



Doctoral (PhD) Regulation

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CORVINUS UNIVERSITY OF BUDAPEST DOCTORAL (PHD) REGULATION

- (1) Acting on the basis of its authority under Act CCIV of 2011 on National Higher Education (hereinafter Nftv) as well as Government Decree 387/2012 (19 December) on Doctoral Schools, the Doctoral Degree Award Procedure and Habilitation (hereinafter Doctoral Decree), the Corvinus University of Budapest (hereinafter: University) shall regulate doctoral programmes, the procedure for obtaining a doctoral degree and the different milestones of the doctoral procedure as follows.

PREAMBLE

1. §

- (1) Since 1993 the University has offered education leading to a doctoral (PhD) degree for future generations of scientists. Doctoral programmes operated in the scope of doctoral study programmes before 2000, in doctoral schools with provisional accreditation between 2000 and 2002, from which time it has taken place in the organisational framework of doctoral schools with permanent accreditation. The doctoral schools of the university offered 3-year programmes between 1993 and 2016, since 2016 four-year programmes have been in place. The establishment of Corvinus Doctoral Schools (CDS) in 2018 was a crucial milestone on the way towards the renewal of doctoral programmes in terms of organisational structure, content and quality¹. As the University transformed into a private university as of 1 July 2020, renewal has not left doctoral programmes untouched either. Thus, the merger of doctoral schools occurred on 1 July 2002 (the education of future generations of scientists is now performed in four doctoral schools instead of the former seven), making it necessary to adopt a new doctoral regulation.

SCOPE OF THE REGULATION

2. §

- (1) The scope of the University Doctoral Regulation (hereinafter UDR) shall cover:
- a) doctoral programmes
 - b) the doctoral degree acquisition procedure (hereinafter doctoral procedure)
 - c) the awarding of doctoral (PhD) degrees
 - d) the conferral of doctoral titles with distinction
 - e) the awarding of honorary doctor titles
 - f) the awarding of honorary doctor and professor titles
 - g) the nostrification of academic degrees obtained abroad
 - h) the organisational units and bodies involved in the activities under a)-g) above
 - i) the doctoral students taking part in doctoral programmes
 - j) the lecturers involved in doctoral programmes
 - k) staff involved in the administration of doctoral programmes.

¹ Resolution No SZ-19/2017/2018. (19 December 2017) of the CUB Senate

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DEFINITIONS

3. §

- a) **doctoral student:** student participating in a doctoral programme who is subject to the rights and obligations set out in relevant legislation on higher education;
- b) **doctoral dissertation:** a written work prepared by a doctoral student in order to demonstrate his/her ability to independently solve an academic task adapted to the requirements of the doctoral degree;
- c) **doctoral degree:** an academic (PhD) degree that may be awarded by the University Doctoral Council (UDC) subject to the conditions set out in the present Regulation;
- d) **doctoral degree acquisition procedure:** the research and dissertation phase of the doctoral programme, which can be entered upon successfully completing the comprehensive examination for doctoral students who commenced their studies after 1 September 2016 and upon obtaining the *absolutorium* (final certificate) for doctoral students who had commenced their studies before 1 September 2016;
- e) **Doctoral School:** the basic organisational unit of doctoral programmes, doctoral programmes may only be offered by doctoral schools (DS).
- f) **Lecturer of the Doctoral School:** a lecturer or researcher with an academic degree who, following a proposal from the Head of the Doctoral School, is deemed by the Council of the Doctoral School (CoDS) to be suitable for performing teaching, research and supervising tasks within the DS.
- g) **Council of the Doctoral School:** a body assisting the Head of the DS in his/her work, which meets regularly
- h) **Head of the Doctoral School:** a professor, a core member of the Doctoral School, who is holder of a DSc of the Hungarian Academy of Sciences and/or has an outstanding international reputation for scientific excellence and is responsible for the scientific standards and teaching activities of the school.
- i) **doctoral programme:** study, research and reporting activities performed in the framework of preparing doctoral students, either individually or in groups, in a manner adapted to the specificities of the disciplines concerned and the individual needs of the students, and shall comprise a study and research phase and a research and dissertation phase.
- j) **doctoral topic:** a research subfield that is suitable for the application of scientific methods and the achievement of meaningful scientific results by the doctoral students under the guidance of the supervisor(s), making students capable of giving evidence thereof through publications, scientific lectures and finally through preparing a doctoral dissertation; The CoDS shall approve the doctoral topics to be announced;
- k) **Announcer of doctoral topic:** a lecturer or researcher with an academic degree whose topics on offer were approved by the CoDS;
- l) **Doctoral Supervisor:** a lecture or researcher with an academic degree, actively involved in research, whose topic(s) on offer were approved by the CoDS and who is responsible for guiding and assisting the doctoral student working on the topic during his/her studies, research and preparation for degree acquisition. A supervisor may not have more than six doctoral students at a time. A doctoral student may not have more than two supervisors at a time;
- m) **doctoral theses:** the thesis booklet of the doctoral dissertation is a paper summarising the results of independent academic work. The results must be presented

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in a uniform, self-sufficient manner, new findings must be itemised and the bibliography of the student's professional publications must be provided.

- n) **university doctoral records:** university records on doctoral students admitted to university doctoral programmes and taking part therein, as well as on persons who obtained a degree from the University and data related to the degree
- o) **University Doctoral Council:** body established by the Senate to organise doctoral programmes and award doctoral degrees
- p) **semester:** in the case of doctoral programmes, a period from 1 September to 31 January and from 1 February to 31 August of each academic year defined for the purposes of organising education;
- q) **study and research phase:** a four-semester student status in place between the doctoral student and the institution, made up of the rights and obligations of doctoral students and institutions as specified in relevant legislation on higher education. The fourth semester ends with the comprehensive examination;
- r) **comprehensive examination:** an integral part of the procedure for obtaining a doctoral degree, a summary and review-like form of assessment on the knowledge of doctoral students in the relevant branch of science. The comprehensive examination measures, evaluates progress made in study and research by the doctoral student as well as certifies his/her research aptitude;
- s) **research and dissertation phase:** any student who has completed the study and research phase with a successful comprehensive examination may enter the four-semester research and dissertation phase leading to degree acquisition. Doctoral programmes are also open to anyone who prepared for the comprehensive examination individually, provided that he/she fulfilled the requirements with respect to admission and registration for the comprehensive examination imposed on doctoral students who opted for individual preparation. In such case the student status shall be acquired at the time of successfully completing the comprehensive examination;
- t) **non-affiliated expert:** a person with at least a PhD degree who engages in activities associated with doctoral procedures and/or who holds a position in the structure of doctoral programmes. He/she is currently not, nor has been an employee of the Corvinus University of Budapest in the 3 years prior to the invitation to get involved in the doctoral procedure or to perform a function in the structure of doctoral programmes.
- u) **mentor-supervisor:** a lecturer, researcher of the DS who holds a PhD degree and undertakes to accompany and assist the doctoral student during the admission procedure as well as in his/her onboarding at the DS until the CoDS assigns a supervisor;
- v) **publication:** a single-authored or co-authored scholarly publication prepared with the doctoral student's involvement, disseminating new or novel scientific results (in printed or electronic form) in the Hungarian language or in a foreign language relevant to the given discipline, recorded as a scholarly publication in the Hungarian Scientific Publications Database (MTMT), typically a journal article, a book or a book chapter, a collection of papers or a chapter in such a collection, a conference publication.
- w) **core member:** a full-time lecturer, researcher employed by the institution, a professor emeritus/emerita whose title was awarded by the institution or a research consultant/research professor (holder of a DSc) who is a full-time employee of a research institute cooperating with the institution. He/she specified the University in the statement referred to in Article 26(3) of the Nftv. He/she is holder of an academic



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degree in the scientific branch of the doctoral school, pursues continuous and high-level scientific activities in the relevant research field, was the supervisor of at least one doctoral student who obtained a doctoral degree. He/she undertakes to act as a supervisor at the doctoral school

INSTITUTIONAL FRAMEWORK OF DOCTORAL PROGRAMMES
University Doctoral Council (UDC)

4. §

- (1) The UDC is the supreme decision-making body in matters related to doctoral programmes and degree acquisition, which sets up and monitors the university-level system of doctoral programmes and doctoral degree acquisition, ensures the quality and international compatibility of academic degrees to be awarded in each discipline and branch of science.
- (2) Members of the UDC:
 - a) With the exception of the representative of the PhD Student Union, only persons who comply with the requirements of core membership may be voting members of the UDC. At least one third of the voting members must not be employees of the University (non-affiliated members). When electing the members of the UDC, the aim should be to ensure the proportional representation of all branches of science and DSs. Each doctoral school shall be represented in the UDC by three (3) voting members, of which the Head of the Doctoral School shall be a UDC member *ex officio*, in addition to him/her, one (1) member elected from among the core members of the doctoral school by the Council of the Doctoral School and one (1) non-affiliated member (habilitated doctor, preferably full professor) invited by the Council of the Doctoral School may be proposed as UDC members. Additionally, a lecturer, researcher having an indefinite-term employment relationship (of at least 5 years) with a foreign higher education institution, research centre whose mother tongue is Hungarian (preferably employed as a full professor, a scientific advisor or a research professor) complying with the criteria of core membership shall also be a member of the UDC.
 - b) Permanent invitees to the UDC sessions in an advisory capacity shall include the Rector of the University, the Vice-Rector for Research and the Director General of Corvinus Doctoral Schools (CDS).
 - c) The Chairperson of the UDC, who has voting rights, shall be proposed to the Rector by the Doctoral Cabinet from among the core members of the University's doctoral schools.
 - d) The representative of the PhD Student Union set out in the Statutes is a member of the UDC *ex officio*, he/she however does not have a voting right in the following matters:
 - da) the awarding, revocation of doctoral degrees;
 - db) the awarding, revocation of habilitated doctor titles;
 - dc) the nostrification, revocation of doctoral degrees obtained abroad.

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In matters covered by the exception the representative of the PhD Student Union shall take part in an advisory capacity.

- (3) The Chairperson and the members of the UDC – with the exception of the representative of the PhD Student Union - shall be elected by the Senate for a five (5) -year term. The Chairperson and the members may be re-elected for multiple consecutive terms. The Chairperson and the elected members of the UDC shall be proposed to the Senate by the Rector on the basis of the submission of the Doctoral Cabinet, in accordance with the rules on core members.
- (4) The UDC shall
- a) adopt a position in general matters regarding the functioning of the DSs and set out guidelines for their operation;
 - b) deliver an opinion on proposals to establish and reshape DSs, initiate the dissolution of DSs in duly justified cases;
 - c) taking into account the recommendation of the CoDS, elect the leaders of the DSs, appoint and dismiss the members of the CoDS;
 - d) taking into account the recommendation of the CoDS, take a decision on core members;
 - e) regularly evaluate doctoral programmes and degree acquisition, the work of the DSs at the university for the Senate;
 - f) take decisions on the allocation of places funded through Hungarian state scholarship defined by the National Doctoral Council (hereinafter NDC) between the DSs of the University;
 - g) on a proposal from DSs, discuss admission rankings and decide on their adoption, as well as on the admission of students applying for programmes through individual preparation and of foreign applicants;
 - h) decide on terminating the student status;
 - i) approve the Rules of Operation of the DSs (RO);
 - j) approve the examination board of the comprehensive examination;
 - k) in case of doctoral students who had commenced their programme before 2016 and obtained their *absolutorium*, grant admission to the doctoral degree acquisition procedure at the joint request of the doctoral student and the supervisor, on a proposal from the CoDS;
 - l) decide on awarding doctoral degrees and habilitated doctor titles, on the nostrification of doctoral degrees obtained abroad and on the revocation of degrees, titles previously granted by it;
 - m) deliver an opinion for the Senate on the proposals of the Rector with regard to granting titles of honorary doctor as well as honorary doctor and professor;
 - n) on the proposal of the council of the doctoral schools, decide on the composition of the board of referees involved in the public debate of the dissertation, on the acceptance of applications for habilitation and on habilitation boards of referees;
 - o) on the proposal of the Corvinus Doctoral Schools, decide on excluding doctoral students from the programme (deleting them from the register);



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- p) within the limits of relevant legislation and the present regulation, authorise the extension of the degree acquisition procedure of doctoral students at the joint request of the doctoral student and the supervisor, supported by the council of the doctoral school.
- q) Within the limits granted by legislation, exercise its discretionary powers with respect to the doctoral student's doctoral programme and its milestones. In doing so, it shall take into account the doctoral student's substantiated written submission and the position of the CoDS.
- (5) Convening the meetings of the Council, defining their agenda, appointing the presenters of the various agenda items, inviting ad hoc committees, chairing the sessions and signing decisions as well as representing the UDC at ceremonial events of the University shall fall under the competence of the Chairperson of the UDC. In making preparations for the meeting of the Council, the Chairperson of the UDC shall consult with the Head of the CDS who is also the secretary of the UDC, with the Director General of Corvinus Doctoral Schools who is also the Chairperson of the Doctoral Cabinet, actively involved in preparing the session. The Chairperson of the UDC shall represent the University in the National Doctoral Council.
- (6) The UDC meets at least twice in each semester, in addition to regular sessions, extraordinary sessions may also be convened. The agenda items and the associated presentations shall be sent to the participants by the Secretary of the UDC not later than three (3) calendar days prior to the meeting. In exceptional cases the UDC meetings may also be held online on a digital platform, the conditions under which online meetings are conducted being similar to those required for presential sessions. In exceptionally urgent cases and subject to a sufficiently detailed written presentation, the Chairperson of the UDC, upon consultation with the CDS Director General may call an online vote. Online voting shall be considered as an extraordinary session.
- (7) The quorum for any meeting of the UDC shall be the presence of more than half of its members. If voting is related to matters listed under 4(2)d, the representative of the PhD Student Union (DÖK) shall not be considered as a voting member when establishing quorum. A decision of the UDC shall be valid if the simple majority of the members present vote with „yes” or „no”. In the event of a tie during an open vote, the Chairperson shall have a casting vote. The Chairperson should call a vote by secret ballot in staff and candidacy matters (leaders of the DSs, members of the CoDS, awarding doctoral degrees, nostrified doctoral degrees, habilitated doctor title) and if a vote by secret ballot is initiated by any of the UDC members and is supported by more than half of the members present. A tie during a secret ballot shall mean that the matter is rejected. Voting on the same matter may only be called once during the same meeting.

