



**Corvinus University of Budapest**

**Rules of Operation of the**  
**Doctoral School of International Relations and Political Science**

*Budapest*

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## 1. ESTABLISHMENT OF THE DOCTORAL SCHOOL

The predecessors of the Doctoral School of International Relations and Political Science (DSIRPS, hereinafter referred to as: DS) were the International Relations Multidisciplinary Doctoral School and the Doctoral School of Political Science, which were merged by the Senate of CUB with effect from 1 July 2020.

## 2. ORGANISATIONAL STRUCTURE OF THE DOCTORAL SCHOOL

### 2. 1. Basic data

The Doctoral School grants degrees in two branches of science (Political Science and Economics). It operates within the structure of *Corvinus Doctoral Schools* (hereinafter referred to as: CDS) of the Corvinus University of Budapest under the control of the University Doctoral Council (hereinafter referred to as: UDC). The working languages of the DS are English and Hungarian, the language of teaching, as a rule, is English.

Four tracks operate within the framework of the DS:  
Geopolitics and Sustainable Development (GSD)  
International and Security Studies (ISS)  
Political Science (PS)  
World Economy (WE)

### 2. 2. Core members of the DS

Forming a consultative body, the core members regularly assess the work of the DS. The Head of the DS shall convene the meeting of the core members at least once a year.

### 2. 3. Council of the Doctoral School

The Council of the DS (hereinafter referred to as: CoDS) is appointed by the UDC based on the recommendation of the core members. If they are not members of CoDS, the Head of the DSIRPS and the Heads of the relevant Departments shall be permanent invitees of the CoDS. The activities of the CoDS are specified in the University Doctoral Regulations (hereinafter referred to as: UDR).

### 2. 4. Office-holders of the DS

- The activity of the Head of the DS is specified by the UDR and the Quality Assurance Regulations (hereinafter referred to as: QAR).
- The mandate of the track directors is for an indefinite period. Their task is the operative management of the tracks, in particular the preparation of proposals, recommendations (including the curriculum) required for the decisions to be taken by the CoDS and by the UDC, the organisation of the admission procedure, the maintenance of regular contacts with the supervisors and doctoral students, the evaluation of their work, the invitation of the opponents of the thesis proposal discussion, the recognition, calculation and certification of the (research, teaching and publication) credits falling within their competence, the organisation of teaching content (discussion with the lecturers, checking the subject descriptions) and the organisation of the professional aspects of nostrification and habilitation matters

- The track directors may operate a track council, the objective of which is to support the track director's work and prepare his/her decisions. Its procedural rules are elaborated by the track director and approved by the Head of the DS, its members being approved by the Head of DS upon the recommendation of the track director. The administrative work of the track directors and track councils may be assisted by the track secretary.

## **2. 5. Registration system, administration of the Doctoral School**

CDS also participates in the administrative tasks related to the operation of the School. A programme coordinator performs the administration of the DS.

Primary administrative tasks of the DS:

- preparing the timetables,
- informing, assisting the lecturers, supervisors, doctoral students,
- keeping a record of the supervisors' reports,
- organising and evaluating student assessments,
- organising research forums, workshops, conferences,
- organising the admission procedure,
- keeping a record of research plans, annual reports and work plans,
- organising thesis proposal discussions, taking care of the administration of the minutes,
- keeping a record of the DS's doctoral students and doctoral candidates,
- preparing the meetings of the CoDs, recording the resolutions adopted at the meetings and keeping a record of the meetings,
- preparing submissions for the UDC meetings,
- handling the correspondence of the DS and keeping a record thereof
- managing the website of the DS,
- monitoring the utilisation of the funds according to the goals specified by the CoDs.

## **3. ADMISSION PROCEDURE**

The DS shall publish its admissions bulletin annually. The UDR shall specify the documents to be submitted and the conditions to be met by every applicant. The applicant shall specify the name of the track he/she is applying to.

The CoDS shall set up the Admission Board pursuant to the provisions of the UDR. A minimum of two persons shall be elected from every track and these persons shall conduct the admission procedure as subcommittees. In the course of this:

- a decision is made based on the submitted documents as to whether in view of his/her research plan, motivational letter and topic, the applicant reaches the minimum points necessary for the oral examination, which differs for each track;
- if he/she does, the oral examination can be conducted;
- the oral examination can also be organised via an online interface and shall be conducted in the English language at least partially;
- a proposal for admission is made;
- the application of those who fail to reach the minimum level is recommended for rejection;

- the rest of the applicants are placed in an order of preference, with a separate list compiled for applicants recommended for Hungarian state scholarship, for Stipendium Hungaricum scholarship and for a self/funding status.

