

## **Student Activities to Close the Fall Semester of the Academic Year 2024/25**

Dear Students!

This material below includes all important information for student activities in order to successful close of the semester.

Exams in doctoral courses must be done on **8 February 2025** at the latest in accordance with the official exam period at Óbuda University. Result of exam is reported to the secretary (Miss Zsuzsanna Bácskai, [bacsikai.zsuzsanna@uni-obuda.hu](mailto:bacsikai.zsuzsanna@uni-obuda.hu)) of Doctoral School by the teacher directly.

**End semester report** must be submitted in electronic form to the secretariat (Zsuzsanna Bácskai, [bacsikai.zsuzsanna@uni-obuda.hu](mailto:bacsikai.zsuzsanna@uni-obuda.hu)) on **10 February 2025, at 13:00** at the latest. The certificate of participation at research project and course teaching activity (if any) must be included in the report. Certification is accepted only with the signature of authorized person. Late submission of report including certificates is possible only in exceptional cases and must be permitted by the leader of the doctoral school before deadline of submission. The certificate of participation at research project must include proposed credit points (6-10) otherwise the minimum credit points (6) are granted.

[Instructions](#) how to prepare the end semester report are included in the home page of the doctoral school. Be careful to follow the instructions regarding structure and content of report. The report must be signed by supervisor and student otherwise the report is not valid. Handle report writing in accordance with its significance because it serves assessment of student performance towards degree. This is increasingly important at the end of fourth and subsequent semesters.

Publication credits will be granted only if bibliographic data is included in the report for all criteria of publication credit granting for all items on the publication list. Criteria are type of publication (e.g. journal paper), language, evidence of review (if any), number of authors except for supervisor, and evidence of Impact Factor. Doctoral School verifies publication data in report and grants credits accordingly. In accordance with effective rule, credit points are granted only publication which is included and is accessible at the Hungarian Scientific Bibliography (MTMT). The end semester report must include list downloaded from the MTMT system in pdf. Include only the publication items which are submitted for the reported semester. Rules for [required and granted credits](#) are included in the home page of the doctoral school.

Self-evaluation should be included in the end semester report summarizing valid student performance data and associated credits. All evidence must be included in the report clearly. Self-evaluation must include publication credits calculated using [publication credit rules](#) in the home pages of doctoral school. Publication credits in self-evaluation will be verified by the Doctoral School. In this procedure, any publication which can be accessed on the Internet at digital libraries (e.g. IEEE Xplore), journal home pages, and other authentic sites is considered as verified. In any other case Doctoral School awaits student to submit evidence in trusted printed or file format. Be noticed that [rules apply for publication types which are not allowed to consider as doctoral student performance item](#). Credit points are granted if only publication is about own results in the approved personal doctoral research topic.

The **oral presentation about research** in the reported semester is tentatively scheduled on **February 12 (Wednesday), February 13 (Thursday) and February 14 (Friday), 2025 at 9:00 AM**. Maximum 15 mins duration of oral presentation will be enforced. Acceptance criteria of oral presentation is brief introduction and explanation of new research results achieved during the reported semester. Emphasis must be on advancement in research towards thesis in accordance with the research plan.

Important! There is a minimum required cumulative amount of credit points at the end of each semester within duration of doctoral study. Achieving the required minimum credit points is firm criterion of enrollment to the subsequent semester!

*Student who takes complex examination in this semester is exempt from the report.*

In case of any question do not hesitate to contact your supervisor, secretary of Doctoral School, or in exceptional cases Doctoral School leaders. [Contact information](#) is available at the home page of the doctoral school.

Budapest, December 20, 2024.

József Tar  
Leader of Doctoral School