

## Proposal for the Senate Session of 1 July, 2013.

### **Agenda, 3/a. Modification of the Doctoral Regulations of the University**

Proposed by:  
László Palkovics, Vice-Rector for Research

*Discussed by*  
Rector's Cabinet  
(June 24, 2013.)

*Result*  
Unanimous support.

Resolution proposal:  
The Senate supports the Modification of the Doctoral Regulations of the University.

Note: The majority of Senators present must support the vote in order to pass a resolution.

**The Doctoral (PhD)  
Regulations of the  
Corvinus University of Budapest**

Budapest, 2013

Table of contents:

GENERAL REGULATIONS .....	3
1. The objectives, key concepts and institutions of doctoral training .....	3
2. Ways of acquiring a doctoral degree .....	6
THE INSTITUTIONAL FRAMEWORK OF DOCTORAL TRAINING.....	7
3. The University Doctoral Council .....	7
4. The Disciplinary Doctoral Council.....	9
5. Establishing a doctoral school .....	10
6. Terminating a doctoral school.....	12
7. The doctoral school council .....	12
8. The head of the doctoral school .....	13
9. Central and disciplinary administration of doctoral training.....	14
ORGANISED DOCTORAL TRAINING .....	15
10. Application and entrance to doctoral training .....	15
11. The academic period .....	17
12. Academic programmes .....	17
13. Research programme, research plan, dissertation .....	18
14. The supervisor .....	18
RIGHTS AND RESPONSIBILITIES OF THE PARTICIPANTS IN DOCTORAL TRAINING.....	19
15. Legal status of PhD students and doctoral candidates.....	19
16. Financial support eligible to PhD students.....	20
17. Fees and charges to be paid by PhD students.....	21
18. Teaching activity of PhD students .....	22
THE DOCTORAL DEGREE ACQUISITION PROCEDURE AND THE DEGREE CERTIFICATE .....	23
19. Conditions of doctoral (PhD) degree acquisition .....	23
20. Application for doctoral degree acquisition in individual training .....	23
21. Initiating the degree acquisition procedure .....	24
22. The examination for doctorate .....	25
23. The dissertation plan and its assessment.....	27
24. Submitting the doctoral dissertation.....	27
25. The Committee of Assessors .....	28
26. Defending the dissertation .....	29
27. Grading of the doctoral dissertation .....	30
28. The PhD certificate and other certificates.....	31
29. Recognition of a scientific degree acquired abroad .....	32
28. Awarding honorary doctoral titles .....	33
THE QUALITY CONTROL FRAMEWORK OF THE DOCTORAL TRAINING.....	33
FINAL PROVISIONS.....	37

31. Complaints about the procedure and regulations .....	37
32. Effect of the Doctoral Regulations .....	37

**Doctoral (PhD) Regulations**  
**of the**  
**Corvinus University of Budapest**

In accordance with the 2011/CCIV Act of National Higher Education (hereinafter referred to as Nftv.) and the 387/2012. (XII. 19) Governmental Decree on Doctoral Schools, PhD Procedures and Professional Research (hereinafter referred to as the Governmental Decree) The Senate (hereinafter referred to as SEN) of the Corvinus University of Budapest (hereinafter referred to as Corvinus University) passed the regulations below in order to control doctoral activities.

**CHAPTER ONE**  
**GENERAL REGULATIONS**

***1. The objectives, key concepts and institutions of doctoral training***

**Section 1.** (1) The Corvinus University may pursue doctoral training and confer doctoral degrees at such disciplines, and within, at such branches of science which the University is officially accredited, offers Masters' training courses, and is covered by its licence.

(2) The Doctoral School is the basic organisational unit administering organised doctoral training and degree acquisition in each branch of science. The doctoral schools finance themselves from state contributions received for each PhD student, and they spend the contributions on doctoral training.

(3) Doctoral schools – upon a Senate resolution concerning doctoral school establishment – are registered by the Hungarian Office of Education, and their activities will be monitored and assessed by the Hungarian Accreditation Board of Higher Education (hereinafter referred to as MAB).

(4) Each doctoral school is lead by a professor (head) who is assisted by a doctoral school council.

(5) The supreme authoritative body responsible for doctoral training organisation and degree awarding issues is the Doctoral Council of the Corvinus University.

(6) The objectives of doctoral training are as such: The preparation of PhD students for scientific research and university teaching, at a certain discipline and branch of science. In order to realise the

objectives, PhD students are provided with theoretical and methodical training which enables them to prepare a doctoral dissertation.

(7) Definition of key concepts found in the Regulations:

a) Professional criteria for regular members

- PhD degree at the branch of science or research field of the doctoral school to be established;
- High-level scientific activity at the branch of science or research field of the doctoral school, which can be readily followed in Hungarian Scientific Works Database (hereinafter referred to as MTMT);
- Agility to supervise Doctoral candidates with at least one PhD graduate to prove their aptitude.

b) *Employment criteria for regular members*

- Full-time employee or state employment status at the relevant institution of higher education as a teacher or scientific researcher with their government budget support requested from that particular institution;
- Professor Emeritus or Professor Emerita (hereinafter referred to as Professor Emeritus) at the doctoral school of the institution of higher education which they emherited from. Only one Professor Emeritus is to be considered a regular member of the doctoral school, as a criterion of establishment;
- Scientific advisors and researching professors employed full time (also: of employment or state employment status PhDs of the Hungarian Academy of Sciences) by research centres can also become regular members, provided they qualify for the position and there is an agreement between the institution of higher education and the research centre.

c) Training may only be pursued within the framework of the doctoral school (DS). Upon establishment, the discipline, and the branch of science within which comprises the core of the training, must be clearly named. In case the establishment criteria have all been met and the Senate resolution of approval has been passed, the school will get registered by the Hungarian Office of Education.

d) The head of a doctoral school must be a Professor who is also a regular member, They are responsible for the level of scientific activity and teaching at the doctoral school. The head of the doctoral school is elected by the University Doctoral Council for a term of five years, and the status is confirmed by the rector. Re-election for multiple terms is possible.

e) Teachers at a doctoral school must be PhD graduate teachers and researchers, who is apt to perform teaching tasks at a doctoral school according to the Head of the Doctoral School.

Heads' proposals for teachers are discussed by the Doctoral (School) Council, appointment is always subject to their decision.

f) Doctoral dissertation supervisors are PhD graduate teachers or researchers pursuing active research activities, whose thesis topics on offer were previously acknowledged by the disciplinary doctoral council, and who can responsibly supervise and help doctoral candidates with their studies and research work as well as their preparation for degree acquisition. One supervisor must not supervise more than six state-financed doctoral candidates. One doctoral candidate may have two supervisors at most.

g) *PhD student*: Student participating in doctoral (PhD) training who is entitled for the rights established in relevant legal regulations and to whom responsibilities also apply;

h) *PhD student status*: legal status between the PhD student and the institution of higher education, the contents of which consist of respective PhD student/university rights and responsibilities established in legal regulations relative to higher education. The University issues student IDs and extends their validity, thus certifying student status;

i) *State doctoral scholarship*: Financial contribution available for Hungarian PhD students in organised daytime training, and foreign students of an equivalent status to Hungarian citizens, provided by law or an international agreement;

j) *doctoral candidate*: person in the doctoral degree acquisition procedure, having finished their doctoral studies. Doctoral candidate status starts upon the acceptance of application for the doctoral degree acquisition procedure. Those who have not taken part in doctoral training can become doctoral candidates too, by way of individual preparation. Doctoral candidate status terminates once the degree acquisition procedure has been concluded, and also if the doctoral candidate is unable to submit their dissertation in two years from acquiring their doctoral candidate status. (for exceptions, see (8) of Section 27). If the doctoral candidate initiates the degree acquisition procedure while still in the training period, they will be of both student and doctoral candidate status.

k) *doctoral training*: postgradual level training of graduates with PhD student status for a maximum of six academic terms, performed by the University to prepare students for PhD graduation. Doctoral training is a regular academic and research activity with frequent assessments, and it includes the fulfilment of requirements covered by the doctoral regulations such as i.e. passing all examinations except for the examination for doctorate;

l) *doctoral dissertation topic*: research field which – provided the doctoral council approves of it previously – is suitable for the application of scientific methods and the achievement of valuable scientific results making the student – with due assistance from the supervisor – able to give evidence of their academic prowess by writing scientific publications, holding scientific lectures and finally, by preparing a doctoral dissertation;

- m) *Study point (credit) in doctoral training*: Unit of accomplished academic, research and – in case the PhD student accepts teaching assignments – teaching work. In doctoral training, hours spent on research/scientific work at the institution of higher education or a partner institution also count as lessons. In disciplines where research/scientific work and preparation are linked to libraries, archives, museums, field work or field data collection, research/scientific work time spent on activities other than the ones described above can only be taken into account if the supervisor and the head of the doctoral school approves, with the exact description of the particular activity. Accomplishment will be certified by the supervisor;
- n) *doctoral degree acquisition procedure*: In contents, based on doctoral training, but legally and procedurally independent, this procedure is a series of activities targeting the acquisition of a doctoral degree;
- o) *examination for doctorate*: Part of the doctoral degree acquisition procedure – a summarising type of examination to test a PhD student's concise knowledge they have acquired at the discipline in the course of the doctoral process;
- p) *doctoral dissertation*: a piece of writing prepared by the doctoral candidate, through which the doctoral candidate proves their capability of solving a scientific assignment – which meets graduation criteria – on their own;
- q) *doctoral degree*: degree awarded by the university doctoral council, the acquisition criteria of which are being discussed here;
- r) *doctoral theses*: Intended for the scientific community, a concise work listing the scientific results based on which the PhD student gives evidence that they are prepared for the acquisition of a scientific degree;
- s) *University Doctoral Council*: Body assembled by the Senate to organise doctoral training and award degrees;
- t) *Disciplinary Doctoral Council (DDC)*: Body assembled by the university doctoral council to control doctoral training and degree acquisition at a certain discipline;
- u) *Doctoral School Council (DSC)*: Body which assembles for regular sessions in order to assist the head of the doctoral school. Its members are elected by the regular members of the doctoral school, and they are appointed and called back by the University Doctoral Council;
- v) *University doctoral registration*: University registration of PhD students and doctoral candidates entering and partaking in doctoral training, as well as of Corvinus University PhD graduates, complete with degree details.

