

# **INFORMATION SHEET**

## **International Relations Multidisciplinary Doctoral School**

**2019**

**Corvinus University of Budapest**

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## **INTERNATIONAL RELATIONS MULTIDISCIPLINARY DOCTORAL SCHOOL**

The PhD Council of Corvinus University of Budapest is in charge of the training.

**Discipline of science: Social Sciences**

**Field of science: Economics, Political Science**

**Subprograms: World Economics  
International and Security Studies  
Geopolitics**

**Name of the doctoral degree obtained:**

**PhD in Political Science (International and Security Studies Subprogram and Geopolitics Subprogram)**

**PhD in Economics (World Economics Subprogram)**

**Language of the program: English**

**Language of the doctoral acts (exams, dissertation and defence): Hungarian-English**

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**Head of the International and Security Studies Subprogram: Professor Erzsébet Kardos Kaponyi, PhD dr. habil.**

**Head of the Geopolitics Subprogram: Professor Zsuzsanna Marjai-Szerényi PhD dr. habil.**

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## INTRODUCTION

The establishment of the doctoral program was initiated by the International Relations Faculty as a result of years of professional engagement and cooperation. Together with the Institute of World Economy, the Institute of International Studies elaborated the structure of the future program and applied for accreditation in 1993. The International Relations Multidisciplinary Doctoral School was established at the Budapest University of Economic Sciences, and professor Tamás Szentes (MHAS) became the head of the Doctoral School. In December 2000, the Hungarian Accreditation Committee (HAC) – in accordance with the legal requirements- accredited doctoral programs in general, again. The International Relations Ph.D. program was established as „Multidisciplinary Doctoral School”, incorporated the scientific fields of Economics (World Economics) and Jurisprudence (International Law, European Common Law, etc.) Until 2009 the head of the Doctoral School was professor Tibor Palánkai MHAS, afterwards professor Zsolt Rostoványi assumed his position. A new subprogram has been launched in September 2017, and since then together with our partner universities the Doctoral School operates as a consortium (supported by the Central Bank of Hungary). In 2014 the Hungarian Accreditation Committee (HAC) accredited doctoral programs again for the fourth time. Today the program’s official name is “International Relations Multidisciplinary Doctoral School”. Since 2017, a new Geopolitics subprogram has been launched.

From 2014 the language of the doctoral program is English-Hungarian.

## THE DOCTORAL SCHOOLS’ MANAGEMENT STRUCTURE

The educational component of the Doctoral School is organized by the Institute of World Economy, the Institute of International Studies, and the Institute for Geoeconomics and Sustainable Development (Faculty of Social Sciences and International Relations). Based on the cooperation with the Doctoral School of Political Science, members of the Institute of Political Science, as well as other universities, departments and experts of the relevant fields also participate in the educational work of the Doctoral School. The Doctoral School has a cooperation agreement with the Centre for Economic and Regional Studies, the Center of Political Sciences of the Hungarian Academy of Sciences, and with the Institute for International Affairs and Trade. The aim of the program is to offer postgraduate studies in the multidisciplinary field of International Studies. Since International Studies consists of many academic fields and requires a comprehensive understanding of a variety of disciplines, the program covers the following sciences: International Law, International Economics, Theory of International Relations, History of International relations, Regional Studies.

The Multidisciplinary Doctoral School aims to achieve interdisciplinary cooperation. In accordance with this goal, the program offers high quality training through the combination of the theoretical and practical understanding of the international system.

The Doctoral program, in line with the international standards, offers training in three main fields:

- A theoretical dimension which seeks to engage students who aim to work in the academia and become part of a flourishing research community.
- Highly qualified professionals who seek to enhance and develop their knowledge and skills. This field aims to engage professionals who are particularly concerned about being part of international multilateral cooperation
- The third field is relevant for those who seek to work in diplomacy, and politics and aim to achieve intellectual excellence in the field of international relations

The Doctoral School enhances skills in all three fields in the following ways:

- It offers comprehensive knowledge about the international system and its topic specific questions, with a particular focus on developing problem-solving skills
- It facilitates individual research activity, including data compiling, analysis, interpretation, and the successful completion of the doctoral thesis
- It offers new avenues of research and constantly reflects on real-life demands of both the academia and politics
- It helps students in their professional development, facilitates teaching activities, and their successful integration into the labour market
- It ensures that doctoral candidates acquire the necessary skills for effective professional, scientific and social communication.

For many decades, experts of International Studies were only trained at the Department of International Studies founded in 1963 (first at the Karl Marx University of Economic Sciences, later Budapest University of Economic Sciences and Public Administration, finally Corvinus University of Budapest (CUB)).<sup>1</sup> At present days, CUB Institute for International Studies offers „*International Studies*” MA, CUB Institute of World Economy offers „*International Economy and Business*” MA and the Institute for Geography, Geoeconomics and Sustainable Development offers MA in „*Regional and Environmental Economic Studies*” (all three belongs to the Faculty of Social Sciences and International Relations).

