



REGULATIONS OF THE DOCTORAL SCHOOL OF HUNGARIAN STUDIES

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1. Preamble

Art. 1 - Legal framework

These Regulations are based on the following documents:

- a) Higher Education Law No. 199/2023 ;
- b) Emergency Ordinance No. 95 of June 28, 2024, amending and supplementing Law No. 198/2023 on pre-university education and Law No. 199/2023 on higher education;
- c) Order No. 3020/2024 of January 8, 2024, approving the Framework Regulation on doctoral studies;
- d) Order No. 3692/2024 of February 1, 2024, on the list of nationally recognized programs for establishing the degree of similarity for final studies;
- e) Order No. 3693/2024 of February 1, 2024, approving the Framework Methodology on the organization of admission to higher education in short-term, bachelor's, master's, and doctoral university study cycles;
- f) Emergency Ordinance No. 95/June 29, 2024, amending and supplementing Law No. 198/2023 on pre-university education and Law No. 199/2023 on higher education;
- g) Order No. 3482 of March 24, 2016, approving the Regulations on the organization and functioning of the National Council for the Accreditation of Academic Titles, Diplomas, and Certificates and the Regulations on the organization and functioning of the National Council for the Accreditation of Academic Titles, Diplomas, and Certificates;
- h) Order of the Minister of Education No. 5110/September 17, 2018, approving the minimum national standards required and mandatory for the award of a doctoral degree (from the 2025-2026 academic year, it will be replaced by Order No. 3018 of January 13, 2025);
- i) Order No. 3131/2018 of January 30, 2018, on the inclusion of courses on academic ethics and integrity in the curricula of all university study programs organized in higher education institutions within the national education system;
- j) The regulations of Babeş-Bolyai University on the organization and conduct of doctoral studies in force.



2. Doctoral studies in the field of Philology

Art. 2.

1) Doctoral studies represent the third cycle of university studies offered by Babeş-Bolyai University and allow students to obtain a level 8 qualification in the European Qualifications Framework (EQF) and the National Qualifications Framework. They are organized by the Institute of Doctoral Studies and the university's doctoral schools.

Art.

1) The Doctoral School of Hungarian Studies (SDSH) carries out its professional, teaching, and research activities with the help of the material resources provided by the Faculty of Letters (classrooms, laboratories, libraries, etc.) and with the contribution of the teaching staff affiliated with the school. The Secretariat of the Doctoral School of Hungarian Studies is integrated into the Secretariat of the Faculty of Letters and has special linguistic and administrative competences that can serve the optimal functioning of the doctoral school.

2) In accordance with the regulations in force, the Doctoral School of Hungarian Studies (SDSLL) is administratively subordinate to the Institute of Doctoral Studies, has the rank of a department, and is headed by a director. The Doctoral School of Hungarian Studies () is an integral part of the Hungarian line and is represented in all forums of this line of studies.

3) The Doctoral School of Hungarian Studies (SDSH), together with the Doctoral School of Linguistic and Literary Studies (SDSLL), provides training for doctoral students in the field of philology, as well as continuity of university studies within the study programs offered by Babeş-Bolyai University in Cluj-Napoca, in accordance with its multicultural and intercultural profile: the Doctoral School of Hungarian Studies for the Hungarian line, and the Doctoral School of Linguistic and Literary Studies for the Romanian and German lines.

4) Admission to doctoral studies takes place annually, based on the framework methodology provided by the Ministry of Education and Research and the Doctoral Admission Methodology of Babeş-Bolyai University in Cluj-Napoca, updated each academic year, and is organized by the Institute of Doctoral Studies, together with the doctoral schools.

5) The methodology for organizing the admission exam establishes the registration criteria for candidates, the exam schedule, and the manner in which it is conducted. In the admission exam registration documents, the candidate will specify the coordinating professor they choose and will take the exam organized by that professor, competing for the type of place allocated to them and specified by the Doctoral School of Hungarian Studies on its website.

6) Candidates who are admitted acquire the status of doctoral students upon signing a study contract with Babeş-Bolyai University, through the Institute of Doctoral Studies and the



Doctoral School of Hungarian Studies, and will maintain this status throughout their doctoral studies, except for periods of interruption, under the conditions set out in *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*, as specified above.

7) During doctoral studies, the doctoral supervisor is supported in his/her work with the doctoral student by a guidance and academic integrity committee, made up of three other teaching or research staff members (at least one of whom is external to Babeş-Bolyai University). The composition of the committee is determined by the coordinating professor, in agreement with the doctoral student.

Art. 4.

1) The Doctoral School of Hungarian Studies organizes a scientific or professional doctoral program, designed as a training program for research and higher education or other fields of activity, ensuring the development of professional and transversal skills (See Art. 3 of *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*).

2) Doctoral studies end with the public defense of an original work, the doctoral thesis, written in accordance with the ethical and specialized requirements of the field of Philology.

3) Upon completion of doctoral studies, Babeş-Bolyai University awards the diploma and title of Doctor of Science.

Art. 5.

1) Doctoral studies offered by the Doctoral School of Hungarian Studies are conducted in Hungarian (or, in certain special cases, in foreign languages) and comprise:

a. a program based on advanced university studies, consisting of activities carried out in institutionalized study groups for 12-14 weeks during one semester of the first year of study;

b. an individual research program, organized under the supervision of a coordinating professor and a guidance committee, which runs throughout the entire duration of the university studies. The individual research program is complemented by a series of complementary activities, scientific events, and training organized by the Doctoral School of Hungarian Studies.

The duration of the doctoral program at the Doctoral School of Hungarian Studies is 4 years. In special situations provided for by *the Babeş-Bolyai University Regulations on the*



organization and conduct of doctoral studies, an extension of doctoral studies may be requested for a period of 2 or 4 semesters (with the approval of the SDSH Council and the UBB Senate), regulated by an addendum to the existing study contract (cf. Art. 22). The extension may be granted only once (cf. Art. 22, 3).

Art. 6.

1) Doctoral students who are in the doctoral internship period may request the interruption (and subsequent resumption) of their doctoral studies, based on the conditions specified in Art. 23 of the *Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.

Art.

1) Doctoral students who do not complete their doctoral studies within the 4-year doctoral internship period, under the conditions provided for in the study contract and its addenda, may request, by means of an application signed by their supervising professor, an extension of these studies for a maximum period of 2 years from the end of the internship.

2) Doctoral student status is maintained throughout this period, but doctoral students in the situation referred to in paragraph 1 are not entitled to a scholarship funded by the Ministry of Education.

Art. 8.

1) Under the conditions established by law and the regulations in force at UBB, the Doctoral School of Hungarian Studies may equate previous doctoral internships and/or scientific research internships carried out in Romania or abroad, in higher education institutions or recognised research centres, as well as the completion of courses within research-based master's degree programmes.

The equivalence of a previous doctoral internship is possible only if the following conditions are met cumulatively:

- a) the previous internship is in the same field as the current one;
- b) the research topic is retained from the previous internship;
- c) the subjects in the current curriculum coincide with those taken or at least the topics covered are similar.

Otherwise, only certain subjects/elements that cumulatively meet these conditions are recognized.

