



**CORVINUS UNIVERSITY OF BUDAPEST
DOCTORAL SCHOOL OF ECONOMICS AND BUSINESS
INFORMATICS**

RULES OF OPERATION

Budapest

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Table of contents

1	ESTABLISHMENT OF THE DOCTORAL SCHOOL	3
2	ORGANISATIONAL STRUCTURE OF THE DOCTORAL SCHOOL	3
2.1	Basic data.....	3
2.2	Office holders of the DS.....	3
2.3	Registration system, administration of the Doctoral School.....	4
3	ADMISSION PROCEDURE	4
4	SUPERVISION OF DOCTORAL STUDENTS	5
4.1	Supervision of doctoral students.....	5
4.2	Formal duties of the supervisor(s) beyond those established in the UDR.....	5
5	STUDY AND RESEARCH PHASE	6
5.1	General rules.....	6
5.2	Study credits (48 to 60 credits).....	6
5.3	Research and publication credits (a minimum of 48, a maximum of 60 credits).....	7
5.4	Teaching credits (a minimum of 6, a maximum of 18 credits).....	8
6	COMPREHENSIVE EXAMINATION	8
7	RESEARCH AND DISSERTATION PHASE	9
7.1	General rules.....	9
7.2	Research and publication credits.....	9
7.3	Teaching credits.....	10
8	PROCEDURE FOR OBTAINING THE DEGREE	10
8.1	General provisions.....	10
8.2	The thesis proposal and the dissertation.....	10
8.3	Thesis proposal and its discussion.....	10
8.4	Submission and defence of the doctoral dissertation.....	11
9	SUPPORT FOR RESEARCH	12
10	ALUMNI ACTIVITY OF THE DOCTORAL SCHOOL	12
11	QUALITY ASSURANCE SYSTEM OF THE DOCTORAL SCHOOL	12
12	ENTRY INTO FORCE OF THE RULES	13
13	ANNEXES	14

1 ESTABLISHMENT OF THE DOCTORAL SCHOOL

The predecessors of the Doctoral School of Economics and Business Informatics were the Doctoral School of General and Quantitative Economics and the Doctoral School of Business Informatics, which were merged by the Senate of Corvinus University of Budapest with effect from 1 July 2020.

2 ORGANISATIONAL STRUCTURE OF THE DOCTORAL SCHOOL

2.1 Basic data

Name of Doctoral School: Közgazdasági és Gazdaságinformatikai Doktori Iskola (KGIDI)

Name in English: Doctoral School of Economics and Business Informatics (short name: DSEBI)

Disciplines: Economics, Computer Sciences, Business and Management Sciences.

The Doctoral School of Economics and Business Informatics operates as part of the *Corvinus Doctoral Schools* (hereinafter CDS) of the Corvinus University of Budapest and is controlled by the University Doctoral Council (hereinafter UDC). The working languages of the DS are English and Hungarian, and as a general rule, the language of instruction is English.

The Doctoral School offers two tracks:

- Doctoral Track in Economics
- Doctoral Track in Business Informatics

The core members regularly evaluate the work of the DS as a consultative body. The Core Members' Meeting is convened by the Head of the DS at least once a year.

The Council of the Doctoral School (hereinafter CoDS) receives its mandate from the University Doctoral Council (hereinafter UDC) based on the proposal of the core members.

The activities of the CoDS are defined in the University Doctoral Regulations (hereinafter: UDR).

2.2 Office holders of the DS

- The duties of the Head of the DS are defined in the UDR and the Quality Assurance Regulations (hereinafter: QAR).
- The Track Directors receive their mandates for an indefinite period. Their responsibilities include the operative management of the tracks, in particular the preparation of submissions and proposals (including on the curriculum), required for the decisions to be taken by the CoDS and the UDC; the organisation of the admission procedure; the maintenance of regular contacts with the supervisors and the doctoral students, the evaluation of their work; the invitation of the opponents of the thesis proposal discussions; the recognition, calculation and certification of credits falling within their competence (research, teaching and publication credits); the organisation of teaching content (consulting with the lecturers, checking subject descriptions); and the

organisation of the professional aspects of nostrification and habilitation matters.

2.3 Registration system, administration of the Doctoral School

CDS is also involved in the administrative tasks related to the operation of the School. The administration of the DS is performed by the programme coordinator.