### Regular members of the Doctoral School

Name	Date of birth	Academic degree	University title
István Benczes	1974	PhD, Dr. habil. oec.	professor
Csaba Békés	1957	DSc, Dr. habil.	professor
Péter Ákos Bod	1951	CSc, Dr. habil oec.	professor
László Csicsmann	1976	PhD	associate professor
Péter Gedeon		PhD	professor
Erzsébet Kardos Kaponyi	1947	PhD, Dr. habil	Professor emerita
Ákos Kengyel	1970	PhD, Dr. habil. oec.	professor
László Kiss	1945	CSc	Professor Emeritus
Gábor Kutasi	1979	PhD	associate professor
István Magas	1952	DSc	professor
Zsuzsanna Marjainé Szerényi	1962	PhD	professor
Tibor Palánkai	1938	MHAS	Professor Emeritus
Zsolt Rostoványi	1952	DSc	professor

### The main field of research of the Doctoral School issued by the regular members of the DS

- Theory of International Relations
- International Economics

<sup>1</sup> The Corvinus University of Budapest was established on 1st September, 2004 according to the LX. Law of 2004.

- International Finance
- International Law
- World Economics
- Macroeconomics
- Regional Economics
- Theory of Development Economy
- Regional Studies
- History of the European Union
- Economics of the European Integration
- Institutions of the European Union
- Civilization – Globalization
- Human rights, minority protection
- Security studies
- Transatlantic Integration
- Comparative integration studies
- Geopolitics
- Regional development, urbanization and regional politics
- Global environmental issues

To access the Doctoral School's currently available research topics, please visit:

<https://doktori.hu/index.php?menuid=315&lang=HU>.

## **STRUCTURE OF THE DOCTORAL PROGRAM**

The coordination of the doctoral program is managed by the **Council of the Doctoral School** in close cooperation with the partner institutes.

**Members of the Council with voting rights: regular members and members appointed by the regular members.**

Additional members with consultation rights: Two PhD students – one from each subprogram –, and external professionals invited by the Council of the Doctoral School.

The Council of the Doctoral School is convened at least once in every semester.

Between the sessions of the Council of the Doctoral School, if necessary, the Cabinet of the Doctoral School takes decisions. The members of the Cabinet of the Doctoral School are: the Head of the Doctoral School, the Heads of the subprograms, and the elected PhD student representative. The Cabinet shall inform the members of the Council of its decisions made between two sessions.

The operational work of the Council relies on lecturers' professional competences and on the Advisory Committee. The **Advisory Committee** conveys annually.

## **INTERNATIONAL RELATIONS OF THE DOCTORAL SCHOOL**

Developing any doctoral school's international relations is of primary importance, especially when the doctoral school's research program is based on the study of the international system. Our Doctoral School promotes and supports foreign exchange, cooperation with foreign research centres and professionals alike. Our research topics are all "international" in their nature, therefore helping students to gain relevant foreign field experience is especially relevant for us.

In accordance with those aims, CUB Institute for International Studies offers „*International Studies*’ MA and the CUB Institute of World Economy offers „*International Economy and Business*” MA programs – both in English. Based on these two master programs, the Doctoral School launch its lectures also in English, to enable and foster foreign students’ participation. The Institutes of the Doctoral School have professional relations with many foreign research centres and universities, and it constantly seeks to extend its networks of international cooperation.

### **ADMISSION PROCEDURE**

PhD studies in the Doctoral School can be pursued in two forms:

1. Organized training
2. Individual research (in exceptional cases)

#### **ORGANIZED TRAINING (ORDINARY PROCEDURE)**

In line with the legal requirements to begin the PhD program, the applicant must possess:

- *Hungarian, European Union, or other citizenship*<sup>2</sup>
- *MA degree with a good average grade obtained from an accredited institution*<sup>3</sup> (minimum 300 credits obtained during previous BA and MA studies)
- *At least B2 level language certificate in English (TOEFL min.79 (iBT); 213 (CBT), IELTS min. 6.5) or an equivalent proof of proficiency*<sup>4</sup>

Applicants who obtain their degree in the 2018/2019 academic year have to present their MA degree no later than 1<sup>st</sup> of September, 2019. Applicant's admission is only preliminary until they submit the necessary documents.

Applicants lacking the necessary pre-studies (but otherwise eligible for admission) can be admitted only if they successfully pass the so-called "follow-up" courses. These students are required to take an exam of the follow-up courses simultaneously to their compulsory courses in their first year, and no later than that year's compulsory exams. Professors will assist applicants during their preparation for these exams.

The Doctoral School publish its information material annually which includes:

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<sup>2</sup> As the programs language is Hungarian-English, Hungarian knowledge is not a precondition for admission. Citizens of the EU and the EGT possess the same rights as Hungarian citizen

<sup>3</sup> Applicants who obtained their degree (3 years before the application) with less than 'good' average can apply if they have sufficient prior research and publication activity.

<sup>4</sup> Applicants who have completed their Bachelor's and/or Master's studies in English will be exempt from providing proof of English language proficiency.

- *the supervisors and the main research topics,*
- *admission requirements, rules, the aspects of the admission and deadlines.*

**Please note that the Doctoral School publishes its final course schedule and specializations at the beginning of each academic year. Materials in the Information Sheet until then is to be considered only as referential.**

### **Admission procedure and eligibility criteria**

Admission to the Doctoral School is based on the **submitted documents** (motivation letter and research proposal), and a **Skype interview**.