Equivalence procedure:



a) directly, based on an equivalence request, if ECTS credits have been accumulated for the subjects in the previous plan. This is certified by the ISD issuing a school report on the previous doctoral course. In the case of recognition of subjects in the individual plan, the doctoral supervisor requests the doctoral school to grant equivalence based on the previous and current curricula. The doctoral school council will review the request, in consultation with the course instructor, and the equivalence procedures will be followed. Following the council meeting on equivalence, minutes will be drawn up detailing the outcome of this process and the recognition of the plan.

b) The doctoral student and the doctoral supervisor request equivalence from the doctoral school based on the previous and current curricula. The doctoral school council will review the request, in consultation with the subject coordinator, and the equivalence procedures will be followed. Following the council meeting on equivalence, minutes shall be drawn up showing that this process has been completed and the plan has been approved.

The documents shall be submitted to the Doctoral School of Hungarian Studies no later than the first week of the academic year in which the doctoral student was admitted to the new doctoral program.

The recognition of elements or the entire individual plan for scientific research/artistic creation can only be done if the thesis topic has remained unchanged, provided that credits have been obtained for previous activities.

2) If the doctoral student has completed a research master's degree, the doctoral school council may decide to equate it with part of the individual training in the first year of the doctorate (certain courses organized by the doctoral school), based on a file submitted by the doctoral student and approved by his/her supervisor. The file shall be submitted to the secretariat of the Doctoral School of Hungarian Studies together with the study contract and shall include: the doctoral student's request for the equivalence of courses (with their explicit indication), a copy of the transcript, and a copy of the list of subjects for which equivalence is requested. The Council of the Doctoral School of Hungarian Studies will take into account, for the approval of these requests, the existence of a curricular correspondence (field, subfield of research, topic, etc.) between the courses whose recognition is requested and the doctoral student's current research topic. The subject Research Methods Specific to the Doctoral Field, as well as Fundamental Issues of Research Ethics Specific to the Doctoral Field, cannot be equated with the subjects of a research master's degree.

Art. 9.



1) The doctoral study program is organized for scientific and professional doctorates, in the form of education provided for by the legislation in force, respectively doctoral university study programs: full-time and part-time.

- (a) Full-time doctoral programs are offered with scholarships, without scholarships (but with budget funding), or with tuition fees.
- (b) Doctoral programs organized in the part-time form of education are without scholarship or fee-based.

2) The obligations of doctoral students in full-time programs are as follows:

- (a) for university courses and seminars: completion of the tasks indicated in the course description (according to the requirements mentioned in the description of each course in the curriculum, undertaken by the doctoral student through the individual study plan);
- (b) for courses: presenting a report or a written paper (depending on the requirements mentioned in the syllabus for each subject in the curriculum, as agreed by the doctoral student in their individual study plan);
- (c) for seminars: participation in 75% of the seminars indicated in the timetable; active attendance and completion of the tasks indicated during the semester by the tenured teacher.
- (d) participation in at least one annual conference organized by the Doctoral School of Hungarian Studies
- (e) completion of administrative and scientific tasks assigned by the doctoral supervisor in accordance with the contract signed by the doctoral student

3) The obligations of the doctoral student regarding the part-time form are as follows:

- (a) for university courses and seminars: fulfilling the tasks indicated in the course description (according to the requirements mentioned in the description of each course in the curriculum, assumed by the doctoral student through the individual study plan);
- (b) for courses: presentation of a report or written paper (depending on the requirements mentioned in the syllabus for each subject in the curriculum, undertaken by the doctoral student through the individual study plan).



- (c) for seminars: participation in 25% of the seminars indicated in the timetable; active attendance and completion of the tasks indicated during the semester by the tenured teacher.
- (d) participation in at least one annual conference organized by the Doctoral School of Hungarian Studies
- (e) completion of administrative and scientific tasks assigned by the doctoral supervisor in accordance with the contract signed by the doctoral student
- (f) part-time doctoral students will not have teaching obligations at the Doctoral School of Hungarian Studies

Art. 10.

- 1) The curriculum of the Doctoral School of Hungarian Studies includes subjects taught in Hungarian (and possibly Romanian, English, French, German).
- 2) The Doctoral School of Hungarian Studies supports the internationalization of doctoral studies at Babeş-Bolyai University through its multilingual study offer, ensuring that some modules included in the plan or some of the complementary activities are also offered in an internationally used language.

Art. 11.

- 1) The Doctoral School of Hungarian Studies offers doctoral students an curriculum that is updated annually for the subfields specific to its structure.
- 2) Through the subjects included in this curriculum, the Doctoral School of Hungarian Studies aims not only to provide professional training to doctoral students, but also to expand their specialist knowledge in their field of specialization (Philology) through an interdisciplinary approach to the proposed topics.

Art. 12.

- 1) Babeş-Bolyai University in Cluj-Napoca offers doctoral students the opportunity to pursue a joint doctoral degree, in accordance with *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.
- 2) Doctoral students may undertake a European doctorate, in compliance with the internal regulations of UBB.



Art. 13.

- 1) The Doctoral School of Hungarian Studies benefits from grants awarded by the Ministry of Education and Research to Babeş-Bolyai University for budgeting doctoral admission places.
- 2) To the extent that the school's professors access research grants (CDI) that allow them to budget for doctoral places, these are distributed through competitions organized in accordance with *Admission to doctoral studies*, Art. 11 of the *Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.

Art. 14.

Doctoral students may also be enrolled in doctoral studies on a fee-paying basis, in accordance with the *Babeş-Bolyai University Regulations on the organisation and conduct of doctoral studies*.

3. Doctoral School of Hungarian Studies

Art. 15.

- 1) The activity of the Doctoral School of Hungarian Studies is coordinated by the Council for Doctoral Studies (CSUD) and the Institute for Doctoral Studies of Babeş-Bolyai University as IOSUD.
- 2) The Doctoral School of Hungarian Studies operates within the Faculty of Letters of Babeş-Bolyai University.
- 3) The Doctoral School of Hungarian Studies is made up of tenured professors, doctoral supervisors in the field of philology, with employment contracts with Babeş-Bolyai University, and affiliated professors and researchers, as well as doctoral students coordinated by the school's professors. According to the regulations in force, a doctoral supervisor may be a full member of only one doctoral school in the country or abroad.

Art. 16.

- 1) The Doctoral School of Hungarian Studies draws up its own job descriptions, organizes doctoral studies for doctoral students enrolled in its programs, and establishes the criteria for writing and completing doctoral theses.
- 2) The Doctoral School of Hungarian Studies concludes its own cooperation agreements with other doctoral schools in partner universities and academic institutions, in accordance with the legal provisions.



3) The Doctoral School of Hungarian Studies may initiate and submit documentation regarding access to specific funding (grants) for its doctoral programs. The Doctoral School of Hungarian Studies may initiate or host postdoctoral programs or postdoctoral researchers from Romania and abroad.

4) The Doctoral School of Hungarian Studies organizes at least one scientific session of communications or a thematic conference for doctoral students each year, in which participate in and young researchers from outside the Doctoral School of Hungarian Studies.

5) The Doctoral School of Hungarian Studies may financially support (from its available budget) certain doctoral scientific events and/or the publication of volumes of scientific events organized by it (eligible expenses), with the approval of the SDSH Council, the chief administrator of the faculty, and the dean of the Faculty of Letters.

Art. 17.

1) The Doctoral School of Hungarian Studies is administered by its Council, which holds a status equivalent to that of a Departmental Board, and is led by the Director of the Doctoral School, whose position corresponds to that of a Department Chair. The Director serves as an *ex officio* member of the Council of the Doctoral School of Hungarian Studies.