Doctoral School

5. §

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- (1) The basic organisational unit of doctoral programmes is the doctoral school. Doctoral programmes may only be offered by doctoral schools (hereinafter doctoral school or DS).
- (2) The following doctoral schools shall operate within the institution (the name of the branch of science in which each doctoral school is entitled to issue doctoral [PhD] degrees and conduct procedures for obtaining the habilitated doctor title is included in brackets):
 - a) Doctoral School of Business and Management (business and management); DSBM
 - b) Doctoral School of Economics and Business Informatics (economics; computer sciences, business and management); DSEBI
 - c) Doctoral School of International Relations and Political Science (economics, political sciences); DSIRPS
 - d) Doctoral School of Sociology and Communication Science (sociological sciences, media and communication sciences); DSSCS
- (3) When establishing a DS, the discipline and within that the branch of science shall be defined in which the University wishes to offer doctoral programmes.
- (4) The establishment of a new DS is subject to an initiative taken by at least seven (7) core members. The majority of the core members shall be full professors. One person may only be a core member of one doctoral school at a time. There shall be at least eleven (11) core members in (interdisciplinary) doctoral schools covering two branches of science, at least four core members in each branch whose majority is a full professor and conducts research in the given branch of science. There shall be at least three (3) core members by branch of science in (multidisciplinary) doctoral schools covering at least three branches of science.
- (5) The Head of the DS shall be elected by the CoDs on the proposal of the majority of the core members, shall be approved by the UDC and appointed by the Rector for a maximum term of five (5) years from among those core members of the DS who are holders of a DSc and/or have an outstanding international reputation for scientific excellence.
- (6) Members of the DS shall be lecturers and researchers with an academic degree who, following a proposal from the Head of the Doctoral School, are approved by the CoDS to be suitable for performing teaching, research and supervising tasks within the DS.
- (7) The core members shall prepare the documents necessary for establishing the DS, including the following:
 - a) The specification of the discipline, branch of science of the DS;
 - b) The master-level study programmes on the basis of which the higher education institution meets the conditions required by legislation;
 - c) the specification of the research area of the DS;
 - d) the name of the doctoral degree issued upon the completion of the degree acquisition procedure;
 - e) the name of persons nominated as Head of the DS, core members and supervisors of the DS, further lecturers, invited domestic and foreign lecturers,

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- researchers of the DS, documentation on the major scientific achievements and works of the previous five (5) years;
- f) the education plan of the DS;
 - g) the international relations of the DS that can be relevant for the functioning of the school;
 - h) the Rules of Operation of the DS as well as its quality assurance plan;
 - i) cooperation agreements concluded by the University that are related to the activities of the DS.
- (8) The preliminary opinion of the UDC shall be necessary for the person recommended as Head of the DS to submit the request for the establishment of the DS to the Senate via the Rector.
- (9) Following the decision by the Senate to establish a DS, the Rector of the University shall request the Educational Authority to register the DS.
- (10) Any decision on the dissolution, merger of a DS shall be decided by the Senate on the proposal of the UDC or the Rector. If the proposal is made by the Rector, the Senate shall obtain the UDC's opinion before taking the decision. The Rector shall initiate the modification of the registered data on the DS with the Educational Authority in accordance with the Senate's decision.

Council of the Doctoral School (CoDS)

6. §

- (1) The CoDS is a body assisting the Head of the DS in his/her work, whose members are elected by the core members of the DS, the members being appointed and dismissed by the Chairperson of the UDC. The Chairperson of the CoDS shall be the Head of the DS, the number of its members shall be at least five (5). At least two (2) of the members of the CoDS shall be persons with an academic degree who are not employees of the University (non-affiliated members). When setting up the CoDS, efforts should be made to ensure the proportional representation of doctoral tracks. The representative of the PhD Student Union set out in the Statutes is an ex officio member of the CoDS.
- (2) Tasks of the CoDs:
- a) To develop the Rules of Operation of the DS and the Quality Assurance Rules of the DS;
 - b) To approve candidates for the roles of doctoral topic announcers, supervisors as well as subject leaders and lecturers of the DS;
 - c) To evaluate the implementation and organisation of the programme of the DS, the standards of the programme as well as the work of lecturers, supervisors involved in the programme and of doctoral students taking part in doctoral programmes at regular intervals or as required;
 - d) To make a proposal with regard to doctoral topics to be announced, to approve the doctoral topics of doctoral students;



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- e) To take a position on admission to organised doctoral instruction as well on accepting applicants for doctoral degree acquisition through individual preparation;
 - f) To appoint the members of the doctoral admission board on the recommendation of the Head of the DS;
 - g) To make a proposal with regard to the composition of the comprehensive examination board and the dissertation board of referees, as well as to the official referees;
 - h) To appoint the thesis proposal discussion committee;
 - i) To make a recommendation for granting admission to the degree acquisition procedure on the joint proposal of the doctoral student and the supervisor;
 - j) To take a position on the nostrification of foreign academic degrees;
 - k) To issue an opinion in other matters relating to the DS, on requests submitted by doctoral students on the proposal of the Head of the DS.
- (3) Except for matters of regulation, decisions related to the operational curriculum, the status and performance of supervisors, the DSs may specify in their Rules of Operation the competences to be delegated to the programme council. Only items on which a decision was taken by the CoDS may be submitted to the UDC.
- (4) The functioning of the DS shall be regulated in the Rules of Operation of the DS, its sessions shall be minuted, its decisions shall be authenticated by the signature of the Chairperson of the CoDs and the minute taker, numbered and recorded.

Head of the Doctoral School

7. §

- (1) One of the duties of the Head of the DS shall be the general representation the DS. The Head of the DS shall be responsible for the academic standards and the teaching activities of the school. The Head of the DS shall be a full-time employee of the university, who is a full professor, a core member of the DS, who is a DSc of the Hungarian Academy of Sciences and/or who has an outstanding international reputation for scientific excellence. The Head of the DS shall be approved by the UDC on the proposal of the CoDs. The Head of the DS shall be appointed by the Rector for a maximum term of five (5) years. The appointment may be extended to multiple terms.
- (2) The Head of the DS shall be assisted in his/her work by the CoDS.
- (3) The Head of the DS shall be responsible for the activities of the school. The Head of the DS shall
- a) Manage the DS and represent it in the Doctoral Cabinet and the University Doctoral Council as a voting member;
 - b) Make a proposal with regard to the core members of the DS, and if necessary, their replacement;
 - c) Make a proposal with regard to the members, Track Directors and Heads of Specialisation of the DS;

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- d) Direct the work of the CoDs, define the agenda of the meetings, chair the meetings;
 - e) After coordination with the Track Directors, Heads of Specialisation, entrust the subject leaders, the lecturers, the supervisors as well as monitor their work;
 - f) Decide on requests submitted by doctoral students concerning individual study matters that are not delegated to other bodies by the present Regulation;
 - g) Following the public defence, make a proposal with regard to awarding the doctoral degree or conferring the doctoral title with distinction on the basis of the evaluation and vote of the Board of Referees as well as the doctoral student's academic and research performance, scientific profile. Make proposals on contributing to the costs of study or research-related conferences, study visits on the basis of individual requests (applications) on the recommendation of the supervisor and the Track Director, Head of Specialisation;
 - h) Compile and manage the operational curriculum of the DS in cooperation with the Track Directors, Heads of Specialisation;
 - i) Get involved actively in drafting the RO of the DS as well as in drafting, amending university-level regulatory documents related to doctoral programmes;
 - j) As a professional supervisor get involved in the seamless administration of the DS in close cooperation with the Head of the CDS;
 - k) Represent the doctoral school at the ceremonial events of the University.
- (4) The Head of the DS may invite a Track Director/Tracks Directors, a Head of Specialisation/Heads of Specialisation to perform the administrative, management, organisational and quality assurance tasks of the school, their activities and their scope of duties being regulated in the RO of the DS. The appointment and dismissal of the Track Director shall be initiated by the Head of the DS with the person exercising the power of appointment, the Director General of the CDS.

The core member**8. §**

- (1) Professional-scientific and employment law requirements with regard to core members:
- a) Shall hold an academic degree relevant to the branch of science and/or the discipline of the doctoral school, shall have publications in high-ranking domestic and international journals proving their achievements in research;
 - b) Shall perform continuous and high-standard scientific activity in the branch of science and/or the discipline of the doctoral school, which is to be examined on the basis of MTMT, the Hungarian Scientific Publications Database. With respect to their entire career, shall have at least ten (10) publications that meet the accreditation criteria of the Hungarian Accreditation Committee (MAB) for core members, of which at least five (5) were published during the five (5) years preceding the accreditation procedure.

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- c) Shall prove their suitability to manage doctoral students by the fact that at least one doctoral student supervised by them obtained a doctoral degree or by having acted as the co-supervisor of at least two students who earned a degree;
 - d) Core members shall meet the criteria of core membership for at least one education cycle and during the degree acquisition procedure associated with that cycle;
 - e) Shall also undertake to act as supervisors at the doctoral school (shall have a supervised doctoral student or an ongoing topic announcement);
 - f) Shall keep monitoring and updating their profile (datasheet) in the doctoral database (doktori.hu) in accordance with legislation in force and the requirements of MAB; shall keep their publications, references up-to-date in MTMT;
 - g) Shall be lecturers or scientific researchers, who are full-time employees of the University and have specified the University in their statement referred to in Article 26(3) of the Nftv;
 - h) If they meet the conditions set out in paragraphs 1)-5) above, a Professor Emeritus or a Professor Emerita (hereinafter jointly Professor Emeritus) may also become a core member of the doctoral school of the University by which their title was awarded, subject to the approval of the UDC. Only one (1) of the Professors Emeriti may be taken into account for each branch of science as a core member involved in the establishment of the school;
 - i) If they meet the conditions set out in paragraphs 1)-5) above, research consultants or research professors with a DSc under a full-time employment or public service employment contract at a research institute may also become core members in case the University has concluded an agreement with the research institute in that regard. Among them a maximum of two members may be taken into account as core members of doctoral schools involved in one branch of science, and one member may be taken into account as a core member for each branch of science at doctoral schools involved in multiple branches of science;
 - j) One person may only serve as a core member at one doctoral school at a time.
- (2) The Council of the Doctoral School may recognise lecturers, researchers who were registered as core members before retiring by bestowing on them the emeritus or emerita title for their outstanding service to the doctoral school. Core member lecturers, researchers with an emeritus or emerita title may become permanent invitees of the council of the relevant doctoral school in an advisory capacity upon the decision of the Council of the Doctoral School.

The supervisor

9. §

- (1) The CoDS shall invite a supervisor to attend to an admitted doctoral student. A lecturer or researcher with a PhD degree who performs continuous research in his/her branch of science at a high standard and publishes his/her results in high-

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ranking scholarly publications may be approved as a supervisor. The procedure of assigning supervisors to doctoral students is regulated in the RO of the DSs.

- (2) One lecturer may act as the supervisor of not more than six (6) doctoral students at a time. One doctoral student may not have more than two (2) supervisors at a time. Acting as a co-supervisor constitutes a 50% exercise of supervisory functions.
- (3) If justified by the research topic of the doctoral student, the CoDS may invite a non-affiliated supervisor (co-supervisor) to assist the doctoral student. If the doctoral student participates in a joint doctoral programme with a research centre outside the University or with another university, the CoDS shall also assign to the doctoral student a supervisor under a full-time employment contract with the University.
- (4) The duty of the supervisor shall be in particular to
 - a) Develop a personal working relationship with the doctoral student in the scope of which he/she shall supervise, assist and if necessary, direct the candidate's research;
 - b) Assist the doctoral student in developing his/her research proposal, maintain a working relationship with him/her pursuant to the jointly agreed timetable;
 - c) Regularly call the doctoral student to account with regard to the progress in research, encountered problems, difficulties and the way of addressing them;
 - d) Issue an opinion on the report made by the doctoral student for the doctoral school, in which he/she must indicate any delay, time lag in the doctoral student's work or if he/she judges that the student will not be able to successfully complete the research proposal within the required deadline;
 - e) Issue a written opinion on the materials submitted by the doctoral student for the comprehensive examination, his/her thesis proposal and doctoral dissertation as well as issue a statement on their admissibility;
 - f) Take part in the doctoral student's comprehensive examination, at the discussion of his/her thesis proposal and the public debate of his/her doctoral dissertation;
 - g) Issue a written statement on the publishing performance of the doctoral student;
 - h) Continuously monitor, update his/her profile (datasheet) in the doctoral database in accordance with law and legislation as well as the requirements of MAB.
- (5) In each semester the supervisor shall prepare a report on the performance of his/her tasks with respect to each doctoral student (in case of co-supervision, jointly with the co-supervisor), whose content and format, manner of submission and evaluation shall be set out in the Quality Assurance Regulations.
- (6) A supervisor who is employed by the University shall be entitled to a reduction of teaching hours for performing supervisory tasks after his/her doctoral student with an active status, engaged in the study and research phase. The degree of such reduction shall be set out in the Employment Regulation.
- (7) Irrespective of the existence of an employment relationship with the University, the Supervisor shall be expected to maintain a regular and documented relationship with his/her doctoral student, to hold at least twelve (12) consultations of at least

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45 minutes in each semester as well as devote a similar amount of time to tasks set out in paragraph (4) above.

