application for the theoretical part of the complex exam, the student, in agreement with the supervisor, shall propose examination subjects from which the two will be selected by the Council of the Doctoral School and approved by the TDT.
11. Aspects of evaluation of the “dissertation part”:
 - a) The candidate shall identify the research areas and open questions where he / she has achieved and wishes to achieve results. The candidate shall provide a summary of the current developments of the research area.
 - b) The candidate shall briefly summarize the results achieved in the first two years and the content of publication(s).
 - c) The candidate shall transfer to the committee copies of journal / conference articles (both accepted and under review).
 - d) The candidate shall transfer to the committee the research and publication plan for the second period of the doctoral training.

9.§

Knowledge of two foreign languages

1. With the authorization of Section 11 of the Doctoral Regulation of the Faculty of Science, the Doctoral School designates English as the first foreign language required for the study

of environmental science. Candidates must have a C-level language proficiency certificate in English, or an equivalent certificate.

2. Candidates must have at least one basic level proficiency certificate or an equivalent in a second language other than English. The Council shall decide on the acceptance of the language certificate.

10.§

Doctoral dissertation (PhD thesis) and publication requirements

1. The requirements for the doctoral dissertation shall be applied in the Doctoral School as governed by the university and faculty regulations.
2. The two publications required, as described in the Regulations, shall be interpreted by the Council of the Doctoral School of Environmental Sciences as follows.
 - a) To be eligible for the PhD degree, the candidate must have at least two English-language publications (or accepted for publication) in a peer-reviewed international journal with impact factor. At least one of the papers must be first-author article.
 - b) In the case of a publication with two or more authors, the supervisor should declare that the candidate had a decisive role in achieving the published results.
 - c) The Doctoral School of Environmental Sciences shall accept journals that meet the above requirements from the list of journals published by other doctoral schools at Faculty of Science. The Council may add a list of specialized journals in environmental science.
 - d) The Doctoral Committee of the final defense of a PhD thesis evaluate positively other types of publications (publications in Hungarian or in another language, book chapters, etc.) or profession-specific works (patents, non-published internal reports, multi-authoring studies, etc.).
3. A pre-defense of the doctoral dissertation is necessary and mandatory to ensure high quality standards. The rules of pre-defense are summarized in Annex 2.

11.§

Examination of applicants for individual training

On the recommendation of the Council of the Doctoral School, the TDT may authorize applicants for a PhD program without attending the regular training (hereafter referred to as individual doctoral preparation). On the basis of the documents submitted at the time of application, the head of the Doctoral School may recommend to the TDT that the application should be rejected without further examination, or may propose an evaluation procedure. If the TDT allows the evaluation, a discussion should be conducted with the members of the appropriate Doctoral Programme. The head of the Doctoral School then initiates an examination of the applicant's scientific performance by asking two members of the Doctoral School for a review. Evaluation should include the applicant's motivations, publications, appropriate knowledge of foreign languages and, in particular, his or her scientific career, taking into account the outcome of the preliminary discussion. The Council of the Doctoral School submits the final suggestions to the TDT for an approval of the graduation process.

Given that an extra-curricular attainment is an exceptional case, the professional requirements exceed those required for PhD students in organized training. Individual requirements can be proposed by the Council of the Doctoral School.

12.§

Financial regulations

1. The budget of the Doctoral School of Environmental Sciences shall be approved by the Council, based on the proposal of the head of the School.
2. The revenues of the Doctoral School of Environmental Sciences consist of the appropriation of the budget of the Faculty of Science, tuition fees, and other (eg. research grants).
3. Within the budgetary limit, the head of School may set aside a contingency reserve, subject to the approval of the Council.
4. The right to transfer funds shall be exercised by the President of the TDT or, in his absence, by the Dean of the Faculty.
5. The head of the School is responsible for the proper implementation of the budget of the Doctoral School of Environmental Sciences.
6. The rules for the use of instruments and equipments purchased by the Doctoral School of Environmental Sciences and the method of covering the operating costs shall be in accordance with the customary and accepted rules of the Faculty of Science of Eötvös Loránd University.

Closing provision

The present Regulations of the Doctoral School have been discussed by the Council and adopted on April 1, 2019, as applicable, which shall enter into force on the date of the decision of the EDT based on the opinion of the TDT.

Annex 1:

Subject list of the Complex Exam (“theoretical part”)

After finishing the 2nd year (4 semesters), the students have to pass a Complex Exam, which is a mandatory prerequisite of continuing the training. Subjects for the Exam can be chosen from the following list:

Environmental Biology (KOR/1):

- Environmental microbiology
- Conservation biology
- Ecology
- Environmental science of water
- Soil microbiology

Environmental Physics (KOR/2):

- Radiation in the environment
- Environmental material science and technology
- Renewable energy sources
- Physics of environmental flows
- Environmental biophysics

Environmental Chemistry (KOR/3):

- Chemistry of environmental systems
- Wastewater treatment technologies
- Separation technology
- Bio-inorganic chemistry
- Atmospheric chemistry

Environmental Earth Sciences (KOR/4):

- Applied meteorology
- Environmental geology
- Environmental geochemistry
- Environmental geography
- Environmental climatology
- Hydrogeology

There is no limitation to the choice of complex exam subjects, the main and supplementary subjects can be chosen from arbitrary Programme(s).