Key administrative tasks of the DS:

- compiling timetables,
- providing information and assistance to lecturers, supervisors and doctoral students,
- keeping a record of supervisors' reports,
- organising and evaluating student assessments,
- organising research forums, workshops and conferences,
- conducting the admission procedure,
- keeping a record of research plans, annual reports and work plans,
- organising thesis proposals discussions, taking care of the administration of the minutes,
- keeping a record of DS's doctoral students and doctoral candidates,
- preparing the meetings of the CoDS, recording the resolutions adopted at the meetings and keeping a record of the meetings,
- preparing submissions for UDC meetings,
- handling the correspondence of the DS and keeping a record thereof,
- managing the website of the DS,
- monitoring the utilisation of funds in accordance with the goals specified by the CoDS.

3 ADMISSION PROCEDURE

The DSEBI publishes its Admission Bulletin annually. The required documents and criteria relating to all applicants are defined in the UDR. The applicant must specify the track he/she wishes to attend.

The Council of Doctoral School shall set up the Admission Board pursuant to the provisions of the UDR, and shall elect minimum two members from each track to form subcommittees in charge of admission. In this context:

- the oral exams may be organised through an online platform as well and shall be conducted at least partly in English;
- the subcommittees shall formulate proposals with regard to admission;
- the subcommittees shall propose to reject applicants failing to meet the minimum requirements;
- the subcommittees shall list the remaining applicants in order of preference, indicating separately the applicants proposed for Hungarian State Scholarship, for Stipendium Hungaricum or for self-funded status.

At its joint meeting, the Admission Board reviews the lists and formulates its admission proposal for the University Doctoral Council, ensuring an appropriate number of future students for each programme.

Upon the decision of the UDC, the Head of Doctoral School and the Track Directors monitor the enrolment process and make additional proposals for any vacant scholarship positions in agreement with the Admission Committee. The rejected applicants may not be reconsidered.

Scoring rules:

- Past professional achievements, former research activity, individual output, qualifications: maximum 40 points
- Written research plan and motivation letter: maximum 20 points
- Oral part: maximum 40 points.

The DS admits doctoral students through individual preparation, and in exceptional cases also from other DSs; the detailed rules thereof are set out in the UDR.

4 SUPERVISION OF DOCTORAL STUDENTS

The detailed rules relating to supervision are set out in the UDR and the QAR. Additions introduced in the present Rules are as follows:

4.1 Supervision of doctoral students

- The CoDS shall record the name of the supervisor(s) upon the proposal of the Track Directors **by the beginning of the second semester** at the latest. In the event that a student has no supervisor at the time of commencing the programme, the Track Director shall appoint a mentor-supervisor in agreement with the concerned parties by 30 September. He/she shall seek to assign only one supervisor to each doctoral student. He /she may also appoint external supervisors at his/her discretion, but in the event of co-supervision one of the supervisors should be internal.
- The supervisor shall closely monitor the work and scientific activity of the doctoral student, assist him/her in publishing, introduce him/her to the scientific community, and evaluate his/her activities.
- The Track Directors oversee the activities of the supervisors at their discretion and even hold them to account during the academic year; they support the newly entrusted supervisors, relying on the training opportunities and consultation forums provided by the CDS centre.
- The doctoral students evaluate the supervisory work in the CUB Halvel system. The evaluations can be accessed by the Head of the DS and the concerned Track Director (except for students supervised by him/her).
- Any request for change of supervisor may be initiated in writing by either the supervisor or the supervised student and submitted to the Track Director, providing appropriate justification. The Track Director shall submit such requests to the CoDS after having carried out the necessary consultations.

4.2 Formal duties of the supervisor(s) beyond those established in the UDR

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

- Brief report of his/her work at the end of the academic year. It should provide details as to the frequency of meetings with the doctoral student, the intensity of professional interactions, the method and extent of the involvement of the doctoral student in the professional activities of the institute, the quality of supervisory work in general, the relationship with the Track Director. Deadline: 30 June.
- The supervisor oversees and, in agreement with the head of the institute, coordinates the activities through which the doctoral student acquires teaching credits.

5 STUDY AND RESEARCH PHASE

5.1 General rules

The study and research phase consists of four semesters. **Students must complete a total of 120 credits** in accordance within the following limits to ensure even workload: (i) a **minimum of 18 credits** per semester, (ii) a **minimum of 60 credits**, but **not more than 70 credits** per academic year.

To interrupt or suspend this phase, the Head of the DSEBI shall seek the relevant supervisor's and Track Director's recommendation.

