

# **CENTRAL EUROPEAN UNIVERSITY**

## **RULES OF NOSTRIFICATION**

Acting with reference to Act C of 2001 on the Recognition of Foreign Certificates and Degrees of the Republic of Hungary (hereinafter: Recognition Act), the Senate of the Central European University (hereinafter: University) hereby defines the rules of the nostrification of foreign doctoral degrees, with the proviso, that matters uncovered by the present document shall be decided in compliance with the relevant Hungarian rules of law.

### **Article 1. The Scope of the Rules**

The scope of these Rules shall cover all natural persons regardless of citizenship who have obtained a doctoral degree issued by some foreign institution of higher education operating outside or inside Hungary.

### **Article 2. General Principles of Nostrification**

2.1 During the nostrification procedure the institution carrying out the procedure declares the legal effect of a foreign doctoral degree equivalent with the legal effect of the degree issued by said institution according to a method defined by the Recognition Act (nostrification).

2.2 Nostrification of a doctoral degree obtained from a foreign institution of higher education shall not entitle anyone to more rights than he/she is entitled to on the strength of that degree in the country where it was issued.

2.3 The nostrification of a doctoral degree shall not exempt anyone from complying with any further requirements specified by law with respect to the pursuit of the profession concerned.

2.4 In case of any disputes related to nostrification matters submitted to the University, the parties shall adhere to the opinion of the Hungarian Equivalence Committee.

2.5 Unless otherwise provided by the Recognition Act, nostrification shall occur by considering the legal status of the foreign educational institution issuing the degree, the legal effect of the degree, the length of study, and the academic and examination requirements.

2.6 The costs of the nostrification procedure shall be paid and the documents and data required for recognition and nostrification shall be supplied by the applicant.

### **Article 3. General Rules of the Nostrification Procedure**

3.1 When submitting their application, the applicants to nostrification of their doctoral degrees by the University shall certify their citizenship, personal data and residence in Hungary by supplying the documents defined by the Recognition Act.

3.2 In the course of the nostrification procedure the University may request – in addition to the documents listed by the Recognition Act as mandatory or optional requisites – a detailed description of the courses attended, the attested summary of the internships taken and any other supplementary information that it deems necessary for a well-founded nostrification procedure.

The official trusted to conduct the nostrification procedure might decide to request supplementary information within thirty days after the application for nostrification was submitted. On being notified about such a request, the applicant has the maximum of thirty days to supply such information or he/she has to inform the official about an expected delay.

3.3 The University Doctoral Committee shall have competence over the nostrification of doctoral degrees.

#### **Article 4. Evaluation of Applications for Nostrification of Doctoral Degrees Obtained Outside Hungary**

4.1 The University nostrifies a doctoral degree obtained abroad as a domestic doctoral (PhD) degree if

- (a) it was issued by a foreign institution that is entitled to issue doctoral degrees under the law of the country concerned (entitlement may be verified with a certificate obtained from the Hungarian Equivalence and Information Center), and
- (b) the requirements of earning such a degree comply with the requirements of earning a doctoral degree (PhD) as specified by the applicable law and the PhD regulations of the University or if compliance may be achieved by defining additional requirements.

In case the Doctoral Committee defines additional requirements, the applicant shall state within fifteen days whether or not he/she is prepared to fulfill them.

4.2 For the nostrification procedure to commence, the applicant shall enclose to the application as follows:

- (a) an attested copy of the original certificate or diploma, or – in exceptional cases – an attested copy of a document identical with the diploma (as for instance, a duplicate). (An attested copy is a copy qualified as such by law and a copy of the original made and attested by the University.)
- (b) an attested copy of a document issued by the foreign educational institution (for instance, a transcript) that is an authoritative evidence of the length of studies and the successful performance of academic duties required for the obtaining of a certificate or diploma (courses, examinations, diploma theses, final exams, etc.)
- (c) an attested English translation (where that applies) of the documents specified at items (a) and (b) above
- (d) a receipt proving that the applicant has paid the fee of the procedure.

The University may require the applicant to present the original of the documents specified at items (a) and (b) above. The University may stipulate that in the case certain languages unattested translations of the above mentioned documents might also be submitted. The University may, on grounds of equity, exempt the applicant from the obligation to submit the above-mentioned documents if he/she can prove or convincingly demonstrate that his/her documents are not available for circumstances beyond his/her influence.