## **2. Ways of acquiring a doctoral degree**

**Section 2.** The doctoral degree acquisition procedure includes a concise examination for doctorate, which tests the skills acquired in the course of the doctoral training, the presentation of individual scientific works, certificate(s) of prescribed foreign languages, a dissertation plan including the solution

of an individual scientific assignment, and finally, the presentation and defending of the dissertation in public.

**Section 3.** (1) The doctoral degree can be acquired as a result of organised training (doctoral training, doctoral studies) and individual preparation. In the latter case, the doctoral candidate does not participate in organised training. However, the head of the doctoral school may allow them to attend doctoral courses.

(2) PhD students and doctoral candidates receive organised professional assistance to prepare for examinations and to write dissertations. Maximal duration of doctoral training is six academic terms. The postgradual level training prepares for successful graduation. Organised training is available at Corvinus University for full-time students of state support or private financing. Scholarship students pursue their studies at the University full time, along the schedule of daytime trainings. If a privately financed student is trained separately, the terms and conditions of their training must fully cover those applying to full-time PhD students. For conditions of application, see Section 12.

(3) Applicants with a job can only get admission to doctoral training if they attach a written permission from their workplace.

(4) Teachers, researchers, workers in research, production and service can only apply for individual preparation-based training if they are active in scientific research and can give evidence of significant individual scientific results and publications (for general conditions, see Section 26, for specific conditions, see the regulations of the doctoral school of concern).

(5) Foreign applicants (with a Master's degree acquired outside the borders of Hungary) will be considered individually by DDC upon DS proposals, with regard to equivalent conditions.

## CHAPTER TWO

### THE INSTITUTIONAL FRAMEWORK OF DOCTORAL TRAINING

#### *3. The University Doctoral Council*

**Section 4.**(1) The University Doctoral Council (hereinafter referred to as UDC) is the supreme board of control and decision-making in doctoral training and degree acquisition matters which creates and monitors the University-level system of doctoral training and doctoral degree acquisition, assures the quality and international compatibility of PhD degrees to be acquired at each discipline and branch of science.

(2) Only those who meet the criteria of regular membership can become UDC members with voting rights – with the exception of PhD student representatives. One third of voting members must be of no employment status with the University which houses the doctoral school. The Professor Emeritus of the institution of higher education counts as a member of employment status. Upon electing the members of the doctoral council, all branches of science should be given proportionate representation.

- a) The Vice-Rector of Science is an UDC member with counselling right (if they are not an elected member).
- b) Permanent counsellors at UDC sessions include the Rector of the University and one PhD student from each disciplinary student council.
- c) Heads of the Disciplinary Doctoral Council for Life Sciences (DDCLS) and the Disciplinary Doctoral Council for Social Sciences (DDCSS) are UDC members with counselling right (if they are not elected members).
- d) The UDC consists of 12 internal members with voting rights and 6 external members, so 18 elected members in total. The president of the UDC is an Academy PhD holder regular member of one of the accredited doctoral schools of the University. Upon recommending candidates to become representative members, proportionate representation of branch of sciences should be considered.

(3) The president of UDC, UDC members and reserve members are elected by SEN for a five year term. Members and the president can be reelected for multiple consecutive terms. UDC members to be elected are recommended by the Rector based on the opinions voiced by doctoral schools and resigning UDC members. Upon presidential proposal, UDC may elect one or two vice presidents to serve as deputies, undertaking certain presidential functions.

(4) UDC scope, itemised:

- a) Considers the general operational matters of doctoral schools, sets operational policies, sets up, and disbands doctoral schools for branches of science;
- b) discusses and confirms the initiations of establishing doctoral schools, proposes modifications for existing doctoral schools, and in cases, initiates doctoral schools to be disbanded;
- c) elects the heads of doctoral schools, appoints and calls back members of doctoral councils for branches of science and doctoral school councils;
- d) decides on doctoral degrees being awarded, accepted, and revoked;
- e) proposes tuition fees and reasonable ways of their spending to the Senate;
- f) evaluates the work of doctoral schools regularly;
- g) considers people recommended for being awarded the title of honorary doctor (doctor honoris causa).

(5) The president of UDC has the right to assemble the council for sessions, set the agenda, appoint the proposers, assign ad hoc committees and chair sessions.

(6) UDC is quorate if more than half of its voting members are present. UDC resolutions are effective if the simple majority of the members present vote with either an „aye” or a „no”. In case the vote is a draw, the presidential vote is decisive. In staff-related matters, the president must call for a secret ballot. UDC members may also initiate a secret ballot which must be held if more than half of UDC members present support it.

(7) In matters which require professional disciplinary competence, the UDC will pass on its decision rights to the relevant Disciplinary Doctoral Council.

#### **4. The Disciplinary Doctoral Council**

(1) **Section 5.** (1) The Disciplinary Doctoral Council (hereinafter referred to as DDC) is a body of professional surveillance which monitors teaching and research work at doctoral schools. At the Corvinus University of Budapest there are two disciplinary doctoral councils: the Disciplinary Doctoral Council for Life Sciences (DDCLS) and the Disciplinary Doctoral Council for Social Sciences (DDCSS). DDC meetings are phased in for four occasions annually, coordinated with UDC meetings. In each doctoral school there are at least two regular members and an external member who have voting rights. There is an internal and an external member per doctoral school, they are reserve members of DDC. The president, vice president, members and secretary of the DDC (the latter not necessarily a member of DDC) are elected by DDC and confirmed by UDC. In DDC, faculties belonging to one science field are represented by people without voting rights. Permanent guests of DDC with consultation rights are: presidents of the University Scientific Committee and the parallel Disciplinary Doctoral School, and the deans of the faculties involved. PhD students and Doctoral candidates of the disciplinary doctoral schools are represented by one person each with the right of consultation.

#### (2) DDC

- a) Decides on launching doctoral degree acquisition procedures, admitting credits, and selecting subjects for the examination for doctorate,
- b) As described in the PhD Regulations, it appoints – upon recommendations made by doctoral schools – the members of the doctoral entrance exam board, the dissertation committee, the doctoral supervisors and the teachers of the doctoral school.
- c) Sets the list of languages acceptable for a first language examination certificate, the possession of which being a requirement of degree acquisition.
- d) Decides whether a Doctoral candidate's request for a closed defending is valid, based on the opinion of the dissertation committee,
- e) Decides on the admission of students to organised and individual training, and on the admission of foreign students,
- f) Acknowledges doctoral school regulations.

(3) The Disciplinary Doctoral Council will express an opinion on matters it has jurisdiction over, such as:

- a) Considering proposals to award honorary doctors (*doctor honoris causa*);
- b) Distributing doctoral scholarships among doctoral schools, spending doctoral training normatives and setting PhD training fees and spending priorities.

(4) The DDC is quorate if half of the body plus one person are present. DDCSS decisions are valid if the simple majority of members vote with „aye” or „no”. In case the voting is a draw, the presidential vote is decisive.

### **5. Establishing a doctoral school**

**Section 6.** (1) Upon the establishment of a doctoral school, the discipline, and within, branches of science or art it conveys in doctoral trainings must be clearly specified.

(2) The establishment of a doctoral school can be initiated by at least seven regular members. The majority of the members must be professors. One person can only be a regular member of one doctoral school at a time.

(3) At doctoral schools with a scope span of at least three branches of science (multidisciplinary DS), there must be at least three regular members representing each branch of science. Doctoral schools with two branches of science as a scope (interdisciplinary DS) must have at least eleven regular members, four for either branch, the majority of whom must be professors researching the respective branch of science.

(4) Regular members must be

- a) PhD graduates the degrees of whom are related to the doctoral school's branch of science, or PhD graduates who are certifiably active in researching the branch of science in question;
- b) High-level scientific activity at the branch of science or research field of the doctoral school, which can be readily followed in Hungarian Scientific Works Database (hereinafter referred to as MTMT);
- c) Agility to supervise Doctoral candidates with at least one PhD graduate to prove their aptitude;
- d) Full-time employee (also of state employment status) at the relevant institution of higher education, working as a teacher or scientific researcher with their government budget support requested from that particular institution, as described in (3) Section 26. of the 2011/CCIV Act on National Higher Education (hereinafter referred to as Nftv.);
- e) Provided they qualify, Professor Emeriti may become regular members at the doctoral school of the institution of higher education which they emerited from. Only one Professor Emeritus is to be considered a regular member of the doctoral school;
- f) Scientific advisors and researching professors employed full time (also: PhDs of the Hungarian Academy of Sciences of employment or state employment status) by research centres can also become regular members, provided they qualify for the position and there is an agreement between the institution of higher education and the research centre. No more than two of such researchers may become regular members;
- g) Regular members must comply with regular membership requirements for a minimum of one academic training cycle with the degree acquisition procedure as an inclusive phase.
- h) Regular members must be eligible for supervisory functions at the doctoral school.

(5) The head of the doctoral school will be elected from the regular members of Professor status – upon a proposal of the majority of regular members – by the doctoral council, and the elected member will be appointed for the position by the Rector for a five-year term. Several reruns are possible.

(6) Teachers of the doctoral school are PhD graduate teachers and researchers who are found suitable by the doctoral council – upon proposal of the head of the doctoral school – for teaching, researching and maintaining supervisory purposes.