- (8) Each year the doctoral student and the supervisor shall mutually evaluate their cooperation and the progress made.
- (9) The CoDS shall call the supervisors to account with regard to the progress made and the research work performed by the doctoral student.
- (10) The replacement or the discontinuation of a supervisor may occur for various objective (departure, death) and subjective (changed interests, deterioration of relationship) reasons. These may occur on the side of both the supervisor and the doctoral student. It shall be the right and obligation of the CoDs to address any problems. Should the relationship between the doctoral student and the supervisor not develop to the satisfaction of both parties, the competent DS and the relevant research centre (department, institute) shall do their best to explore the grounds of the tension and to solve the problem. A new supervisor or a co-supervisor shall be appointed if necessary.
- (11) The replacement of the supervisor shall be initiated by one of the parties. The supervisor may obviously only request his/her dismissal in the event of force majeure (illness, unforeseen travel abroad, unexpected engagement etc.) or of unsatisfactory relationship with the doctoral student. The doctoral student may request the appointment of a new supervisor with the Head of the relevant Doctoral School on duly justified grounds. Duly justified grounds shall be primarily if the doctoral student feels that he/she does not receive sufficient professional support from the supervisor or personal differences complicate cooperation. The CoDS, after having consulted with both parties and having sought the opinion of the Head of the DS, shall decide on the request for dismissal.
- (12) The supervisor shall be entitled to remuneration for performing his/her tasks. The exact content of the entrustment, as well as the set of conditions of the entitlement to remuneration shall be set out in a salary supplement agreement in case of a supervisor with an employment relationship with the University and in a personal service contract in case of a non-affiliated supervisor. The entrusted supervisor may forego remuneration, such decision shall be expressed in a declaration included in the entrustment agreement or personal service contract. The conclusion of any salary supplement agreement or personal service contract on thesis supervision may be inputted in the Contract Administration Software as the updated version of a sample document.
- (13) Remuneration may be paid to supervisors on not more than two occasions during the degree acquisition procedure
 - a) After the successful thesis proposal discussion at the conclusion of which the doctoral student is advised to move forward,
 - b) After the successful defence of the doctoral dissertation leading to the award of the degree.
- (14) The maximum amount of the remuneration with regard to supervisor entrustments commencing in the coming year shall be defined by the Director General of CDS (with the preliminary consent of the Chancellor) until 1st December

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each year. The level of remuneration defined for ongoing thesis supervision shall not be affected by any such change in the amount of remuneration.

- (15) In case of co-supervision, each of the co-supervisors shall be entitled to 50% of the remuneration, unless otherwise specified. Any remuneration that is different from the above, or that is necessitated by the replacement of the supervisor prior to the discussion of the thesis proposal or the defence of the doctoral dissertation, or by the entrustment of a co-supervisor along with the single supervisor, shall be defined pro rata for each supervisor according to their contribution by the Director General of CDS on the proposal of the CoDs, taking into account the circumstances of the entrustment with supervisory tasks. The relevant performance certificate shall also be issued by the Director General of CDS. Any recognition of and remuneration for „inconclusive” supervisory activity shall be subject to at least one entire year of supervisory activity, documented in advance and continuously at the institution, that results in the meaningful performance of the doctoral student (paper, presentation, publication etc).

Doctoral track and specialisation

10.§

- (1) Doctoral schools may operate doctoral tracks and/or specialisations. Whereas a doctoral programme is a training path that is typically associated with one, possibly more branches of science, a specialisation is a training path associated with a professional field within the same branch of science. Core members, lecturers and supervisors associated with the same doctoral track may establish a Track Council, the work of which shall be coordinated by the Track Director entrusted by the Head of the Doctoral School and appointed by the Director General of CDS. The Track Council is a consultative, advisory body the proposals, opinions of which shall be transmitted by the Track Director to the CoDS. A specialisation is an academic community of lecturers, researchers working in the same professional field, whose leader (Head) shall be entrusted by the Head of the Doctoral School. The operation of doctoral tracks and specialisations is regulated by the ROs of the doctoral schools.

Doctoral paths

11.§

- (1) An academic or a professional path are available for doctoral students at the University. Both paths constitute an integral part of the doctoral programme and offer the opportunity to obtain a doctoral (PhD) degree according to the same programme and outcome requirements. The fundamental difference between the paths are the target groups of the programme, its objectives and the manner in which education is organised.
- (2) Upon application to a doctoral programme, the applicant has the opportunity to indicate his/her preferences for the path and the method of funding. The detailed

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rules are set out in the ORs of the DSs in accordance with the principles defined by the UDC.

Corvinus Doctoral Schools

12.§

- (1) Corvinus Doctoral Schools (CDS) is an organisational unit which is responsible for managing, coordinating doctoral programmes at the University and for actively participating in quality assurance. It shall perform its activities in accordance with the Order of Business of Corvinus Doctoral Schools as well as the Organisational and Operational Procedures of Corvinus Doctoral Schools. Its head is the Director General of Corvinus Doctoral Schools, who is responsible for performing management, study-related, administrative and quality assurance tasks associated with doctoral programmes at the University.
- (2) The Doctoral Cabinet (DC) is the consultative and opinion-giving forum of Corvinus Doctoral Schools. The members of the DC shall be the Heads, the Track Directors of the Doctoral Schools, a lawyer exercising legal supervision, the President and Vice-President of the PhD Student Union, the Head of the CDS, the Director General of CDS, the Chairperson of the UDC and the Vice-Rector for Research. The meetings of the DC are held prior to the sessions of the UDC, but it may be convened in any matter affecting doctoral programmes if required. The agenda items of the DC shall be defined by the Director General of CDS in consultation with the Chairperson of the UDC and the Head of the CDS, its meetings shall be chaired by the Director General of CDS. In case a vote is called in any matter, the simple majority of those present shall be sufficient for an opinion in favour or against.
- (3) The university-level administration of doctoral programmes is performed by the CDS.
- (4) The duty of the CDS is to perform management and organisation tasks related to doctoral programmes and to the various milestones of the doctoral procedure, as well as to coordinate between the DSs as set out in the Organisational and Operational Procedures of Corvinus Doctoral Schools.

DOCTORAL PROGRAMMES

13. §

- (1) Doctoral programmes constitute training, research and reporting activities aligned with the specificities of the relevant branch of science and the research interests of doctoral students that is offered in the framework of organised instruction or individual preparation.
- (2) Within the framework of organised instruction, doctoral students receive professional help in order to prepare for the comprehensive examination, to complete the dissertation and to earn a doctoral degree. At the University, organised doctoral instruction may take place in both daytime (full-time) or

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correspondence (part-time) delivery mode, with a state scholarship or in self-funded form.

- (3) The admission criteria, curriculum, reporting schedule of doctoral programmes as well as the exact examination, credit, and other requirements necessary for obtaining a diploma as the formal completion of the programme shall be defined and included in the RO of the competent DS, in keeping with the credit regulatory framework defined in the present Regulation. At least two hundred and forty (240) credits shall be acquired in doctoral programmes. The duration of the programme shall be eight (8) semesters. Doctoral schools may equally recognise knowledge acquired during formal or informal training with credits.
- (4) Only students who have acquired doctoral student status may commence their doctoral studies at the University.
- (5) Doctoral student status may be established at the University:
 - a) Following admission or in exceptional cases, following transfer,
 - b) Following the acquisition of a simultaneous student status in addition to an existing student status;
 - c) Following the acquisition of a guest student status to take courses in addition to the student status existing at another higher education institution, as well as
 - d) Following the completion of the comprehensive examination;
 - e) Following approval of admission to the degree acquisition procedure by the UDC on the proposal of the CoDS in the case of doctoral students who had commenced their doctoral studies before 1 September 2016.
- (6) The Head of the competent DS, in consultation with the Track Director and/or the Head of Specialisation may impose bridging-the-gap (conversion or refresher courses) for the admitted doctoral student on the basis of his/her result at the entrance examination.
- (7) Attending the sessions is compulsory for doctoral students, except if the Head of the DS, in coordination with the course lecturer, exempts a doctoral student in exceptionally justified cases.
- (8) In the case of courses taken at a higher education institution abroad or in other justified cases, the doctoral student may request the permission of the Head of the DS to follow a curriculum that is different from the one recommended for the given semester during the study and research stage.
- (9) A doctoral student may take courses at a higher education institution abroad on the basis of a work plan that ensures the validity of the relevant study period within the university's doctoral programme and has been approved by the supervisor, by the Track Director and/or the Head of Specialisation. The duration of such courses and the performance during such courses abroad, as approved by the competent CoDS, shall partly or wholly count towards doctoral studies, student status not being suspended during the period of courses taken at a higher education institution abroad.
- (10) Doctoral programmes: shall consist of the study and research phase on the one hand, and the research and dissertation phase on the other. The study and research phase lasts for four (4) semesters, at the end of which the doctoral student shall

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pass the comprehensive examination to be admitted to the research and dissertation phase. The commencement of the research and dissertation phase – that is the degree acquisition procedure, which also lasts for four (4) semesters – is subject to the successful completion of the comprehensive examination, its aim being the acquisition of the doctoral degree.

- (11) Doctoral programmes are also open to anyone who prepared for degree acquisition individually, provided that he/she fulfilled the requirements with respect to admission and to the comprehensive examination imposed on doctoral students who opted for individual preparation. In this case the student status shall be acquired on the day of successfully completing the comprehensive examination.
- (12) The student status shall be terminated
- a) Through degree acquisition, on the day when the decision on awarding the doctoral degree is taken;
 - b) If the doctoral student fails to pass the comprehensive examination, on the day of the missed or unsuccessful examination;
 - c) On the last day of the semester in which the doctoral student obtained a final certificate (absolutorium) in a doctoral programme;
 - d) at the end of the eighth semester of a doctoral programme for which a doctoral student has registered;
 - e) in the event of the doctoral student's transfer to another higher education institution, on the day of the completion of transfer (the date of the transfer is the day preceding enrolment at the acquiring institution)
 - f) if the doctoral student gives notice of termination of the student status, on the day that the notice is given;
 - g) if the doctoral student who cannot continue a programme funded through a full or partial Hungarian state scholarship does not wish to continue it in a self-funded form (the doctoral student shall declare whether he/she wishes to continue his/her studies in a self-funded form by signing the training contract);
 - h) if the doctoral student's student status is terminated by the Director General of CDS due to arrears of payment after an unsuccessful demand for payment and the examination of the social situation of the doctoral student by the Social Committee, on the day that the decision on the termination of student status becomes final;
 - i) If the doctoral student fails to fulfil the obligations relating to academic progress laid down in the Study and Examination Regulations, in the present regulation and in the curriculum;
 - j) If the doctoral student fails to register for the semester at the end of the study and research phase, nor does he/she submit a request to take a passive semester;
 - k) on the day that the disciplinary decision on expulsion becomes final;
 - l) in programmes offered in the framework of the Stipendium Hungaricum scholarship programme or other inter-state, state scholarship programme, if a doctoral student's status as a scholarship holder ceases and he/she does not

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- undertake to fund his/her studies (the doctoral student shall declare whether he/she wishes to undertake his/her own costs by signing the training contract)
- m) under a guest student status, on the last day of the semester;
- n) in case of studies targeted at completing only a specific part of the programme, on the last day of the semester;
- o) if the doctoral student dies, the day of which shall be established by the Director General of the CDS on the basis of a copy of the death certificate.
- (13) In cases where the student status is terminated by operation of law (Article 1215) a)-f), j) -l)), a decision shall be issued on the termination of student status, of which the Chairperson of the UDC or the colleague designated by him/her shall notify the doctoral student via a Neptun message.
- (14) Any suspension of the student status of the doctoral student shall be governed by the provisions of the Study and Examination Regulations (SER) whereby
- a) Student Services (SS) shall be understood as CDS;
- b) During the study and research phase the student status may only be suspended in cases set out in Article 45 (2) of Nftv with the approval of the Head of the DS. Studies may only be resumed by joining the programme based on the sample curriculum;
- c) During the research and dissertation phase (the degree acquisition procedure) the suspension of the student status may not exceed two (2) semesters without the reason being given.
- (15) In view of (14)b, the doctoral student shall either register for the semester in the study and research phase or submit a request for taking a passive semester.

MILESTONES OF THE DOCTORAL PROCEDURE HELD ONLINE

14.§

- (1) In justified cases and upon the request of the person concerned, the Director General of CDS may authorise some of the milestones of the doctoral procedure to be completed online. The manner and technical details of completing the various milestones of the doctoral procedure online are defined by the Vice-Rector for Research in the form of Provisions.

