INFORMATION ABOUT THE COMPLEX REVIEW EXAM OF THE PHD PROGRAM

1 General information
According to the Law of Higher Education, there is an important milestone in the 4-year long PhD program (scheduled at the end of the second year), which is the so-called Complex Review Exam (CRE). The performance on the CRE will determine if the doctoral student can continue his/her PhD studies for the degree, or the student is dismissed from the Doctoral School. As a result, CRE indeed proves to be an essential milestone, which requires thorough preparations. The purpose of this document is to help the preparations for CRE and to provide information about the application process.

2 The eligibility criteria for approving the CRE
- The application to CRE is approved by the Doctoral Committee (DC) of the Doctoral School. A doctoral student is eligible for the exam if he/she has achieved at least 90 credit points in the first two years of studies and also completed all the courses (secured all the corresponding credit points) included in the Doctoral Program. Only those applicants are exempted from these criteria, who apply for the CRE out of the Doctoral School as an independent candidate for PhD. In this case the student status will come to effect after applying for and approving the CRE.

- The publication criterion for approving the application to CRE is at least one published journal paper appeared (or accepted, or submitted) in a journal listed in the Web of Science data base and one refereed conference publication (for oral or poster presentation). Please note that meeting these criteria does not automatically entail the approval for CRE but the DC will thoroughly investigate the quality of publications as well as the candidate’s contribution to the already achieved results.

3 The structure and the evaluation criteria of CRE
The complex review exam contains two parts:
- The disciplinary part, in which the applicant must sit for an exam on two subjects selected from the list of doctoral courses.
- The thesis review part, in which the applicant must give an overview about the already achieved scientific results, which may be part of the future theses of the dissertation and about the schedule of future
activities concerning research and the completion of the dissertation.

**Scoring system and evaluation of the disciplinary exam**

The committee will grade the applicant's performance on the disciplinary exam by each member giving a mark ranging from 1 (worst) to 5 (best). On each subject the applicant must score at least 50% average out of the achievable maximum average. The average is counted as the overall number of points divided by the number of committee members.

**The topics of the review exam**

- Based on the literature, give a brief account of the main results and open questions of the field you research on!
- Summarize the results which you have so far achieved working on the field or you will achieve in the next year (at least two results are required)!
- Give a plan and a schedule regarding the completion of the dissertation and the future research and publication activities for the next two years!

**Scoring system end evaluation of the thesis review exam**

- Doctoral studies (max 30 points)
  - (the already secured credit points/80) * (the average of grades /5) * 30, or 30 points if one exceeds the 30 point limit.

- Publication performance (max. 40 points)
  - In the case of already appeared publications: (points based on the scoring system of the doctoral procedure/6) * 40, or 40 points if one exceeds the 40 point limit
  - In the case of falling short of achieving 40 points, but if there is an already accepted publication, then one can bring (upload to the exam website) an already submitted but not yet accepted publication, together with the certificate of submission. In this case, the number of scored points is (the overall number of points based on the scoring system of the doctoral procedure) / 2 * 30, or 30 points if one exceeds the 30 point limit.

- The score on the knowledge about the research topic and the quality of results and possible theses based on a brief oral presentation (max. 30 points).
Criteria for the successful CRE

The CRE is successful if the applicant has achieved the following scores:

- Disciplinary exam: the average score on each subject exceeds 50% of the maximum average (see above),
- Review exam:
  - 10 points for the doctoral studies,
  - 20 points on the summary of results and future theses
  - 15 points on publication
  - the overall number points exceeds 50 points.

4 The application- and the exam procedure

Before applying for CRE all students are strongly advised to consult with their supervisor regarding the selected subjects and the structure and content of the background material.

The students must apply for CRE not later than completing the second year of the doctoral studies till May 15 in the corresponding year.

The applicant must fill in an application form (available from the faculty website) and there is a list of items to be uploaded (for the specific list, see Section 5).

The Doctoral Committee will approve the application and determine the members of the Exam Board. Both the applicant and the supervisor will be notified about the decision and the committee.

The exact date of the CRE is to be negotiated between the applicant and the members of the Exam Board.

The exam is taken to be within the next 30-day period starting with the date of the official notification of approval.

The supervisor is invited to the CRE, but he/she is not a voting member of the Exam Board.

5 List of materials to be made available for CRE

- a formal request (signed version is submitted to the Dean’s Office),
- uploading the data about all publications so far appeared in the public publication repository (MTMT) by the help of the supervisor,
- uploading all publications (the papers themselves) to the directories indicated on the website,
- a thesis-booklet-type summary about the results achieved so far,
- the list of already completed courses together with the corresponding credit
points and grades,

- the title of the two subjects selected for the disciplinary exam,
- a short (max 1 page) summary of the supervisor about the research results and the work achieved and performed by the examinee.

The text of the official request for CRE is given as follows:

“I, the undersigned XY, hereby request the approval of sitting for the Complex Review Examination of the doctoral studies.

Starting date of the doctoral studies: DD/MM/YY

Name of supervisor: name and department

I hereby also declare that I have uploaded all the background materials needed for the Complex Review Examination, such as

- the data about all publications (so far appeared) in the public publication repository (MTMT),
- all publications (the papers themselves) to the directories indicated on the website,
- a thesis-booklet-type summary about the results achieved so far,
- the list of already completed courses together with the corresponding credit points and grades,
- the title of the two subjects selected for the disciplinary exam,
- a short (max 1 page) summary of the supervisor about the research results and the work achieved and performed by the examinee.

Name, signature, date”