(7) Regular members prepare the documentation for the establishment of the doctoral school, which should include the following components:

- a) Disciplinary and scientific specifications of the doctoral school;
- b) Master's majors which the doctoral trainings are based on at the institution of higher education;
- c) The specification of the research field covered by the doctoral school;
- d) The exact name of the doctoral degree to be issued as a final certificate of the doctoral degree acquisition procedure;
- e) The doctoral school head candidate, the regular members of the doctoral school, the supervisors recommended for the first three years of operation, further teachers of the doctoral school, the names of Hungarian and foreign visiting lecturers and researchers, the documentation of the previous five years' most important scientific results and publications;
- f) The training syllabus of the doctoral school;
- g) The international relations of the doctoral school which are expected to be considered in its operations;
- h) The quality control scheme and the operational regulations of the doctoral school.
- i) Members' statements on their acceptance of assigned responsibilities and their compliance with conditions set in the Regulations must be attached to the documentation.
- j) The documentation of establishment of a doctoral school should include cooperational deals (concerning DS activities) struck between the institution of higher education and the doctoral school.

(8) The doctoral council must express a preliminary opinion before the head nominee of the doctoral school forwards their proposal to establish a doctoral school – via the Rector – to the Senate for confirmation.

(9) When the Senate resolution about the establishment of a doctoral school passes, the Rector of the institution of higher education will request the Hungarian Office of Education (hereinafter referred to as the Office) to enter the doctoral school into their registration.

Attachments to the registration request include:

- a) Doctoral school establishment documentation;
- b) The opinion of the doctoral council;

- c) The development concept of the scientific fields to be researched by the doctoral school at the institution of higher education;
- d) The doctoral regulations of the institution of higher education;
- e) A statement regarding provision of frequent and public information about doctoral trainings at the doctoral school website, updated every year, including entrance requirements. These also need to be made public through posts in the premises of the institution of higher education;
- f) A statement with regard to continuous update of doctoral school data so that the doctoral school status be up to date.

(10) Changes in registered doctoral school data must immediately be reported to the Hungarian Office of Education.

### ***6. Terminating a doctoral school***

**Section 7.** Termination of a doctoral school is proposed by the doctoral council or the Rector and confirmed by the Senate. If the proposal originates from the Rector, the Senate asks the opinion of the doctoral council before passing a resolution. Once the resolution has been passed, the Rector initiates the modification of DS registration data at the Hungarian Office of Education. The Office will delete the doctoral school from the registration without a procedure of gaining further evidence.

### ***7. The doctoral school council***

**Section 8.** (1) The doctoral school council assists the head of the doctoral school in their work. Elected by regular members of the doctoral schools, DSC members are appointed, and called back by DDC. DSC members are PhD graduate teachers and researchers. As a minimum, the council consists of 5 members.

2 members of DSC, or 1/3 thereof, are persons of no employment status with the University. The council is further assisted by a PhD student without voting rights.

(2) General tasks of the Doctoral School Council (hereinafter referred to as DSC) include:

- a) It prepares the operational and procedural regulations of the doctoral school (hereinafter referred to as DS);
- b) Evaluates the implementation and organisation of school programmes as well as the quality of training, and assesses the work of the teachers, supervisors, PhD students and doctoral candidates participating in the programmes regularly, or if needed;
- c) decides on approving of doctoral research plans;
- d) Considers admission of doctoral degree acquisition applicants choosing either organised training or individual preparation;
- e) Decides whether a final certificate should be issued;

- f) Allows defending, provided the doctoral candidate's performance was adequate and the workshop debate results were sufficient (for workshop debate rules and regulations concerning defending organisation and process, see DS Regulations.)
- g) recommends people to become members of examination or dissertation committees, recommends supervisors;
- h) After defending, proposes the doctoral degree to be awarded, with or without honours, based on the assessment and the vote of the dissertation committee and the study and research performance, and scientific prowess of the doctoral candidate;
- i) Considers the acceptance of foreign scientific degrees;
- j) Decides on the distribution of state funds and other resources allotted to the school;
- k) At DS request, voices its opinion on matters concerning the DS and its students;
- l) Expresses opinions about habilitation applications and orders habitual controls if the relevant researches are related to the discipline in the DS profile.

### ***8. The head of the doctoral school***

**Section 9.** (1) The head (president) of the doctoral school represents the DS. DS heads are responsible for the scientific quality of research and teaching performed at their DS. DS heads are full time employees of the University, and regular members of their respective DS. DS heads are appointed by the rector for a maximum of five years. DS and the DDC in charge need to approve the nominee first, and UDC must confirm nomination.

(2) School heads are assisted in their work by the Doctoral School Council (DSC), the president of which is the head of the DS. DSC members are appointed, and called back, by UDC.

(3) Members of the DS are PhD graduate teachers and researchers who are found suitable by the DSC for teaching, researching and maintaining supervisory purposes at the doctoral school.

(4) School heads are responsible for DS operations. A DS head

- a) Manages the doctoral school;
- b) Recommends DS regular members and visiting members, and reserves if needed;
- c) Recommends DSC members;
- d) Sets DSC operating methods and controls its operations;
- e) Appoints leading teachers to courses and disciplinary studies, appoints and monitors supervisors;
- f) Decides on accepting or rejecting individual pleas submitted by students;
- g) At students' request - upon the proposal of the supervisor – decides on academic matters and
- h) Financial support of foreign internships in connection with research work.

**Section 10.** (1) DS heads may appoint a secretary or a programme director to manage organisational and administrative tasks. These representatives are assigned/entitled to

- a) Represent the DS head in managerial matters by completing commissioned assignments;
- b) Correspond with the PhD students, doctoral candidates, teachers and supervisors of the DS as well as with the doctoral office staff;
- c) Organise doctoral training, plan the timetable, book the classrooms, monitor the proper realisation of both syllabus and academic discipline;
- d) Inform students about DS requirements, financial support opportunities, and to a certain extent, help with the organisation of PhD students' foreign internships;
- e) Prepare DSC sessions and DS resolutions;
- f) Keep a memo of DSC sessions, take notes of DS opinions and resolutions;
- g) Prepare DS notification plans, report plans, and budgets;
- h) Keep registration of documents related to doctoral trainings and degree acquisition procedures (sharing workload with the Doctoral Office);
- i) Have the DS website (both local and central, on the National Information Centre of Higher Education – OFIK – website) created and updated continuously.

### ***9. Central and disciplinary administration of doctoral training***

**Section 11.(1)** The university level administration of doctoral trainings is done at the Disciplinary Doctoral Council's Administrative Office (DDCAO).

(2) Organisational duties related to doctoral (PhD) activities, training direction and organisation, and maintenance of coordination on a disciplinary level between schools are performed by the respective DDC Administrative Office, with an additional Dean's Office appointed for assistance (For a detailed description, see DDC Regulations).

DDCAO general duties include

- a) Keeping records of PhD students and doctoral candidates, and doctoral degrees acquired at the university, delivering data to entitled national organisations,
- b) Administrative preparation and documentation of DDC sessions,
- c) Running the office responsible for the administration of doctoral training,
- d) Coordinating training-related financial duties between faculties and the central finance department of the university.

(3)DDCAO specific duties include

- a) Making doctoral trainings offered by doctoral schools public in each year, and in doing so, complying with central regulations and university requirements;
- b) Sending the PhD applicants' documents to the head of the proper doctoral school, keeping records of students admitted, data maintenance and data protection;
- c) Controlling the fulfilment of examination requirements each term, confirming the commencement of a new term and issuing the final certificate upon completion of the training period;

- d) Organisation of the public debate of doctoral dissertations, dispatching dissertations and thesis copies (both hard and electronic copies) to people and institutions entitled;
- e) At Doctoral candidates' request, issuing authenticated copies of doctoral examination and defending assessments;
- f) Management of the disciplinary doctoral registration;
- g) Having the defended dissertations made public;
- h) Registering and filing one copy of each document delivered to the Office. These files on doctoral activities shall be kept after the defending for a fixed period. The office is to make sure that the documents be delivered to the institutes concerned, keeping to the regulations set by law;
- i) Monitoring whether students' fees are duly paid.

### CHAPTER THREE

#### ORGANISED DOCTORAL TRAINING

##### *10. Application and entrance to doctoral training*

**Section 12.** (1) One may gain entrance to organised doctoral training by undergoing the entrance procedure. University doctoral trainings may be entered by

- Hungarian citizens, who have
  - a) A university degree or an accredited certificate of equivalent value acquired at a Master's (MA or MSc) programme, graded at least "good" (or an equivalent grade). The student may be absolved from the "good" grade requirement after a time of three years from acquiring the degree, but only if they have shown sufficient research performance;
  - b) At least one „B2" (or higher) complex language examination certificate, issued by the state or an equivalently accredited body;
  - c) Professional and scientific skills which meet the doctoral school's standards;
- Foreign citizens, who have
  - a) A university degree or an accredited certificate of equivalent value acquired at a Master's (MA or MSc) programme, graded at least "good" (or an equivalent grade).
  - b) Language skills the doctoral school prescribes;
  - c) Professional and scientific skills which meet the doctoral school's standards;

(2) Doctoral trainings start twice a year, in January and September. Deadlines for applying and submitting documents necessary for application for the actual year is set by doctoral schools and made public on the FIR webpage.

(3) To apply for a doctoral training, the applicant must attach the following documents:

- a) Application form;
- b) University degree certificate (copy);

- c) University report book (copy);
- d) Curriculum vitae with publication list;
- e) Preliminary research plan;
- f) Statement of acceptance, issued by the selected department or research centre and the dissertation supervisor;
- g) Language examination certificate copies (originals need to be shown as well);
- h) Receipt which certifies the payment of the entrance fee;
- i) Document of approval issued by the workplace (in case of privately financed training);
- j) Other documents (e.g. credentials).