#### **Documents required for the application:**

- **filled application form**
- **presenting the original and a copied version of the degree** (applicants who acquire their degree in the same year have to submit a confirmation form which declares the expected time of obtaining their degree)
- **presenting the original and a copied version of the transcript**
- **professional CV**
- **three letters of recommendation from well-known researchers**
- if there is, a list of publications (some may be requested by the Council of the Doctor School, it is compulsory in case of individual preparation)
- **B2 level complex language certificate in English**
- **motivation letter (max. 500 words)<sup>5</sup>**
- **research proposal ( max. 1500 words)<sup>6</sup>**
- **Pre-approval of the research proposal by the chosen CUB lecturer** (known as mentor until the thesis supervisor is appointed)

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#### **<sup>5</sup> Statement of purpose (aka motivation letter; max. 500 words)**

The statement of academic purpose should describe the applicant's academic interest in CUB's PhD programme in International Relations and in the chosen track in particular (i.e., Geopolitics, International and Security Studies, or World Economics). The statement should describe the applicant's academic interests, strengths and background relevant to the PhD programme in International Relations. While preparing the statement, applicants are strongly encouraged to focus on explaining clearly the purpose and objectives in undertaking this doctoral level programme, outlining ambitions and interests, showing evidence of their motivation and suitability, and what they can bring to the PhD programme.

#### **<sup>6</sup> Research proposal (max. 1,500 words, excl. references)**

Applicants are required to state the research idea and/or topic as accurately as possible. The research proposal should be a concise outline of the proposed subject of the dissertation including a working title, and should also include an indication of the methodology to be adopted and the sources to be used.

The proposal ideally includes the following points (or most of them): 1) the topic the applicant wants to conduct research on (the more specific this is, the better); 2) the key literature (along with the key concepts) and its limitations; 3) questions the dissertation is hoping to answer; 4) the main hypotheses of the work – if relevant; 5) methodology; and 6) case studies, if any, and case selection criteria.

The research proposal must be the applicant's own work.

- **letter of acceptance from the head of institutions** (Institute for International Studies, Institute of World Economy or Institute for Geography, Geoeconomics and Sustainable Development)
- in case of self-financed students, a confirmation from their employer regarding the compatibility of the applicant's job and his/her PhD studies
- check bill from the payment of the application fee
- two envelopes addressed to the applicants' name (small and medium size)

**Preferential treatment for:**

- students of International Studies, International Relations, International Economy and Business, European Studies, Security Studies MA program, MA in Regional and Environmental Economic Studies, MA in Geopolitics
- researchers or lecturers at the field of International Studies, International Relations, International Economy and Business, European Studies, Security, Geopolitics, Economic Geography pursued individual research or teaching activity.
- Those, who are required or wish to obtain the higher qualification and knowledge provided by the doctoral program for their professional development.

**The Admission Committee members evaluate the documents submitted in either English or in Hungarian on an individual basis as follows:**

Motivation letter: max. 30 points  
 Research proposal: max. 50 points  
 Skype interview: max. 20 points  
 Achievable points altogether: 100 points

The average is evaluated by using simple arithmetic average.

Only those will be invited to the Skype interview, whose points given for the motivation letter and the research proposal exceed 65 points.

Any complaints raised shall be judged by the Admission Committee.

No applicant shall be admitted whose total points are below 67.

After the Skype interviews the Admission Committee calculates the points of each applicant reflecting their complex evaluation, the points being broken down for each subprogram.

On the basis of the admission results (total points earned) the Admission Committee first proposes the list of student eligible for scholarship (state-financed students) – their number is limited – then the self-financed students.

The result of the admission procedure is public, and strictly based on the ranking of admission points.

Candidates who do not possess their degree in the time of the oral exam can be only preliminary accepted to admission. Once they obtain their degree, their admission becomes legal. If scholarship status was

assigned to a student, but he or she is not willing to or cannot accept the state-financed status – instead of the state-financed status he or she asks for a self-financing status -, the next in line in the state-financed list will obtain his or her position.

**The Admission Boards decision will be confirmed by the Council of the Doctoral School on the basis of the ranking. The decision will be final only after the decision of the Doctoral Council of CUB, in July 2019.**

**Appeals can be made only in case of offences against the law, or offence against the Doctoral Regulation.**

### **ACQUIRING THE DEGREE IN THE CASE OF INDIVIDUAL PREPARATION (EXCEPTIONAL PROCEDURE)**

In exceptional cases (for experienced researchers or renowned experts) there is a possibility to obtain a doctorate degree through individual preparation. The rules of obtaining a doctorate degree in a way on individual preparation are set in the DRU (Doctoral Regulation of the University, Section 25.)

The requirements of individual preparation:

- Not less than 5 years of documented research activity
- B2 level complex language certificate of at least one foreign language
- professional and publication activity prescribed by the PhD Council of Corvinus University of Budapest: publication performance should reach at least 100 points, of which at least 60 points should come from articles published in A-C category journals, and should present new results in the professional field. Furthermore, the publications must contain at least one A-B category article in an international journal, and at least three A-B category articles in Hungarian journals.
- Detailed thesis proposal

The application for the degree acquisition procedure should be submitted to the Head of the Doctoral School. Although there is no specific deadline for doing so, as the establishment of the student status is subject to passing the comprehensive exam, which is organised only once a year in the second half of June, this date is worth keeping in mind when submitting the relevant request.

**The application material shall be submitted to the Office of the University Doctoral Council (Budapest, Fővám tér 8, II. floor 231.) Application deadline: 30<sup>th</sup> April, 2019.**

**The Skype interview is expected to take place in the afternoon of Tuesday, 18<sup>th</sup> June 2019.**

**All applicants will be informed about the decision in writing after the UDC meeting until 31<sup>st</sup> July 2019.**

## **STRUCTURE OF THE DOCTORAL PROGRAM**

The doctoral program consists of two units:

- a) Educational and research unit
- b) Individual research and dissertation writing unit.