ADMISSION TO ORGANISED DOCTORAL INSTRUCTION

15.§

- (1) Application to the doctoral programmes of the University is open to Hungarian citizens, citizens of the EU and the EEA enjoying equal treatment with Hungarian citizens as well as non-Hungarian citizens who do not belong to the group of citizens enjoying equal treatment with Hungarian citizens and
- a) Have a diploma obtained during a university or equivalent accredited master-level education (MA or MSc)
- b) Have passed at least a state-recognised type „C” intermediate level – intermediate level (level B2) complex, language examination for general

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- purposes – or an equivalent language examination². If the applicant has an intermediate level (level B2) or equivalent language examination in a language other than English, he/she shall take part in an English language interview organised by the Council of the competent Doctoral School.
- c) Exemption from part of the language examination requirements may be granted as a one-off decision to doctoral students with disabilities applying for a doctoral programme, subject to the type of disability/disabilities stated in the expert opinion. Eligibility for the exemption shall be established by the university's Disability Committee on the basis of the proposal of the doctoral admission board appointed by the Council of the Doctoral School.
 - d) Whose professional and scientific competence is deemed to be suitable by the DS;
 - e) if they have scholarly publications, they have recorded and approved them in MTMT and have accepted liability for the accuracy of the information by signing the author's declaration.
- (2) Deadlines for application for the current year as well as for submitting all the required documents for application shall be defined and published by the CDS in the Higher Education Admission Bulletin and on the website of the DS.
- (3) The following documents shall be submitted for application to a doctoral school:
- a) Completed application form;
 - b) Copy of the university diploma;
 - c) Copy of the university transcripts;
 - d) CV with list of publications;
 - e) preliminary research plan;
 - f) declaration of acceptance by the selected institute (research centre) (if required by the DS);
 - g) declaration of acceptance by mentor-supervisor (if required by the DS);
 - h) Copies of the documents proving language proficiency;
 - i) In case of applying for an academic doctoral path, the grant documentation of the Corvinus Doctoral Scholarship in accordance with the provisions of the Regulations on Student Fees and Benefits and the relevant call for applications;
 - j) Proof of payment of the registration fee;
 - k) Declaration of responsibility assuming liability for all submitted documents and the authenticity of the information contained therein;
 - l) other documents (e.g. recommendations).
- (4) In addition, applicants seeking admission to a doctoral programme shall make a declaration on whether they are applying for a scholarship and whether they request admission if they are not granted the scholarship.
- (5) The DS in question may also require further documents to be submitted in order to judge the occupational fitness of the applicants, these shall be set out in the RO of the DS.

² The scope of acceptable international language examinations and their equivalence shall be established on the basis of the resolution of the Corvinus Foreign Language Teaching and Research Centre.

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- (6) Applicants who have submitted applications in conformity with the requirements and within the specified deadline shall undergo an admission procedure. The admission procedure shall be conducted by an admission board, the content and manner of its conduction being set out in the RO of the DS.
- (7) A one-hundred (100) -point evaluation scale shall be used during the admission procedure. Only applicants who earn a minimum of sixty seven (67) points out of the total (one hundred) 100, that is $\frac{2}{3}$ of the obtainable points may be admitted to doctoral programmes. Only applicants who earn at least eighty (80) points may be admitted to the academic doctoral path.
- (8) During the doctoral admission procedure points may be earned in the following areas:
 - a) Prior performance (compulsory)
 - b) Submitted paper (compulsory)
 - c) Written examination (as required by the DS)
 - d) Oral examination (compulsory)
- (9) The various performance components within each area and the points attributable to them shall be set out in the RO of the doctoral schools.
- (10) The applicants shall be ranked by the Admission Board.
- (11) Decision on admission shall be taken by the UDC on the proposal of the relevant DS, taking into account the quota defined by the NDC and the scholarship budget granted to the doctoral school in question. Deviation from point-based ranking shall only be allowed in case the Hungarian state scholarship budget of the DS is depleted and the next applicant in the ranking requested admission only with a Hungarian state scholarship and the applicant in question reached two-thirds (67 points) of the maximum admission score. The DSs may regulate through their RO that the admissions ranking of the DS in question may also emerge as a result of the performance achieved by each of the specialisations, provided that the applicant in question reached two-thirds (67 points) of the maximum admission score.
- (12) Remedies with regard to rejections of application may be exercised as set out in the Admissions Regulation.

TRANSFER
16. §

- (1) A doctoral student who commenced his/her doctoral programme at another higher education institution may only be granted admission to a doctoral programme at the University on the basis of the statement of the DS in question and at the discretion of the UDC, provided that the transfer is justified by the dissolution of the institution, the doctoral school or any other objective obstacle arising with respect to continuing or completing the studies. Among the (graded) subjects, credits completed in the former doctoral school, only those may be acknowledged that comply with the requirements of the DS in question. A student may only be transferred from a programme offered in the same discipline (branch of science)

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after documented consultations with the person in charge of programme at the institution offering the programme.

ADMISSION IN CASE OF INDIVIDUAL PREPARATION

Application for doctoral degree acquisition in case of individual preparation

17. §

- (1) Applicants who have prepared for degree acquisition individually may also join a doctoral programme provided that they have fulfilled the admission requirements defined for doctoral students opting for individual preparation. In this case the student status shall be acquired following the successful completion of the comprehensive examination, the decision by the UDC on admission to the degree acquisition procedure and enrolment.
- (2) Admission requirements in case of individual preparation:
 - a) Documented research activity for a period of not less than 5 years;
 - b) Language requirements are the same as the expectations set out in subparagraphs c. and d. of Section 15(1) above with regard to the admission procedure to organised doctoral instruction;
 - c) Professional and publication activity defined by the UDC: applicants who opt for individual preparation are expected to demonstrate publication activity that reflects the in-depth knowledge of the broader field of the relevant branch of science. The applicant's publication performance shall reach at least 80 points, of which at least 50 points shall come from articles featuring new results in the given field, published in outlets that are ranked as A-C category journals by the competent committee of Section IX of the Hungarian Academy of Sciences³.
- (3) If the publication performance of the applicant does not reach 50/80 points, but meets the 25/40 point requirement, the UDC may conditionally admit him/her to the degree acquisition procedure by setting a limitation period. The applicant shall meet the 50/80 publication score requirement before being allowed to defend his/her dissertation.
- (4) Exceptionally, applicants who do not fulfil the requirements set out in 17(3) may also join the individual degree acquisition procedure if their professional activity targeted at developing inter-university or international academic contact building is outstanding. The limitation period for fulfilling the requirements shall be set by the UDC. The applicant shall meet the 50/80 publication requirement before being allowed to defend his/her dissertation.
- (5) The degree acquisition procedure shall end if the limitation period set by the UDC elapses unsuccessfully.
- (6) Documents to be attached to the application:

³ In the programmes offered by the Doctoral School of Sociology and Communication Science the list of journals compiled by the competent inter-sectional committee of the Hungarian Academy of Sciences (MTA) and approved by the UDC may be taken into account.

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- a) Documents listed in Section 15 above with regard to application to organised instruction;
 - b) Documents certifying prior research activities;
 - c) one electronic copy of each of the own publications deemed to be the most important;
 - d) the ready dissertation and the theses or a detailed thesis proposal, or in lack of these, a detailed research proposal electronically
 - e) further documents required by the relevant DS;
 - f) the declaration of the chosen institute (research centre);
 - g) the declaration of the mentor-supervisor.
- (7) The doctoral application and its annexes may also be submitted in a foreign language approved by the relevant DS, and the procedure may also be partly or wholly conducted in a foreign language.
- (8) The fulfilment of admission criteria shall first be examined by the DS. Acceptance or rejection of the application shall fall within the scope of the UDC's power on the basis of the proposal of the Council of the relevant Doctoral School.
- (9) The UDC may also require applicants to take supplementary examinations in order to be admitted to the comprehensive examination.

**RIGHTS AND OBLIGATIONS OF PERSONS PARTICIPATING IN
DOCTORAL EDUCATION****Legal status of persons participating in doctoral programmes and in the
degree acquisition procedure****18. §**

- (1) Doctoral students have student status at the University. Student status is acquired by enrolment. Enrolment shall be governed by the provisions of the Study and Examination Regulations, whereby Student Services (SS) shall be understood as the CDS.
- (2) Data on doctoral students shall be recorded in the Neptun system by the CDS.
- (3) The rights and obligations of the doctoral students shall be governed by the provisions of the Rules of Organisation and Operation of the University, supplemented by the present regulation. The doctoral student shall create his/her profile in the MTMT database until the end of the first semester, and use this platform to register the publications that certify his/her scientific output achieved during the programme (manuscripts and published publications shall be uploaded to the Corvinus Repository maintained by the Corvinus University Library), as well as keep the bibliographical data up-to-date. One of the criteria for registering for the comprehensive examination, for the degree acquisition procedure and for the public defence of the dissertation shall be to have the publications recorded and approved in the MTMT database as well as to assume liability for the accuracy of the information by signing the author's declaration.

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- (4) The doctoral student shall feature the Corvinus University of Budapest in the affiliation box of each of his/her publications during the period ranging from enrolment to degree acquisition.
- (5) With respect to their academic socialisation, doctoral students taking part in doctoral programmes shall belong to the research centre that matches their potential research topic or is involved in the programme, shall be the members of the teaching and research community there, as well as participants of professional, scientific and other events. The institutes and research centres involved in the programmes shall help ensure the infrastructure needed for the purposes of the doctoral student's research work.
- (6) The doctoral student may file a written complaint with the Director General of the Corvinus Doctoral Schools against a decision by the Head of the DS or by the CoDs, which shall be answered in 15 calendar days.
- (7) The doctoral student may lodge an appeal with respect to student status in accordance with the Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter:SSP).

Financial support accessible to doctoral students

19. §

- (1) The various benefits that may be granted to doctoral students shall be set out in the Regulation on Student Fees and Benefits.

Fees and charges payable by doctoral students

20. §

- (1) The fees and charges payable by doctoral students shall be set out in the Regulation on Student Fees and Benefits.
- (2) The provisions of the Study and Examination Regulations (SER) on reclassification shall be applied in such a manner that Student Services (SS) shall be understood as the CDS and the Study Committee shall be understood as the Doctoral Cabinet

Teaching activity of the doctoral students

21. §

- (1) Students taking part in doctoral programmes may undertake teaching tasks and tasks related to the organisation of education, the manner of which is set out in the present regulation. The doctoral student shall receive credits for performing these tasks.
- (2) The doctoral student shall also be remunerated by the University for the teaching activity in accordance with the relevant rules.
- (3) Should the doctoral student deem that the task and obligations imposed on him/her by the institute (research centre) jeopardise the progress expected in the doctoral programme, he/she may file a complaint with either the Head of the Doctoral



School or the representative of the PhD Student Union. The Director General of CDS may launch an investigation with respect to the complaint.

REGULATORY FRAMEWORK WITH REGARD TO DOCTORAL PROGRAMMES IN THE TWO PHASES OF EDUCATION

Study and research phase

22. §

- (1) During the four (4)-semester study and research phase the doctoral student shall complete subject courses, conduct research, he/she shall publish the results thereof during conferences (research forums staged by the DS) and in scholarly publications, shall preferably get involved in teaching, shall attend various events associated with the doctoral procedure, shall take the comprehensive examination;
- (2) In the autumn semester the doctoral student shall obtain a minimum of eighteen (18) credits per semester and sixty (60) credits per academic year. The maximum number of credits that may be obtained during one academic year shall be seventy (70);
- (3) He/she shall obtain a total of one hundred and twenty (120) credits during the four (4) semesters in order to be eligible to register for the comprehensive examination;
- (4) The doctoral student shall collect study, research, publication and teaching credits in each semester of the study and research phase
 - a) Study credits shall be recorded on the basis of courses taken in Neptun and completed.
 - b) Teaching credits shall be approved by the subject leader or instructor of the course.
 - c) Research credits certified by the supervisor shall be approved by the Track Director/Programme Director on the platform provided for this purpose and recorded in Neptun by the study officer of the CDS.
 - d) On the basis of the submitted documentation, publication credits shall be approved by the Track Director/ Programme Director on the platform provided for this purpose and recorded in Neptun by the study officer of the CDS. The detailed regulation of the tasks and requirements with regard to the study and research phase are set out in the RO of the DSs.
- (5) Study credits [a minimum of forty-eight (48) credits; a maximum of sixty (60) credits]
 - a) The doctoral student shall complete the study credits by attending courses, by fulfilling the requirements set by the lecturers, by earning a grade. The doctoral student shall complete the compulsory, compulsory elective and elective courses set out in the sample curriculum and published in Neptun each semester.
 - b) The doctoral student may also take elective courses offered by other DSs or may take as elective courses any compulsory or compulsory elective courses that

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were made available by doctoral schools to their own students or to students of other doctoral schools.

- (6) Research and publication credits [a minimum of forty-eight (48); a maximum of sixty (60) credits]
- a) Research credits (minimum 48 credits) may primarily be obtained by scientific work, conference participation, presentation at research forums, mentoring. The detailed conditions for obtaining research credits shall be set out in the RO of the DSs. A maximum of 12 credits may be recognised each semester for the same activity eligible for research credit. The appraisal of the number of research credits shall take place in the form of intra-annual or term-end checks (written tests, submissions, research proposals, conference papers, working papers etc.) Rounding rules shall be applied when awarding credits, it being understood that if the credit value is lower than one (1), but higher than zero (0), one (1) credit shall be awarded.
 - b) Publication credits shall be credits recognising specific high-level scholarly publication activity (e.g. article in scholarly journal, book chapter), which shall be assessed separately from research credits. The DSs may define in their RO the number of publication credits in addition to the forty-eight (48) research credits as well as the rating of the publication outlets (the declaration of acceptance issued by it) that are to be minimally acquired for the comprehensive examination. Rounding rules shall be applied when awarding credits, it being understood that if the credit value is lower than one (1), but higher than zero (0), one (1) credit shall be awarded.
 - c) Research credits completed for activities before the end of the credit recognition period shall be recognised in the semester during which they were completed.
- (7) Teaching credits [a minimum of six (6); a maximum of eighteen (18) credits]
- a) Regularly monitored teaching activity carried out under the direction of the subject leader (e.g. conducting seminars, practice sessions, delivering lectures, job shadowing, developing teaching materials, mentoring, organising education and preparing, correcting the associated assignments etc).
 - b) Within the framework of his/her study obligations, the doctoral student holding a state scholarship may be required to engage in the teaching and research activities of the University for a period equivalent to 20% of his or her full weekly working time, any such need shall be communicated by the Director of the Institute to the Head of the Doctoral School and the Track Director/Programme Director not later than two (2) months ahead of the commencement of the semester. The doctoral student may be required to teach up to four (4) hours (2 time-slots) a week per semester averaged over an academic year.
 - c) The credit value of a weekly teaching activity of two (2) hours [one (1) timeslot] recorded in Neptun shall be a maximum of twelve (12) credits if a 100% participation rate is certified (or a reduced proportion thereof), the credit value of documented job shadowing or organisation of education during a semester shall a maximum of four (4) credits. Rounding rules shall be applied when

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- awarding credits, it being understood that if the credit value is lower than one (1), but higher than zero (0), one (1) credit shall be awarded.
- d) Teaching credits completed for activities before the end of the credit recognition period shall be recognised in the semester during which they were completed.
 - e) The doctoral student may obtain teaching credits for teaching (course conducting) activities at another accredited domestic or foreign higher education institution if the relevant written notification is provided to the Track Director/Programme Director prior to the commencement of the semester and verifiable documentation on the performed work is submitted within two (2) weeks of the end of the study period.
- (8) The doctoral student is required to attend at least one (1) thesis proposal discussion and one (1) public defence in each academic year, which shall be recorded on the attendance list. The doctoral student shall prepare a summary of maximum one (1) page of the event, formulating his/her professional, scientific, communication experiences.