(4) Applicants for doctoral trainings also need to declare whether they apply for a state scholarship, or whether they intend to enter training in case they are not granted any.

(5) In order to make better judgement of professional aptitude, doctoral schools may ask for further documents (e.g. preliminary research plans).

**Section 13.** (1) Applicants who submit valid applications on deadline undergo an entrance procedure, which is conducted by an entrance board. The entrance board, the entrance exam and its protocol are as described in the Regulations of each DS.

(2) The entrance board will rank the students. Entrance rankings are public.

(3) DDC, acting on recommendations of the DS concerned, will decide on admission with regard to UDC entrance quotas and scholarship limits. Score-based rankings may be derived from in one case only: when the DS scholarship limits have been reached and the first one off the list asked for a scholarship entrance.

(4) PhD students who commenced their doctoral studies elsewhere may continue their training at Corvinus University programmes on the following conditions:

- a) the student takes part in the entrance examination of the respective doctoral programme, and their exam results exceed the minimum score of those admitted,
- b) completed subjects taken up at the previous doctoral programme (those concluded with a grade) may only be accredited if they are in compliance with the requirements of the doctoral school,
- c) the number of accreditable credit points is set by DDC upon recommendations of the DS concerned.

(5). rejected entrance may be attacked if it violates Governmental Decrees or institutional regulations. Appeals are valid within 8 working days after the delivery of the rejected entrance. Appeals shall be revised by the head of DDC as the first court of appeal, then by the rector, within 30 working days after the delivery of the rejected entrance. The rector's final decision cannot be repealed.

(6) The data of PhD students with a successful entrance will be handled by the Doctoral Office in charge or the Dean's Office. Data listed in the 3rd annex of the Act of Higher Education may be disclosed by the Office to the National Association of Doctoral candidates (hereinafter referred to as DOSZ) upon the latter organisation's request – with the consent of the people concerned, in compliance with the provisions of the 2011/CXII. Act of the Freedom of Personal Information (hereinafter referred to as InfoAct).

### **11. The academic period**

**Section 14.** (1) The maximum duration of the academic period for doctoral training is six terms (36 months). Intermissions are allowed not more than three times, for the maximum duration of three years altogether, with a suspended student status for interim periods. Suspended student status cannot last more than two terms at a time. PhD student status gets terminated 72 months from entrance by deletion from the student registration.

(2) The first intermission – provided the academic- and exam regulations do not state otherwise – is only allowed if the first term has been completed successfully.

(3) Student status also gets suspended if the student cannot comply with their student responsibilities for the following reasons: childbirth, accident, illness and other unexpected causes. To such cases, limitations described in (1) do not apply.

(4) Student status gets suspended if the student is banned from furthering their studies as a punishment for breaching academic discipline.

(5) Academic period interruption requests are confirmed by the head of DS. Appeals, if there should be any, are considered by the president of DDC. Their decision is finite. A request for a first intermission is to be accepted immediately. Suspended student status entails that no scholarships will be transferred for its period.

(6) Students who leave organised doctoral training without a PhD degree will receive a final certificate (absolutorium) from the Doctoral office at the end of the 36 month academic period, provided they successfully completed all training-related requirements on time.

### **12. Academic programmes**

**Section 15.** (1) For doctoral training entrance requirements, academic syllabuses, examination requirements and exact certificate acquisition requirements (concerning examinations, credit point limits etc.) which formally conclude training, see the requirements of the respective DS. The general framework is set by DDC. In the course of a doctoral training, at least 180 credit points are to be collected. The academic training period cannot exceed six terms.

(2) Based on entrance exam results, the head of the DS in charge may prescribe so-called conversational or refreshing courses for some of its students admitted to the programme.

(3) If the student wants to take up their courses in an order different from the recommended scheme, they may file a request to the head of the DS, provided the requested scheme fits into the preset training period of three academic years.

(4) Organised doctoral training is a state-funded or privately financed daytime course batch. Course attendance is compulsory for all PhD students unless the head of the doctoral school accepts an excuse.

(5) It is advised that PhD students take part in foreign internships in the course of their doctoral studies. Internship participation is subject to compliance with a work syllabus confirmed by the supervisor and the head of the DS in charge. The work syllabus guarantees that the internship period will get accepted in the doctoral training programme. Internship periods confirmed by the respective DSC will be incorporated – partially or fully – into the doctoral programme. For the duration of the internship, student status will not get suspended. Scholarships provided by the University (state scholarships and other scholarships) will be transferred to the beneficiary for maximum 6 months into the authorised foreign internship.

6) Acceptance of completed courses in other (foreign or Hungarian) doctoral programmes will be considered by the DS in charge.

### ***13. Research programme, research plan, dissertation***

**Section 16.** (1) Doctoral training includes the beginning of the research programme which may continue beyond the organised academic training period unless the student submits their doctoral dissertation before the period concludes. Individual research work of the students is controlled and monitored by the supervisor.

(2) Students must file reports about their research, research results, emerging problems, and targets for the next year in regular intervals set by doctoral schools. Such reports comprise part of the documentation on which the doctoral candidate's research suitability will be based.

(3) The doctoral candidate has to hand in their dissertation within two years from the initiation of the doctoral degree acquisition procedure.

(4) The degree acquisition procedure must be completed within one year from the date the dissertation was submitted.

### ***14. The supervisor***

**Section 17.** (1) The DS in charge must provide a supervisor to each PhD student and doctoral candidate. PhD students/doctoral candidates may choose their supervisors.

(2) One teacher may be the supervisor of maximum 6 PhD students or doctoral candidates at a time. In well-reasoned cases, DDC may disregard this limitation. MAB policies are guidelines in such cases.

**Section 18.** Main tasks of supervisors include:

- a) Establishing a personal work relationship with the PhD student or the doctoral candidate. This relationship should include research monitoring, control and assistance as needed;
- b) Helping the doctoral candidate with dissertation planning, sustaining work contact according to a jointly devised time schedule;

- c) Asking for regular reports from the students with regard to their research, including problems, difficulties, and problem solving methods. The supervisor should write an opinion on the reports the doctoral candidate filed to the doctoral school, if there are considerable delays or backlogs. The supervisor also has to tell if they deem the doctoral candidate unable to finish their research plan successfully by the set deadline.
- d) writing their opinion about the doctoral candidate's dissertation plan, and final dissertation, indicating whether they may submit it;
- e) participating in the doctoral candidate's workshop debate and the public defending of the dissertation;
- f) writing testimonials on the doctoral candidate's publication performance.

**Section 19.**

(1) If the relationship between the doctoral candidate and the supervisor leaves something to be desired for one of the parties, heads of the respective DS and the department (research centre) in charge must look into the problem and search possible solutions. If necessary, a new supervisor must be appointed.

(2) The replacement of the supervisor must be initiated formally by one of the parties. Supervisors may only ask for a substitution in cases of *vis maior* (illness, unforeseen journey, other unexpected causes) or if their relationship with the doctoral candidate is intolerable. In case of resignation, it is the supervisor's duty to recommend an able substitute. In well-reasoned cases the doctoral candidate may also file a substitution request to the head of the doctoral school in charge (if the doctoral candidate feels they do not receive enough professional assistance from the supervisor, or their cooperation is exacerbated by personal tensions.) The head of the DS will resolve such disputes. Both parties and the DSC will be consulted beforehand.

(3) The supervisor may ask the head of the DS to have them substituted temporarily (not longer than half a year) if they need to fulfill a duty which brooks no delay and which renders their supervisory function impossible or barely sustainable. The supervisor has to recommend a temporary substitute. If the doctoral candidate deems that the temporary absence of their supervisor heavily jeopardised the time frame of their research work, they may initiate the appointment of a new supervisor.

(4) Some doctoral research topics makes the doctoral candidate eligible for two supervisors. If the student is being trained at a Hungarian research centre or jointly with a foreign university, the doctoral school shall coordinate an additional Hungarian supervisor. DSC will ask for an annual report from the supervisors about the progress of their doctoral candidate's research work.

## CHAPTER FOUR

### RIGHTS AND RESPONSIBILITIES OF THE PARTICIPANTS IN DOCTORAL TRAINING

#### ***15. Legal status of PhD students and doctoral candidates***

**Section 20.** (1) Participants in organised doctoral training (PhD students) are University students regardless their tuition (state scholarship or privately financed).

(2) Participants in organised doctoral training (PhD students) are of student status with the University. Student status starts upon registration. To certify PhD student status, the University issues and extends student IDs. For related legislative background, see (4) of Section 19 of Nftv., the Organisational and Operational Regulations of the University, and the Academic and Exam Regulations.

(3) The institution of higher education must confirm established PhD student status and supply personal data to the National Information Centre of Higher Education upon the next usual data transfer.

(4) University registration must follow changes in student personal data, and updates need to be forwarded to the National Information Centre of Higher Education upon the next usual data transfer.

(5) The institution of higher education must report a terminated PhD student status to the National Information Centre of Higher Education upon the first data transfer after termination. In case the student does not request a new student status, their personal data must be deleted from the IT system of the University, keeping to time limits set in relevant regulations of Nftv.

(6) The institution of higher education may unilaterally terminate the student status of such students who

- a) Does not meet the academic requirements set in the exam regulations and the academic syllabus of the University. In their Regulations, the two disciplinary doctoral councils of CUB fix the credit point minimums to be collected by the end of the first and second academic years.
- b) Did not register for two consecutive academic terms.

(7) In academic supervisory matters, a student participating in organised doctoral training belongs to the university department or university research partner which best matches the student's potential research topic. Students need therefore to acquire a statement of admission from the head of the respective department or research center, and one from the supervisor.

(8) A person who has met the requirements of organised training, or those of individual preparation, and has been admitted into the degree acquisition procedure, is considered an doctoral candidate of the University.

