

I. Conditions of submitting a PhD dissertation:

- obtaining the *abszolutórium*, i.e. a certificate issued by the Registrar's Office stating that all coursework has been completed and other credit requirements satisfied,
- fulfilling the publication requirements and language proficiency requirements prescribed by the Doctoral School,
 - o the data of publications are uploaded to MTMT [Magyar Tudományos Művek Tára];
 - o the data of documents proving language skills are uploaded to Neptun;
- having the final version of the dissertation ready to be reviewed:
 - o successfully passing the in-house defense (*házi védés* or *munkahelyi vita*), and revising the dissertation.
 - o The dissertation successfully passes the check for plagiarism;
 - o The dissertation must contain a statement by the author that the dissertation is their own work.

II. Steps of submitting a PhD dissertation:

1) The author of the dissertation must submit the administrator of doctoral affairs (Zsuzsanna Tóth) in the Dean's Office:

- one hardcover copy of the dissertation (pages printed one-sided) (which will be included in the holdings of the university library),
- one spiral bound copy of the dissertation (pages printed one-sided),
- one copy of the booklet summarizing the dissertation, in the language of the dissertation (pages printed two-sided); the English name of the booklet is "Summary of the dissertation",
- one copy of the abstract of the dissertation in another language (maximum 2,000 characters). In case the dissertation is written in Hungarian, the abstract should be in English or another language relevant to the field of the dissertation. In case the dissertation is written in English, the summary should be in Hungarian.

The printed copies can be handed in to Zsuzsanna Tóth in person or via another person, or by mail (addressed to: SZTE BTK Dékáni Hivatal, Tóth Zsuzsanna, H-6722 Szeged, Egyetem utca 2).

If more than one member of the author's five-member defense committee requests a spiral bound printed copy of the dissertation, Zsuzsanna Tóth will let the author know, and the author is required to bring or send the requested number of printed copies as soon as possible. If the author does not want to undertake this, they are required to submit 1 hardcover copy and 3 spiral bound copies of their dissertation, 3 copies of their dissertation summary, and 3 copies of the abstract when they hand in their dissertation for defense.

2) The author must send the dissertation, the summary, and the abstract in PDF format to the doctoral administrator by email (Zsuzsanna Tóth at btkdokt@arts.u-szeged.hu).

3) The author must ensure that the dissertation, the summary, and the abstract in PDF format are uploaded (as three separate documents) to the Repository of Dissertations of the University Library (<http://doktori.bibl.u-szeged.hu/>).

The author should contact Zsuzsanna Tóth via email to receive a detailed description of the process of uploading documents to the Repository.

Note: to register in the Repository, all doctoral students/candidates must have an MTMT identification number.

4) [This step only applies to graduates who have completed a doctoral program starting in 2016 or later.] The author must request, from the doctoral administrator, an application form which must be completed, signed, and handed in (either in original form or a scanned copy, by email).

The author should provide the doctoral administrator with a copy of the attachments requested on the application form only for those documents whose data are not recorded in Neptun.

The list of publications may form a part of the dissertation summary, at the end (for example, in two groups: “Publications pertaining to the topic of the dissertation” and “Other publications”), it is not necessary to submit it as a separate document.