The comprehensive examination

23. §

- (1) The comprehensive examination shall measure, evaluate progress made in study and research by the doctoral student as well as shall certify his/her research aptitude. The comprehensive examination shall be completed at the end of the fourth (4.) active semester as the conclusion of the study and research phase. Admission to the research and dissertation phase is subject thereto. The doctoral student may only register for the fifth (5.) semester of the programme if he/she has successfully completed the comprehensive examination. Doctoral students applying for individual preparation may be admitted to the comprehensive examination if they meet the requirements set out in the regulation and if the UDC supports their application for admission to a doctoral programme on the proposal of the CoDS.
- (2) Criteria for being admitted to the comprehensive examination:
 - a) Fulfilling foreign language requirements,
 - b) Acquiring at least one hundred and twenty (120) credits (with the appropriate ratio of credit types) in the study and research phase of the doctoral programme (except for doctoral students preparing individually for degree acquisition),
 - c) completing tasks serving to orient doctoral students towards an academic career
 - d) recording and approving the doctoral student's publications in the MTMT Database.
 - e) Evaluation of the work performed in the study and research phase by the supervisor as well as his/her declaration on recommending the commencement of the research and dissertation phase.
 - f) Certification of attendance defined in Section 22(8).
- (3) The comprehensive examination shall consist of two (2) parts: the first part („theoretical part”) shall assess the theoretical-methodological competence of the

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doctoral student, in the second part („dissertation part”) the doctoral student shall demonstrate his/her scientific progress.

- (4) The comprehensive examination shall be taken before an examination board appointed by the DS and approved by the UDC. The examination board shall consist of at least three (3), but not more than five (5) members, and one (1) or two (2) members respectively shall not be employees of the University.
- (5) The chairperson of the examination board shall be a full professor, a habilitated associate professor, a Professor Emeritus or a lecturer, researcher holding a DSc. A foreign expert may not act as the chairperson of the board.
- (6) Each member of the examination board shall hold an academic degree (with the exception of the secretary, a non-voting member who shall at least have acquired an absolutorium in a doctoral programme). The examination board may also include a foreign expert. The supervisor of the doctoral student may not be a member of the examination board, but is expected to attend the event.
- (7) During the theoretical part of the comprehensive examination, the doctoral student shall demonstrate his/her theoretical-methodological competence in at least two areas of expertise in writing and/or orally. The areas of expertise shall be defined by the DS in consultation with the supervisor, taking into account the research topic of the doctoral student.
- (8) During the dissertation part of the comprehensive examination, the examinee shall give a lecture (presentation) to demonstrate his/her knowledge of the academic literature, to report his/her research results, to share his/her research proposal with regard to the second phase of the doctoral programme as well as shall outline the schedule for preparing the doctoral dissertation and for publishing the results on the basis of a twenty to thirty (20-30) page paper submitted to the DS beforehand.
- (9) The detailed requirements with regard to the comprehensive examination, as well as the manner of its conduction, shall be set out in the RO of the DSs. The comprehensive examination shall take place in the examination period of the spring semester. The comprehensive examination may be postponed or retaken until the end of the spring semester of the academic year in question (by 31 August at the latest). The comprehensive examination may be postponed if this was pre-authorized by the Head of the DS on the basis of the doctoral student's substantiated request or if the doctoral student is not able to show up at the comprehensive examination due to any reason beyond his/her control (e.g. traffic obstacles, travel restrictions) or an unforeseen reason (e.g. sudden illness, death of close relative) and shall notify (send a proof to) the Head of the DS thereof within 3 calendar days.
- (10) The examination board shall evaluate the theoretical-methodological and the dissertation part of the examination separately. It shall draw up detailed minutes of the comprehensive examination, containing a written assessment of the doctoral student's work from a scientific point of view. The result of the comprehensive examination shall be announced on the day of the oral examination.
- (11) The minutes of the comprehensive examination shall include:

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- a) The name of the higher education institution and its institution identification number,
 - b) The name, student identification number of the doctoral candidate or the doctoral student
 - c) His/her previous level of qualification and professional qualification,
 - d) The name of the supervisor and his/her lecturer identification number,
 - e) The discipline and the branch of science in which the degree is to be acquired,
 - f) The questions asked during the rigorosum or the comprehensive examination and the assessment of the answers given,
 - g) The grade/assessment of the rigorosum or of the comprehensive examination,
 - h) The name of the chairperson and the members of the rigorosum board or the comprehensive examination board, their lecturer identification number and their signature.
- (12) Both parts of the comprehensive examination shall be evaluated by means of a written assessment (passed, failed).
- (13) The comprehensive examination is successful if the majority of board members considers both examination parts to be successful.
- (14) The overall evaluation of the examination shall be as follows:
- a) Successful if the assessment of both parts is „passed”
 - b) Unsuccessful if the assessment of either of its parts is „failed”.
- (15) In case of a successful comprehensive examination the doctoral student may go on with his/her studies.
- (16) An unsuccessful comprehensive examination may be retaken by the doctoral student once, within the same examination period.

Research and dissertation phase

24.§

- (1) A doctoral student taking part in a doctoral programme may enter the research and dissertation phase (degree acquisition procedure) upon passing the comprehensive examination.
- (2) The official date of commencing the degree acquisition procedure shall be the day of the successful comprehensive examination.
- (3) During the four (4)- semester research and dissertation phase the doctoral student shall perform intense research activities, present his/her research results at scientific forums, publish them, shall prepare his/her thesis proposal for discussion and shall submit it to the Secretariat of the Council of the Doctoral School. The detailed rules on the research and dissertation phase shall be set out in the RO of the DSs.
- (4) A total of one hundred and twenty (120) credits shall be acquired during the four (4) semesters:
 - a) The doctoral student shall acquire at least eighteen (18) credits in the autumn semester and at least fifty (50) credits each academic year [in case of deferment



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- in two consecutive active semesters]. A maximum of seventy (70) credits may be obtained during each academic year;
- b) A minimum of one hundred (100) credits shall be acquired for research and publication activities [of which a minimum of twenty-eight (28) credits shall come from scholarly publications];
 - c) The DSs may define in their RO the number of publication credits minimally acquired in addition to the twenty-eight (28) publication credits as well as the rating of the publication outlet (the declaration of acceptance issued by it).
 - d) A maximum of twenty (20) research credits may be awarded for a successful thesis proposal discussion, as specified in the RO of the DSs;
 - e) A maximum of twenty-four (24) credits may be recognised for teaching and organisation of education, the conditions for the doctoral student's involvement in teaching being similar to those set out in subparagraphs a-c of Section 22(7) above;
 - f) When awarding credits, rounding rules shall be applied, it being understood that if the credit value is lower than one (1), but higher than zero (0), one (1) credit shall be awarded.
 - g) Research and teaching credits completed for activities before the end of the credit recognition period shall be recognised in the semester during which they were completed.
 - h) In case of a credit overload, not more than twenty (20) of the research and publication credits acquired during the first phase of the programme and certified item by item as additional performance by the Track Director/Programme Director may be transferred to the second phase of the studies with the approval of the CDS Director General. Any publication credits obtained in the first phase of the studies that were accepted by the Track Director, but were not recorded due to credit overload, may be recognised pro rata temporis in the second phase of the studies as well as may be acknowledged as publication points required for acquiring the degree.

Degree acquisition procedure

25.§

- (1) Doctoral students who had commenced their doctoral studies prior to 1 September 2016 may enter the degree acquisition procedure upon obtaining the absolutorium with the support of their supervisor. This may be initiated by addressing the relevant request to the Council of the Doctoral School. Approval of admission into the degree acquisition procedure shall fall within the competence of the UDC. The relevant decision shall specify the semester in which the student in question may enter the degree acquisition procedure. A doctoral student who has entered the degree acquisition procedure shall submit his/her doctoral dissertation within two 2 years of his/her admission thereto.

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The thesis proposal and its assessment

26. §

- (1) The doctoral student's thesis proposal shall serve to document his/her competence and fitness as a researcher.
- (2) The defence of the thesis proposal may only take place after successfully completing the comprehensive examination as well as recording and approving the doctoral student's publications in the MTMT database. In order to ensure adequate publicity, thesis proposal discussions may only take place between the last day of the spring examination period and the first day of the autumn study period in exceptionally justified cases, subject to the approval of the CDS Director General.
- (3) The doctoral student shall make a declaration on having prepared the thesis proposal on his/her own, without any unauthorised assistance and having used the sources provided in it. He/she has clearly marked and given the source of all parts, including his/her own previous work, that were taken verbatim from another source or were rephrased to convey the same meaning.
- (4) The detailed procedure of the thesis proposal discussion shall be set out in the RO of each the DS.
- (5) The thesis proposal shall be defended in a public session in the presence of experts holding an academic degree in the given field of expertise. The professional standard and the stage of completion of the thesis proposal shall be assessed by a committee designated for that purpose.
- (6) The thesis proposal shall be evaluated by a Thesis Proposal Evaluation Committee (TPEC) consisting of at least four (4) and at the most six (6) members. The chairperson of the TPEC shall be a full professor, Professor Emeritus or a habilitated associate professor. One of its members shall be a non-affiliated expert (who is not an employee of the University). The official pre-referees and the doctoral student's supervisor (who cannot act as either chairperson or referee) are always members of the TPEC. The (non-voting) secretary of the TPEC may also be a doctoral student who has acquired the absolutorium in a doctoral programme.
- (7) The task of the TPEC is to judge, taking into account the debate as well, whether the results included in the thesis proposal and the qualities of the candidate as a researcher guarantee the completion and submission of a successfully defensible doctoral dissertation by the required deadline as well as to assist the doctoral student by offering advice on preparing the final dissertation.
- (8) The TPEC shall prepare an assessment (draw up minutes). It shall take a position on whether the committee recommends the thesis proposal of the doctoral student
 - a) To be accepted (submitted) without modification;
 - b) To be accepted (submitted) with the listed modifications;
 - c) Not to be accepted due to the listed reasons and suggests that a new thesis proposal be drafted.
- (9) The chairperson and secretary of the TPEC shall authenticate the minutes by signing them, then send them to the Head of the Doctoral School who in turn shall submit it to the UDC.



WITHDRAWING THE THESIS PROPOSAL

27.§

- (1) The doctoral student may withdraw the thesis proposal after having submitted it, but not later than five (5) working days prior to the thesis proposal discussion.
- (2) In the case of withdrawal a new thesis proposal may be submitted three (3) months after the withdrawal date.
- (3) In the case of withdrawal and the submission of a new thesis proposal, the relevant CoDs shall appoint a new TPEC.

FINAL CERTIFICATE (ABSOLUTORIUM)

28.§

- (1) The provisions of the SER shall be applied with the following derogations:
 - a) The University shall issue the final certificate for doctoral students who earned at least two hundred and forty (240) credits [in case of taking part in a programme through individual preparation, one hundred and twenty (120) credits] and have submitted their thesis proposal in accordance with the present Regulation.
 - b) SS shall be understood as CDS, dean shall be understood as director general.
 - c) The date of the final certificate shall be the day on which the last criterion is fulfilled that is defined as a precondition thereof.

DOCTORAL DEGREE

29.§

- (1) In the framework of doctoral programmes, the acquisition of the doctoral degree is subject to
 - a) The absolutorium
 - b) The minimum publication requirements required for being admitted to the defence⁴:
 - ba) For students taking part in organised instruction, at least forty (40) scholarly publication points shall be collected, of which at least twenty-five (25) points shall come from articles published in journals included in the list of A-C category journals of the competent committee of Section IX of MTA. Of journal articles under publication ranked in the A-C-category not more than one may be taken into account, but the relevant official, signed declaration of acceptance shall be provided by the candidate; the 40/25 point requirement may be set off by meeting the publication requirements specified in versions „C” or „D”.

⁴ In the programmes offered by the Doctoral School of Sociology and Communication Science the list of journals compiled by the competent inter-sectional committee of the Hungarian Academy of Sciences (MTA) and approved by the UDC may be taken into account.