The Admission Board shall review the lists at a joint meeting and submit its proposal to the UDC, ensuring an appropriate number of applicants for every track.

After the decision of the UDC, the Head and the Track Directors of the DS shall monitor the enrolment procedure and based on the recommendation given by the Admission Board, they shall make a joint proposal to fill the vacant scholarship places. Rejected applicants cannot be recommended.

Rules of scoring:

Previous research, individual outputs: max. 25 points

Written research plan and motivational letter: max. 35 points

Oral examination: max. 40 points.

Minimum number of points necessary for the oral interview: 40 points.

The DS accepts doctoral students under the individual preparation procedure and in exceptional cases, from other DSs. The detailed rules thereof are included in the UDR.

#### **4. SUPERVISION**

Detailed rules concerning supervision are included in the UDR (§) and in the QAR. Further provisions set out in the present rules are as follows:

##### **4. 1. Mentoring-supervision**

At the time of admission but not later than by 30 September, the CoDS designates, upon the recommendation of the Track Director, a lecturer with an academic degree, who shall in the first semester help the doctoral student's onboarding at the DS, his/her adaptation to the scientific community, the identification of a properly focused topic, the building of contacts and the selection of an appropriate supervisor.

##### **4. 2. Supervision**

- **Not later than at the beginning of the second semester**, upon the recommendation of the Track Directors, the CoDS confirms the person of the supervisor(s). In doing so, attempts are made to allocate one supervisor to each doctoral student. An external supervisor may also be commissioned, however, in the case of two supervisors only one can be internal. The UDR and the Quality Assurance Regulations define the requirements of becoming a supervisor. The DS expects the supervisor in particular to monitor the work, scientific activity of the doctoral student closely, to help him/her in publishing, to involve him/her in the scientific community and to evaluate his/her activity at the end of every semester (Quality Assurance Regulations).
- The track directors control the supervisors' work at their own discretion, they may require an interim report. The track directors provide the new supervisors with support through the trainings and consultation forums offered by the CDS.
- The doctoral students evaluate the work of the supervisor in the Halvel system of CUB. The evaluation shall be available to the Head of DS and the concerned

track director (with the exception of evaluations by his/her own supervised students).

- The replacement of the supervisor may be initiated with the track director by both the supervisor and the supervised student in writing along with an explanation. After the necessary consultations, the track director shall submit the intention for replacement to the CoDS.

#### **4. 3. Formal tasks of the supervisor(s) in addition to what is specified in the UDR**

- Evaluation of the doctoral student for the DS based on the report prepared by the supervised doctoral student. The written evaluation of the students taking the comprehensive examination is performed within this framework. See Annex 3.

- Brief report on his/her work at the end of the academic year. Details of the frequency of meetings with the doctoral student, the intensity of the professional interactions, of the quality of the supervisory work in general, of the relationship with the track director shall be provided in the report. (Quality Assurance Regulation) Deadline: 31 May

### **5. STUDY AND RESEARCH PHASE**

#### **5. 1. General rules**

The phase consists of four semesters. A **total of 120 credits** shall be earned within the following limits to ensure even workload: (i) a **minimum of 18 credits** per semester, (ii) a **minimum of 60 credits and a maximum of 70 credits** per year can be earned.

The Head of the DS may approve the suspension, interruption of the phase. He/she shall ask for the recommendation of the supervisor and the track director before making the decision.

After the successful entrance examination, the doctoral student shall register in the Hungarian Scientific Publications Database (MTMT).

#### **5. 2. Study credits (48-60)**

a) for doctoral students admitted to organised instruction the DS teaches compulsory and compulsory elective subjects and announces further free elective subjects within the study and research phase.

b) Compulsory subjects across all tracks: Academic Writing, Prospectus Seminar, Research Design. The students of a given track shall take the compulsory subjects announced for the given track. The concerned track directors may decide to announce a compulsory subject jointly. Before such a decision, the opinion of the head of the concerned department shall be asked for.

c) A minimum of two compulsory elective subjects shall be chosen in every track, however, where appropriate, the track directors may subscribe a compulsory subject for every doctoral student at their own discretion.