Upon successful application, the doctoral students must register in the Hungarian Scientific Publications Database (MTMT Database).

5.2 Study credits (48 to 60 credits)

- a) In the study and research phase, the DS shall teach compulsory and compulsory elective subjects, as well as announce additional subjects as free electives for the doctoral students admitted to organised instruction.
- b) The doctoral students must take all the compulsory subjects announced for the track in which they participate. The Track Directors may decide to jointly announce certain compulsory subjects.
- c) In each track, a minimum of two compulsory elective subjects must be taken; the Track Directors may decide at their own discretion which subject should be compulsory for every student of the given track.
- d) In each track, a minimum of three, but not more than five additional subjects may be completed as free electives. The free elective courses are identical for all tracks (thus, a minimum of eight, but not more than ten subjects can be completed, earning a minimum of 48 and a maximum of 60 credits).
- e) The list of subjects shall be approved by the CoDS and finalised by the Track Directors by 30 June of the preceding academic year. Efforts should be made to offer the most popular (particularly methodological) subjects on a regular basis, and the key knowledge enhancement subjects at least once every four semesters.
- f) The languages of instruction shall be Hungarian and English.
- g) Equivalency in regard to individually organised partial training abroad shall be assessed by the Track Directors based on the opinion of the supervisor. No more than two subjects may be recognised from such training by the doctoral student.
- h) With the approval of the subject instructor the doctoral students of the tracks and of the doctoral schools of CUB may take each other's courses in the scope of free elective subjects.

- i) The subjects may be announced as intensive courses (one-week course) and in the form of even workload spread over a semester. The number of contact hours is the same for every subject. Contact hours of weekly frequency shall be targeted especially in the case of methodological subjects.
- j) The CoDS approves the syllabus and the assessment system of the announced subjects, the track directors shall check if the subject descriptions were uploaded and updated.
- k) Every taken but failed course can be re-taken only once.
- l) Deregistration from a course after one month shall be deemed as failure.
- m) The doctoral students evaluate the subjects in the Halvel system of CUB. The evaluations can be accessed by the Head of the DS and the concerned Track Directors.

5.3 Research and publication credits (a minimum of 48, a maximum of 60 credits)

Research credits in this phase may be attributed for the following activities:

Activity	Number of credits
Presentation given in a world language at a competitive conference of international-regional significance (the location can be Hungary):	6-8
Presentation given in mother tongue at a competitive conference of local-national significance:	4-6
Participation as speaker in an event of smaller significance (workshop, round table discussion, professional interview, etc.). High profile invitee status can earn further credits.	2-3
Study visit abroad (subject to the research content):	max. 3 x 12
Participation at a summer-winter university:	max. 12
Independent research, activity related to a research career based on the report submitted to the supervisor (e.g. compiling databases, conducting interviews, reviewing academic literature, performing data analysis, simulation, organisational work of an academic nature, book editing, journal editing, revision, acting as an opponent)	max. 12 (per semester, per form of activity, general rule: 30 working hours / 1 credit)
Participation in thesis proposal defence, public defence	1
Research activity certified by the supervisor	6
Research plan prepared during the fourth semester before the comprehensive examination and presented within the framework of the research forum (staged by each of the tracks separately)	24

- In this phase no minimum credit for publication is specified.
- The credits shall be certified to the CoDS by the track director. The doctoral student may be asked to produce a certificate from the supervisor, head of research project, if necessary.

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

5.4 Teaching credits (a minimum of 6, a maximum of 18 credits)

- Within the framework specified in the UDR, the DS expects the doctoral students to perform teaching activity in the course of their doctoral studies (including any postponed semester) primarily within the programmes of the Institute of International, Political and Regional Studies (IIPRS) and the Institute of Economic and Public Policy (IEPP). Until 30 September each year, the doctoral students can provide the topics in which they offer consultation opportunities to graduate students.
- During this phase (in four semesters) a **minimum 6, but not more than 18 credits can be acquired.**
- Doctoral students may undertake teaching, thesis supervision, thesis evaluation at other universities. This shall be certified with an official document (NQR trainings, i.e. trainings listed in the National Qualification Register and other vocational trainings shall not be recognised).