### **Educational and research unit**

Units are not entirely separated, since scientific research activities already begin during the educational period. The main focus of the doctoral training is the thesis writing, accordingly both the educational and research, and the individual research and dissertation writing units serve this purpose. Upon admission the student's research and publication activity will be evaluated and guided by the professor who admitted the research proposal. The first year of studies include core subjects on methodology and theory, as well as Area Studies and elective subjects. Some attended by students of both subprograms, while others are course-specific.

Annex 1 below contains the sample curriculum for each subprogram.

### **Research proposal:**

- 1) Students have to submit a **preliminary research proposal at the end of their first semester**. Based on their proposal a supervisor is appointed by the Council of the Doctoral School. The supervisor might be the mentor, or any other lecturer of the Doctoral School according to the field of research. From this period on, doctoral students will get acquainted with the relevant scientific literature of their research area with the assistance of their assigned professional.
- 2) Students have to submit a **detailed research proposal at the second semester of their first year which will be evaluated by their supervisor**.

**By the end of the educational and research period students must obtain publications minimum 8 credit worth.<sup>7</sup>**

The educational and research unit lasts for 4 semesters, at the end of the 4<sup>th</sup> semester students have to pass the **comprehensive exam**. The students' legal status can only be cancelled during the educational and research unit if due to unforeseen reasons (pregnancy, illness, accident or other reasons) the students can't fulfil the requirements of this unit. The status can only be cancelled with the permission of the Head of the Doctoral School.

### **Individual research and thesis writing**

Students **shall submit their thesis for defense within three years after the completion of the comprehensive exam**.

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<sup>7</sup> For further information on the quality of the article, see [www.mtmt.hu](http://www.mtmt.hu) Publications not accepted by the Doctoral School or the DRU could prolong the obtaining of the doctorate degree.

During the four semesters of the individual research and thesis writing period the student has to conduct research, publish his or her research results, and prepare his or her thesis proposal for the thesis proposal defense.

During the research and thesis writing period, the legal status of the student can be changed to passive for maximum period of two semesters.

For the detailed overview of the regulation of the doctoral programs please see [www.uni-corvinus.hu](http://www.uni-corvinus.hu)

**Before application, please read the current Doctoral Regulation of the University!**

## LEGAL STATUS OF THE STUDENTS

**Students participate in the doctoral program on “state-financed” or “self-financed” basis.**

**Scholarship can be provided for students of the organized full time training (for max. 48 months). Scholarship is provided by the state and its amount is regulated by the Budget Act.<sup>8</sup>**

**Doctoral students can work without any limitations, but their employment and their relating duties shall not endanger the successful completion of their studies and research.**

**The duties of the self-financed students are the same as of the state-financed students (including course attendance, participation in the teaching activity, research and examination duties of their institutes).**

**Self-financed students can apply for scholarship** as well through individual applications. For further information regarding these scholarships, please contact the Office of Corvinus Doctoral Schools, or the Head of the subprogram.

Doctoral candidates – regardless of their financial basis – have to pay the following fees:

- Application fee
- Comprehensive exam fee
- Thesis proposal defense fee
- Defense procedure fee
- degree fee

At the beginning of each semester the office of the Doctoral Council of the University announces other fees. (For further information see: <http://www.uni-corvinus.hu/index.php?id=12569>)

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<sup>8</sup>Students of the doctoral program have the same privileges and rights as full-time students (According to the 19. and 20. paragraph of the Higher Education Act.)

## **RULES REGARDING OBTAINING CREDITS DURING THE EIGHT SEMESTERS**

During the doctoral program, in the course of eight semesters, a total of 240 credits has to be earned in two periods

- 1-4 semesters: “educational and research” period (120 credits)
- 5-8. Semester “research and dissertation writing” period (120 credits)

### **EDUCATION AND RESEARCH UNIT**

In the course of the four semester long educational and research period, students participate in courses, conduct research, publish their work, and take the comprehensive exam. In line with these activities, students obtain educational, research, publication and teaching credits every semester (minimum 30 credits have to be earned in every semester, to be able to retain the state financed status of the student). During the four semesters in total 120 credits have to be obtained to be eligible to take the comprehensive exam.

During the education and research period the total 120 compulsory credits can be obtained from three sources

- A. educational credits (maximum 60 credits)
- B. organized and individual research activity, publications (minimum 40 credits)**
- C. teaching activity (maximum 20 credits)**

### **Educational credits (60 credits in total)**

Students obtain educational credits by participating in, studying for courses, and by passing exams (getting a final grade).

The individual preparation time for the course is also taken into consideration, which can amount to triple of the time of the contact classes.

The language of courses is English.

Elective subjects should be primarily chosen from the doctoral school’s courses, but subjects of any other program (other doctoral schools, undergraduate courses) can also be attended with the previous permission and credit value decided by the directors of the subprogram of the Doctoral School.

Number of credits: 6 credits per subject (besides 4-5 contact classes per week, 2-3 hours of individual study per contact class is included) Validated by: responsible professor.

The students can see 2 types of subjects in the curriculum: Closed (for only the students of the Doctoral School) and Open, which can be taken by any PhD student from the University, subject to available places.

During the first two years the students should take two of the Area Studies subjects that match their research field (2x6 credits). More Area Studies courses can be taken as electives.

During the first two years the students should take two of the methodology subjects that match their research field (2x6 credits). More Methodology courses can be taken as electives.