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- bb) For candidates who have opted for individual preparation, the fulfilment of the required publication output is evaluated by the DS and the UDC during the admission process. If the doctoral candidate's admission to the degree acquisition procedure was conditional due to his/her publication output, the fulfilment of the 50/80 point publication requirement, which is a criterion for being admitted to defence, shall be checked again.
- c) Proven proficiency in two (2) foreign languages for the purposes of performing academic activity in the given discipline. Proficiency in one of the two (2) foreign languages shall be proven by a state-recognised, at least level „B2” complex language examination or equivalent⁵. One of the two foreign languages shall be English, the other foreign language is expected to be such that the regular and high-level publication opportunity of research results in that language is secured in the discipline in which the doctoral student performs academic activity (proof thereof shall be presented by the doctoral student upon application for entering the degree acquisition procedure and shall be approved by the Council of the Doctoral School).
- d) A student with disabilities applying to enter the degree acquisition procedure may be granted exemption from part of the language examination requirements as a one-off decision, subject to the type of disability/disabilities stated in the expert opinion. Eligibility for the exemption shall be established by the university's Disability Committee, on the basis of the proposal of the Council of the Doctoral School. If the student with disabilities had been exempted from meeting part of the language examination requirements during the admission procedure and his/her condition was declared as permanent by the expert committee, there is no need to launch a new procedure.
- e) Proof of proficiency in the other foreign language may be presented in one of the following ways:
- ea) For foreign citizens whose mother tongue is not Hungarian – except those whose mother tongue is English – the candidate's mother tongue shall be considered as proof with respect to the second foreign language.
- eb) A state-recognised, at least level „B1” complex language examination or equivalent⁶ or
- ec) An attestation by the Corvinus Foreign Language Teaching and Research Centre to the effect that the candidate is sufficiently proficient in one of the languages to perform academic activities; or
- ed) The candidate has acted as a lecturer during a minimum one-semester long course or block course delivered in a foreign language, which was recorded in the Neptun system or the candidate is in possession of an official certification thereof.

⁵ The scope of acceptable language examinations and their equivalence shall be established on the basis of the resolution of the Corvinus Foreign Language Teaching and Research Centre.

⁶ The scope of acceptable language examinations and their equivalence shall be established on the basis of the resolution of the Corvinus Foreign Language Teaching and Research Centre

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- ee) In the case of a student with disabilities an exemption may be granted as a one-off decision from certifying the second foreign language ⁷. Eligibility for the exemption shall be established by the university's Disability Committee on the proposal of the Council of the Doctoral School, on the basis of disabilities stated in the expert opinion.
- f) Evaluation of independent research activity by the supervisor
- g) Successful completion of the discussion of the thesis proposal;
- h) Proof of payment of financial obligations (comprehensive exam fee, defence fee etc)
- (2) Scientific publication activities
- a) Only publications aligned with the accredited discipline(s), branch(es) of science of the doctoral schools as well as with the research topic of the doctoral student may be eligible as scientific publications. Should the doctoral student challenge the position of the Track Director/Programme Director with respect to a given scientific publication, the Head of the relevant Doctoral School shall decide in the matter of acceptance or rejection. The Head of the Doctoral School may seek the opinion of the Track Council or the Head of Specialisation in this exercise.
- b) Scientific publications shall be understood as written works published in scholarly journals or peer-reviewed books. Only one journal article awaiting publication may be taken into account if the candidate attaches an official declaration of acceptance;
- c) Specialist scholarly journal: publication recognised in the MTMT database as a scholarly and peer-reviewed journal;
- d) A book shall be considered to be scientific if it is peer-reviewed, contains new scientific results or offers a comprehensive overview of a field with a new approach;
- e) The acceptance of specialist books (and book chapters) as scientific output shall be subject to the decision of the Council of the Doctoral School. Basic criteria: the book must be peer-reviewed, must be marketed officially. Non-scientific books shall fall in the category of other output.
- (3) Other professional-scientific output shall be assessed individually. Its value expressed in points shall be defined by the RO of the DS. Output that may be taken into account:
- a) Compilation, lecture note or book chapter;
- b) Participation in a domestic or international conference with a presentation or poster if at least the abstract is published (in case of written document and certified participation);
- c) Scientific study;
- d) Specialist creation (for instance the development of an IT system, model or software);

⁷ Pursuant to Article 62(1) of Government Decree 87/2015. (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011

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- e) documented involvement in the development of teaching materials.
- (4)⁸ The value of the doctoral student's publication expressed in points shall be defined as follows for the purposes of obtaining both the absolutorium and the doctoral degree.
- a) The value of journal articles expressed in points⁹:

	Version „A”		Version „B”	
Articles in journals	For students who had commenced their doctoral programme prior to 1 September 2016		For students who commenced their doctoral programme after 1 September 2019	
	Students who commenced their doctoral programme after 1 September 2016 and before 1 September 2019 may choose either the „A” or „B”			
	Foreign-language article	Hungarian-language article	Article published in international journal	Article published in domestic journal
1) Featured in the list of the competent doctoral committee of the Hungarian Academy of Sciences (MTA) as				
„A” category journals	20	10	28	14
„B” category journals	16	8	22	11
„C” category journals	12	6	17	8
„D” category journals	8	4	8	4
2) in other scholarly journals with an ISSN number accepted by the DS and the UDC **	6	3	6	3

If the journal in question has a higher ranking in the Scimago database than in the international journal list of the competent committee of Section IX of the Hungarian Academy of Sciences (MTA), the Track Director/Programme Director carrying out the

⁸ In calculating the points required for the purposes of obtaining the *absolutorium*, for students who commenced their doctoral programme after 1 September 2016, but before 1 September 2019, the higher of the points attributable for the given journal article under Version „A” and Version „B” should be taken into account. Students however shall declare whether they wish the calculation pursuant to the „A”, „B”, „C” or „D” version to be applied for the purposes of degree acquisition.

⁹ In the programmes offered by the Doctoral School of Sociology and Communication Science, the list of journals compiled by the competent inter-sectional committee of the Hungarian Academy of Sciences (MTA) and approved by the UDC may be taken into account.

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assessment shall determine the given article's value on the basis of the Scimago system. If the journal is ranked higher in the MTA list, this shall be taken into account. Since the Scimago ranking changes every year, normally the ranking associated with the year of publication of the article or with the date of the declaration of acceptance shall be taken into account or in the absence thereof, the last year in which the journal was ranked. As Scimago offers more differentiated breakdown within the various disciplines than the MTA list, the highest value relevant to the classification of the doctoral school by discipline (by branch of science) shall be taken into account at all times.

aa) As a rule the following equivalence shall be applied:

List of international journals of the competent committee of Section IX of MTA *	Scimago Database
A	Q1/D1
B	Q2
C	Q3
D	Q4

* The doctoral schools shall mutually accept journals that are ranked in categories A, B, and C by another doctoral school, however as a rule the authoritative list shall be the one compiled by the competent doctoral committee of MTA.

ab) Value expressed in points of a „book review” recorded in MTMT:

ac) A „book review” may be awarded 50% of the points attributable in the given category. Not more than one (1) „book review” may be taken into account in the category of peer-reviewed journals.

b) The value expressed in points of specialist books and book chapters with an ISBN number reporting new scientific results and of papers published in peer-reviewed conference volumes with an ISBN number featuring the editorial board:

Specialist books and book chapters	Foreign-language	Hungarian-language
Full scientific book of a length of at least five (5) author's sheets: per author's page and for one (1) book maximum Book chapters	4-8/author's page, max 40	2-4/author's page, max 25
3) Papers published in peer-reviewed conference volumes (ISBN and ed. board.)	4-8/author's page or 4-8/piece	4/author's page or 4/piece

1 author's page = 40,000 characters with spaces

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The allocation of lower or higher points shall depend on the publication outlet and the ranking of the publication.

- c) A total of not more than ten (10) points may be awarded for other output language (textbook, lecture note, presentation printed in non-refereed conference publication, poster, paper) in the Hungarian language and not more than twenty (20) points in a foreign language.
- d) The scoring system of MTA shall also apply for co-authored publications:

In case of 2 authors	75% x number of points
In case of 3 authors	60% x number of points
In case of 4 or more authors	30% x number of points

- (5) The publication requirements of degree acquisition may be met by either the „C” or the „D” version, irrespective of when the student commenced his/her doctoral programme. In this case the 25/40 requirement shall not apply, neither does the point reduction used for co-authored papers.

Expectation				
	Quantity (pcs)	Authorship¹⁰	List	Category (minimum)
„C” version	1	–	MTA international	A
	Or			
	1	–	Scimago (foreign- language)	Q1
	AND			
	1	Single author or first author	MTA domestic	A
	Or			
2	Single author or first author	MTA domestic (of which at least 1 article is linked to CUB as defined by	C	

¹⁰ In case of a co-authored article a declaration from the co-authors stating that the student requesting admission to the defence of the dissertation (as co-author) played a defining (dominant) role in the research and in writing the article, shall be equivalent to first authorship. The co-authors shall further declare that they will not use (have recognised) the same article for the purposes of a doctoral procedure in any higher education institution.

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			the Council of the Doctoral School)	
„D” version	1	Single author or first author	Scimago (foreign-language)	„Q3”
	AND			
	1	Single author or first author	Scimago (foreign-language)	„Q4”

The doctoral schools may also include in their RO a publication rating system that reflects the specificities of their branch of science provided that the requirements shall be equivalent to Paragraph (4) above (in particular regarding the 25/40 point requirement) or stricter.

The doctoral dissertation

30. §

- (1) The doctoral student shall be required to submit his/her doctoral dissertation as specified in the present Regulation within three (3) years of passing the comprehensive examination. This deadline may be extended by not more than one (1) year in cases of special equity laid down in 45(2) of Nftv.
- (2) A further condition of the submission of the doctoral dissertation shall be that the doctoral student does not have a doctoral degree acquisition procedure underway in the same branch of science, that his/her application for entering the degree acquisition procedure was not rejected in the last two (2) years, nor did his/her doctoral defence conclude with an unsuccessful result in the last two (2) years. Compliance with these further conditions shall be confirmed by the doctoral student in a statement at the time of submitting the dissertation as well as upon application to enter the degree acquisition procedure.
- (3) The launch of the dissertation defence procedure shall be initiated jointly by the doctoral student and the supervisor in a written request addressed to the Head of the DS and submitted to the CDS.
- (4) The CDS shall be in charge of administration with respect to the doctoral dissertation as well as the organisation of the public defence.
- (5) The dissertation, its Hungarian- and English-language theses (thesis booklet) shall be submitted both in printed and electronic forms along with the request. Co-authorship shall not be permitted for doctoral dissertations.
- (6) The doctoral student may hand in the dissertation in Hungarian and/or in English, or in a world language preauthorised by the CoDS.
- (7) The English-language theses of a dissertation that was written in Hungarian only shall be drawn up in such detail that allows the new scientific results of the dissertation to be clearly judged.

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- (8) Should a Hungarian citizen write the dissertation in a foreign language only, he /she shall be required to submit detailed theses in Hungarian. A dissertation submitted by a foreign student does not need to be accompanied by a Hungarian-language thesis booklet.
- (9) The doctoral student shall make a declaration on having prepared the dissertation on his/her own, without any unauthorised assistance and on having used the specified sources only. He/she shall state that he/she has clearly marked all the parts - including his/her own previous work - and given the source thereof that were taken verbatim from another source or were rephrased to convey the same meaning.
- (10) Following submission, the dissertation shall undergo a plagiarism check. In view of the fact that in the case of article-based dissertations, the articles inserted in the documents (accepted manuscripts) have been screened by the journal's editors, the plagiarism check shall only be applied to text parts other than the articles.
- (11) The dissertation and the theses are publicly available both in printed and electronic form. Doctoral dissertations and theses become public once the decision on admitting the doctoral student to defence are taken by the UDC.
- (12) Following the defence, the bibliographical data of the doctoral dissertation shall be made available to the public in the MTMT database, with an identifier (DOI) assigned to them in accordance with generally accepted international practice. The author shall feature the DOI number as an URL of the referenced work in the list of references (citations) at the end of the doctoral dissertation whenever possible.
- (13) The CDS shall be tasked with initiating the publication of submitted materials. The University Library (hereinafter Library) shall make them public in such a manner that it shall deposit the electronic versions in the CORVINUS Doctoral Dissertations Electronic Archives. Following a successful defence, the CDS shall make sure that the composition of the Board of Referees and the date of the defence are attached to the dissertations deposited in the library.
- (14) The readers' attention shall be called to the fact that both the printed and the electronic forms are copyright protected and that they may only be read for the purposes of the defence procedure and may not be referenced until they have been defended and approved. Rejected dissertations shall be blocked by the University (their publicity shall be ended). The CDS shall keep one copy of such dissertations for five (5) years after which it shall take care of destroying them.
- (15) The dissertation is the intellectual property of the author, therefore further publication in full or in part shall be subject to his/her written consent. Accordingly, the author shall have the right to publish his/her dissertation in its original language or in another language. In this respect the publication of the dissertation on either the University's or the National Doctoral Council's website shall not constitute any restriction for either the author or the publisher.
- (16) The defence of the dissertation in the framework of a public defence shall be part of the procedure for obtaining the doctoral degree.