4.3 In the course of the nostrification procedure the applicant may be required to present the following documents in addition to the ones specified at item 4.2:

- (a) a copy of the certificates verifying the studies the applicant conducted before the studies that produced the certificate concerned;
- (b) a copy of a document issued by the relevant foreign educational institution that describes the curriculum and academic program of the relevant institution or department in case the documents submitted do not provide sufficient information for evaluation. In case the authenticity of the documents submitted by the applicant is doubted or the applicant is not in possession of the documents required for the recognition or nostrification of the certificate in question, and the University deems that it might be

difficult or impossible for the applicant to obtain them, the University may suspend the procedure and officially request the competent foreign institution, organization or authority to send the documents concerned.

4.4 For the nostrification procedure to begin, it is necessary to attach the following documents in addition to the ones listed at items 4.2 and 4.3:

- (a) A petition addressed to the Rector of the University, in which the applicant specifies the discipline in which he/she wishes the nostrification of his/her degree;
- (b) A form – attached to these Rules – filled in by the applicant;
- (c) The thesis (or its copy) on whose basis the certificate was issued and its summary;
- (d) A curriculum vitae;
- (e) A list of publications drawn up in compliance with the requirements of the University.
- (f) A list of communications published and/or accepted in the research area defined and the offprint of at least two publications.

4.5 The Secretariat of the Pro-Rector shall examine whether the application is complete. If the documents submitted are not in compliance with the applicable law and rules, the Secretariat shall, within thirty days of the receipt of the application, request in writing that the applicant should supply the missing documents.

4.6 If the verification procedure shows that the conditions of nostrification as per the application are not met, but nostrification may be possible in some other way, the University shall inform the applicant about the opportunity of changing the application. If the conditions of nostrification are not met, the University shall refuse nostrification in a resolution that shall include appropriate reasoning. The University shall refuse carrying out the nostrification procedure if the University or any other authority made a binding decision on the nostrification of the certificate prior to the current procedure.

4.7 The applications for the nostrification of doctoral degrees obtained outside Hungary shall be evaluated by the University Doctoral Committee.

4.8 In case an application for nostrification is submitted in compliance with all formal requirements, the University shall pass a decision within sixty days of submittal. Excluded from that period are

- (a) parts of the calendar year that fall outside the teaching term time and examination period;
- (b) the period of obtaining additional information and documents.

Unless otherwise provided by law, the Pro-Rector of the University may, at the recommendation of the officer in charge of the case concerned, extend the period of procedure by thirty days on a single occasion.

4.9 The application for nostrification shall be submitted at the Secretariat of the Pro-Rector. The materials submitted shall be evaluated in writing in compliance with doctoral procedure by the head of the Doctoral School of the discipline concerned, after considering the written opinion of (duly qualified) experts.

- (a) The University Doctoral Committee shall take a position about the application by a qualified vote.
- (b) Those involved in the procedure shall take note of the sixty-day time limit to the evaluation of such applications.

4.10 The University Doctoral Committee may attach supplementary conditions (additional examination(s), repeated defense of the doctoral dissertation, a publication [publications] to be placed in scholarly journals specified by the Committee, etc.) to the nostrification of foreign doctoral degrees. In such a case the applicant has fifteen days to declare whether or not he/she is prepared to satisfy those requirements.

4.11 Doctoral degrees that have been nostrified carry no qualification.

4.12 Nostrification by the University shall take the form of a resolution. The resolution shall be prepared by the University Doctoral Committee and signed by the Rector of the University and the Chair of the University Doctoral Committee. The resolution issued on nostrification shall empower the applicant to use the doctoral title.

4.13 The resolution passed about nostrification may be appealed within fifteen days of receipt of the resolution in an appeal addressed to the Minister of Education. No legal remedy may be sought against the resolution of the Minister of Education at any agencies of public administration. However, the applicant may request, within thirty days of its receipt, a review of the resolution by a court.

#### **Article 5. Fees Related to the Nostrification**

The fee of the procedure aimed at the nostrification of a foreign doctoral degree shall be triple of the one-fourth of the amount of the mandatory minimum wage of the time. (In 2013: HUF98.000.)

#### **Article 6. Miscellaneous Provisions**

6.1 These Rules shall be implemented in compliance with the University's Doctoral Regulations and Study and Examination Regulations.

6.2 The Rules were approved by the Senate on October 14, 2005 and shall become applicable in nostrification cases thereafter.

Supplements:

Supplement no. 1: Application for the nostrification of a degree obtained abroad as a doctoral degree (PhD)