Except for the core and methodological courses, at least 5 students are needed to launch the course, and maximum 10 students can register for each course. These numbers can change exceptionally

As educational credits, the students have choose elective courses for 12 credits. The list of the elective courses is published and updated by the Doctoral School in the beginning of every semester.

The student can ask the Head of the subprogram if she/he can take other courses connected to her/his research field from another Hungarian (including from the other doctoral schools of Corvinus) or foreign program – including also foreign language programs- that are suitable to make up for elective or a methodological course.

Distribution of credits during the educational and research unit (form the 1<sup>st</sup> until the 4<sup>th</sup> semester):

<b>Courses</b>	<b>Credits</b>
Core courses	24
Area Studies courses	12
Methodology courses	12
Elective courses	12
<b>Total</b>	<b>60</b>

Part of the courses accomplished above 60 credits can be counted as research credits (see below). The detailed curriculum of the subprograms of the Doctoral School can be found in Annex 1.

### **Core Courses**

Core courses are divided into two main categories, so-called Core – Group I. (Research core) courses and Core – Group II (Subprogramme core courses). In case of Core – Group I. (Research core) courses, the school offers two specific courses: Research in International Relations and Research Design. These are compulsory elements of the doctoral program, every student has to absolve them. By absolving these two courses, students will earn 2x6 credits in total.

Core – Group I. (Research core) courses are tailor-made courses and offered for students in their specific subprogrammes. Students need to take two courses in each subprogramme (out of two or three courses). These are compulsory elements of the doctoral program, every student has to absolve them. By absolving these two courses, students will earn 2x6 credits in total.

### **Methodology courses**

As part of the so-called core electives (Courses for Research Career), students are obliged to absolve two courses during their studies. Students must take the advice of their supervisor concerning the courses they would like to absolve.

Students in the ISS program are strongly encouraged to take Qualitative Methods: Process Tracing. World Economy students are expected to absolve Econometrics I, whereas GPP students should take Quantitative and Regional Analysis and Geographical Information Systems as their first choice.

Each methodology course earns 6 credits.

### **Area Studies courses**

Area Studies courses are also part of the core electives (**Courses for Research Career**). In principle, the school normally offers the following modules (each module consisting of 2 or 3 courses).

Please note that not every module is launched each semester/year, as it depends on lecturers' availability and capacity. Available courses will be published before the start of each semester.

Students have to complete two Area studies courses during the first two years. Students have to choose courses (for 6 credits each, that is  $2 \times 6 = 12$  credits in total) in connection with their research topics, taking the advice of their supervisor.

Courses are launched only if the necessary number of students present, that is, minimum 5 students, maximum 10 per course. Besides, students can apply for area studies courses as elective courses (for 6 credits, too).

### **Elective courses**

The elective pool offers students the opportunity to select from a wide range of different disciplines and courses. Students have to obtain 12 credits from elective courses in total during their first 4 semesters. Elective course credits can be obtained by completing any extra Area Studies or Methodology course from the above list. These will be counted then as elective courses.

Number of students required for an elective course to be launched: min. 5 people. In case of the elective courses, there is no upper limit to course attendance, only in case the student would like to attend an Area Studies course as an elective one. In this case the maximum 10 people limit regarding Area Studies will apply. The list of the elective courses will be published by the Doctoral School in the beginning of every term, during the course registration period.

Furthermore, students are free to take elective courses that are in line with their research interest offered by other doctoral schools at CUB.

**Courses completed above the compulsory 60 credits will not count in the total 120 credit assessment.**

**For the subject structure, see enclosed tables by subprograms- (Annex I.)**

### **Individual and organized research activity, publication activity (minimum of 40 credits)**

During the educational and research unit besides their studies, **students conduct research on individual and organized basis, and publish their research results.**

**Student have to submit a written summary of their research activity and their publications to their supervisor. Credits for research activity are proposed by the mentor/supervisor and confirmed by**

**the subprogram's director. Students should have minimum 8 publication credits by the end of the educational and research unit to be admitted to the comprehensive exam.**

If the student conducts research both on individual and on organized basis, he or she has to submit separate credit recognition forms. In case of organized research activity, the student has to attach an additional certificate which is issued by the research institution or research group where he or she conducted her organized research activity.

Supervisors or mentors have to certify at least 3 consultations per semester. (First year, first semester) for the individual research credits.

**1) Individual studies, individual research with the guide of the supervisor (maximum 24 credits)**

Students' work is assessed by reports and research plans with the help of their supervisors from the first semester, onwards. Students are required to participate in consultation sessions with their tutors during their studies. To obtain credits for research activity, students have to prove that they participated in these consultations (min.3 in every semester). The consultation form can be downloaded from the Doctoral School's website and it has to be signed by the supervisor. The maximum number of credits that can be earned from individual research activity is **6 credits per term (or 4x6=24 credits in total)**.

**2) Organized research activity (maximum 24 credits)**

Research conducted at any scientific research institute, think tank, etc. (as a research fellow or research assistant). Secondment is taken into account under this category, too, if it is a research-oriented placement. The research work is authorized by the head of the institute and acknowledged by the director of the specific subprogram. **The maximum credit value of this activity is 6 credits per term (in total 4x6=24 credits)**

**3) Prospectus Seminar (max. 12 credits)**

The seminar offers an organized and guided frame of research for students, **who can earn 6 credits per term (in total: 2x6=12 credits)** for completing the seminar(s). The credit is acknowledged by the subprogram's director.

