

Absolutorium Application request

1. The PhD student prepares the absolutorium application based on the available documents in the following order:
 - Cover Page
 - Application to the Head of the Doctoral School
 - Application to the Dean
 - Absolutorium Application and Credit Summary Sheet
 - Credit Summary Table (courses, research seminars, departmental research, presentations, publications – including MTMT import – teaching, language exam, independent research work)
2. Each item listed in the Credit Summary Table must be accompanied by appropriate supporting documentation (e.g., transcript copies, course certificates, publications, language exam certificates, teaching confirmations, etc.).
3. The documentation must be prepared using the official template (“TEMPLATE absolutorium application”).
4. Before submission, PhD student must consult with the Doctoral referent (**Dr. János Juhász**) to ensure that the credit data equal with the records in Neptun. Without this consultation, the application will not be presented to the Doctoral School Council.
5. The documentation must be submitted electronically and/or in printed form to the responsible Faculty Dean’s referent (**Emese Homonnai**) by the specified deadline.
6. The Head of the Doctoral School and the Dean verify compliance with formal and content requirements.
Incomplete or incorrect documentation may be returned for correction.
7. The approved absolutorium application will be accepted at the meeting of the Doctoral School Council.