2) The Doctoral School Council is the directly elected governing body of the Doctoral School of Hungarian Studies. In addition to the Director, the Council is composed of the following members: 2.1) Individuals qualified as doctoral supervisors within the respective school; the Council shall consist of a minimum of three and a maximum of five doctoral supervisors from the SDSH. 2.2) Doctoral students, who shall have at least one representative within the Council.

3) The term of office for members of the Doctoral School Council (SDSH) is five years.

4) The Doctoral School may invite distinguished faculty, researchers, or prominent figures from significant socioeconomic or cultural sectors to serve as honorary advisors. These individuals shall serve in a non-voting capacity to support the activities of the Doctoral School.

Art. 18.

1) Elections for the Doctoral School of Hungarian Studies Council are held by direct and secret ballot of its voters (tenured doctoral supervisors and doctoral students enrolled in the doctoral school and currently on internship at the time of the elections).

a) Faculty members with voting rights shall elect, directly and secretly, the director and other members of the doctoral school council, taking into account the applications submitted (with the exception of the doctoral student on the council, who is elected by the doctoral students).



- b) Doctoral supervisors or researchers who will be members of the council of the Doctoral School of Hungarian Studies must meet the minimum and mandatory standards for the award of the habilitation certificate in force at the time of the elections.
- c) Doctoral students elect their representative to the school council by direct and secret ballot and communicate the results of the elections to the director of the doctoral school. Upon completion of their doctoral studies, on the date of the public defense of their thesis, they lose their membership in the council.
- d) The election of a member of the doctoral school council is done by a simple majority of the votes of those present.
- e) Vacancies on the school council during a term of office shall be filled in accordance with the provisions in force.
- f) If the quorum of voters is not met at the election meeting, the meeting shall be rescheduled within a minimum of 2 days and a maximum of 7 working days. If the quorum (half plus one of the full members of the Doctoral School of Hungarian Studies) is still not met, the meeting shall be held with the voters present.
- 2) The term of office of the doctoral school council is 5 years.

Art. 19.

- 1) The Council of the Doctoral School of Hungarian Studies assumes all the duties incumbent upon it under Art. 9 of the *Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.
- 2) The Council of the Doctoral School of Hungarian Studies shall draw up all regulations, documents, annexes thereto, as well as any amendments thereto.
- 3) The Council meets at least three times a year, and is convened by the director of the Doctoral School of Hungarian Studies or its members (at least one third).
- 4) The director of the Doctoral School of Hungarian Studies shall report on the activities of the council and the SDSH to the plenary session of the doctoral school at least once a year to discuss current issues or various projects under consideration.

Art. 20.



- 1) The doctoral school council shall decide on the granting/withdrawal of the status of *holder* of the Doctoral School of Hungarian Studies to a doctoral supervisor, or the status of affiliated university teacher or affiliated researcher, taking into account the provisions in force.
- 2) The Council of the Doctoral School of Hungarian Studies decides, at the proposal of the tenured doctoral supervisors, on the enrollment in doctoral studies of candidates selected through the admission competition.
- 3) The Council of the Doctoral School of Hungarian Studies decides, at the proposal of tenured or affiliated doctoral supervisors, on the expulsion of doctoral students, in accordance with the legislation in force.
- 4) The Council of the Doctoral School of Hungarian Studies reassigns the supervision of an ongoing doctoral program to another doctoral supervisor (with the latter's consent and depending on their field of research) in the event that the doctoral supervisor has reached the age of 65 and does not wish to continue his or her doctoral supervision activity or in any other situations provided for in *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies* (Articles 9 and 28).

Art. 21.

- 1) At the proposal of the director of the doctoral school, the Council of the Doctoral School of Hungarian Studies shall develop the content of each doctoral program (the subjects that constitute the teaching activity in the doctoral program, the number of hours allocated to the course, seminar, and practical work within a subject, the number of transferable credits allocated to the subjects and the list of teaching staff teaching within the program), including the proportion of individual activities, study group activities, and research activities carried out under the coordination of doctoral supervisors.
- 2) The Council of the Doctoral School of Hungarian Studies approves the individual doctoral study plans of doctoral students; implements and monitors compliance with doctoral study programs.
- 3) The Council of the Doctoral School of Hungarian Studies implements the rules of professional ethics and conduct, which establish the manner of cooperation between doctoral supervisors and doctoral students.
- 4) The Council of the Doctoral School of Hungarian Studies examines issues of ethics and professional conduct raised by teaching staff or doctoral students and decides on them in accordance with legal provisions (if necessary, by referring them to the Faculty Ethics



Committee or the Ethics Committee of the Hungarian Department of the Faculty or of Babeş-Bolyai University).

5) The Council of the Doctoral School of Hungarian Studies mediates issues arising in the relationship between the doctoral student and his or her doctoral supervisor, respectively with the members of his or her guidance committee.

Art. 22.

- 1) The doctoral school council mediates access to research resources.
- 2) The Doctoral School Council periodically evaluates the scientific activity of doctoral supervisors and doctoral students.
- 3) The doctoral school council shall establish the methods for preventing and sanctioning fraud and plagiarism in the scientific research activities of the members of the Doctoral School of Hungarian Studies.

Art. 23.

1) The doctoral school council implements procedures for highlighting the results of doctoral research, for the purpose of evaluating doctoral theses and approving them for public defense: organizing scientific sessions or thematic conferences for doctoral students (and awarding prizes for valuable work), supporting the presence of doctoral students in the specialized publications of the Faculty of Letters and UBB, respectively international publications on Hungarian studies, supporting the applications of meritorious doctoral students for national and international, state and private scholarships during their doctoral studies. The doctoral school council will implement and supervise the use of financial resources for research (research grants) for doctoral students. The doctoral school council will draw up its own regulations on the use of the doctoral research fund.

2) The doctoral school council shall ensure that candidates for doctoral studies are provided with accurate and complete information on the assessment and selection process for the admission competition, on the content of doctoral study programs and the criteria for evaluating research results, as well as on the ways in which doctoral studies can be capitalized on; This information shall be provided by posting all the necessary information, updated for the academic year in which the doctoral school organises admission to doctoral studies, on the website of the Doctoral School of Hungarian Studies.



Art. 24.

- 1) The Council of the Doctoral School of Hungarian Studies establishes as the sole criterion for the selection of official referees that of competence in the field of the theses being evaluated.
- 2) The Council of the Doctoral School of Hungarian Studies approves the doctoral committees set up in accordance with Art. 9 of *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.

Art. 25.

- 1) The Council of the Doctoral School of Hungarian Studies ensures the internal evaluation of doctoral programs.
- 2) The Council of the Doctoral School of Hungarian Studies shall draw up indicators for monitoring and evaluating research directions, the performance of doctoral supervisors, and doctoral students. Based on these evaluations, the doctoral school shall review, modify, and adapt the structure of doctoral programs; internal evaluation shall be organized at least every five years.
- 3) The Council of the Doctoral School of Hungarian Studies assists the external evaluator in the evaluation process, with a view to the provisional authorization or accreditation/reaccreditation of the doctoral school.

Art. 26.

- 1) Any tenured faculty member of the Faculty of Letters who has the right to supervise doctoral studies, is affiliated with SDSH as a tenured member, and does not hold any other administrative positions that would constitute a conflict of interest (e.g., is not a dean, vice-dean, department director, rector, vice-rector, director in academic or ministerial institutions).
- 2) The appointment of the director of the doctoral school is established by *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*; for this appointment, the doctoral school will communicate to the CSUD the applications submitted within the deadline set by the electoral calendar of Babeş-Bolyai University, which meet the conditions stipulated by the legislation in force.
 - a) Candidates for the position of director of the doctoral school shall submit an application file to the election organizing committee within the doctoral school (the file shall include a CV and a statement of intent).