- d) A minimum of three and a maximum of five further subjects can be taken as free electives in every track (i.e. a minimum of eight and a maximum of ten subjects can be taken, for a minimum of 48 and a maximum of 60 credits, respectively).
- e) The list of subjects is approved by the CoDS and finalised by the track directors by no later than 30 June of the preceding academic year. Efforts shall be taken to make popular (primarily methodological) subjects available regularly and to include important knowledge enhancement subjects in the list at least once every four semesters.
- f) The language of instruction is English.
- g) The equivalency of individually organised partial training abroad with the DS subjects is assessed by the track councils. The doctoral student may have a maximum of two subjects recognised from such trainings.
- h) With the approval of the subject's instructor, the doctoral students of the tracks and of the doctoral schools of CUB may take the courses of each other in the scope of free elective subjects.
- i) The subjects may be announced as intensive courses (one-week course) and in the form of even workload spread over a semester. The number of contact hours is the same for every subject. Contact hours of weekly frequency shall be targeted especially in the case of methodological subjects.
- j) The CoDS approves the syllabus and the assessment scheme of the announced subjects, the track directors shall check if the subject descriptions were uploaded and updated.
- k) Once a course was taken, it can be retaken on not more than one occasion in the case of failure.
- m) Deregistration from a course after one month shall be deemed as failure.
- l) The doctoral students shall evaluate the subjects in the Halvel system of CUB. The evaluations shall be available to the Head of the DS and the concerned track directors.

### 5. 3. Research and publication credits

**- A minimum of 48 and a maximum of 54 credits shall be earned in the course of the four semesters.**

- The research credits shall be certified by the track directors. They may request further verification (from the supervisor, head of research project, superior at work, notification of acceptance).
- In this phase research credits can be awarded for the following activities:

Activity	Number of credits
Publication	pursuant to the UDR
Presentation given in a world language at a competitive conference of international-regional significance (the location can be Hungary):	6-8
Presentation given in mother tongue at a competitive conference of local-national significance:	4-6
Participation as speaker in an event of smaller significance (workshop, round table discussion, professional interview, etc.). High profile invitee status can earn further credits.	2-3
Study visit abroad (subject to the research content):	max. 3 x 12
Participation in a summer-winter university:	max. 12

Independent research work, activity related to a research career based on the report submitted to the supervisor (e.g. compiling databases, conducting interviews, reviewing academic literature, analysing data, performing simulation, organisational work of an academic nature, book editing, journal editing, revision, acting as an opponent)	max. 12 (per semester, per form of activity, general rule: 30 working hours / 1 credit)
Participation in thesis proposal defence, public defence	1
Research activity certified by the supervisor	6
Research activity announced under the title of Prospectus Seminar II	6
Research plan prepared at the end of the third semester and presented within the framework of the research forum, <b>mandatory for every track!</b>	6
Research plan prepared during the fourth semester before the comprehensive examination and presented within the framework of the research forum (staged by each of the tracks separately)	10

- The credits shall be certified to the CoDS by the track director. The doctoral student may be asked to produce a certificate from the supervisor, head of research project, if necessary.
- Research credits shall not be granted for publications published before the start of the doctoral studies, however they will be calculated in the publication points required for the defence. Credits, however, may be granted for publications published in a postponed semester, in the following semester.
- For the preparation of research plans to be submitted in the 3rd and 4th semesters, see Annex 1. After consultation with the supervisor, the track director shall make a decision on awarding the credit upon the submission of the research plan. In the case of a negative decision, upon the recommendation of the track director, the Head of the DS may give an opportunity to submit a new plan within a deadline of 30 days. The credit cannot be granted if the new plan is not acceptable, either. The comprehensive examination board shall be notified of the rejection of any research plan that is due in the 4th semester.

#### 5. 4. Teaching

Within the framework specified in the UDR, the DS expects the doctoral students to perform teaching activity in the course of their doctoral studies (including during any postponed semester) primarily within the programmes of the Institute of International, Political and Regional Studies (IIPRS) and the Institute of Economic and Public Policy (IEPP). Until 30 September each year, the doctoral students may provide the topics in which they offer consultation opportunities to graduate students.

**A minimum of 6 and a maximum of 20 credits** may be earned during the phase (in four semesters).

Doctoral students may undertake teaching, thesis supervision, thesis evaluation at other universities. This shall be certified with an official document (NQR trainings, i.e. trainings listed in the National Qualification Register and other vocational trainings shall not be recognised).