Annex 2:

Rules of the pre-defense of PhD dissertations

The Council of the Doctoral School reviewed the benefits and necessities of the “pre-defense” conducted prior to the public defense of a doctoral thesis. The Council agreed on the need for such procedure to ensure high professional standards. The Council formulated the following rules in this regard:

- dissertations prepared in the Doctoral School of Environmental Sciences can be submitted for public defense if they are preceded by a pre-defense (“home defense”),
- the dissertation (thesis) should be given to two opponents, who will be jointly assigned by the Programme head and the supervisor,
- each of the two opponents cannot be the official reviewer of the final dissertation at the public defense,
- a written report (minutes) of pre-defense should be attached to the student's material,
- a register of attendance should be enclosed,
- the schedule of pre-defense is determined by the candidate and his / her supervisor, but the recommended time is when the thesis has been completed but has not yet been formally submitted for review,
- the place of the pre-defense is not restricted, it can be organized at the university, or at any external institution where the research work has been performed.

Annex 3:

Quality assurance measures

The quality assurance measures of the Doctoral School of Environmental Sciences are based on the principles and rules set forth in the Doctoral Regulations of the Eötvös Loránd University, its Annex 6/6 on the Faculty of Science and the Doctoral Regulations above. The Doctoral School of Environmental Sciences is supervised by the Doctoral Council of the Faculty of Science (TDT) and the University Doctoral Council (EDT).

The Doctoral School of Environmental Sciences ensures a high standard of doctoral training and doctoral procedure at all stages (admission, doctoral studies, preparation of dissertation, degree awarding) following the criteria set out by the quality assurance measures.

The quality assurance plan shall include procedures and institutions for the continuous review of the requirements of both doctoral students and faculty members.

Admission

PhD research topics listed at the Doctoral School of Environmental Sciences are collected by the Council of the Doctoral School and published on the university website. The Council ensures that the topics follow the scientific developments in the given field.

Candidates for doctoral programs will be interviewed by the Admission Committee, which shall include at least three members, if necessary on a Doctoral Programme basis. The admissions committee examines the candidates' professional skills, foreign language skills, previous academic activity, their academic performance, their diploma and the feasibility of their research plan. This shall ensure that candidates who have the necessary knowledge to start a PhD program will be admitted. The Admissions Committee will submit the ranking list of admission interviews to the Council, and the Council will propose the candidates to the Doctoral Council of the Faculty of Science.

Core members, lecturers, supervisors

The academic performance of candidates for the School's internal and external core members, supervisors and lecturers all with scientific degrees are reviewed by the Council, and approved by the TDT. Successful candidates will be involved in the operation of the Doctoral School, and they are continuing to engage in high level scientific activities.

The professional work of doctoral students is supervised by the supervisor. The supervisor provides the doctoral student with the necessary professional knowledge regarding the study obligations and guides the research work based on the continuously updated research plan.

The credit system of doctoral studies

The credit system of doctoral program in the Doctoral Regulations (7. §) sets out a verifiable framework for the requirements of the teaching and research activities, encouraging doctoral students to persistent studies and research. Compliance with the study requirements is monitored by the supervisor and the head of the given Doctoral Programme. Students who fail to meet the required credit criteria may be excluded from the training and may be reclassified as tuition paying student.

PhD courses

The Council of the Doctoral School reviews the list of courses to be announced each year and invites lecturers to update the subjects of the courses, discusses and approves new course topics, and requests changes to them as necessary.

Doctoral students have the opportunity to take external doctoral courses in addition to the Doctoral School of Environmental Sciences. Upon acceptance and certified fulfillment of these, the credit value is decided by the Council.

Part time training abroad

The Doctoral School of Environmental Sciences supports the overall goal that doctoral students take part in foreign training. In order to ensure the quality of their studies and research abroad, doctoral students must submit a detailed study and research plan in advance, which will be approved by the Council. Recognition of foreign studies and research as credits is decided by the Council on the basis of a certificate of performance.

Regular reporting

The School requires a progress report each year, where students present their result in studies and research. Reporting shall take the form of a public oral presentation in English or a written report. The report shall include the fulfillment of study obligations, scientific results and publications in the past year. Oral presentations of 15 minutes will take place in front of the faculty members and public, in the presence of supervisors, at a pre-announced meeting of 2 days at the end of the summer exam period.

Requirements to obtain a PhD degree

The detailed requirements for obtaining the PhD degree are set out in the University's Doctoral Regulations (Section 58) and in its Annex 6/6 (Doctoral Regulations of the Faculty of Science). The Council of the Doctoral School discusses the applications for the graduation procedure and prepares a proposal for the composition of the Doctoral Committee of the public defense. The candidate's supervisor must formulate a written proposal for the initiation of the procedure and the submission of a dissertation.

The Council shall review the list and subject matter of the complex exam subjects on a regular basis, annually, and, if necessary, revise them.

Doctoral students at the School must present their work at a pre-defense before submitting their dissertation in final form. The rules are summarized in Annex 2 above.

Annual report on the activities in the Doctoral School

The Doctoral School of Environmental Sciences reviews its operations annually and reports on its financial, educational, research and other activities to the Doctoral Council of the Faculty of Science and the University Doctoral Council. The University Doctoral Council evaluates the functioning of the Doctoral School of Environmental Sciences as part of its annual report under the University Doctoral Quality Assurance Policy.