- b) If no candidacy is expressed, the CSUD management will appoint an interim director for a period of one year from among the professors proposed by the doctoral school council for this position, and the elections will be repeated after the expiration of this period.
- c) The term of office of the director of the doctoral school is 5 years.

Art. 27.

1) The director of the Doctoral School of Hungarian Studies has the following duties:

- a) The director of the doctoral school approves doctoral study contracts upon their conclusion.
- b) The director of the doctoral school approves changes to a doctoral student's individual study plan after examining the reasons submitted by the student and their doctoral supervisor, in writing, to the council of the Doctoral School of Hungarian Studies, in accordance with the provisions of *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.
- c) The director of the doctoral school approves, for doctoral students who have opted for graded assessment, their joint request to be examined by the lecturer of the respective discipline, signed in advance by the lecturer.
- d) The director of the doctoral school supervises the following tasks of the doctoral school secretariat
doctoral school:
- anti-plagiarism control using software dedicated to this purpose and approved by CNATDCU, in accordance with the provisions of CSUD of Babeş-Bolyai University, prior to the preliminary defense;
- the similarity report generated as a result of this check, in accordance with legal provisions;
- the doctoral supervisor's comments on the similarity report.
- e) The director of the doctoral school approves the thesis defense file.
- f) The director of the doctoral school supervises admission to the doctoral school and, in agreement with the doctoral school council, ranks the requests of doctoral supervisors regarding admission places.

2) The director of the doctoral school draws up the staffing table for the doctoral school.

Art. 28.

1) The director of the doctoral school represents the Council of the Doctoral School of Hungarian Studies in all situations provided for by law.



2) The Director of the Doctoral School of Hungarian Studies shall present a report on the activities of the council to all members of the doctoral school once a year and at the end of his/her term of office. This report shall be submitted to the CSUD for approval.

4. Doctoral supervisors

Art. 29.

1) Teaching and research staff who meet the conditions for habilitation or recognition thereof, as established by Higher Education Law No. 199/2023, OME No. 3998 of 20.04.2024, and HS 78 of 10.06.2024. Teaching or research staff with this status will supervise doctoral theses in the field for which they have obtained accreditation.

a) A doctoral supervisor may supervise a maximum of 8 doctoral students. As an exception, up to a maximum of 12 doctoral students per doctoral supervisor may be supervised only with the approval of the university senate, but not for more than 20% of the doctoral supervisors in the Doctoral School of Hungarian Studies.

b) In this capacity, the doctoral supervisor has all the rights and duties provided for in Article 8 of *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.

Article 30.

1) A doctoral supervisor may only be a member of one doctoral school, but may also be affiliated with another school, under the conditions mentioned in Article 8 (14) of *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.

2) The status of professors who have reached retirement age is regulated by *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.

3) Retired doctoral supervisors may continue their teaching, research, and coordination activities carried out within the doctoral school by extending them in accordance with the Methodology for the continuation of teaching and research activities after reaching retirement age at Babeş-Bolyai University, until reaching the age of 70, and shall supervise the doctoral programs they coordinate until their completion.

4) If a retired doctoral supervisor announces in writing to the Doctoral School of Hungarian Studies that they do not wish to continue their activity (research, teaching, and coordination) within the school, the doctoral school council will reassign this professor's doctoral students



to another member of the school, ensuring that this transition process is carried out in a democratic and transparent manner, in consultation with all those involved (the retired professor, the doctoral student, potential supervisors within the school).

Art. 31.

1) The rights and obligations of the doctoral supervisor derive from the Higher Education Law No. 199/2023, the Charter of Babeş-Bolyai University, Art. 8 (14) of *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*, as well as from the present regulations of the Doctoral School of Hungarian Studies, and from his/her employment contract.

2) The doctoral supervisor has the following rights:

- a) The doctoral supervisor may submit the necessary documentation for competitions for doctoral grants or other research grants that budget for doctoral positions.
- b) The doctoral supervisor shall announce, at the request of the council of the Doctoral School of Hungarian Studies, whether he/she will organize the doctoral admission exam and whether he/she will request places in the admission session(s) organized by the doctoral school.
- c) The doctoral supervisor shall determine the content of the tests specific to the subfield he/she represents, in accordance with the doctoral admission methodology of the Institute of Doctoral Studies and that of the doctoral school, respecting the admission calendar.
- d) The doctoral supervisor shall announce the admission results to the doctoral school council and propose the enrollment of the candidates declared admitted.
- e) The doctoral supervisor is the first institutional signatory of the doctoral studies contract and the individual study plan of each doctoral student he supervises.
- f) The doctoral supervisor approves requests to change certain subjects in a doctoral student's study plan before these requests are submitted for approval to the director of the doctoral school.
- g) The doctoral supervisor establishes the composition of the guidance committee for each doctoral student supervised, also complying with Article 14 of *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.
- h) The doctoral supervisor approves the request to change the title of the thesis before the doctoral student submits it for information to the director of the doctoral school and the ISD of Babeş-Bolyai University in Cluj-Napoca.
- i) The doctoral supervisor proposes the composition of the thesis defense committee, after consulting with the doctoral school council.



j) In the case of an internal or external evaluation, the doctoral supervisor must be informed in a timely manner about the evaluation methodology and, subsequently, about the results of the evaluation.

3) The doctoral supervisor has the following obligations:

a) The doctoral supervisor provides the doctoral student under his/her supervision with rigorous and professional scientific guidance throughout the duration of the doctoral studies (not including periods of interruption).

b) The doctoral supervisor shall provide the doctoral student with all the necessary conditions, information, and opportunities throughout their doctoral studies, including for mobility activities and research grants, and shall support the doctoral student's progress in their research process until the completion of their doctoral studies.

c) The doctoral supervisor periodically checks the activities of the doctoral student under supervision during their doctoral studies and objectively and rigorously evaluates the results, together with the supervisory committee.

d) The doctoral supervisor shall determine, after consultation with the doctoral student and their supervisory committee, the actual date of each presentation (research report) provided for in the doctoral student's individual plan, respecting the maximum interval of 12 months between them, as well as the manner in which the annual presentations are to be conducted.

e) The doctoral supervisor may decide that, in the interest of the doctoral student's research, the presentation planned by the student should be accompanied by a written report as part of their research. The doctoral supervisor shall submit this report to the other members of the supervisory committee.

f) If the doctoral supervisor invites an audience consisting of other doctoral students, members of the same research project team, other specialists besides the members of the guidance committee, or organizes these presentations as part of research training seminars, he/she shall ensure that all necessary information has been communicated to the participants in advance.

g) The doctoral supervisor may not be absent from these presentations by his/her doctoral students and shall sign the minutes of the presentation, together with the members of the supervisory committee.

h) The doctoral supervisor shall draw up a list of research topics, in accordance with the highest professional standards, in order to enable the doctoral student to integrate into the professional field and the labor market.

i) The doctoral supervisor must avoid any conflicts of interest during the supervision of the doctoral student (including with regard to the members of the supervision committee and the thesis defense committee).

j) If the doctoral supervisor or members of the supervision committee request the doctoral school council to terminate the supervision or guidance relationship with a doctoral student,



they are required to add a written justification for this decision to the request. Otherwise, the request cannot be considered.