Credits for the teaching work are certified by the track director. A credit may be granted primarily but not exclusively for:

- (i) practice sessions, lectures, presentations on one's own (0.5 points for a single occasion, 8 points for an entire semester),
- (ii) correction of written homework/classroom test/written examination,
- (iii) thesis supervision (2 points/semester),
- (iv) thesis evaluation (1 point),
- (v) consulting activity with respect to papers approved by TDK (Students' Scientific Association) (3 points),
- (vi) classroom visit/job shadowing (4 points for a complete semester),
- (vii) organisation of education activity (field work, etc.) (2 points).

## **6. COMPREHENSIVE EXAMINATION**

The comprehensive examination ends the study and research phase (at the completion of which the candidate wishing to obtain a degree through individual preparation may be admitted to the doctoral procedure). The examination shall have a theoretical-methodological and a dissertation part.

The general rules of the comprehensive examination are included in the UDR. The DS sets out these provisions in detail according to the following.

- Based on the number of students registering for the examination, upon the recommendation of the track directors, the CoDS proposes exam boards consisting of at least three members by track to the UDC. Minimum one member in each board is an external person. The supervisor cannot be a member of the board. The track directors may also ask doctoral students without a doctoral degree, who already obtained an absolutorium, to perform secretarial tasks (without the right to vote).
- Having more than 8 doctoral students taking the exam before the same board shall be avoided.
- The track directors shall involve the supervisors in defining minimum two topics for every examinee in the theoretical-methodological examination part. The deadline is 31 March.
- The deadline for submitting the research plan necessary for the dissertation part of the examination is 31 May.
- The data recorded in MTMT shall be approved by the competent librarian of CUB before the examination. The applicant shall authenticate and sign the list. The publication list shall be attached to the minutes during the examination.
- The theoretical-methodological examination part is a written assessment.
- Under the coordination of its Chairperson, the examination board formulates one question or thesis for each student out of the previously recorded themes. These are kept by the secretaries of the boards who communicate them to the examinees at the beginning of the examination, after which the examinees prepare their short argumentative essays. A computer (laptop, notebook) without internet connection can be used for writing the essay. The available time is 60 minutes. The secretaries personally invigilate the written examination and send the submitted essays to the members of the examination boards.
- The members of the examination boards shall then evaluate the essays, taking into account the assessments of the supervisors delivered in writing that shall be attached to the minutes.
- In the course of the dissertation exam part, the examinee presents his/her work, results, the tasks still to be performed during the remainder of the phase

and the expected results in the form of a presentation. This part of the examination is public, questions, however, may only be asked by the board members. The participation of the supervisors in the dissertation part is required.

- The examination boards shall evaluate the two examination parts according to the rules of the UDR and shall notify the examinees of the result immediately.

## **7. RESEARCH AND DISSERTATION PHASE**

### **7. 1. General rules**

The doctoral student can enter the research and dissertation phase after meeting the conditions of the study and research phase and successfully completing the comprehensive examination. The relevant decision is made by the UDC. During the four semesters of this phase a total of **120 credits should be earned within the framework specified in Section 4**. The phase ends with the absolutorium (final certificate). The phase can be suspended, interrupted without giving reasons for a maximum of two semesters (if the doctoral student has not taken this opportunity before).

### **7. 2. Research**

A minimum of 100 credits shall be earned. The evaluation criteria applied to the research activities are as specified in Section 4 with the following adaptations:

- A minimum of 28 credits shall be earned from publication activity.
- 9 credits per semester may be granted for research activity certified by the supervisor.
- Within the framework of research forum, at the end of the sixth semester, the doctoral students shall present one chapter of the dissertation under preparation and can earn 12 credits in case the defence is successful. The track director shall make a decision about the approval after consulting the supervisor. If the defence is unsuccessful, the Head of the DS may approve the presentation to be repeated, which shall take place until 31 October at the latest. After this date this credit is not available anymore.
- 20 credits may be awarded for a successful thesis proposal defence subject to the fact that the thesis proposal is submitted in the 8th semester until 31 March and until 31 October in the case of postponement.

### **7. 3. Teaching**

A maximum of **24 credits** can be awarded for teaching-education organisation activity. The credit calculation rules are the same as in Section 4.

## **8. PROCEDURE FOR OBTAINING THE DEGREE**

### **8. 1. General provisions**

Once the research and dissertation phase (eight active semesters) is completed, doctoral students have one year to submit and defend the dissertation.

