The comprehensive exam is part of the 2+2 year system of doctoral education introduced in 2016.

As the conclusion of the educational and research phase and at the same time the commencement of the research and dissertation phase each student is required to take the comprehensive exam which measures and evaluates his/her progress in both studies and research.

I. CONDITIONS OF BEING ADMITTED TO THE COMPREHENSIVE EXAM:

a) fulfilment of foreign language requirements
b) high likelihood of obtaining the minimum 120 credits
c) the recording and approval of the student’s publications in the MTMT database
d) extended research proposal
e) the registration sheet signed by the supervisor (previously submitted in February to the Central Doctoral Office), and the written evaluation from the supervisor

a) Fulfilment of foreign language requirements

In accordance with the provisions of the University Doctoral Rules (UDR).¹ For the comprehensive exam at least one intermediate “B2” level complex language examination recognized by the state or equivalent in one of the world languages (English, German, French, Italian, Spanish, Arabic, Russian or Chinese) is required. For foreign students besides the mother tongue at least one intermediate “B2” level complex language examination recognized by the state or equivalent is required.

The necessary documents, certificates, or their copies shall be attached to the registration form for the comprehensive exam (and shall constitute one of its annexes). If a student is not yet able to certify his/her linguistic preparedness at the time of application, he/she should make a declaration thereof on the provided standard form.² The candidate shall present the relevant certification at least 7 calendar days preceding the comprehensive exam, otherwise he/she cannot be admitted to the exam.

¹ The English language, by definition, is a precondition since admission to the doctoral school had already been subject to a B2 (previously medium-level) complex (previously type C) English language certificate recognized by the State.
² The Application Form can be downloaded from the homepage of the Doctoral School.
b) High likelihood of obtaining the minimum 120 credits

Obtaining not less than 120 credits in the education and research phase of the doctoral program. The 120 credits must contain 8 publication credits. Having regard to the fact that students can only obtain the necessary number of credits by the end of the exam period, they shall only certify on the provided standard form that they have registered in Neptun for the subjects required to reach the necessary number of credits. The declaration shall be attached to the application form (and shall constitute one of its annexes).

The candidate shall present the certification on the obtainment of 120 credits, as issued by the University Doctoral Office, at least 7 calendar days preceding the comprehensive exam, otherwise he/she cannot be admitted to the exam.

c) Recording and approval of the student’s publications in the MTMT database

The General Table downloaded from the MTMT as well as the bibliographical data registered in MTMT (together with the approval clause) shall be annexed to the registration form for the comprehensive exam (and shall constitute one of its annexes). If needed, students can receive help in handling the MTMT database from Ms. Judit Lukács Varga (CUB Library judit.lukacs@uni-corvinus.hu).

The candidate shall present the necessary documents (The General Table and the bibliographical data registered in MTMT printed from the MTMT together with the approval clause) seven days preceding the comprehensive exam at the latest, otherwise he/she cannot be admitted to the exam.

d) The research proposal is intended to lay the foundations of the thesis proposal. The length of its contents is 40 pages (with the title page, table of contents, bibliography, annexes) of A4 size, with 2.5 cm margins, using 1,5 spacing between the lines, size 12 TNR characters, with paragraphs separated by tabs, one page per sheet numbered in the lower right corner. The language of the proposal is Hungarian or English.

The research proposal is made of 2 parts:

1. **The methodological part**: The methodological part of the research proposal should be at least 15 pages. The presentation should be specifically designed to provide a meaningful discussion on the methodological adequacy of the dissertation based on the complex exam. In the discussion, the methodological knowledge used in the dissertation should be convincingly presented.

2. **The literature review**: The literature review is about 25 pages, and must be considered as the positioning and the focus of the applicant’s own work in the

---

3 Except for students who prepare individually for obtaining the doctoral degree whose student status is established when they register for the comprehensive exam and such registration is approved.

4 I hereby declare that all bibliographical information provided in MTMT for the publications under my name is true.
light of the available literature, furthermore it serves the establishment of the research questions. The research proposal must be adequate to create a fundament of a dispute on the theoretical background and the methodological compliance of the dissertation.

e) The filled in application forms and the supplements signed by the supervisor, which the student gave to the coordinators of the Doctoral Schools, until 20 February 2019.

II. **Procedural rules of the comprehensive exam**

(1) The comprehensive exam is divided in two parts: the theoretical and the dissertation part.

1. In the first part the student’s theoretical-methodological preparedness is assessed ("theoretical part"),
2. In the second part the student demonstrates his/her scientific progress ("dissertation part").

(2) The comprehensive exam must be taken publicly before a committee. The comprehensive examining committee consists of not less than three and not more than five members, and at least one third of the members may not employed by the institution operating the doctoral school. The comprehensive examining committee is finalized by the University Doctoral Council upon the submission of the Council of the Doctoral School. The University Doctoral Office coordinates with the members of the examining committee in advance, and then officially informs the members about the day of the exam.

(3) The chairperson of the examining committee is either a full professor, or a habilitated university associate professor, or a professor emeritus/emerita or a lecturer, researcher holding the “Doctor of Sciences of the Hungarian Academy of Sciences” title. A foreign expert may not be the chairperson of the examining committee.

(4) Each member of the examining committee must hold an academic degree. There may be a foreign expert among the members of the examining committee. The supervisor of the doctoral student may not be a member of the examining committee.