5. Admission to doctoral studies

Art. 32.

1) Any candidate holding a bachelor's and master's degree (or equivalent degrees) in philology and related fields may apply for the doctoral studies admission exam organized by the Doctoral School of Hungarian Studies, provided that they have obtained at least 300 credits from previous programs.

2) The documents required for admission are specified in the admission methodology for the respective year.

3) Each doctoral supervisor shall submit for approval to the council of the Doctoral School of Hungarian Studies, at least two months before the organization of doctoral admissions, a document containing the following: 1. an explicit set of criteria for evaluating candidates, 2. a bibliography for the admission exam, 3. a description of the thematic area of the research project(s) in which the candidates' doctoral thesis proposals will be framed, 4. an estimate of the number of places requested for admission:

a) The Council of the Doctoral School of Hungarian Studies approves these proposals or requests that they be revised in time for the organization of the admission process.

b) The approved proposals are submitted in writing by the Council of the Doctoral School of Hungarian Studies to the director of the Institute of Doctoral Studies and made public by posting them on the notice board of the Doctoral School of Hungarian Studies and on the doctoral school's website.

c) The admission places (state-funded with scholarship/without scholarship or fee-paying, depending on the type of doctorate) allocated to the Doctoral School of Hungarian Studies by the Board of Directors of Babeş-Bolyai University are managed at the doctoral school level in consultation with all teaching staff organizing admissions for the academic year in question. They will be distributed internally according to the decisions of the Board of Directors and the CSUD, as well as according to the needs of each subfield in a fair manner, so that each teaching staff member involved has access to them. The proposal for the distribution of places and the final decisions will be made by the director of the SDSH. The proposal and decision will be justified.

Art. 33.



- 1) During the examination and selection stage of candidates for admission to doctoral studies, any form of direct or indirect discrimination against them is prohibited by law.
- 2) The conditions and fees for admission to doctoral studies are the same for candidates from the European Community, the European Economic Area, or the Swiss Confederation.
- 3) Admission examinations are conducted in accordance with Art. 6 (11) of *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*, under the supervision of the Council of the Doctoral School of Hungarian Studies.

Art. 34.

- 1) The director of the Doctoral School of Hungarian Studies is responsible for ensuring that the admission exam is conducted under optimal conditions, taking into account legal provisions, academic ethics, and compliance with the rules and regulations in force.
- 2) The admission results are validated by the council of the Doctoral School of Hungarian Studies and forwarded to the CSUD, based on the internal documents submitted by the doctoral supervisors.

6. Training programs for doctoral students, organized by the Doctoral School of Hungarian Studies

6.1. Training program based on advanced university studies

Art. 35

- 1) This program ensures the training of doctoral students through teaching and scientific activities and takes place exclusively in the first year of the doctorate.
- 2) The Doctoral School of Hungarian Studies organizes training programs based on advanced university studies for the subfields present in the doctoral school according to its curriculum.

Art.

- 1) The teaching and research activities that may comprise a training program include courses, seminars, laboratories, workshops, participation in conferences, or course modules taught by prestigious professors invited to the Faculty of Letters, participation in research training modules organized by the SDSH, Babeş-Bolyai University, or partner institutions.



2) The teaching activities that are part of the doctoral student's training program must include a subject dedicated to research methods specific to the doctoral field, as well as fundamental issues of research ethics specific to the doctoral field. This subject/modules are compulsory for all doctoral students of the Doctoral School of Hungarian Studies.

3) The number of subjects offered by the Doctoral School of Hungarian Studies within these programs, the forms of organization/delivery of courses and their subsequent assessments comply with Article 7 of the *Babeş-Bolyai University Regulations on the organization and delivery of doctoral studies*.

Article 37.

1) The training program based on advanced university studies may be conducted in Hungarian (or, in special cases, in a foreign language of communication).

2) The training programs are posted on the website of the Doctoral School of Hungarian Studies, along with other information packages related to the subjects taught in the respective academic year (subject descriptions, timetable, consultation schedule, complementary programs, mobility and research scholarships, etc.).

6.2. Individual scientific research program

Art.

1) The individual training program of the doctoral student is established in accordance with the provisions of the *Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies* (Articles 19-20). In the case of a cotutelle, this program shall also be in accordance with the regulations of the partner university.

The individual program of the doctoral student must be designed by its coordinator (coordinators – in cases of joint supervision), in agreement with the doctoral student, so as to meet the specific needs of training for research, documentation, and insertion of the doctoral student into the academic life of their field, at the national and international level.

2) The individual program may include the doctoral student's participation in one or more research projects established by the doctoral supervisor (Articles 19-20 of the *Regulations*). These projects may be: research grants, editorial projects, organization of scientific events and publication of their proceedings; they may be coordinated by the doctoral supervisor or other qualified teaching staff. The doctoral student's participation shall be reported by him/her in the annual research report.



3) If the director of this program is not the same as the doctoral supervisor, it is recommended (but not mandatory) that this program director be part of the doctoral student's guidance committee.

Art. 39.

- 1) The annual presentations of the doctoral student's individual progress are established and supported in accordance with the regulations in force. The annual presentations shall be accompanied by a file of written documents attesting to the progress of the doctoral student's research, in accordance with the requirements of the doctoral supervisor.
- 2) Annual presentations may also be organized via videoconference. In this case, the doctoral supervisor shall ensure that he/she has the agreement of the committee members and shall request the approval of the director of the doctoral school. The doctoral supervisor shall convene the meeting, explicitly mentioning the technical details, and shall choose the platform agreed upon by UBB and SDSH.
- 3) The individual scientific research program will include at least one annual participation in a national or international conference/colloquium in the field of the thesis, which the doctoral student will report on in the annual research report.

7. Preparation and defense of the doctoral thesis

Art. 40.

The Doctoral School of Hungarian Studies has developed *the Guide for Writing Doctoral Theses*, as *Annex 1* to these regulations.

- (a) Doctoral supervisors are directly responsible for compliance with the writing guide during the preparation and completion of the doctoral thesis;
- (b) If the thesis does not comply with this Guide, it may be rejected at any stage of its evaluation (by the supervisory committee or the defense committee).

Art. 41.

- 1) The evaluation of the doctoral thesis shall take into account 1. the results of the research, 2. its innovative character
innovative nature of the research, 3. the topicality of the subject addressed in the context of advanced research in the field of the thesis, 4. the insertion of the research into a field of scientific interest, 5. the doctoral student's ability to disseminate – through the doctoral thesis itself, but also through related publications



associated with it during the doctoral internship – the original results achieved during the research, 6. compliance (in the body of the thesis) with the legal provisions regarding the form/size of the text, the indication of bibliographic references, as well as the provisions of research ethics.

2) The supervisory committee will discuss the thesis in a public meeting, which other doctoral students involved in similar research projects are also recommended to attend. The doctoral supervisor may also invite other specialists in the field, whose opinions may be important for the doctoral student in completing their research. The presence of these persons will be recorded in the minutes of the meeting.

3) The public defense of the doctoral thesis is organized in accordance with the legislation in force (Articles 33-34 of *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*).

8. Doctoral students

Art. 42.

1) Doctoral students who are in their doctoral internship period are included in the Doctoral School's staffing table.

2) Doctoral students sign a contract and various annexes thereto (study plan, etc.) with Babeş-Bolyai University, in accordance with Art. 12 of *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.