(9) DOSZ is a voluntary, national representative body of participants in organised doctoral training. The organisation recruits its PhD student members from institutions of higher education.

### ***16. Financial support eligible to PhD students***

**Section 21.** (1) Eligible for state doctoral scholarships are

- a) Students of Hungarian citizenship participating in organised daytime doctoral trainings;
- b) Foreign PhD students in a status equivalent to that of students of Hungarian citizenship, made available by a Governmental Decree or international agreement.

(2) PhD students taking salaries from full-time status jobs are ineligible for scholarship. State scholarship students must testify each year (upon registration) that they do not work full time, and in case they do take on a full-time job they will report it immediately.

(3) PhD students on doctoral scholarships may take on jobs of not more than 4 hours a day working time. Students must submit related documentation to the Doctoral Office within one month from starting at their workplace.

(4) State doctoral scholarships are transferred for a period of three years (36 months). The Governmental Decrees in effect regulate its sum.

(5) In order to keep the state doctoral scholarship, the scholarship student has to comply with prescribed academic and other requirements. The requirements are set in the regulations of the two disciplinary doctoral councils of CUB.

(6) The university must complete the monthly transfers by the tenth day of each month.

(7) Besides state scholarship, the University may sign contracts about establishing doctoral scholarships with social and religious organisations and – as described in Section 685 c) of the Civil Code – corporations, foundations, public funds, public bodies and private individuals. The organisation which is responsible for establishing and transferring the scholarship may not influence the selection of PhD scholarship students. Private scholarship students' rights and responsibilities are the same as those of state scholarship students.

**Section 22.** (1) State doctoral scholarship recipients are eligible for book- and lecture note support.

(2) PhD students are eligible for accommodation at dormitories (student hostels).

- a) Those interested need to file an application for dormitory accommodation. All applicants and students of the institution of higher education are entitled to file an application for dormitory accommodation regardless of training phase, claimed tuition variant and student status type.
- b) In the course of considering applicants for dormitory accommodation, disadvantaged students must be preferred, who would not be able to commence or continue their studies without dormitory accommodation. Dormitory (student hostel) accommodation disputes are settled by the respective Dormitory Council.
- c) A fee must be paid for dormitory accommodation. This fee covers dormitory maintenance and all accommodation/use-related basic services. Charges for basic services are calculated from the comfort level of each dormitory.
- d) Regarding state-run dormitory fees, the top limit paid for dormitory maintenance and use-related basic services (hereinafter referred to as *basic services*), the conditions of comfort classification and the circle of basic services are set by the government.
- e) Those left without dormitory accommodation for reasons of no vacancy may be eligible for a monthly accommodation support.

### **17. Fees and charges to be paid by PhD students**

**Section 23.** (1) Fees, charges and other contributions to be paid by PhD students and doctoral candidates are found in the DDC Regulations. The sums of such contributions and cases for partial exemptions are listed in the 1<sup>st</sup> annex, annually updated by DDC, of the Doctoral Regulations, which is made public by the University along with the conditions of application to doctoral programmes.

(2) PhD students with state scholarships are not to pay charges and fees for tuition, however, they are not exempt to pay some other fees (e.g for special requests, delay fines). Dual status doctoral candidates (who are students and doctoral candidates at the same time) on state scholarships get exemption from the fee charged for the degree acquisition procedure fee for the duration of their dual status. Students and doctoral candidates are informed about methods of payment at the respective Doctoral Office or Dean's Office when registering to the programme or at the beginning of the doctoral procedure, respectively.

(3) PhD students become exempt from paying fees if they receive childbirth subsidy, child care allowance or child care benefit on the first day of the academic term and report it to the institution 45 days before registration for the actual term. Exemption continues for the duration of the allowance.

(4) The PhD student (or ex-student) may file a complaint to the president of DDC about incorrect calculation of fees within 15 days from payment request. The appeal needs to be confirmed or rejected within 8 days from filing the complaint.

(5) PhD students who fail to complete the payment of obligatory fees are not given a moratorium. They will be denied registration for the next academic term.

(6) In case the PhD student does not fulfill payment obligations after multiple warnings they will be suspended, and if they fail to complete payments for no particular reason they will be expelled from training. Against such resolutions, the PhD student may file an appeal to the Rector in 15 days from receiving notification.

(7) Privately financed PhD students with an academic performance above the minimum requirements imposed on state doctoral scholarship students – which is regulated by the two DDCs at CUB – may file an application to the head of their doctoral school to convert student status to state scholarship. Their potential scholarship will be drawn from the state scholarship budget, with regard to regulations related to state scholarship students (cf. Section 21. (2) and (3)).

### ***18. Teaching activity of PhD students***

**Section 24.** (1) Doctoral training and degree acquisition participants may take on teaching tasks. The department in charge and the DS regulates related matters. Credit points will be awarded for teaching, calculation methods are described by the DS.

(2) PhD students' and doctoral candidates' teaching activity is also rewarded by remuneration according to the Act on Higher Education and relevant Governmental Decrees.

## CHAPTER FIVE

### THE DOCTORAL DEGREE ACQUISITION PROCEDURE AND THE DEGREE CERTIFICATE

#### **19. Conditions of doctoral (PhD) degree acquisition**

**Section 25.** (1) In organised training, the acquisition of a doctoral degree requires:

- a) The completion of prescribed academic objectives (final certificate);
- b) Professional activity and publications, as required by the DS;
- c) At least one intermediate (B2 complex level) certificate of a foreign language, issued by the state or an equivalent authority; a B1 complex ground level certificate of a second foreign language, issued by the state or an equivalent authority. The actual DS shall name the languages it accepts, but one of the languages must be English. Doctoral schools may impose stricter foreign language requirements than the ones listed in the general regulations;
- d) Successful examination for doctorate at the DS;
- e) Supervisor's signature that individual research work was accomplished according to the acknowledged research plan;
- f) Successful defending of the dissertation;
- g) Clearance of payments (fees for examination, defending etc.);
- h) A DDC resolution of approval for the degree acquisition request.

(2) In individual preparation, the acquisition of a doctoral degree requires:

- a) to have the degree acquisition request approved in advance (DDC resolution);
- b) At least one intermediate (B2 complex level) certificate of a foreign language, issued by the state or an equivalent authority; a B1 complex ground level certificate of a second foreign language, issued by the state or an equivalent authority. The actual DS shall name the languages it accepts, but one of the languages must be English. Doctoral schools may impose stricter foreign language requirements than the ones listed in the general regulations;
- c) Successful examination for doctorate at the DS;
- d) Successful defending of the dissertation;
- e) Clearance of payments (fees for examination, defending etc.).

#### **20. Application for doctoral degree acquisition in individual training**

**Section 26.** (1) Doctoral candidates who intend to acquire a doctoral degree in individual preparation should initiate the degree acquisition procedure from the head of the doctoral school of concern, in a written plea. The general terms of application include:

- a) Documented research activity of at least three years, the exact period of which is found in the regulations of the respective DDC;
- b) Professional activity and publications, as prescribed by the DS;
- c) Language skills required by the DS.

(2) Documents to be attached to the plea:

- a) In case the application is for an organised training, documents listed under Section 12, and
- b) Documents testifying previous research activity;
- c) Two copies each of the three most important own publications;
- d) The final dissertation with theses thereof, or a detailed dissertation plan; if these are unavailable, detailed research plan (5 copies);
- e) Further documents the DS in charge requires.

(3) The plea for doctorate and its annexes may be submitted in foreign languages accepted by the respective DS, and the procedure may also be completed – in part or in full – in a foreign language.

### ***21. Initiating the degree acquisition procedure***

**Section 27.** (1) A PhD Student participating in organised training may enter into the degree acquisition procedure and become an doctoral candidate after completing their required studies. The application for initiating the degree acquisition procedure must be submitted to the DDC – on approval of both the DS and the supervisor – six years after the student started organised training the latest. The institution of higher education must not reject students who successfully complete doctoral training.

(2) The doctoral degree acquisition procedure is initiated by application in case the plea was approved.

(3) In case the PhD student initiates the degree acquisition procedure in the training period, they will become doctoral candidates while retaining their student status.

(4) Exclusion from the degree acquisition procedure or the approval of the initiation plea is considered by the doctoral school council on the first level. Based on submitted documents (research summaries, essays, etc.) and the supervisor's opinion, they will judge the applicant's knowledgeability and professional aptitude. The final resolution is brought by the DDC.

(5) the official date of the degree acquisition procedure initiation is the date when DDC approved of the plea. After entering the degree acquisition procedure, the doctoral candidate needs to submit their doctoral dissertation in two years. The procedure needs to be completed in three years from initiation.

(6) If the doctoral candidate does not complete the tasks listed in (5) of the chapter related to the degree acquisition procedure within three years from initiation, the procedure shall be terminated.

(7) After an unsuccessful defending, a new procedure may be initiated two years later the earliest – except for the case named in (8). In the same programme, there is only one second chance. A new degree acquisition procedure may only be initiated by the rules applying to students applying for degree acquisition in individual training. If the doctoral candidate handed in their doctoral dissertation on time, but the defending gets postponed for a reason which was not the doctoral candidate's fault, the defending must be organised and held on a later date.

(8) If the first attempt for degree acquisition concludes without a defending in three years, the head of the doctoral school in charge may approve of an extended procedure. The doctoral candidate needs to submit a plea with the reason of the delay, and as a result, the DDC may equitably allow that the

degree acquisition procedure be extended until the end of the fourth year the latest. At the same time, the DDC decides whether the previous partial results of the degree acquisition procedure (examination, workshop debate) may be counted in.

(9) As for the rights and responsibilities of the doctoral candidates are concerned – if not stated otherwise in Governmental Decrees – the regulations for student rights and responsibilities apply.

(10) The order of the degree acquisition is regulated by the DDC Regulations.