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Article-based dissertation**31.§**

- (1) Both the thesis proposal and the final dissertation may be submitted as a compilation of own scholarly publications (article-based dissertation).
- (2) The minimum requirements of article-based dissertations are as follows:
- The dissertation shall contain a longer [cca. thirty (30)-page] essay with references in which the candidate justifies and joins together the articles making up the main part of the dissertation, furthermore it shall contain a summary.
 - The main part shall consist of three (3), at the most five (5) articles that were published in journals or for which a declaration of acceptance has been issued. The publication dates of the articles may not be older than five (5) years prior to commencing the doctoral programme. The main part shall include at least three (3) articles complying with one of the two versions below:

„A” version	„B” version
one (1) English language article published or expected to be published in a journal of at least SJR Q3 ranking and	one (1) English language article published in a journal of at least SJR Q2 ranking and
two (2) articles published in a domestic/international journal of at least A-B ranking in the list of the competent committee of Section IX of MTA (or SJR Q1-Q2)	two (2) articles published in a domestic/international journal of at least A-C ranking in the list of the competent committee of Section IX of MTA (or SJR Q1-Q3)

- Of the articles defined in either the „A” or the „B” version, at least one (1) article shall have been de facto published. An official declaration of acceptance from the editor containing favourable reviews and the fact of expected publication may be allowed for not more than two (2) further articles.
- Of the articles defined in either the „A” or the „B” versions, at least one (1) article shall be either single-authored or co-authored with the doctoral student being the first author. This requirement may be waived if at least one (1) of the articles constituting the main part is such a co-authored article that was published in an SJR Q1-ranked journal or the candidate is in possession of a declaration of acceptance from the editor containing favourable reviews and the confirmation of expected publication.
- As the Scimago ranking changes each year, normally the ranking associated with the year of publication of the article or with the date of the declaration of acceptance shall be taken into account or in the absence thereof, the last year in which the journal was ranked. As Scimago offers more differentiated breakdown within the various disciplines than the MTA list, the highest value relevant to the classification of the doctoral school by discipline (by branch of science) shall be taken into account at all times.

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- f) Article-based dissertations shall be submitted in English. Article-based dissertations may contain non-English language articles as well, but these shall be translated by the doctoral student into English and he/she shall declare that the content of the original article and of the English translation are fully identical.
- (3) The thesis proposal preceding the article-based dissertation shall comply with the requirements with regard to the content of the article-based dissertation, with the sole difference that of the articles defined in either the „A” or the „B” versions, there does not need to be any de facto published article. Nonetheless, with respect to at least two (2) of the articles, the candidate shall be in possession of a declaration of acceptance from the editor containing favourable reviews and the confirmation of expected publication, furthermore one of the two planned articles shall be underway (ready for submission).
- (4) A doctoral student who plans to submit an article-based dissertation shall make a declaration thereof at the comprehensive examination and shall present the outline of his/her article-based dissertation in a longer [cca. thirty (30)-page] submission.
- (5) The DSs may deviate in their RO from the minimum requirements of article-based dissertations set out in the present regulation, provided that they do not define lighter requirements. In the case of DSs where the option of submitting article-based dissertations was offered prior to the entering into force of the present regulation, doctoral students affiliated with the school who passed their comprehensive examination prior to the entering into force of the present regulation may submit their article-based dissertation in accordance with former requirements.

The Board of Referees evaluating the public defence

32. §

- (1) The Board of Referees invited to evaluate the dissertation (hereinafter Board) shall consist of one (1) chairperson, two (2) or three (3) official referees, one (1) secretary and two (2) further members. The Board shall consist of at least six (6), but not more than seven (7) members. Every member of the Board shall hold an academic degree. The supervisor(s) of the doctoral student may not be (a) members(s), but his/her/their presence is desirable.
- (2) The composition of the Board:
- The chairperson shall be a full professor, a Professor Emeritus or a habilitated associate professor. The chairperson may not be identical with either of the referees of the thesis proposal;
 - The alternate chairperson shall be a member of the board of referees of the doctoral dissertation;
 - One of the referees and one of the further members shall be a non-affiliated expert;
 - A foreign referee may only be invited if the dissertation and the thesis proposal are available in English or in a foreign language approved by CoDS;

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- e) While one of the referees of the thesis proposal may be invited to evaluate the doctoral dissertation or to act as member (but not as chairperson) of the Board of Referees, the other referee of the thesis proposal may not act as chairperson, referee or member of the Board of Referees of the doctoral dissertation;
 - f) A maximum of two (2) members (including the secretary) of the Thesis Proposal Evaluation Committee may become members of the Board of Referees of the doctoral dissertation;
 - g) The foreign referee of the thesis proposal may be invited to act as the referee of the doctoral dissertation subject to the above criteria.
 - h) The secretary shall be a non-voting person holding a PhD degree.
 - i) The conditions set out in subparagraphs a-h above shall also apply to alternates to be appointed to any of the roles.
- (3) The fulfilment of the criteria necessary for being admitted to the defence shall first be checked by the CDS. If these are found in order, the CoDS shall address a written proposal to the UDC with regard to the official launching of the defence procedure as well as to the composition of the Board of Referees. The proposal shall contain an alternate for each of the roles. When setting up the Board of Referees, it shall be ensured that the alternate chairperson is also a member. If the candidate fails to meet the criteria necessary to be admitted to the defence, the CDS shall reject the application.
- (4) The UDC shall adopt a position on the proposal of the Council of the Doctoral School, shall modify it if required and shall approve it. The UDC shall take a decision on the official commencement of the defence procedure.
- (5) The official referees shall be invited by the CDS. The referees shall prepare an official written assessment on the dissertation within 60 calendar days of receiving the invitation. Their assessment shall include a statement on whether they recommend the dissertation to be debated in public.
- (6) The CDS shall send the doctoral dissertation, the thesis booklet, the minutes of the discussion of the thesis proposal and the assessments of the dissertation to the members of the board of referees electronically and if requested, in a paper version as well. Should the referee reject the invitation to assess the dissertation, the CDS shall automatically invite the alternate referee and set a deadline of 60 calendar days. Should the referee fail to meet the deadline available for the assessment, an automatic one-off deadline extension of 30 days shall apply after sending the relevant reminder. Should the referee fail to send the assessment by the 90th calendar day, the invitation shall be cancelled, the referee shall receive a written notification thereof and the alternate referee shall be invited. If neither the referee nor the alternate referee prepares the assessment for the given deadline, the UDC shall appoint a new referee and alternate referee on the proposal of the CoDS.
- (7) The doctoral dissertation may be admitted to public defence if at least two referees are in favour. In the case of one proposal in favour and one against, the CDS shall in consultation with the Head of the Doctoral School appoint a third referee from among the alternate referees whose status is identical with that of the dismissive referee. If both alternate referees have already been invited, the UDC shall appoint

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the third referee on the new proposal of the CoDS whose status shall be identical with that of the dismissive referee. In the case of securing two opinions in favour, the dissertation may be admitted to public defence. In the case of two dismissive opinions, the doctoral procedure shall be declared inconclusive and shall be terminated.

- (8) Only dissertations that fully comply with the provisions of the University's anti-plagiarism regulations may be admitted to public defence
- (9) If the official referees or others indicate a suspected plagiarism, the UDC shall suspend the doctoral procedure and shall, in accordance with the relevant provisions, request an inquiry and in view of the outcome shall authorise the procedure to be continued or shall terminate it.

Withdrawing the doctoral dissertation

33.§

- (1) The doctoral student may withdraw the dissertation after having submitted it, but not later than 5 (five) working days prior to the public defence of the dissertation.
- (2) In the case of withdrawal, a new dissertation may be submitted six (6) months after the withdrawal date, it being understood that the deadline of submitting the dissertation defined in 30 (1) shall remain unchanged.
- (3) In the case of withdrawal and the submission of a new dissertation, the UDC shall appoint a new board of referees.

The public defence of the doctoral dissertation

34.§

- (1) The doctoral dissertation shall be admitted to public defence within sixty (60) calendar days of receiving the second opinion in favour. In order to ensure publicity, public defences may only take place between the last day of the spring examination period and the first day of the autumn study period in exceptionally justified cases, subject to the approval of the CDS Director General.
- (2) The doctoral student shall receive the assessments electronically within seven (7) calendar days of the receipt of all the assessments (if at least two opinions are in favour), to which he/she shall reply within thirty (30) days. The assessments shall be forwarded by the CDS and the replies shall also be sent to the CDS.
- (3) The assessment of the referees and the written replies of the candidate as well as the doctoral dissertation and the thesis booklet shall be sent out electronically to each member of the Board of Referees not later than one (1) week ahead of the date of the defence coordinated by the CDS.
- (4) The quorum of the Board of Referees shall be constituted if the chairperson, the secretary, at least one (1) of the official referees as well as at least two (2) further members are present throughout the public debate and at least two (2) of the members present are non-affiliated experts. If a dismissive opinion was submitted

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during the assessment process, at least two (2) referees shall be present at the defence, including the one who formulated a dismissive opinion.

- (5) A referee in favour who might not be able to attend the defence may communicate his/her rejoinder to the candidate's reply in writing, which shall be read out by the secretary of the Board at the public defence.
- (6) The Board of Referees shall be tasked with
- a) Assessing the doctoral dissertation submitted by the doctoral student, formulating an opinion on the follow-up to the dissertation;
 - b) Summarising the evaluations formulated in the referees' assessments and comments;
 - c) Formulating two questions that shall be put to the doctoral student on the basis of written comments received in advance;
 - d) Examining whether the doctoral student is in possession of all the knowledge that might be expected from anyone performing research in the given topic. To verify this, they may put questions to the candidate with regard to the content of bibliographic references as well as to literature that is not included in the dissertation, but in the board's view is considered as important background material in the given topic,
 - e) Identifying the new and novel scientific results of the dissertation.
- (7) During the public debate, the doctoral student shall introduce his/her theses in the form of a free twenty (20)-minute presentation, highlighting in particular the new scientific results of the dissertation. The referees shall present their assessments, the secretary of the board shall read out the preliminary written comments as well as the questions of the board. The public may put questions to the doctoral student, make comments. The doctoral student shall in turn react to the comments and questions of the referees, the board members and those present.
- (8) Minutes shall be drawn up of the defence and the decision of the board.
- (9) The minutes shall contain at least:
- a) The name of the University, its institution identification number,
 - b) The doctoral candidate's name, his/her student identification number, level of qualification and professional qualification,
 - c) The discipline and branch of science in which the degree is to be acquired,
 - d) The title of the dissertation, creation,
 - e) The name and lecturer identification number of the supervisor,
 - f) The date, venue and language of the public debate,
 - g) The name, lecturer identification number and signature of the chairperson and the members of the evaluation board,
 - h) The assessment of the official referees,
 - i) The focus of the questions raised and comments made during the public debate,
 - j) The name of persons participating in the debate,
 - k) The opinion and evaluation of the board of referees.

Grading of the doctoral dissertation

35.§

- (1) When the debate comes to a close, the members of the board shall decide on accepting the doctoral dissertation in a closed session by secret ballot, as well as shall make a recommendation with regard to the grading of the dissertation as follows:
- a) Only those members of the Board (including the secretary) shall have a right to vote who are present throughout the defence and the closed session. Members who are absent may not vote.
 - b) It shall be at the discretion of the board to decide whether the decision is taken on the basis of a discussion between its members or without that.
 - c) Each member of the board shall grade the dissertation by allocating a score on the 1-2-3-4-5 scale.
 - d) The dissertation may not be recommended for acceptance if more than two members do not support it (allocate 1 as score) or if the average of the total points is lower than 3.00.
 - e) If the UDC has invited a foreign referee to evaluate the doctoral dissertation and the entire process of the defence has been conducted in a language understood by the foreign referee – then the foreign referee, just like the other members, shall vote on the grading of the doctoral dissertation by secret ballot if he/she takes part (including online) in the defence and the closed session.
 - f) If the Board recommends the dissertation to be accepted, the overall grading thereof shall be calculated as the average of the voting scores rounded to two decimal points:
 1. Between 4.51 and 5.00 (*summa cum laude*);
 2. Between 3.80 and 4.50 (*cum laude*);
 3. Between 3.00 and 3.79 (*rite*);
 4. Below 3.00 (*insufficiente*).
- (2) The board shall communicate and justify its position publicly at the debate.
- (3) The Board of Referees shall draw up the minutes of the defence including its position and the justification thereof. The minutes shall contain the answer given by the doctoral student to each of the questions as well as the new or novel scientific results included in the dissertation.
- (4) The Board shall forward the minutes of the defence and the voting results to the CDS.
- (5) Subject to the result of the defence, the CoDS shall decide whether it recommends the UDC to award the doctoral degree. The CoDS may only formulate a written amendment proposal with respect to the grading if it becomes aware of any offence or irregularity pursuant to the University's ethical code. The proposal of the CoDs addressed to the UDC shall be submitted along with the doctoral student's list of publications (the scoring allocated to each bibliographic item) and the minutes of the defence of the doctoral dissertation.

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- (6) The UDC shall decide on awarding the degree on the proposal of the Board of Referees and the CoDs.

Awarding the doctoral degree

36.§

- (1) The UDC has decision-making powers with respect to awarding doctoral degrees.
- (2) A doctoral student taking part in a joint foreign and domestic degree acquisition process may be awarded the degree by the University, provided that he/she complies with the Doctoral Regulation of the University. Prior to awarding the degree, the UDC may invite domestic referees and may also require the dissertation to be defended at the University.
- (3) Following degree acquisition, a (printed and electronic) copy of both the doctoral dissertation and the theses shall be forwarded to the University Library. Whereas the electronic version of the accepted dissertation and theses along with their DOI identifier shall be deposited and durably preserved in the CUB Doctoral Dissertations electronic archives, the same shall apply to preserving the catalogued printed versions in the library. The author shall take care of depositing the data of the accepted doctoral dissertation and theses in the database and linking it to the electronic version with a DOI. The University Library shall inform the degree holder of the access data of the electronic version and of the DOI through the University Doctoral Office.
- (4) The doctoral student may appeal a decision taken in the procedure for obtaining the doctoral degree in accordance with SSP in the event of infringement of the law or the breach of the university Doctoral Regulation.