For these courses student will get the following assessments in Neptun: completed or not completed.

**4) Research Forum (max. 12 credits)**

The Doctoral School organizes two Research Forum (Research Forum I. and Research Forum II.) in the 3<sup>rd</sup> and the 4<sup>th</sup> semesters, respectively. The Forum is a public event where the research and publication activities of the students are assessed. The Forum offers an opportunity to present and discuss the latest findings of the students' research. Students may earn 6 credits per term (**in total: 2x6=12 credits**) for completing the Forum(s). The credit is acknowledged by the subprogram's director.

The structure of the Research Forum

- In the beginning of the 2<sup>nd</sup> month of the fall semester, 2<sup>nd</sup> year students have to submit a one-page long research abstract.

- At the end of the 2<sup>nd</sup> month of the fall semester, students have to submit for the Research Forum I. a 10 page summary of their research which contains the following elements: research question, hypotheses, methodology, preliminary results, and publications. The document will be validated by the signature of the tutor. Please note that without validation, the research proposal cannot be part of the research forum.
- At the end of the 2<sup>nd</sup> month of the spring semester, for the Research Forum II. students have to submit a 40 page summary of their research which contains the following elements: research question, hypotheses, methodology, preliminary results, publications. Students will receive instructions for drawing up the summary. The document will be validated by the signature of the tutor. Please note that without validation, the research proposal cannot be part of the research forum.
- Afterwards, the Doctoral School forwards the research plan to an external expert for evaluation.
- At the end of the 3<sup>rd</sup> month of the fall and the spring semester, students will receive the external evaluation and they have to respond to the comments.
- The Research Forums will be organized at the end of the 3<sup>rd</sup> month of the fall and the spring semester, where students per each subprogram have to present their research (in the form of a power point presentation) and their responses to the external evaluation. This is a public event where PhD student from the Doctoral School, other doctoral schools' students, tutors, and colleagues will be present.
- The presentation will be followed by a QA session. The debate will be chaired by the Research Forums program director.

Student's participation in the Research Forum is subject to evaluation and their grades will be published on Neptun. The credit value of the Research Forum is 6 credits per semester, and documents that are submitted late cannot be validated as research credits.

#### **5) Presentation at international conferences, workshops (24 credits)**

Students are strongly encouraged to present and disseminate their research activities and results at international conferences, workshops, etc. Credits will be provided by the directors of the subprograms.

#### **6) Other activities regarded as research activity (maximum 18 credits)**

The Doctoral School encourages students to actively participate in the university's wide array of educational and research activities such as conference organization activity, content development (in case of websites etc.) Participation at various seminars, lectures, workshops with a special focus on "academic writing", software skills and methodology are highly encouraged. Taking EFOP courses is highly encouraged. The number of credits students can collect during the first two years of their studies is 18. Credits will be provided by the directors of the subprograms.

#### **7) Publication (minimum 8 credits)**

Credits recognizing scientific publication of defined quality (including working papers). **Students can obtain credits only with published works.**

**Journal articles, book chapters, working papers, conference posters, joint methodological courses and conference presentations within the EFOP framework are recognized as publication activities.**

**A minimum of 8 credits are required from publications in the first unit. If a student has more credits, she/he can transfer them to the research and dissertation unit.**

**Annex 2 contains the detailed description of the publication credits.**

### **Teaching activity (minimum 5 credits, maximum 20 credits in total)**

- A) Teaching activity entails seminar leadership, organizing education, preparing and correcting tests and it is pre-approved by the director of the Doctoral School, supervised by the tutors and directed by the course lecturer.
- B) State-financed PhD students may be obliged to participate in the teaching activities of the university within the framework of their studies. This teaching activity will constitute 20 percent of the total working hours. The doctoral student can be asked to participate in various teaching activities for a maximum of 4 hours (2 full courses) a week in each semester.
- C) During the educational and research unit (within the four semesters) it is required of every student to complete teaching activity (lecturing or participating in other activities, e.g. organization of studies) worth at least one complete course.

In the case of complete courses, the teaching activity is previously approved by the Council of the Doctoral School, in other cases, teaching is authorized by the directors of the subprograms, supervised by the tutors, regularly assessed and accepted by the Council of the Doctoral School (giving seminars, preparing and correcting tests). Requirements for the teaching activity are defined by the Doctoral Regulation. It is validated by the directors of the sub-programs.

**Obtainable credits: 5 credits/ 1 complete course. Max. number of credits per semester: 15.**

**Credits can be obtained from activities related to the organization of studies that is participating and overseeing exams, participation in BA and MA admission exams, participation in the final exam committee.**

**Each doctoral student is required to teach at least one 90 minute class, or perform equivalent activities related to the organization of studies during the four semesters of the educational and research phase.**

**Maximum number of credits from educational activities during the four semesters: 20 credits.**

**Regulations regarding the teaching activity are to be found in the Doctoral Schools Regulation.**

Credits obtained from individual studies and research activity, and from teaching activity are validated by the Program Director at the end of each semester.