### **8. 2. The thesis proposal and the dissertation**

The dissertation shall reach at least a 75% rate of completion when it is submitted for the thesis proposal discussion (supplementary data, appendices, details, chapters, calculations fundamentally not affecting the train of thought/structure may be missing from this version). The detailed rules of the UDR shall apply to article-based dissertations.

Principles governing the dissertation and the thesis proposal: the dissertation shall be relevant from the viewpoint of the branch of science; it shall contain new scientific results; it shall be up-to-date concerning the scientific results of the selected area; its goal and method shall be clear; it shall prove the ability of the doctoral candidate to perform independent research work, his/her critical and innovative abilities and shall fully comply with the norms of science ethics. The dissertation shall furthermore contain a full reference list and the schedule of the remaining work, if necessary, shall be included in the thesis proposal.

### **8. 3. The thesis proposal and its discussion**

The declaration of the supervisor(s) on whether the proposal is suitable for discussion shall be attached to the proposal. If two supervisors are not in agreement, the CoDS shall decide on the conditions of holding the discussion.

- a) Proposals shall be submitted/sent to the track director in three bound copies and in pdf format. The cover page shall feature the name(s) of the supervisor(s).
- b) The discussion is public. The DS members, doctoral students, the chairperson of the UDC shall be invited and attempts shall also be made to have other representatives and experts of the discipline present. The discussion shall be announced in CUB's electronic newsletter. An attendance list of the participants shall be drawn up.
- c) The official evaluators of the thesis proposal shall be the members of the thesis proposal evaluation committee: chairperson, secretary, two opponents and the supervisor(s). Supervisors cannot act as either opponents or chairpersons of the committee. The committee should feature at least one person who is not in employment relationship with CUB. The secretary may be a person without a doctoral degree, who already obtained an absolutorium, without the right to vote. After consulting the supervisor of the doctoral candidate, the track director makes a proposal with regard to the members to the CoDS.
- d) The secretary shall draw up the minutes.
- e) Prior to the discussion, the opponents shall prepare a written opinion about the thesis proposal, which they shall submit at the beginning of the discussion at the latest. The written opinion shall be attached to the minutes. Further rules and the conduct of the discussion are set out in Annex 4 hereto and Annexes 6-7 of the UDR. The committee shall evaluate the discussion at a closed session after the discussion and take a standpoint in the minutes about
  - i. *recommending the thesis proposal for approval (submission) without changes,*

- ii. *recommending the thesis proposal for approval (submission) with the listed changes,*
- iii. *not recommending the thesis proposal for approval (submission) and recommending the preparation of a new thesis proposal.*

The decision of the committee shall be communicated after the closed session. A new thesis proposal may only be submitted on one occasion, the deadline being 31 August (31 March for those admitted during the February intake). The procedure for obtaining a doctoral degree shall be terminated if the new proposal is unsuccessful.

- f) The minutes signed by the chairperson and the secretary, the attendance list, the opinion of the opponents shall be sent to the Head of the DS and the secretariat of the CoDS.

#### **8. 4. Submission and defence of the doctoral dissertation**

The conditions of submitting the doctoral dissertation, the rules of the defence procedure and the conditions of the doctoral degree acquisition are set out in the UDR. Further provisions specified in the present rules shall be as follows:

- The DS shall accept dissertations in the Hungarian and English languages.
- Only dissertations recommended for acceptance at the discussion of the thesis proposal may be submitted for defence.
- The table included in Annex 5 to the present rules shall be used for scoring the publications. The track directors shall perform the scoring. (The values expressed in points are included in the UDR.)
- Based on the dissertation duly submitted to the Corvinus Doctoral Office, the CoDS shall propose the official launch of the defence procedure and the composition of the *Board of Referees* to UDC. The rules concerning the constitution of the board are included in the UDR.
- The opponents shall receive the minutes of the thesis proposal discussion and prepare a written opinion on the dissertation within two months (except for the summer months), in which they recommend the approval or rejection of the dissertation. Subject to receiving the opinions (if they are supportive), the defence shall preferably be staged within two months (with the exception of the summer months).
- The dissertation shall be defended within the framework of a public discussion. The lecturers of the University, the doctoral students of the DS, other doctoral schools of the discipline and the recognised theoretical and practical experts of the area shall be invited to the discussion. The documents required for the defence are included in Annexes 8-9 of the UDR.
- Subject to the outcome of the defence, the CoDS shall decide if it recommends the approval of the degree to the UDC. Any negative decision taken by the Board of Referees may only be overruled by the CoDS if an ethical abuse or irregularity (affecting the outcome of the defence) is detected.