3) Doctoral students have all the rights guaranteed by the legislation in force and all the obligations deriving from it, in accordance with Article 15 of *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.

Art. 43.

During doctoral studies (except for any periods of interruption), doctoral students have the following rights:

- a) to receive information about the Doctoral School and the study program it offers;
- b) to be actively involved in drawing up their individual study plan, together with their doctoral supervisor;
- c) to receive appropriate professional guidance from their doctoral supervisor and the guidance committee;



- d) to request the Council of the Doctoral School of Hungarian Studies to change their coordinator, justifying their request in writing;
- e) be involved in the activities of the department in which their doctoral supervisor participates
- doctorate, which are convergent with his doctoral studies;
- f) The doctoral student is represented in the Council of the doctoral school to which he/she belongs by a doctoral student, elected by a simple majority vote of all doctoral students at a General Assembly of doctoral students of the Doctoral School of Hungarian Studies during the university elections, according to the calendar established by Babeş-Bolyai University. If the doctoral student elected to the Council loses their doctoral status before the end of their term, the election of the new representative shall be carried out using the same procedure, within
within 30 days of the vacancy on the Council.
- Doctoral students are also represented on the Faculty Council, occupying one of the seats allocated to students in the Faculty of Letters for all doctoral schools. This representative is elected by the same General Assembly of all doctoral students of the Faculty. Doctoral students of the Doctoral School of Hungarian Studies are also represented in the Senate of Babeş-Bolyai University, on one of the seats allocated to doctoral students of Hungarian origin.
- g) have access to the research resources offered by Babeş-Bolyai University for their preparation and for the development of their doctoral thesis;
- h) participate in activities organized by other doctoral schools at Babeş-Bolyai University, with the prior consent of their doctoral supervisor;
- i) participate, together with their doctoral supervisor and with their consent, in research projects;
- j) to carry out a joint doctoral program, in accordance with the regulations in force, and to receive the necessary support for national or international mobility;
- k) to register for national and international scientific conferences, with the consent of their doctoral supervisor, and to obtain institutional support for this purpose;
- l) have access to the mobility resources offered by Babeş-Bolyai University
- m) Doctoral students may carry out teaching and tutoring activities with students in the Faculty of Letters, with the agreement of their doctoral supervisor, within the limits set out in *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*. A number of ethical aspects of these activities are regulated at the doctoral school level in *Annex 3*.

Art. 44.

Doctoral students have the following obligations throughout their doctoral studies (excluding any periods of interruption or grace periods):



- a) to communicate throughout their doctoral studies with their doctoral supervisor and the members of the guidance committee and to submit to them the required activity reports;
- b) to comply with the individual doctoral study plan and to complete the tasks and activities specified therein;
- c) to behave in accordance with the rules of Babeş-Bolyai University;
- d) to be involved in the smooth running of the doctoral program;
- e) cooperate with the Doctoral School of Hungarian Studies and the Institute of Doctoral Studies.

Art. 45.

- 1) Conflicts of interest (between the doctoral student and his/her doctoral supervisor or members of his/her supervisory committee) are regulated by *the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.
- 2) Loss of doctoral student status, change of doctoral supervisor, and loss of membership in a doctoral school are regulated in accordance with the provisions *of the Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies*.

9. Principles of scientific, professional, and academic ethics and deontology

Art. 46.

All members and doctoral students of the Doctoral School of Hungarian Studies are required to be familiar with and comply with the provisions of the Code of Ethics and Professional Conduct of Babeş-Bolyai University in Cluj-Napoca
https://www.ubbcluj.ro/ro/despre/organizare/files/etica/Codul_Etic_al_UBB.pdf

10. Final provisions

Art.

- 1) The regulations of the Doctoral School of Hungarian Studies are drawn up by the doctoral school council, in consultation with all doctoral supervisors in the school, in accordance with the legal provisions.
- 2) The regulations governing the organization and operation of the doctoral school shall be approved by universal, direct, secret, and equal vote of the absolute majority of the tenured doctoral supervisors of the respective school. The regulations governing the organization and operation of the doctoral school shall also be approved by the council of the faculty to which



that doctoral school is attached and subsequently approved by the CSUD. The regulations shall enter into force following these approvals.

3) The regulations of the Doctoral School of Hungarian Studies shall be supplemented whenever necessary with new legal or administrative provisions concerning the activity of the doctoral school.

4) The Regulations of the Doctoral School of Hungarian Studies are accompanied by *Annex 1*, Guide to Writing a Doctoral Thesis for the Doctoral School of Hungarian Studies.

5) The Regulations of the Doctoral School of Hungarian Studies are accompanied by *Annex 2*, concerning the procedures by which a qualified teacher can become a member of the Doctoral School of Hungarian Studies.

Doctoral School of Hungarian Studies

6) The Regulations of the Doctoral School of Hungarian Studies are accompanied by *Annex 3*, concerning certain ethical aspects of the teaching and tutoring activities of doctoral students.

APPENDICES

Appendix 1

GUIDELINES FOR WRITING A DOCTORAL THESIS (developed within the Doctoral School of Hungarian Studies)

N.B.: The details of the reference system indicated below may be modified, with the express consent of/under the guidance of the doctoral supervisor, in accordance with current academic practices in the respective subfield.

1. Thesis size, pagination, binding of the printed document

- Doctoral theses submitted to the Doctoral School of Hungarian Studies shall have a minimum of 200 pages (plus appendices) of 2,500 characters per page (including spaces), regardless of the font size used.
- Theses shall have numbered pages, starting with the first page of the actual text (i.e., excluding the title page) and continuing to the end of the printed document.
- It is recommended that theses be printed exclusively on the front of A4 pages, not on the back.



- Printed copies submitted to the doctoral school secretariat for defense shall be bound in cardboard covers.

2. Title page (cover page) of the thesis

- The cover page of the thesis shall include, in principle:
- the name of the institution (university, faculty) where the doctoral student is enrolled, as well as the name of the doctoral school (optional). In the case of a joint doctoral program, the names of both institutions shall be included;
- type of doctorate and/or field of thesis: (e.g.) "scientific/professional doctorate in the field of Philology."
- the author's first and last name (as it appears in the doctoral studies contract);
- title of the thesis;
- academic degree, followed by the surname and first name of the doctoral supervisor (as stated in the doctoral study contract).
- if the thesis is co-supervised, the title page may be completed with other information required by the partner university in its regulations.

2. Table of contents (also called Summary or Contents)

The table of contents should preferably be presented at the beginning of the document, after the title page. The list of thesis appendices should always be given at the end of the table of contents.

3. General criteria for writing the thesis

- Final editing in Times New Roman font, size 12, is recommended; the use of another font is permitted, provided that the font—whatever it may be—is consistent throughout the text of the thesis and its appendices.
- Theses written without the diacritics specific to the Hungarian language are not permitted.
- The text should be spaced at 1.5 lines, except for quotations, which are subject to specific rules: if the quotation is longer than 3 lines, it shall be paginated in a separate paragraph from the text of the thesis, as block text, with a font size smaller than that of the thesis text (e.g., if the thesis is written in 12-point font, block text quotations shall be written in 11-point or 10-point font).

4. Sources and bibliography



The thesis must have a final Bibliography, which will include all sources referenced in the text, as well as (possibly) other sources.

Sources shall include:

- **primary sources** or first-hand sources (corpus of texts, archives, etc.) referred to in the thesis;
- **secondary sources**: additional bibliographic sources used.