Teaching credits are to be certified by the Track Director. Credits can be granted primarily, but not exclusively, for:

- practice sessions, lectures, presentations on one's own (for an entire semester, the credit value of the given course),
- correction of written homework/classroom test/written examination (1-3 credits/semester),
- thesis supervision (4 credits/semester),
- thesis evaluation (1 credit/thesis),
- consulting activity with respect to papers approved by TDK (Students' Scientific Association) (3 credits),
- classroom visit/job shadowing (for the complete semester, half of the credit value of the given course),
- organisation of education activity (field work, etc.) (1-3 credits/semester).

6 COMPREHENSIVE EXAMINATION

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

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

- Based on the number of students registering for the examination, upon the recommendation of the track directors, the CoDS proposes examination boards

consisting of at least three members by track to the UDC. Minimum one member of the boards is an external person. The supervisor cannot be a member of the board. The track directors may also ask doctoral students without a doctoral degree, who already obtained an absolutorium, to perform secretarial tasks (without the right to vote).

- Having more than 8 doctoral students taking the exam before the same board shall be avoided.
- The track directors shall involve the supervisors in defining minimum two topics for every examinee in the theoretical-methodological examination part. The deadline is 31 March.
- The deadline for submitting the research plan necessary for the dissertation part of the examination is 31 May.
- The data recorded in MTMT shall be approved by the competent librarian of CUB before the examination. The applicant shall authenticate and sign the list. The publication list shall be attached to the minutes during the examination
- In the theoretical part of the comprehensive examination, the theoretical/methodological competence of each doctoral student is tested in writing and/or orally in relation to his/her research topic. In the theoretical part each candidate shall give strong evidence of his/her knowledge of the methodological background of the dissertation as well as of his/her proficiency in the research topic in the context of the relevant branch of science.
- In the course of the dissertation exam part, the examinee presents his/her work, results, the tasks still to be performed during the remainder of the phase and the expected results in the form of a lecture. This part of the examination is public, questions, however, may only be asked by the board members. The participation of the supervisors in the dissertation part is required.
- The examination boards shall evaluate the two examination parts according to the rules of the UDR and shall notify the examinees of the result immediately

7 RESEARCH AND DISSERTATION PHASE

7.1 General rules

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

7.2 Research and publication credits

A minimum of 100 credits must be earned. The research activities shall be evaluated as specified in Section 4, with the following adaptations:

- A minimum of 28 credits must be earned from publication activity.
- 9 credits per semester may be granted for research activity certified by the supervisor.
- 20 credits may be awarded for a successful thesis proposal defence subject to the fact that the thesis proposal is submitted in the 8th semester until 31 March and until 31 October in the case of postponement.

7.3 Teaching credits

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

8 PROCEDURE FOR OBTAINING THE DEGREE

8.1 General provisions

After completing the research and dissertation phase (eight active semesters) the doctoral student will have one year to submit and defend his/her dissertation.

8.2 The thesis proposal and the dissertation

The thesis proposal should contain: the research methodology, review of the literature, major research problems and issues, (preliminary) responses and results. For article-based dissertations the detailed rules of the UDR should be applied. As regards formal aspects, the requirements relating to dissertations should be considered. As regards length, both the dissertation and the thesis proposal must comply with the requirements of the specific branch of science (usual length of thesis proposal: 80-120 pages, usual length of dissertation: 100-150 pages).

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

8.3 Thesis proposal and its discussion

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

- a) Proposals shall be submitted/sent to the track director in three bound copies and in pdf format. The cover page shall feature the name(s) of the supervisor(s).
- b) The discussion is public. The DS members, doctoral students, the chairperson of the UDC shall be invited and attempts shall also be made to have other representatives and experts of the discipline present. The discussion shall be announced in CUB's electronic newsletter. An attendance list of the participants shall be drawn up.
- c) The official evaluators of the thesis proposal shall be the members of the thesis proposal evaluation committee: chairperson, secretary, two opponents and the supervisor(s). Supervisors cannot act as either opponents or the chairperson of the committee. The committee should feature at least one person who is not in employment relationship with CUB. The secretary may be a person without a doctoral degree, who already obtained an absolutorium, without the right to vote. After consulting the supervisor of the doctoral candidate, the track director shall make a proposal with regard to the members to the CoDS.
- d) The secretary shall draw up the minutes.
- e) Prior to the discussion, the opponents shall prepare a written opinion about the thesis proposal, which they shall submit at the beginning of the discussion at

the latest. The written opinion shall be attached to the minutes. Further rules and the conduct of the discussion are set out in Annex 4 hereto and Annexes 6-7 of the UDR. The committee shall evaluate the discussion at a closed session after the discussion and take a standpoint in the minutes about