## **9. RESEARCH SUPPORT GRANTED BY THE DOCTORAL SCHOOL**

Forms of support according to priority:

- a) institutional membership fee of international scientific associations;
- b) participation in competitive foreign conference (eligible costs in the case of giving a presentation, contribution (correferatum) only: travel, accommodation /max. four nights/, registration fee, primarily within Europe);
- c) summer/winter university abroad;
- d) participation in a domestic conference (coverable costs in the case of giving a presentation, contribution (correferatum): travel, accommodation, registration fee);
- e) support of own conferences (catering);
- f) data collection, supporting other conditions of the research activity (e.g. software procurement, database procurement);
- g) support for publications (revision, purchasing open access to top journals);
- h) invitation of foreign guest lecturers,
- i) procurement of equipment.

Rules for assessing applications for travel support: ...

Special scholarships are governed by the Regulation on Student Fees and Benefits.

A preliminary annual plan of the other support types is prepared, a decision on which is made by the Head of the DS and the track directors.

## **10. ALUMNI ACTIVITY OF THE DOCTORAL SCHOOL**

The DS shall maintain organised and institutional contacts with the colleagues who obtained a degree. The CDS shall keep a record of degree holders and their employment with reference to every doctoral school. The DS shall organise informal forums for colleagues with an academic degree. This allows the DS to follow the professional career of the persons with an academic degree and to consult them concerning the doctoral programme, to facilitate professional support for the empirical studies of doctoral candidates.

## **11. QUALITY ASSURANCE SYSTEM OF THE DOCTORAL SCHOOL**

- Through its activity, the DS guarantees quality education and research conditions in every field, applying and respecting the University Doctoral Regulations and the provisions of its own Rules of Operation.
- The school is in full compliance and requires full compliance with the rules of CUB concerning scientific citation and science ethics.
- Boards are used in the admission procedure and the applicants are offered opportunities for preliminary consultation and introduction.
- The subject structure is reviewed annually.
- The key criterion for selecting supervisors and lecturers is professional competence. Supervisors are controlled on a regular basis.
- Doctoral students shall present their research at three research forums and during the dissertation part of the comprehensive examination. The research

- plans and reports submitted for the forums are subjected to prior review by opponents. Participation in the forums is mandatory for every doctoral student.
- Doctoral students shall prepare annual reports and work plans in writing, which shall be countersigned by the supervisor.
  - The track director shall monitor the scientific research, publication and teaching activities of the doctoral students. The School requires the doctoral students and doctoral candidates to take part in at least one domestic or international conference with an accepted presentation.
  - The comprehensive examination and the discussion of the thesis proposal are organised pursuant to strict rules (involvement of independent and external opponents and board members, minutes, written evaluation).
  - The general rules of the University shall apply to the doctoral defence.
  - Doctoral students shall evaluate the subjects in the student evaluation system of the University. The lecturers and supervisors provide regular reports to the Council of the Doctoral School. The Council also has a member representing the doctoral students, via whom the opinion of the doctoral students is represented.

## **12. ENTRY INTO FORCE OF THE RULES**

(1) The present Rules were adopted by the Council of the Doctoral School of International Relations and Political Science on 2 October 2020 and approved by the University Doctoral Council on – 16 December 2020 with the addition that the new rules cannot cause disadvantage to the doctoral students who commenced their studies under the effect of the previous rules. In cases of dispute, the interpretation of the rules shall be initiated with the Head of the DS who shall contact the University Doctoral Council in respect of any remaining issues.

(2) In the case of conflict with the University Doctoral Regulations, the UDR shall prevail

(3) In the case of conflict with the SER and the RSFB, the SER and the RSFB shall prevail

## ANNEXES

### Annex 1

#### *Considerations for preparing research plans*

The doctoral students shall be well-informed in their research areas by the third semester and shall prepare their first research plan (approx. 20 pages). **Submission deadline: 30 November.** The thorough preparation of the research plan is of key importance as it is likely to induce positive suggestions by the evaluators as well as critical comments that serve to prevent research dead ends and errors. A good research plan shall substantiate applications for study visits, scholarships, which is also in the student's interest. Please find the 'checklist' proposed by us below.