**Credit recognition forms with the necessary signatures (tutor, research mentor, professor responsible for the lecture in case of teaching activity, and the Program Director) have to be submitted no later than the last week of the exam period in each semester to Bianka Gyetvai (C 423).**

### **THE COMPREHENSIVE EXAM**

After the fulfilment of the prescribed 120 credits at the end of the 4<sup>th</sup> semester, PhD students are obliged pass the comprehensive exam. The exam is a prerequisite for students to continue their second, research and thesis writing period. **The comprehensive exam is held by the Doctoral School once a year, at the end of the spring semester, in the second half of June or first half of July.**

**Only students who obtained the 120 credits and the necessary language certification can apply to take the comprehensive exam. In addition, students are required to obtain a letter of recommendation from their supervisor and their publications (minimum 8 credits) have to be registered at the MTMT database (CUB Library staff shall provide assistance for the registration).**

**The comprehensive exam consists of two main parts: the theoretical-methodological (1) part which aims to assess the student's theoretical and methodological level of knowledge, and the dissertation part (2), in which students present their scientific progress. The comprehensive exam can be taken both in English and in Hungarian.**

**The theoretical-methodological part is a written exam.** The exam committee formulates a question or a thesis from the two themes in Hungarian or in English that have been previously discussed with the supervisors of the student, and with the PhD student. The candidate prepares a short, argumentative essay for which 60 minutes are available. The members of the committee shall then evaluate it.

During the dissertation exam part, the candidate gives a 10-15 minute Hungarian or English language presentation of her/his work, the results, the tasks scheduled in the remaining time, and the expected results.

The committee ask questions about the presentation.

The comprehensive exam shall be taken before a committee that evaluates individual exam parts separately (pass/fail). The comprehensive exam is successful if the evaluation of both parts is "passed" and unsuccessful if either of the exam parts fails. In case of an unsuccessful "theoretical exam part", the student may repeat the exam once more during the exam period in question. In case of a "failed" dissertation exam part, the student may not repeat the exam in the exam period in question but may take two passive semesters.

### **INDIVIDUAL RESEARCH AND DISSERTATION WRITING PERIOD**

After the successful completion of the comprehensive exam, students enter the next stage of their doctoral career. The research and dissertation writing period starts in the 5<sup>th</sup> semester and lasts until the 8<sup>th</sup> term. During this period, students have to earn 120 credits, from which the successful thesis proposal is 20 credits.

Those who applied for individual preparation have to collect 120 credits, too, after the comprehensive exam. They can certify a maximum 70 credits per semester.

The 120 credits are divided into the following units:

- I) Organized and individual research activity: min. 100 credits, including publication credits (min. 40 credits)
- II) Teaching activity: Maximum 20 credits

III)

	<b>Credit</b>
<i>I) Organized and individual research activity</i>	
1. Individual studies, research activity instructed by the tutor	maximum 36
2. Organized research activity	maximum 24
3. Methodology courses	maximum 12
4. Participation at the annual doctoral conference	maximum 24
6. Other activities regarded as research activity	maximum 18
7. Dissertation thesis proposal defense	maximum 20
8. Publications	minimum 40
<i>II. Teaching and organization of studies</i>	<i>maximum 20</i>
<b>Total credits required</b>	<b>120</b>

### **I. unit: Organized and individual research (minimum 100 credits)**

#### **1) Individual studies, individual research with the instructions of the tutor (maximum 36 credits)**

Students' work is constantly assessed by reports and research plans through the 5-8 semester period.

**The maximum credit-value of individual activities is 9 credits (36 credits in total: 4x9=36 credits)**

Research activity is validated by the head of the sub-program, based on the recommendation of the tutor. **In order to acknowledge the credits, it is required to participate in consultation sessions and to obtain the tutors signature for minimum 3 consultation sessions in a semester.**

#### **2) Organized research activity (maximum 24 credits)**

Research done at any scientific research institution (as a research fellow or research assistant), research work authorized by the head of the institute and acknowledged by the instructor. **Max. 6 credits can be given by semester. (24 credits in total: 4x6 credits)**

Conducting research only in an organized form (2. Point) is not sufficient to obtain the necessary number of research credits.

#### **3) Methodology courses (maximum 12 credits)**

During the individual research and dissertation writing phase, students can participate at methodological courses they have not completed before, which facilitate their dissertation writing procedure. The courses can be chosen from the offer of any Doctoral School of CUB with the approval of the tutor and the director of the subprogram. The credit value of the course is determined by the Doctoral School launching the course.

#### **4) Participation at the annual doctoral conference (maximum 24 credits)**

During the spring semesters a doctoral conference will be organized at CUB to help students to gain relevant conference experiences. It is mandatory to hold at least one lecture at one of these conferences during the two years. Credits are validated by the head of the sub-program, based on the recommendation of the supervisor. Its credit value is maximum 12 credits per year. (24 credits in total, 2x12=24)

#### **5) Other activities regarded as research activity (maximum 18 credits)**

The Doctoral School encourages its students to actively participate in the university's wide array of educational and research activities, organizing conferences, content development (in case of websites etc.) Certified participation in various public seminars, lectures, and in workshops is also encouraged and can be rewarded with credits by the subprograms (3 credits per occasions). EFOP 3.6.3 courses, and conference talks can also be counted as research activities.