**Section 28.** (1) Students intending to acquire their degrees in individual training shall undergo habitual control, and they may or may not enter the degree acquisition procedure according to its results. During a habitual control, requirements prescribed in DS regulations are checked. The first level of habitual control is conducted by the DS in charge. Concluding habitual control – if seen necessary, a second control by DDC may amend of the doctoral school council's procedure – and final approval or rejection of the plea falls under the jurisdiction of the DDC in charge.

(2) Whether the finished or planned dissertation suits the professional profile of the DS will be considered on the first level by the doctoral school the individual training entrance plea was submitted to. If the DS concludes the dissertation to be out of their profile, disciplinary enlistment will be done by the DDC. Otherwise, the procedure will be concluded normally, and the DS will hand in a proposal to DDC whether to accept or reject the plea.

(3) In controversial cases, the DDC may veto DS profile suitability and transfer the applicant's plea to a DS which is deemed more suitable. If the suitability check of the DDC concludes that the subject of the dissertation to be submitted does not suit the profile of any DS, the doctoral plea will be rejected on grounds of unsuitability. The plea will also be rejected if the selected language for the doctoral procedure is not accepted by the DS in charge.

(4) Even if a student chooses individual training, DDC or the DS in charge may prescribe supplementary examinations as prerequisites of the examination for doctorate. The initiation of the degree acquisition procedure is the date of the DDC resolution of approval. Examination for doctorate and dissertation completion deadlines are also set by DDC.

**Section 29.** For doctoral candidates in mixed Hungarian-foreign degree acquisition procedures, degrees will only be awarded by the University if the doctoral candidate meets the requirements prescribed in our own Doctoral Regulations. Before awarding the title, the DDC may invite Hungarian assessors and may insist that the dissertation be defended at our university.

## ***22. The examination for doctorate***

**Section 30.** (1) The degree acquisition procedure includes an examination for doctorate. The examination is a concise test of all the disciplinary knowledge which has been acquired at the DS.

(2) An examination for doctorate shall be taken in front of an examination board. The doctoral examination board must consist of at least three members. All members must hold a PhD degree.

When compiling a doctoral examination board, care should be taken that the board have at least one member who is not of employment status at the actual institution of higher education. If the board consists of four members or more, there must be at least two external members. The president of the doctoral examination board can only be a university professor, a Professor Emeritus or an assistant professor.

(3) The examination for doctorate is public. Each DS sets its own list of examination subjects, the components of examination requirements and whether the requirements should be accomplished separately (subject by subject) or together.

(4) At the examination of doctorate, the doctoral candidate's performance is to be assessed on a five-grade scale. The final grade is the average of all separately graded components that make up the examination, rounded up or down to two decimal places. If the doctoral candidate fails at one of the subjects or if the average of the grades does not reach 3,00, the examination will be declared unsuccessful.

Otherwise:

- a) Between 4,67 and 5,00 – *summa cum laude* (outstanding),
- b) Between 3,67 and 4,66 – *cum laude* (good),
- c) Between 3,00 and 3,66 – *rite* (sufficient),
- d) Below 3,00 – *insufficiente* (fail).

(5) The results of the examination for doctorate – or parts thereof – must be announced immediately after the oral examination. Results must be registered and the document signed by the president of the examination board with the members of the board and date clearly indicated.

(6) The student is not entitled to retake the examination for doctorate – or topical examination parts thereof – automatically.

(7) A retake of an insufficient examination – in whole or in part – may be granted by the head of the DS once, upon the written request of the doctoral candidate. No third chance is given, not even special circumstances can justify equitability. The doctoral candidate's doctoral procedure will be terminated.

(8) Students in organised training must keep to DS regulations in taking the examination for doctorate.

(9) Equivalent examinations passed at other doctoral schools may be acknowledged by the DS as successful parts of the examination for doctorate.

(10) In case of a doctoral procedure reinitiation, the validity of the previous examination expires in five years and the exam needs to be retaken. Within five years, in the course of an individual procedure, the respective DSC will bring a resolution on the acceptability of the previous examination, or they will state whether it would be possible for the doctoral candidate to take a supplementary examination.

### ***23. The dissertation plan and its assessment***

**Section 31.** (1) The dissertation plan is a certificate of the doctoral candidate's knowledgeability and aptitude.

(2) The doctoral candidate's dissertation plan must be discussed at a public session (workshop), in the presence of PhDs of the given discipline, and the committee will assess the quality and the scientific level of the paper afterwards.

(1) (3) The committee has minutes taken and sent to the head of the DS. The committee of assessors of the dissertation plan will decide whether they recommend the doctoral candidate's dissertation plan

a) To be accepted without any alterations;

b) To be accepted with alterations listed;

c) To be rejected for reasons indicated and order that the dissertation plan be replaced by a new one.

The resolution of the committee is to be signed by the chairperson and the secretary of the workshop debate, and sent to the head of the DS.

(4) The procedural order of the workshop debate is included in the Regulations of the DS in charge.

### ***24. Submitting the doctoral dissertation***

**Section 32.** (1) The PhD degree acquisition procedure includes the defending of the dissertation at a public debate. The defending procedure is initiated in writing by the supervisor, who hands in the plea to the head of the DS. An examination for doctorate must precede the doctoral defending.

(2) At the same time the request is submitted (meeting the formal requirements imposed by the regulations which also prescribe the number of copies to be handed in), the discussion and the theses (thesis catalogue) thereof in English and Hungarian as well as the abstracts in both English and in Hungarian must also be submitted, both in print and electronically. A doctoral dissertation must not be written together with a co-author.

(3) Hungarian citizens hand in dissertations written in Hungarian. DSCs may allow, however, that the dissertation be written in a world language they approve of, and they may also prescribe that the Hungarian dissertation be translated into another world language they prescribe or accept.

(4) The theses of dissertations written in Hungarian must be translated into English to a standard that the most important results of the paper are measurable. English articles and studies written on the dissertation, listing the detailed results thereof, must be attached.

(5) In case a Hungarian citizen submits their thesis in a foreign language, detailed Hungarian theses (and, if there be, Hungarian articles and studies) are required to be enclosed. Foreign citizens have to write their dissertations in a foreign language that the doctoral school council accepts. English theses are to be provided in this case too.

(6) Both the dissertation and the thesis catalogue are fully public and available in print and in an electronic format. Publicity of doctoral dissertations and theses starts upon the date of the DDCSS defending approval resolution which the doctoral candidate acknowledges, quite naturally, by the submission of their dissertation for defending.

(7) Making submitted material accessible by the public is initiated by the Doctoral Office. The Central Library promotes publicity by uploading the electronic copies onto the CUB Doctoral Dissertations archive, and by placing the printed versions into the Central Library and the Ferenc Entz Library and Archives, arranged by disciplinary competence. After each successful defending, the Doctoral School shall have the copies in the library complemented with the members of the committee of assessors and the date of the defending.

(8) In case of both the printed and the electronic copy, the readers need to be made aware of the copyrights of the publication and also of the fact that the publication must not be used as reference material until it gets accepted upon a successful defending, and that it is only to be read in the perspective of the doctoral procedure. The publicity of unaccepted dissertations will be terminated by the University, and a copy of each will be preserved at the respective doctoral schools for five years.

(9) The dissertation is an intellectual property of the author, therefore further publicity or publication in full or in part is subject to their written permission. Naturally, the author is entitled to have their dissertation published in any language. In this respect, making the dissertation public on University and MAB (Hungarian accreditation board of higher education) websites is not legally bound to the author or the publisher.

(10) The University – should it sign a contract with a publishing house – is entitled to recommend a dissertation for publication, however, the decision is still up to the author.

## **25. The Committee of Assessors**

**Section 33.** (1) The Committee of Assessors, a body invited to judge the dissertation, consists of a chairperson, two official assessors, a secretary and three or four further members, maximally eight people in total (one person may only be responsible for one function). All members of the committee must hold PhD degrees, and at least two members must be external, i.e. they are not to be in a state employee- or any employment status with CUB. The chairperson of the committee of assessors can only be a University Professor, a Professor Emeritus or an assistant professor. Among the assessors there shall be at least one external person who is not an employee of the University. The doctoral candidate's supervisor must not be a member of the committee. Out of the two Hungarian assessors of the dissertation, only one may be an assessor of the dissertation plan. One foreign assessor of the

dissertation plan may be asked to assess the final dissertation as a third assessor, even if a Hungarian member of the dissertation plan committee is also a member of the appointed Committee of Assessors.

(2) Firstly, the DS checks whether prerequisites of the defending have been met. Provided they have been met, it produces a written proposal for DDC to initiate the defending procedure officially, and at the same time, it recommends members for the Committee of Assessors. The proposal must list three reserve members including reserves for the chairperson and the secretary, and at least one assessor. In case the doctoral candidate does not meet the requirements needed for a defending, the DS will reject the proposal, or it will advise the DDC to terminate the doctoral procedure for professional reasons.

(3) In the presence of a DS representative, DDC forms an opinion on the proposal of the Doctoral School Council, and modifies it if need be. In case of opposing opinions, DDC vote is decisive. It is also DDC that passes the resolution officially initiating the defending procedure.

(4) Official assessors are invited by the head of the DS. Assessors need to prepare a written assessment on the dissertation in two months to the date the DDC resolution was passed. In their assessment, they need to state whether they recommend a public defending for the dissertation. Assessors need to send the minutes taken at the dissertation plan workshop together with the opinion of the committee of assessors.

(5) The dissertation may only get passed on to a public debate if there are two supportive recommendations. In case of one supportive and one rejective recommendation, DDC will appoint one further assessor. Two supportive recommendations mean that the dissertation has qualified for a public debate. In case of two rejective recommendations, the doctoral procedure is to be declared unsuccessful and be terminated. Whether the procedure can be retaken, see relevant regulations in Section 27 (8), (6) and (5) of UDR.