- Unsolved problems to which an answer is sought should be specified in the research plan! The clearly outlined scientific problem should be featured.
- Hypothetical answers should be formulated to clarify the direction in which the answers are sought.
- Difficulties, problems, doubts should be boldly put forward as by doing so the supervisor and other colleagues can provide useful and expedient advice!

It is also possible to present the research plan to be prepared for the dissertation part of the comprehensive examination in advance (the different tracks may decide to make it mandatory). The research plan shall be submitted for such purposes **until 31 March**. This plan (30-35 pages) shall already include

- proof of familiarity with the relevant academic literature, sources read-reviewed and planned,
- details of the fundamental question
- proposed methodological tools, databases.

Within the framework of the research forum taking place in the sixth semester one chapter of the dissertation shall be presented.

## Annex 2

### *Rules of preparing the annual study-research report and work plan*

The objective of preparing the annual study-research report and work plan is to facilitate and document effective professional relationship between the doctoral students and supervisors as well as to allow the track directors to monitor the information.

**Submission deadline:** it shall be submitted to the supervisor(s) and the track director in electronic format (by e-mail) and in one printed copy until 15 May. If there is an insuperable obstacle, postponement shall be requested from the track director in writing before the expiry of the above deadline with the specification of the new deadline.

**Every doctoral student shall prepare annual reports at the end of the 2nd, 4th and 6th semesters.** This form of written information is also recommended to those postponing a semester.

#### **Content requirements:**

**In the report** details should be given of the individual or organised studies and/or research undertaken to search for the topic of the planned dissertation, to prepare the research plan, to write the dissertation during the reporting period in addition to the mandatory obligations. The topic of further studies, research, the reviewed literature and the written documents prepared on their basis should be indicated. Details should be provided of the documented results of the achieved output (research report, paper, conference presentation, publication). The state of the research plan of the planned dissertation and the process of preparing the thesis proposal should be evaluated as well as the date of its expected completion specified. Any material or personal problems encountered whose solution requires help, advice should be signalled. Details on teaching and publication activities should be provided.

The requirements with respect to the research reports outlined above shall be observed when drawing up **the work plan**. That is, the studies, the research planned in addition to the prescribed obligations during the coming academic year, their schedule, the documented and accountable results shall be defined in concrete terms.

**Format requirements:** the relevant *period*, *the name of the doctoral student and his/her supervisor* as well as the *research topic* (planned title of the dissertation) shall be included in the *title field* and the *signature* of the doctoral student shall be featured at the end of both documents

Optional layout:

<b>Name of doctoral student</b>	
<b>Research topic stated accurately</b>	
<b>Name of supervisor(s)</b>	
<b>Academic year</b>	

ANNUAL STUDY-RESEARCH REPORT AND WORK PLAN

Date:

(signature)

### Annex 3

#### Supervisor's evaluation

<b>Identification data</b>		
<b>Name of doctoral student</b>		
<b>Research topic</b>		
<b>Name of supervisor</b>		
<b>General characteristics<sup>1</sup></b>		
<b>1. Frequency of consultations</b>	<i>frequent (1-2 weekly or more often)</i>	
	<i>rare (monthly)</i>	
	<i>irregular (hardly any)</i>	
<b>2. Professional development of the doctoral student</b>	<i>Excellent</i>	
	<i>Meets expectations</i>	
	<i>Falls short of expectations</i>	
<b>3. Progress made in reviewing the topic</b>	<i>Excellent</i>	
	<i>Meets expectations</i>	
	<i>Falls short of expectations</i>	
<b>Textual evaluation of the performance</b>		
<i>Professional development</i>		
<i>Research progress</i>		
<i>Publication activity</i>		

**Date :**

(signature of supervisor)

<sup>1</sup> Please put a cross in the relevant box.

## Annex 4

### *Content and format requirements with regard to the thesis proposal, other rules related to its discussion*

#### **1. General expectations**

The objective of preparing a thesis proposal and submitting it for defence is to judge the theoretical preparedness of the doctoral candidate, the professional soundness of his/her research concept and the key results achieved so far. The format requirements are identical to those of the final version.