#### **6) Thesis draft defense (max 20 credits)**

**In case of successful thesis-proposal defense max. credits: 20 credits**

**If the Committee decides that the thesis proposal need substantial revision, then maximum 12 credits can be obtained.**

**The credit requests have to be signed by the supervisor, the head of research project, the responsible person in the given subject, and the program director. The duly completed and signed requests should be submitted to Bianka Gyetvai (C423) together with all the necessary certifications in the last week of the exam period of the given semester.**

#### **7, Publication activity (minimum 40 credits).**

Scientific publication of a defined quality (including working papers and conference presentations) awarded by credits on the basis of the graph below. **A minimum of 40 credits are required from publications during the 4 semesters.**

**For scoring the publications, see the attached EDT decision. (Annex II.)**

### **II. unit: Teaching activity (maximum 20 credits in total)**

Every student required to conduct research activity (lecturing or participating in other activities, e.g. organization of studies) worth at least one complete course throughout the 4 semesters. In the case of complete courses, the teaching activity is previously approved by the Council of the Doctoral School, in other cases, teaching is authorized by the directors of the subprograms, supervised by the tutors, regularly assessed and accepted by the Council of the Doctoral School (giving seminars, preparing and correcting tests).

**Obtainable credits for teaching activity: 5 credits/ 1 complete course (complete course refers to teaching a course through an entire semester). Max. number of credits per semester: 15.**

**Credits obtained from teaching activity cannot be more than 20 credits during the four semesters.** Requirements for teaching are defined by the Doctoral Regulation. It is validated by the directors of the sub-programs.

Credits for teaching activity can be substituted by credits obtained from individual research activity and participation in the organization of teaching activities. All these activities (teaching, individual research, participation in educational organization) are validated by the director of the program at the end of each semester.

Please submit the documents proving your activity (signed by: tutor, research director, lecturer, and the head of the sub-program) at the end of the semester (before the last week of the exam period to Marianna Pap (Institute for International Relations, C 503) The documents can be downloaded from the website of the Doctoral School.

## **METHOD OF ASSESSMENT**

The central element of the Phd program is candidate's research activity which eventually results in their thesis. Research, in every case entails an empirical investigation which is based on a firm theoretical ground. The main aspect of the assessment process is to evaluate the thesis's level of scientific contribution.

Every students' research activity is supervised by a well-known researcher of the academia, the thesis advisor. The supervisor coordinates the doctoral training of the student, guides his/her research, provides guidance on the thesis proposal and oversees the general progress of the candidate. In exceptional cases – based on the student's request – the Council of the Doctoral School may allow other tutors or co-tutors to supervise the PhD student's progress. Co-tutors from foreign research centres or universities are also encouraged.

PhD candidates review the relevant academic literature under the supervision of their tutors – or in exceptional cases co-tutors appointed by the Council of the Doctoral School – in their first year. At the end of their first semester, the students submit their first, preliminary thesis proposal.

Thesis supervisors are obliged to provide a written assessment on the progress of their candidates annually (not later than 30<sup>th</sup> June). These assessments are discussed and evaluated by the Council of the Doctoral School. In case of second year students, such assessment is replaced by the evaluation provided at the Research Forum II. and the evaluation of the Comprehensive exam.

Tutors are working with student until the appointment of the thesis advisor. Thesis advisors are appointed by the Council of the Doctoral School at the end of the first semester.

## **THE THESIS PROPOSAL**

The aim of preparing and defending the thesis proposal is to verify whether the PhD candidates have the necessary theoretical foundations and a grounded empirical method in their research. The thesis proposal can be submitted in English or Hungarian. The thesis proposal can be only submitted if it reaches minimum 80% of the planned extent of the final thesis. This level has to be validated by the thesis advisor. According to the DRU the length of the final thesis is at least 120-150 pages (without appendices). The thesis can be submitted in English or Hungarian, and – only if approved by the Council of the Doctoral School – in any other languages.

In accordance, the thesis proposal at the International Relations Multidisciplinary Doctoral School has to contain:

- the relevant academic literature, the antecedents of the theory and research
- proposal of the empirical research,
- units of the research,
- methodology,
- the scheduling of the research (including the empirical investigation and the actual writing of the thesis)
- bibliography, list of references

**The thesis proposal has to be defended in a public hearing in front of a 3-5-member committee. The committee consists of the opponents and the thesis advisor. All PhD Students are expected to participate in the proposal defense. The committee will evaluate the thesis-proposal in the following manner:**

- accepting the thesis without changes,
- accepting the thesis with changes (set in the protocol),
- not accepting the thesis, in this case the candidate is able to submit his/her new thesis once more

The regulations of the submission of the thesis proposal can be found on the website of the Doctoral School. Please submit the thesis 6-8 week prior the defense!

Regulations regarding the formatting of the thesis can be found in the EDSZ (2016). Minimum length of the thesis is 120 pages (without appendix) and the maximum is 200 pages. If the doctoral candidate wishes to submit his/her thesis in a language other than English, he/she has to obtain the agreement the Council of the Doctoral School.

## **THESIS DEFENSE**

By finalizing their empirical research, candidates prepare and submit their thesis. The thesis can be submitted in English or Hungarian, and – only if approved by the Council of the Doctoral School – in any other languages. (Please note that Council of the Doctoral School allow submission in other languages only in exceptional cases). The thesis will be evaluated by two Hungarian or one Hungarian and one foreign (if the thesis was submitted in English) opponents. Following the opponents' favourable evaluation, the candidate prepares a written response to the opponents' evaluation. Afterwards, a public defense will be organized with the participation of all PhD candidates. The 7-member Committee approves and evaluates the thesis by secret vote. Their decision may be:

- summa cum laude,
- cum laude,
- rite,
- not accepted.

Those who have successfully defended their theses will be awarded by the doctorate degree. The theses will be stored in the Central Library of the University and in the joint doctoral database of the HAC and SDC.

Budapest, 9 April 2019.

Council of the International Relations Multidisciplinary  
Doctoral School