(6) In case the official assessors or others suspect plagiarism, the respective DS will ask for an inspection. In case the suspicions of plagiarism prove right, the DS will initiate the doctoral candidate's disqualification from the doctoral procedure.

## ***26. Defending the dissertation***

**Section 34.** (1)The dissertation must be sent for a public debate in two months within the academic term after the arrival of the second approving recommendation.

- 2) The doctoral candidate receives the assessments in one week after the arrival of the approving recommendations. The doctoral candidate has to reply to the assessments in writing within one month.
- 3) At least one week prior to defending, all members of the Committee of Assessors (including the assessors proper) need to be sent the assessors' opinions and the doctoral candidate's written reply to them.
- 4) The committee in charge of the public debate is quorate if the chairperson, the secretary, at least one official assessor and two further members of the committee are present for the whole duration of the defending. In case one assessor is unable to show up, they may send a reply to the doctoral candidate's written answer, and the former will be read out at the public debate by the secretary of the committee. Should there have been a rejective opinion, the defending

needs to be attended by at least two assessors including the one who wrote the rejective opinion.

- 5) The Committee of Assessors has the following tasks:
- a) assesses the dissertation submitted by the doctoral candidate, and forms an opinion on the further fate of the dissertation;
  - b) Summarises the evaluations and remarks the assessors made;
  - c) based on the written assessments, formulates questions which will be asked from the doctoral candidate;
  - d) Checks whether the doctoral candidate is in possession of the competence required from a researcher of a particular discipline. Therefore, the committee may request the doctoral candidate to sum up reference materials they used in their dissertation, as well as other literature the committee deems essential in the topic of concern.

(7) In the course of the public debate, the doctoral candidate presents the main theses of their doctoral dissertation in the form of an oral presentation, in a time frame set by the chairperson (max. 30 minutes). The assessors present their assessment, the secretary of the committee presents the written assessments prepared in advance and the questions of the committee. The participants may ask questions and voice remarks, and in turn, the doctoral candidate has to answer the questions and remarks formulated by the assessors, the committee members and the participants.

### **27. Grading of the doctoral dissertation**

**Section 35.** (1) After the debate concludes, members of the committee will bring their decision on a closed session, by a secret ballot. Then they will prepare a proposal for the dissertation to be graded, keeping to the following procedure:

- a) The committee decides in each individual case whether they would bring a resolution with or without a prior debate of the members.
- b) Members of the committee (including the official assessors present) conduct a ballot to grade the dissertation on a scale of 0-3:
  - *summa cum laude* (outstanding).
  - *cum laude* (good),
  - *rite* (sufficient),
  - *insufficiente* (to be rejected),
- c) The dissertation cannot be accepted if more than two members of the committee disapproves acceptance (vote 0), or the cumulative average is below 1.61.
- d) In case DDCSS invited a foreign assessor to evaluate the doctoral dissertation, the latter's assessment must be accepted as a valid vote in their absence. Provided the foreign assessor is present at the defending, they will take part in the secret vote together with the other committee members.
- e) If the committee proposes that the dissertation be accepted, its *cumulative assessment* – the average of point votes rounded up or down to two decimal places is as follows:
  - Between 2,70 and 3,00 (*summa cum laude*),
  - Between 2,01 and 2,69 (*cum laude*),
  - Between 1,61 and 2,00 (*rite*),
  - Below 1,61 (*insufficiente*).
- f) The committee's proposal for rejection cannot be vetoed by a doctoral council.

- (2) At the debate, the committee will publicly announce and reason its decision.
- (3) The Committee of Assessors must take minutes of the defending, including the final resolution together with its reasoning. When the defending concludes, the secretary sends one copy of the minutes and the result of the ballot to the doctoral school within one week.
- (4) Depending on the defending results, the DS will decide whether they should propose the doctoral councils to grant the doctoral candidate a PhD degree. The doctoral candidate's CV, publication list and the defending minutes must be attached to the proposal prepared for DDC.
- (5) UDC decides on awarding the PhD degree upon proposals made by the committee of assessors and DDC. In case a UDC resolution diverges from DS and DDC proposals, UDC must give its detailed reasons in writing.
- (6) Appealing against the resolution concluding the doctoral degree acquisition procedure is only possible if a Governmental Decree or the PhD regulations were breached. The appeal is to be submitted to the president of the doctoral council. If the doctoral candidate does not accept the UDC resolution, they may file a plea to the rector. The rector will bring a final decision.
- (6) A PhD degree may be withdrawn upon a resolution of the doctoral council if they conclude that the conditions of awarding a degree have not been met.
- (7) If it is ascertained that the conditions of being awarded a doctoral degree are not met, the PhD degree can be revoked upon a resolution of the doctoral council.
- (8) Upon the acquisition of a doctoral degree, one printed and one electronic copy of the dissertation and its theses must be delivered to the disciplinary library branch of the Corvinus University of Budapest. Electronic copies of the doctoral degrees which got accepted (and the theses thereof) will be uploaded onto the CUB Doctoral Dissertations archive with DOI registration numbers. Hard copies will be catalogised and permanently preserved at libraries listed in Section 32 (7). The Central Library takes care of the data of accepted dissertations and theses by uploading them onto the Hungarian Scientific Works Database with hyperlinks to the DOI-numbered electronic versions.

## **28. The PhD certificate and other certificates**

**Section 36.** (1) A certificate is to be made out by the Doctoral Office of the PhD degree adjudged by UDC, and the resolution gets registered into the University Doctoral Registration.

The certificate contains:

- a) The coat of arms of Hungary;
- b) The name of the institution of certification;
- c) Personal identification data of the certificate holder;
- d) The issue date, place, and serial number of the certificate;
- e) The degree awarded, i.e. Doctor of Philosophy (PhD) and the discipline the degree was acquired at;
- f) The signature of the rector and the president of UDC;

g) The University Seal.

(2) Grading of the certificate, dependent on grades acquired at the examination for doctorate and those acquired at the defending:

- a) *summa cum laude*, if both were *summa cum laude*,
- b) *rite*, if both were *rite*, or if the defending was graded *rite* and the examination for doctorate was graded *cum laude*,
- c) *cum laude* in all other cases.

(3) The grades of the examination for doctorate and the defending are indicated on the inset which is signed by the DS of concern.

(4) The university makes out the certificate in Hungarian, English and Latin. At request, the certificate may be issued in further languages in return for a fee.

(5) PhD graduates are conferred the degree of doctor, celebrations are held twice a year. PhD graduates may use the title *Dr.* or *PhD* with their names, regulated by law.

(6) According to the ministerial Governmental Decree in effect, the University confers the degree of doctor with *Promotio sub auspiciis preasidentis Rei Publicae* to people who completed their secondary school, university and doctoral studies with excellent results. The previous consent of the President of Hungary is needed.

### **29. Recognition of a scientific degree acquired abroad**

**Section 37.** (1) The recognition of scientific degrees attested by foreign certificates will only be processed by the University if the discipline the PhD was acquired at has an accredited counterpart and a DS at the University.

(2) UDC approves of the recognition of a foreign certificate as a university doctoral degree (PhD), provided

- a) that the certificate was issued by a foreign institution of higher education which is entitled for issuing scientific degrees according to the laws of the respective foreign nation
- b) that the requirements of acquiring the scientific degree are equivalent – or can be made equivalent by prescribing a fulfilment of supplementary requirements – to the requirements discussed in the doctoral regulations of the university. Passing the examination for doctorate and defending the dissertation are essential requirements.

(3) A plea for recognition is to be submitted at the relevant Doctoral Office of the university, addressed to the head of UDC, with the required equivalent University MSc certificate and the foreign PhD certificate attached. In case the latter certificate is not written in English, German or French, an authorised Hungarian translation is to be provided. The fee of the recognition procedure is indicated in the annex of the doctoral regulations.

(4) The head of UDC has the plea checked by the respective DS, and, with their opinion attached, sets it before UDC. UDC decides on recognition.

(5) UDC entitles the applicant to use the doctoral title (PhD) in the resolution concluding the procedure of recognition.

### **28. Awarding honorary doctoral titles**

**Section 38.**(1) The title „Honorary Doctor of the Corvinus University of Budapest” (Doctor Honoris Causa) is awarded by the Senate – upon the rector’s proposal – to 3-4 people annually.

(2) Honorary doctoral titles may be awarded to people with outstanding scientific achievements and internationally renowned activity in the scientific community, who are not Corvinus University employees but whose relations with the University are close.

(3) Proposals on awarding honorary doctoral titles will be considered by the respective doctoral school council, the disciplinary doctoral council, and the University Doctoral Council.

(4) Laureates receive a certificate of honour on the ceremony PhDs are awarded their degrees.

## **CHAPTER SIX**

### **THE QUALITY CONTROL FRAMEWORK OF THE DOCTORAL TRAINING**

**Section 39.** As the highest graduation, the University awards a doctoral (PhD) scientific degree. The degree certifies a high level knowledge and innovative expertise at a particular discipline, and an aptitude of individual research work. Thus the University serves as a basis of scientific researcher education, which is realised as an organised training at doctoral schools.

Consequently, in establishing the quality control system of doctoral training, essentials and methods are needed which – in accordance with the Act of Higher Education and the Hungarian Accreditation Board of Higher Education – adequately guarantee the scientific performance of Doctoral candidates to be equivalent with those who graduate from the leading international workshops of the same discipline.

In order to achieve this, it seems necessary to effectuate the further principles in the operation of our quality control system.

(2) Principle of professional control. The control of international and Hungarian professional-scientific public opinion needs to be maintained in doctoral training as a whole.

a) Principle of keeping science ethic requirements. In the course of establishing and operating our quality control system, the guidelines of the Science Ethic Board of the Hungarian Academy of Sciences must be followed closely.

b) Principle of benchmarking. The doctoral trainings at similarly profiled leading Hungarian and foreign workshops, and the scientific performance of their PhD students are kept under constant surveillance.