5. Appendices

Some documents used in doctoral research (a specific edition of a text, interviews, investigation reports, illustrations) may be presented in the Appendices to the thesis. The list of Appendices shall appear at the end of the Table of Contents. The Appendices shall be added to the minimum number of 200 pages of the thesis.

6. Index

If available, the general index or thematic index (index of proper names, etc.) can be generated automatically when the document is typeset.

7. Translations in the thesis text:

If the translations belong to the author, this shall be indicated in square brackets after the translated quotation or in the reference note in the form: [tr. n.].

If there are published translations into Hungarian, these shall be used (with indication of the edition); failure to use them and the translation of texts by the doctoral student shall be explicitly justified in the thesis (e.g., it can be argued that the existing translation is not accurate, etc.).

Decisions about translating or keeping the original quotations used in the thesis shall be made, depending on the subject of the research, in agreement with the doctoral supervisor.

8. Citations

It is recommended that the thesis use the critical referencing method described below. The general principle for writing references is that of "internal consistency": a single style, a single format, and a single system should be used throughout the document.

Notes shall be written in Times New Roman font, size 10, in any case with one or two indices smaller than the body of the text itself.

The use of footnotes is recommended, as they are easier to consult while reading. The basic form of a footnote consists of the author's number and the date of publication.



The numbering of the notes will be automatic, with Arabic numerals, starting from note 1 for each new chapter of the thesis.

Complete bibliographic information can be found in the bibliography.

Successive citations of the same document

Uo. – repeats the complete reference from the previous note.

I. m. 80. – refers to a specific page in the reference in the previous note.

I. m. 80-81. – refers to several pages in the reference in the previous note.

- If the note refers to a document already cited, but **whose references do not immediately precede the new note**, the formula Author's name and date of publication (Krasznahorkai 2021 or Krasznahorkai 2021, 77.) will be used again.

Organization of bibliographic information:

The presentation of the bibliography varies depending on the discipline. However, the content must be coherent, consistent, and legible. Each element must be clearly separated from the next.

General presentation

The presentation of references varies depending on the types of documents used in the thesis (printed or electronic documents – CDs, databases, Internet addresses). The bibliography can be divided into:

- **Primary sources (or Bibliography)** or first-hand sources (corpus of texts, archives, etc.) referred to in the thesis (in the case of a doctoral thesis in the field of Philology, the primary bibliography may include, after the presentation of the corpus of texts itself);

- **Secondary sources (or Bibliography):** critical bibliography focused on the author(s) studied, additional bibliographic sources, etc. This second list will be organized in alphabetical order in the following form:

WITTGENSTEIN 1998

WITTGENSTEIN, Ludwig, *Filozófiai vizsgálódások* (trans. Neumer Katalin), Atlantisz Könyvkiadó, Budapest, 1998.

Listing references



References shall be listed in alphabetical order by author name or by the initial letter of the first word of the title, when the publication is anonymous or has more than three authors. If the same author has several writings, they shall be listed in alphabetical order, according to the initial letter of the first word of the title, or chronologically, according to the year of publication of the respective writing. However, the thesis shall use a single sorting criterion consistently.

Scientific volumes, monographs

Order of citation elements:

- single author

LAST NAME, First name, *Title of the volume* (in italics), publisher, place of publication, year of publication

SZAJBÉLY Mihály, *Jókai Mór*, Kalligram Kiadó, Pozsony, 2010.

In the case of multiple authors, when one name is omitted, it can be indicated after mentioning the last one *et al.*

Studies/chapters in collective volumes

LAST NAME, First name, "Title of the study," in *Title of the volume* (in italics), editor(s) of the volume, publisher, place of publication, date of publication, start and end pages of the article

EISEMANN György, "Arc és álarc – identitás és kaland. Jókai Mór: Szegény gazdagok," in *Jókai és Jókai*, ed. HANSÁGI Ágnes, HERMANN Zoltán, L'Harmattan Kiadó, Budapest, 2013, 163—174.

Doctoral thesis

GRANASZTÓI Imre, *The Poetics of Otherness*, ELTE BTK, Doctoral thesis, supervisor: Dr. Imre Lajos, Budapest, 2024.

Journal articles

Last name, First name, "Article title" (in quotation marks, without italics unless the title itself is in italics), *Journal title* (in italics; abbreviated titles should be avoided), year of publication, issue number, start and end pages of the article

Kocsis Károly, "Budapest és régiója etnikai térszerkezetének átalakulása (1850 – 1990)," *Földrajzi Értesítő* 1994/ 3-4., 44-52.



Audiovisual documents (films, videotapes, recordings)

LÁSZLÓ József, *Az első mozgóképek*, videófelvétel, Videopontes Stúdió, 1992, 102 min., VHS.

Electronic documents

In general, the email address replaces information about the location and name of the publisher.

KOVÁCS, István, „A néprajzi terepmunka új erdélyi úttörői”, *Krónika* 2021. január 8, 7. URL: http://kronika.ro/terepmunka_uttoroi.htm [utolsó megtekintés időpontja: 2021, április 4.]

For more details, we recommend that doctoral students consult the following resources on different types of references:

GYURGYÁK János, *Szerkesztők és szerzők kézikönyve*, Osiris Kiadó, Budapest, 2019.
Címleírás és jegyzetelés az Irodalomtudományi Intézet kiadványaiban. A HUN-REN BTK Irodalomtudományi Intézet címleírási szabványa: https://iti.abtk.hu/images/szabvany_iti_cimleiras.pdf
MLA Handbook 9th Edition, 2021
The Chicago Manual of Style: <http://www.chicagomanualofstyle.org/home.html>



Appendix 2

REGULATIONS FOR THE ACCEPTANCE OF NEW MEMBERS in the Doctoral School of Hungarian Studies

Art. 1 - Legal Framework

These Regulations are based on the following documents:

- a) Higher Education Law No. 199/2023;
- b) Emergency Ordinance No. 95 of June 28, 2024, amending and supplementing Law No. 198/2023 on Pre-university Education and Law No. 199/2023 on Higher Education;
- c) Order No. 3020/2024 of January 8, 2024, approving the Framework Regulation on doctoral studies;
- d) Order No. 3692/2024 of February 1, 2024, on the list of nationally recognized programs for establishing the degree of similarity for final studies;
- e) Order No. 3693/2024 of February 1, 2024, approving the Framework Methodology on the organization of admission to higher education in short-term, bachelor's, master's, and doctoral university study cycles;
- f) Emergency Ordinance No. 95/June 29, 2024, amending and supplementing Law No. 198/2023 on pre-university education and Law No. 199/2023 on higher education;
- g) Order No. 3482 of March 24, 2016, approving the Regulations on the organization and functioning of the National Council for the Accreditation of Academic Titles, Diplomas, and Certificates and the Regulations on the organization and functioning of the National Council for the Accreditation of Academic Titles, Diplomas, and Certificates;
- h) Order of the Minister of Education No. 5110/September 17, 2018, approving the minimum national standards required and mandatory for the award of a doctoral degree (from the 2025-2026 academic year, it will be replaced by Order No. 3018 of January 13, 2025);
- i) Order No. 3131/2018 of January 30, 2018, on the inclusion of courses on academic ethics and integrity in the curricula for all university study programs organized in higher education institutions within the national education system;



j) Annex to OME No. 3998/2024 of March 12, 2024 - Methodology for granting the habilitation certificate;

k) Senate Decision (Babeş-Bolyai University of Cluj-Napoca) No. 78/2024 of June 10, 2024, regarding the approval of the Babeş-Bolyai University Regulations on the organization and conduct of the habilitation process and the co-opting of doctoral supervisors;

l) Babeş-Bolyai University Regulations on the organization and conduct of doctoral studies (amended by HS 147/25.11.2024).