Revoking doctoral degrees

37.§

- (1) The UDC has decision-making powers with respect to revoking doctoral degrees.
- (2) The doctoral degree may be revoked pursuant to the decision of the UDR if it is established that the conditions for awarding the degree were not fulfilled or it is demonstrated that the degree was acquired as a result of presenting someone else's intellectual property, either partially or entirely, as if it belonged to the person acquiring the degree or he/she used false or falsified data in his/her dissertation, thereby misleading or deceiving the body or person acting in doctoral matters. There is no statute of limitation on substantiated acts of plagiarism, only the holder of the degree may be held liable and not the bodies and persons acting in doctoral matters. The procedure to revoke the doctoral title may only take place if the holder of the title is alive when the procedure is launched.
- (3) The procedure to revoke the doctoral degree may be initiated by anyone with the UDC Chairperson issuing the degree, who is able to substantiate the provisions set out in paragraph (2) above or provides substantiated presumption thereof.
- (4) If a final ruling was handed down on the infringement of copyright in court proceedings initiated by the original author prior to launching the procedure, the

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UDC shall not be required to undertake the inquiry, the final ruling being sufficient to revoke the degree.

- (5) An appeal against the decision on the revocation of the degree may be lodged in accordance with SSP in the event of infringement of the law or the breach of the university doctoral regulation.

The doctoral diploma

38. §

- (1) The CDS shall issue a diploma relating to the doctoral degree awarded by the UDC and shall also record the relevant decision in the university doctoral register. Information on the awarded doctoral degrees shall be reported to the higher education information system, FIR, within fifteen (15) days of issuing the diploma.
- (2) The doctoral diploma is a secure document printed on the form issued by the Education Authority, which features:
- a) The coat of arms of Hungary;
 - b) The name and institution identification number of the awarding institution;
 - c) Data suitable for identifying the holder of the diploma (name, name at birth, place and date of birth);
 - d) The serial number of the diploma, the place and date of issue;
 - e) The name of the awarded degree, its classification according to discipline and branch of science;
 - f) The signature of the Rector and of the Chairperson of the UDC;
 - g) The imprint of the official stamp of the University.
 - h) The text of the doctoral diploma is annexed to the present Regulation.
- (3) The grade of the diploma shall depend on the grading of the defence:
- a) summa cum laude if the defence was summa cum laude,
 - b) cum laude if the defence was cum laude,
 - c) rite if the defence was rite.
- (4) The university shall issue the diplomae in the Hungarian and English languages.
- (5) A graduation ceremony shall be held twice (2) a year to confer the doctoral degree upon persons who obtained a degree at the University. Persons who obtained a doctoral degree may use the abbreviation Dr. or PhD with their name as specified in the Nftv.
- (6) With the prior consent of the President of the Republic, the University shall confer a doctoral title with distinction called "Promotio sub auspiciis praesidentis Rei Publicae" on students whose performance has been consistently evaluated as excellent throughout their secondary school, university and doctoral studies.
- (7) The CDS shall maintain records of the issued diplomas.
- (8) An honorary diploma may be requested against a fee. The honorary doctoral diploma shall be printed in Latin on A3 size paper, its text being annexed to the present Regulation.

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NOSTRIFICATION OF ACADEMIC DEGREES OBTAINED ABROAD

39. §

- (1) The nostrification of academic degrees attested by foreign diplomas shall fall under the competence of the University if they were issued in the discipline (branch of science) in which any of the schools of the University offer a programme, and if the competence of the doctoral school involved in the procedure can be clearly established.
- (2) Following a substantive discussion, the UDC shall nostrify an academic degree obtained abroad as a doctoral (PhD) degree if
 - a) It was issued by a foreign educational institution that is entitled to issue academic degrees under the legal order of the foreign state, and
 - b) The requirements of the acquisition of the academic degree correspond to the requirements laid down in the present Regulation or can be matched with them through laying down additional conditions.
- (3) The request for nostrification shall be submitted to the CDS along with the following documents:
 - a) a) copy of diploma attesting a Master degree or equivalent constituting a precondition for entering a doctoral programme;
 - b) b) copy of diploma attesting academic degree earned abroad, if it is not in English, its certified translation into Hungarian
 - c) c) dissertation (work) used for the purposes of earning the doctoral degree
 - d) d) applicant's list of publications
 - e) e) proof of payment of the administrative fee.
- (4) The Chairperson of the UDC shall appoint the doctoral school in charge of the procedure. The council of the competent doctoral school shall invite two experts, one of who shall be a non-affiliated expert. The invited experts shall declare in writing whether it can be duly established on the basis of the dissertation and the applicant's publication list that is the subject of nostrification that the PhD degree obtained abroad is equivalent to the degree acquisition criteria set out in the University doctoral regulation.
- (5) Based on the experts' opinion, the competent CoDS shall take a stand in the matter.
- (6) The chairperson of the UDC shall submit the expert opinions as well as the position of the Council of the competent DS to the UDC, which in turn decides on nostrification.
- (7) The decision of the UDC on the nostrification of the academic degree shall entitle the applicant to use the doctoral (PhD) title.

40. §

- (1) The UDC may nostrify an academic degree earned abroad without conducting a substantive discussion (under the so-called simplified nostrification procedure) if
 - a) The applicant's academic degree was issued by such a foreign education institution that is a full member of the European Association for Quality Assurance in Higher Education and has been accredited by an organisation



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- registered in the European Quality Assurance Register for Higher Education and
- b) The foreign education institution in question and the discipline specified in the diploma was ranked top two hundred (200) in the Academic Ranking of World Universities (ARWU) in at least one of the five (5) years preceding the request for nostrification.
- (2) Under the simplified nostrification procedure the provisions of Section 39 shall be applied with the derogations laid down in the present section.
- (3) A request for simplified nostrification may be submitted to the CDS. The application shall be accompanied by the documents listed in subparagraphs b) and e) of 39(3).
- (4) Compliance with the formal requirements set out in paragraph (1) shall be certified by CDS in writing.
- (5) If the formal requirements are met, the Chairperson of the UDC shall submit the application to the UDC for decision making.

CONFERRING HONORARY DOCTOR TITLES

41.§

- (1) On the proposal of the Rector and after consulting the UDC, the Senate may award the honorary doctor title (Doctor Honoris Causa) or the honorary doctor and professor title (Doctor et Professor Honoris Causa) University – in branches of science where the University is entitled to award doctoral degrees – to persons who are not employees of the University.
- (2) The Doctor et Professor Honoris Causa title may be awarded to persons who have merited it by their scientific activity, the Doctor Honoris Causa title may be awarded to persons who carry out internationally recognised, prominent political and public activity.
- (3) An opinion on the proposal to award an honorary doctor title shall be given by the relevant CoDs as well as the UDC.
- (4) The awardee shall receive an honorary certificate, to be conferred during the doctoral award ceremony.

AWARDING THE TITLE OF CHAIRPERSON FOR LIFE/HONORARY CHAIRPERSON

42.§

- (1) On the proposal of the Rector and after consulting with the UDC, the Senate may recognise the activity of a UDC chairperson with the chairperson for life/honorary chairperson title (certificate), who played a decisive role in overseeing doctoral programmes for a period exceeding two (2) election terms and directed the council's work.
- (2) The awardee shall receive an honorary certificate, to be conferred during the doctoral award ceremony.

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THE QUALITY MANAGEMENT SYSTEM OF DOCTORAL PROGRAMMES 43.§

- (1) The quality management system of doctoral programmes shall be governed by the Quality Assurance Regulations of doctoral programmes at the Corvinus University of Budapest. The University Doctoral Council shall be responsible for designing, adopting the quality assurance regulations and reviewing them at intervals of no more than five (5) years.

CONFLICT OF INTEREST 44. §

- (1) Anyone who is a close relative of the candidate or cannot be expected to judge the case objectively, may not be involved in the doctoral procedure as an official referee or board member. Thus, the supervisor is in particular affected by the conflict of interest clause. Furthermore anyone with who the person submitting the document constituting the subject of the given milestone of the doctoral procedure has co-authored a paper may not be a member of the Thesis Proposal Evaluation Committee (TPEC), the comprehensive examination board or the board of referees of the doctoral dissertation, nor may he/she act as an official referee assessor. This shall be checked in MTMT by the person in charge of proposing the board members.
- (2) If the person submitting the thesis proposal or the doctoral dissertation or his/her supervisor either consults with anyone involved as an official referee or board member in the doctoral procedure in progress about the document under assessment, or urges the referee to prepare the assessment, this shall be considered as behaviour that interferes with objective assessment.

FINAL PROVISIONS 45. §

- (1) The present Regulation was adopted by the Senate at its meeting of 22 June 2021.
- (2) The present Regulation shall enter into force on 1 September 2021, at the same time the Doctoral Regulation adopted by Resolution No 40/2020 (1 October) of the Board of Trustees shall be repealed.
- (3) The present Regulation shall constitute Part 8 of the Student Requirements.
- (4) In the event of any divergence from the Study and Examination Rules (SER) or with the Regulation on Student Fees and Benefits (RSFB), the SER and the RSFB shall prevail.
- (5) As of the 2021/2022 academic year, all doctoral students taking part in a doctoral programme in any funding form or delivery mode shall be required to earn a minimum of eighteen (18) credits in the autumn semester, at least fifty (50) credits per academic year or in two consecutive active semesters in both phases of the programme, irrespective of the academic year in which they commenced their

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studies, it being understood that a maximum of seventy (70) credits may be obtained per academic year.

TRANSITIONAL PROVISIONS

46.§

- (1) By way of derogation from 30 (1), anyone who completed their comprehensive examination between 1 February 2018 and 10 May 2021 shall be required to submit their doctoral dissertation within four (4) academic years of the date of the comprehensive examination. This deadline may be extended by not more than one (1) academic year in cases of special equity as set out in 25 (1).
- (2) Under the degree acquisition procedure of the doctoral student defined in paragraph (1) above, student status may be suspended for a maximum of four (4) semesters by way of derogation from subparagraph c) of 13 (14).



Text of the Hungarian-language doctoral diploma

Oklevél sorszáma:
Intézményi azonosító szám:
MKKR szintje:
EKKR szintje:

*Mi, a Rektor
és a*

*Budapesti Corvinus Egyetem Doktori Tanácsa
köszöntjük az Olvasót!*

Elődeink dicséretes rendelése, hogy azok, akik alapvető ismeretekben és szaktudományokban magukat kiművelték, s erről tanúbizonyságot tettek, tudományuknak és képzettségüknek törvényes bizonyosságát elnyerjék. Mivel tehát

*.....úr/úrhölgy,
aki.....városban/községben.....*

*.....országban,.....év.....hó.....
napján született (születési neve:.....)*

*a(z)tudományterületen, a(z)
.....tudományágban való képzettségét és
tudását..... eredménnyel bizonyította, őt a ránk
ruházott hatalomnál fogva a filozófia doktorává avattuk, részére a*

Doctor of Philosophy (PhD)

fokozatot odaítéltük, és ezzel feljogosítottuk a „doktor (PhD)” cím viselésére. Ennek hiteléül ezt az oklevelet részére kiszolgáltattuk és Egyetemünk pecsétjével, valamint saját kezű aláírásunkkal megerősítettük.

*A Doktori Iskola neve:
A doktori disszertáció címe:
A doktori disszertáció minősítése:
A doktori szigorlat/komplex vizsga eredménye:*

Kelt Budapesten, a évben, hónap.....napján

*.....
.....*

a Doktori Tanács elnöke

Rektor

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 8.	Version: 00. In force: As of 01.09.2021 Reference number: JISZ-SZ/8/2021
Doctoral (PhD) Regulation		

Annex 1/b

Text of the English-language doctoral diploma

Diploma number:
Institution Identification Number:
HUQF Level:
EQF Level

*We, the Rector
and
the Doctoral Council
of the Corvinus University of Budapest
greet the Reader!*

It is a laudable custom of our predecessors that those who have perfected themselves in fundamental knowledge and in specialised branches of learning, and given meritorious proof thereof, should receive legal recognition of their knowledge and qualifications. Whereas

Mr/Ms.....,

*who was born in (town, city), in
..... (country), on the(day) of
(month), (year)(birth name:)
has given proof of his/her qualifications and knowledge in the discipline of
..... in the branch of..... with
the distinction of....., by virtue of the authority vested in us, we have conferred upon him/her the degree of Doctor of Philosophy and the right to use the title*

Doctor of Philosophy (PhD)

In witness whereof we have issued him/her with this diploma and endorsed it with the seal of our University and our own signatures.

Doctoral School:.....

Title of PhD Dissertation:.....

Grade of PhD Dissertation:.....

Grade of PhD Comprehensive Examination:.....

*Given at, on theday of(month)
.....(year)*

.....
*Chairperson
of University Doctoral Council*

.....
Rector

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 8.	Version: 00. In force: As of 01.09.2021 Reference number: JISZ-SZ/8/2021
Doctoral (PhD) Regulation		

Annex 1/c

Text of the Latin-language honorary doctoral diploma
Nos Rector

*Universitatis Budapestinensis Corvinianae
et Consilium de Promotione Doctorali in eadem Universitate
Lecturis salutem!*

*Laudabile maiorum nostrorum institutum est, ut qui se in disciplinis
fundamentalibus ac specialibus excoluerint dignaque huius rei signa praestiterint,
legitimum eruditionis ac doctrinae suae testimonium consequantur.
Cum igitur dominus/domina*

.....
*que/quaе.....in.....
die.....mensis.....anno.....natus/nata.....est,
suam in.....
eruditionem atque doctrinam.....
demonstravisset, eum/eam auctoritate nobis lege collata ad gradum Philosophiae
Doctoris promovimus eique titulo*

Philosophiae Doctoris (Ph.D.)

*utendi fruendique conferimus potestatem. In cuius rei fidem hoc diploma sigillo
Universitatis nostrae munitum et subscriptionibus propriis roboratum ei dari
curavimus.*

Numerus diplomatis:.....

Datum Budapestini, die.....mensis.....,.....anno.....

.....
*Praeses
Consilii de Promotione Doctorali*

.....
*Rector magnificus
Universitatis*