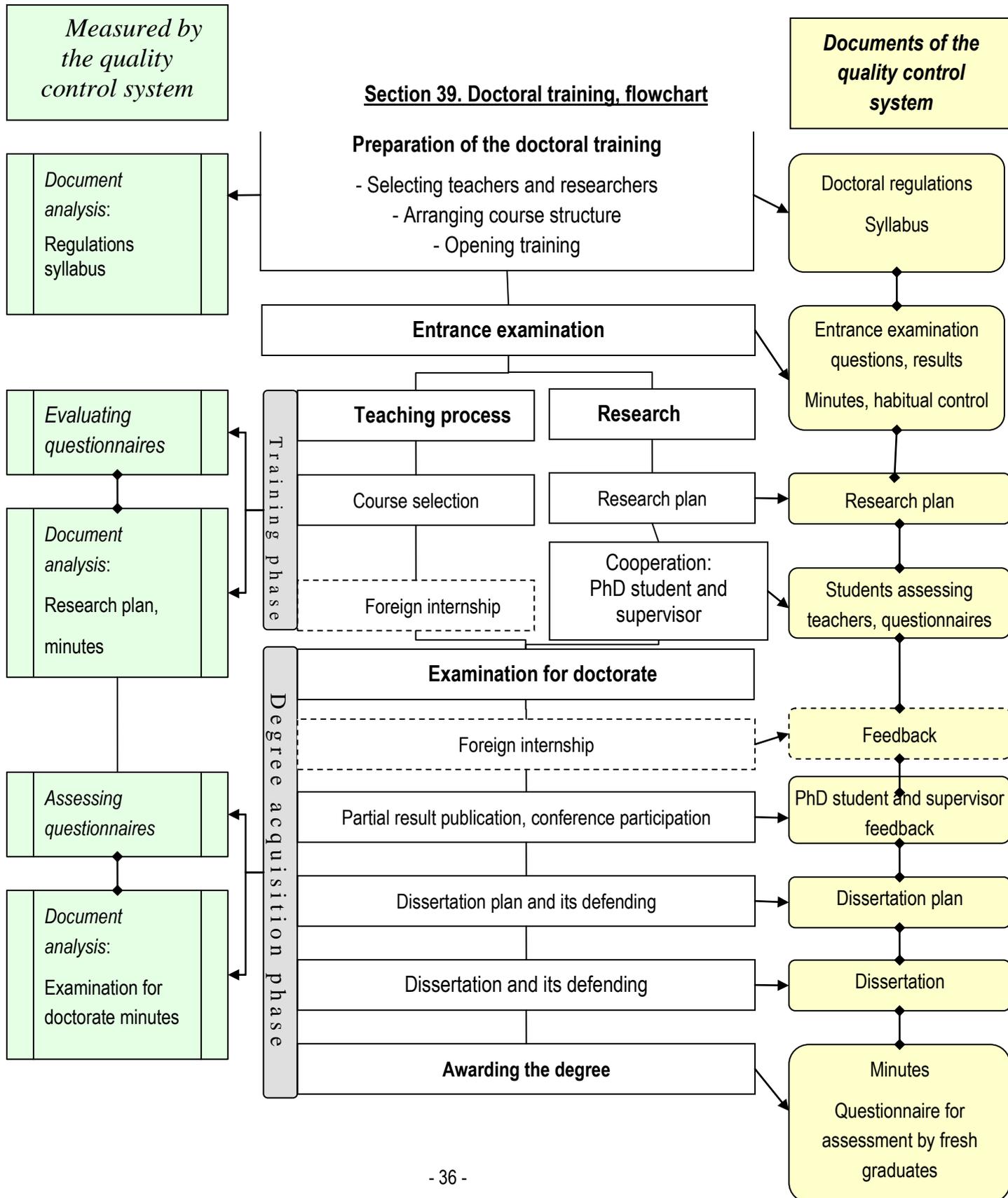
(2) Principle of publicity. We aim to inform the professional and scientific community on each and every level of the quality control system.

- (3) Principle of feedback. With the creation and operation of the quality control system, we targeted to provide continuous feedback to teachers, supervisors in doctoral training as well as members of doctoral school councils on the quality of their work.
- (4) Principle of quality orientatedness. By the implementation and operation of the quality control system, we would like to achieve increased needs in students and teachers alike towards themselves and their environments. At the same time, we would also like humbleness towards science to become one of their most integral values, and innovation and creativity to be incorporated into their ways of thinking as essentials. It is a requirement that doctoral dissertations should display novel scientific results.
- (5) Principle of intellectual property protection. Developing the quality control system should contribute to the compatibility of university doctoral training to EU and Hungarian objectives of intellectual property protection.
- (6) Principle of exerting personal responsibility. Creating and operating a scientific school is teamwork which may only become successful if everybody knows exactly what their jobs are in the process of training and research, and what responsibilities they have.
- (7) Principle of process documentation. All the decision joints of doctoral trainings are to be documented. Controlling documentation is one of the elementary tasks of quality control systems. Within doctoral training, it is an important target to assure that the administrative workload of teachers in the training should not increase due to quality control implementation and operation.
- (8) Principle of efficiency. Guided by the objective to focus available resources, the University needs to assure that the students get the guidance of the most able professors, and pursue their studies at the most well-equipped research bases. Cost-efficiency applies to doctoral trainings too. This includes a constant monitoring of costs and the analysis of the result/expenditure relations.
- (9) Principle of practical applicability. In the course of doctoral school evaluation, we assess whether the subjects of dissertations and the results of researches help formulate answers to social-economic issues.

**Section 40.** Elements of quality control in the procedures of doctoral training and degree acquisition:

- a) publicising training,
- b) choosing supervisors and professors,
- c) making preparations for the entrance exams,
- d) conducting entrance exams, accepting and rejecting individually prepared applicants for degree acquisition,
- e) creating a training structure,
- f) creating course syllabuses and directives of evaluation,
- g) controlling PhD students' course selection,
- h) monitoring PhD students' studies, establishing and operating a database,
- i) the students' assesment of the training,
- j) the relationship between the PhD student/doctoral candidate and the supervisor,
- k) the relationship between the PhD student/doctoral candidate and the department (research base) in charge,
- l) foreign internship,
- m) asking PhD students and doctoral candidates to render account of their work on a regular basis,
- n) asking the supervisor to render account of their work,
- o) preparing and conducting the examination for doctorate,

- p) submitting and defending the dissertation plan (workshop debate),
- q) submitting and defending the dissertation,
- r) assessing publication-related activity of doctoral candidates,
- s) awarding the PhD degree,
- t) creating favourable infrastructural conditions,
- u) mapping the opinion of graduates,
- v) maintaining contact with duly registered graduates.



## CHAPTER SEVEN

### FINAL PROVISIONS

#### ***31. Complaints about the procedure and regulations***

**Section 41.** (1) In the course of the doctoral training and doctoral procedure, anyone may file a well-reasoned complaint to the head of UDC if regulations have been breached. The complaint must be accepted if the breach has had or would have an impact on a final decision. Cases concluded with a final decision has to be appealed within 15 days from being informed about the decision. Beyond the time limit complaint may not be filed.

(2) If there is a chance that the breach indicated in the filed complaint exists, an ad hoc committee will be assembled by the head of UDC to investigate the problem. The committee must consist of at least three members, such as one lawyer, one representative of the DDC and one representative of the PhD student(s). The committee must investigate the problem in one month, and file a report to the head of UDC.

(3) Legal action may be taken against UDC and DDC resolutions in PhD-related cases in case of broken regulations or procedural errors. The legal procedure is overseen by the rector.

(4) The procedure discussed in (2) also applies to complaints against students (omissions in their studies, plagiarism, etc.)

**Section 42.** Relatives of the applicant, incompatible parties and people whose objectivity are not to be expected for a reason must not participate in the doctoral procedure.

#### ***32. Effect of the Doctoral Regulations***

**Section 43.** (1) The regulations are effective for participants of, and contributors to, doctoral trainings and degree acquisition procedures, i.e. PhD students, doctoral candidates, teachers and doctoral schools.

(2) For requirements which apply to handicapped students – affirmative actions –, cf. Nftv. Section 41, Governmental Decree 79/2006.(IV.5.) Sections 18, 19, and 20.

(3) Provisions of the present Regulations may curb the earlier rights of PhD students and doctoral candidates – unless they are provisions of legal acts or Governmental Decrees. In order to avoid disputes, the new provisions apply to doctoral activities and degree acquisition procedures which started beyond the date the provisions had come into effect. To students having started their trainings beforehand, earlier regulations apply, which were in effect on the date of their entrance. For participants in doctoral training, the Doctoral Regulations are in effect from the date of ratification.

(4) The regulations were modified by the Senate on their session of 1 July 2013. Modifications are in effect from the day after resolution.

**Section 44.** In questions not regulated herein, cf. Nftv., 387/2012 (XII. 19), 79/2006. (IV.5.), 51/2007. (III.26.), and 137/2008. (V.16.).

Budapest, July 2013

Nováky Erzsébet  
Head of UDC

Rostoványi Zsolt  
rector

**Abbreviations:**

The Corvinus University of Budapest	CUB
Senate	SEN
Hungarian Accreditation Board of Higher Education	MAB
Information System of Higher Education	FIR
University Doctoral Council	UDC
Disciplinary Doctoral Council	DDC
Disciplinary Doctoral Council for Life Sciences	DDCLS
Disciplinary Doctoral Council for Social Sciences	DDCSS
National Association of PhD Students	NAPS
National Information Centre of Higher Education	OFIK
Committee of Assessors of the Dissertation Plan	CADP
Doctor of Philosophy	PhD
Doctoral School	DS
Doctoral School Council	DSC