Art. 2. Obtaining membership in the Doctoral School of Hungarian Studies:

2.1. Teaching staff/researchers who meet the following criteria may become members of the Doctoral School of Hungarian Studies:

- a. have obtained their habilitation within an IOSUD of the Universitaria consortium or at a prestigious university in Romania or abroad (in the field of philology);
- b. have their main job/a permanent employment contract at Babeş-Bolyai University in Cluj-Napoca, at universities in the Universitaria consortium, at research institutes, or at other universities recognized as prestigious in the field of habilitation and Hungarian studies.
- c. have relevant research in the field of Hungarian studies or related research areas

2.2. The procedure for obtaining membership of the Doctoral School of Hungarian Studies is described in the Regulations of Babeş-Bolyai University in Cluj-Napoca on the public defense of habilitation theses and the co-opting of doctoral supervisors.

2.3. The application file shall be sent electronically to the secretariat of the Doctoral School of Hungarian Studies, which shall register it and send it electronically to the school council.

2.4. The council of the Doctoral School of Hungarian Studies shall issue a resolution on the file within 30 days of its registration, after consulting all the professors of the Doctoral School of Hungarian Studies. The decision shall be justified in the minutes of the consultation meeting, which shall be sent to the Institute of Doctoral Studies of Babeş-Bolyai University, together with the file, and communicated (in copy) to the candidate.

Art. 3. Contents of the application file

The application file shall contain the following:



- a. The candidate's application to the council of the Doctoral School of Hungarian Studies to become a member of the Doctoral School of Hungarian Studies, containing a brief statement of motivation for the application.
- b. A copy of the Ministerial Order regarding the habilitation (or a similar document, including official recognition of a habilitation obtained abroad).
- c. Updated CV.
- d. A description of the candidate's research area for future doctoral students (max. 6000 characters with spaces). Reference must be made to the candidate's current research directions (indicating the candidate's publications in these directions over the last 4 years), as well as to the programs/grants/groups/research centers in which future doctoral students may be included and of which the candidate is a member/leader at the time of submission of the application.
- e. Fulfilment of the minimum and mandatory standards for habilitation established by CNATDCU for the field of Philology and the additional standards established by the Faculty of Letters.
- f. The agreement of the institution where the applicant is employed, if he/she is not an employee of Babeş-Bolyai University.

Art. 4. Approval/acceptance of the application by the Doctoral School of Hungarian Studies

- 4.1. The file shall be submitted to a consultative vote by all professors of the Doctoral School of Hungarian Studies.
- 4.2. Following this vote, the school council shall issue a resolution on the file within 30 days of its registration.
- 4.3. The minutes shall mention the result of the vote and the reasons for accepting or rejecting the application file.
- 4.4. In case of rejection, the candidate may reapply with a similar application only in the year following the one in which they were rejected.
- 4.5. If the application is accepted, the minutes and the candidate's file shall be sent to the Institute for Doctoral Studies for validation by the CSUD.
- 4.6. Affiliation will be decided by a decision of the Senate of Babeş-Bolyai University in Cluj-Napoca, which the Institute of Doctoral Studies will communicate to the Doctoral School of Hungarian Studies and to the candidate.

Art. 5. Criteria for accepting a new member into the Doctoral School of Hungarian Studies

- 5.1. Any new application for admission to the Doctoral School of Hungarian Studies will be discussed in terms of two aspects, which will be explicitly recorded in the minutes:



Facultatea de Litere
Bölcsészettudományi Kar
Faculty of Letters
Str. Horea út 31.
Kolozsvár, RO-400202
Tel./Fax: 0264-432417
hungarologia.lett@ubbcluj.ro
<https://hdi.lett.ubbcluj.ro>

- a. the opportunity to accept a new member in the strategic development plan of the Doctoral School of Hungarian Studies for the coming years;
 - b. the scientific and academic quality, as well as the ethical profile of the new member, and the estimated impact of their co-opting on the Doctoral School of Hungarian Studies.
- 5.2. In assessing the opportunity to accept new members into the Doctoral School of Hungarian Studies, the following aspects shall be taken into account:
- a. the number of doctoral supervisors in the subfield targeted by the new candidate and the judicious distribution of doctoral supervisors across subfields within the doctoral school.
 - b. the possibility of attracting new doctoral students to the Doctoral School of Hungarian Studies.
 - c. the candidate's ability (as evidenced by the information included in the file) to attract grants, cotutelles, and collaborations with prestigious universities/doctoral schools
6. Following the acceptance of a new member, the Doctoral School of Hungarian Studies will post on its website the professional profile of the new member, as well as the topics and bibliography established by them for admission to doctoral studies in the current year.



Appendix 3

Internal ethical regulations regarding the teaching activity of doctoral students at the Doctoral School of Hungarian Studies

- 1) Doctoral students at the Doctoral School of Hungarian Studies may be designated by their doctoral supervisors, with the approval of the head of the doctoral school and in compliance with educational legislation, national and internal university regulations on doctoral studies, to carry out between 2 and 4 hours of teaching activities per week, such as seminars, practical work, activities within student colleges affiliated with departments, or professional consultations within one of the departments of the Hungarian line of the Faculty of Letters (or, in exceptional cases, in other faculties). In this case, the doctoral supervisor and/or course instructor shall ensure, through professional supervision, the quality of the activity and that the doctoral student meets the expectations imposed on university teaching staff.
- 2) The doctoral supervisor/course lecturer supports the doctoral student's professional efforts by providing regular assistance in preparing teaching activities and discussing any professional or other issues that may arise.
- 3) They allow the doctoral student to request the termination of teaching activities at the beginning or end of the academic year and to replace them with other tasks if they do not feel professionally prepared to continue or receive feedback indicating the need to withdraw from this type of activity. If the doctoral student reports symptoms of burnout or shows signs of it due to teaching activities, the doctoral supervisor/course instructor will immediately request, with the doctoral student's consent, the assistance of the specialized institution of Babeş-Bolyai University in this field. In all these situations, the doctoral student's mental health is a priority for the Doctoral School of Hungarian Studies, and decisions must be made based on this principle.
- 4) Upon appointment, the doctoral student is informed of the rights and obligations that accompany teaching activities (see *the UBB Code of Ethics and Professional Conduct*).
- 5) If there are suspicions of ethical misconduct in connection with the doctoral student's teaching activity (for example, university students entrusted to the doctoral student report this through anonymous evaluations at the end of the semester or by other means), this must be communicated immediately to the doctoral student, the doctoral school management, and the appropriate ethical forums of the department/faculty/university. The same approach is necessary if there is information about abuse against the doctoral student (e.g., if the doctoral student who is teaching is accused unjustly and unfairly for their work).
- 6) In any problematic situation, the doctoral supervisor/course instructor must act proactively and participate in resolving the issue in a constructive manner. By entrusting teaching tasks to the doctoral student, the doctoral supervisor and/or course instructor



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automatically accept the internal ethical regulations of the Doctoral School of Hungarian Studies regarding the teaching activities of doctoral students.

Doctoral School of Hungarian Studies,
Prof. dr. habil. T. SZABÓ Levente
Director