The examining committee shall be constructed in such a way that should any of the professional members happen to be the candidate’s supervisor, the relevant professional member should be replaced in the given assessment phase by another professional member.
5 Professional composition of the examining committee at the IRMDS:
Chairperson, four members and a secretary. Regarding the multidisciplinary nature of
the Doctoral School, and that it has three sub programmes, the dissertation part of the
exam will be took part in front of three different committees at the same time. Two
members of the given committee will be provided by the given sub program, and one-
one will be provided by the other sub programmes. The secretary acts in the procedure
as a non-voting member keeping the minutes.

6 Although the supervisor may not be a member of the examining committee,
he/she shall evaluate the work of the doctoral student in writing in advance and
furthermore shall preferably take part in the professional debate. The
students have to take care of sending the evaluation of the supervisor by
themselves or by the supervisor to the IRMDS administration at the latest at noon
on the 7th calendar day before the exam. (bianka.gyetvai@uni-corvinus.hu)

7 The first, „theoretical part” of the comprehensive exam
The theoretical/methodological part shall be an essay. On the basis of the two
topics/themes (to be proposed by the supervisor by May 20, 2019 based on consultation
with the examinee in Hungarian or in English), the Committee shall formulate one
question or thesis per topic/theme. The student shall write an argumentative essay.
The writing part takes 60 minutes. The Committee shall evaluate the essay thereafter.
The Committee shall have the written evaluation of the student’s progress by
the supervisor at its disposal.

8 The second, „dissertation part” of the comprehensive exam
The candidate gives account of on his/her research activities done as well as results
achieved so far in the form of a 15-20 minutes ppt presentation in Hungarian or in
English as well as outlines his/her research proposal and research schedule for the
second phase of the doctoral education and the schedule for preparing the doctoral
dissertation and for publishing the results.

The committee formulates questions on the contents of the presentation.

9 The Doctoral School organises the comprehensive exam once every year at the
end of the spring semester, in the second half of June.
Depending on the number of students entering the comprehensive exam, the
comprehensive exam can be organised during one or two days. The two exam parts

5 The supervisor’s evaluation presents the work of the doctoral students so far done, his/her most
significant scientific results as well as briefly refers to the strengths and weaknesses of the deliverable
document submitted for the Research Forum II in Spring semester. It also states whether the continued
participation of the student in the doctoral education is recommended. The supervisor’s evaluation shall
be at least 0.5 pages and at most 1 page of A4 size in length.
6 In a similar way to the one used for the presentation at the Research Forum, but it is not required to
submit before the exam.
shall be conducted successively on the same day. A short break shall be inserted after the theoretical part.

In the dissertation part, the examinees shall hold their presentation consecutively. Their performance shall be evaluated following the last candidate’s presentation in the absence of any members of the public. Each candidate’s overall performance shall be evaluated by the examining committee.

The examining committee evaluates the theoretical and dissertation parts of the exam separately and draws up the detailed report of the comprehensive exam signed by the members containing a written assessment of the work of the doctoral student from a scientific point of view. The result of the exam shall be announced on the day of the oral exam.

(10) The comprehensive exam is successful if the majority of the members of the committee considers both parts of the exam to be successful.

(11) Both parts of the comprehensive exam are evaluated by means of a written assessment (passed, failed):

- successful if the assessment of both parts is “passed”;
- unsuccessful if the assessment of either part of the exam is “failed”.

(12) In case the “theoretical” part of the exam is unsuccessful, the doctoral student may repeat the exam once more during the given exam period. Failure to do so and succeed shall result in exclusion from the doctoral education.

(13) In case the “dissertation” part of the exam is unsuccessful, the student may not retake the exam in the given exam period, but may take two passive semesters and report for the comprehensive exam in the spring of the following year. Failure to do so and to succeed shall result in exclusion from the doctoral education. If the doctoral student passes the “dissertation” part of the comprehensive exam successfully within one year, he/she may only continue his/her doctoral studies only in self-financed education.

(14) The theoretical-methodological and the dissertation part of the comprehensive exam may be taken in English or Hungarian.
<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcement of the details of the comprehensive exam, information to students, preparation of supervisors at the level of the Doctoral Schools</td>
<td>8 February 2019 (Friday)</td>
</tr>
<tr>
<td>Registration for the comprehensive exam, submission of necessary declarations and certificates</td>
<td>noon of 20 February 2019 (Wednesday)</td>
</tr>
<tr>
<td>Announcement of the date and venue of the comprehensive exam.</td>
<td>15 May 2019 (Wednesday)</td>
</tr>
<tr>
<td>After the consultation with the students, the supervisors frame one question/thesis per topic for the first, theoretical-methodological part of the comprehensive exam, then they send it to the sub program leaders and to the administration.</td>
<td>20 May 2019 (Monday)</td>
</tr>
<tr>
<td>Submission of the research proposal to the Secretariat of the Doctorial School in both printed and electronic form.</td>
<td>3 June 2019 (Monday)</td>
</tr>
<tr>
<td>Submission of the supervisor’s evaluation as well as any missing document (credit certificate, MTMT list and table, language exam certificate) to the secretariat of the Doctoral School.</td>
<td>At the latest by noon of the 7th day preceding the exam</td>
</tr>
<tr>
<td>Comprehensive exam</td>
<td>17 June 2019 (Monday)</td>
</tr>
</tbody>
</table>