#### **2. Nature and objective of the thesis proposal and its discussion**

The thesis proposal shall already include results with new scientific value. It shall be free of methodological, source processing, data management errors. The primary objective of discussing the proposal publicly is to make sure that the participants involved in the discussion help the candidate with their questions, critical observations and advice for the purposes of enhancing the quality of the final dissertation. The thesis proposal discussion, at the same time, is a forum for having the candidate introduced to wider professional circles, further it represents an important opportunity for other doctoral students to gain experience. Their active participation in the discussion is a fundamental requirement.

#### **3. Initiating the discussion of the thesis proposal**

The completed thesis proposal shall be submitted to the track director (in pdf format). Documents to be submitted along with the proposal:

- a) declaration of the **supervisor(s)** about the suitability of the paper for discussion;
- b) **declaration required by the UDR** stating that the submitted thesis proposal is the **independent intellectual creation** of the candidate (except for the referenced results of others);
- c) **declaration from the co-authors** about the degree of independent contribution of the candidate if the results of joint works are published;
- d) **brief summary** ('blurb') (of max. 1.5 pages) that may be annexed to the invitation to indicate the topic of the proposal and the new results.

The thesis proposal shall be submitted in three bound copies and shall also be forwarded to the DS in electronic format (pdf).

#### **4. Organising the discussion of the thesis proposal**

The DS shall seek to arrange the discussion of the proposal of candidates submitting complete applications until 30 June. If this is unsuccessful due to a delay in receiving the opponents' opinion, the Head of the DS shall make arrangements for the postponement of the discussion in such a manner that it should take place before 30 September, or 30 April in the case of a postponed semester.

## Annex 5

*In order to calculate the points necessary for admission to the defence the publications shall be compiled in the following format (further lines can be added):*

**NAME:**

**Total score: (filled in by DS):**

**Total score of A-C category papers (filled in by DS):**

*Book, book extract, chapter in the Hungarian language*

Author/authors of the work, title, publisher, year	length(characters)	point/author' sheet (filled in by the DS)	Value expressed in points (filled in by the DS)
<b>Total:</b>			

*Papers, reviews published in peer-reviewed journals in the Hungarian language*

Author/authors of the paper, title, place of publishing:	length (characters)	category (filled in by DS)	Value expressed in points (filled in by the DS)
<b>Total:</b>			

*Other publication in the Hungarian language*

Author/authors of the paper, title, <i>type</i> , publisher, date:	length(characters)	Value expressed in points (filled in by the DS)
<b>Total (max. 10)</b>		

*Book, book extract, chapter in a foreign language*

Author/authors of the work, title, publisher, year	length (characters)	point/author's sheet (filled in by DS)	Value expressed in points (filled in by the DS)
<b>Total:</b>			

*Papers, reviews published in peer-reviewed journals in a foreign language*

Author/authors of the paper, title, place of publishing, date:	length(characters)	category (filled in by the DS)	Value expressed in points (filled in by the DS)
<b>Total:</b>			

*Other publication in a foreign language*

Author/authors of the publication, title, <i>type</i> , publisher, date:	length(characters)	Value expressed in points ( <i>filled in by the DS</i> )
<b>Total (max. 20)</b>		

**Annex 6**

*Application for supporting travel, conference participation*

NAME: .....

PURPOSE OF THE TRAVEL (TITLE OF CONFERENCE, FORM OF PARTICIPATION):

.....

VENUE, DATE: .....

REQUESTED COST TYPE AND AMOUNT (REGISTRATION FEE, ACCOMMODATION, TRAVEL EXPENSES):

.....

OTHER SUPPORT: .....

CONNECTION WITH THE RESEARCH TOPIC (TO BE COMPLETED BY DOCTORAL STUDENTS):

.....

BRIEF REPORT IN THE CASE OF SUPPORT GRANTED:

Deadlines, key dates:

**February:**

- publication of the admissions bulletin

**March:**

CoDS and UDS meetings

- submission of the research plans of the 4th and 6th semesters and of the thesis proposals (31)

**April**

**May**

- submission of applications for admission
  - submission of annual reports (31)
  - submission of supervisor's evaluations
    - research forum II

**June**

- comprehensive examination
  - admission examination
  - CoDS and UDC meetings
- finalisation of the list of subjects of the coming academic year
  - meeting of core members

**September**

- enrolment, course registration
- appointment of mentors (30)

**beginning of October**

- CoDS and UDC meetings

**November:**

- submission of research plans (3rd semester) (30)

**December:**

- CoDS and UDC meetings

**January:**

- research forum I.
- finalisation of supervisors (31)