- i. *recommending the thesis proposal for approval (submission) without changes,*
- ii. *recommending the thesis proposal for approval (submission) with the listed changes,*
- iii. *not recommending the thesis proposal for approval (submission) and recommending the preparation of a new thesis proposal.*

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

- f) The minutes signed by the chairperson and the secretary, the attendance list, the opinion of the opponents shall be sent to the Head of the DS and the secretariat of the CoDS
- g) In the event of a failed thesis proposal discussion, the CoDS shall decide about the earliest date on which the doctoral student may submit the new/modified thesis proposal. A decision on the composition of the committee evaluating the newly submitted thesis proposal shall be taken by the CoDS.

8.4 Submission and defence of the doctoral dissertation

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

- The DS shall accept dissertations in the Hungarian and English languages.
- Only dissertations recommended for acceptance at the discussion of the thesis proposal can be submitted for defence.
- The score value of publications shall be established in accordance with the provisions of the UDR and the Corvinus Credit Calculator (Corvinus credit calculator min 0.15 until completion of doctoral studies; supervisor(s) not to be considered as co-author(s) for weighting purposes). Publications at a late stage of the evaluation process can be accepted (that did not receive a 'desk reject' decision and received minimum one 'revise/resubmit' editorial decision). To award scores for publications the table included in Annex 5 shall be used. The scores are to be awarded by the Track Directors. (The score values are specified in the UDR.)
- Based on the dissertation duly submitted to the Corvinus Doctoral Office, the CoDS shall propose the official launch of the defence procedure and the composition of the *Board of Referees* to the UDC. The rules concerning the constitution of the board are included in the UDR.
- The opponents shall receive the minutes of the thesis proposal discussion and prepare a written opinion on the dissertation within two months (except for the summer months), in which they recommend the approval or rejection of the dissertation. Subject to receiving the opinions (if they are supportive), the defence shall preferably be staged within two months (with the exception of the summer months).
- The dissertation shall be defended within the framework of a public discussion. The lecturers of the University, the doctoral students of the DS, other doctoral

schools of the discipline and the recognised theoretical and practical experts of the area shall be invited to the discussion. The documents required for the defence are included in Annexes 8-9 of the UDR.

- Subject to the outcome of the defence, the CoDS shall decide if it recommends the approval of the degree to the UDC. A negative decision by the Board of Referees may only be overruled by the CoDS if an ethical abuse or irregularity (affecting the outcome of the defence) is detected.

9 SUPPORT FOR RESEARCH

Forms of support according to priority (to be requested based on opinion provided by the Head of the DS and the Track Directors):

- a) participation in competitive conference abroad (eligible costs in the case of giving a presentation, contribution (correferatum) only: travel, accommodation, registration fee, primarily within Europe);
- b) summer/winter university abroad;
- c) participation in conference organised in Hungary (eligible costs in the case of giving a presentation, contribution (correferatum) only: travel, accommodation, registration fee);
- d) data collection, supporting other conditions of the research activity (e.g. software or database procurement);
- e) support for publication (revision).

The provisions relating to special scholarships are set out in the Regulations on Student Fees and Benefits.

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

10 ALUMNI ACTIVITY OF THE DOCTORAL SCHOOL

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

11 QUALITY ASSURANCE SYSTEM OF THE DOCTORAL SCHOOL

- Through its activity, the DS guarantees quality education and research conditions in every field applying and respecting the University Doctoral Regulations and the provisions of its own Rules of Operation.
- The school is in full compliance and requires full compliance with the rules of CUB concerning scientific citation and science ethics.
- Boards are used in the admission procedure and the applicants are offered opportunities for preliminary consultation and introduction.
- The structure of subjects is reviewed annually.

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

12 ENTRY INTO FORCE OF THE RULES

(1) The present Rules were adopted by the Council of the Doctoral School of Economics and Business Informatics on 7 December 2020, and approved by the University Doctoral Council on 16 December 2020 with the condition that the new rules should not create any disadvantage to any doctoral student who had commenced his/her studies under the previous rules. In cases of dispute, the interpretation of the rules shall be initiated with the Head of the DS, who shall consult the University Doctoral Council in respect of any remaining issues.

(2) In case of any conflict with the University Doctoral Regulations the provisions of the UDR shall prevail.

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

13 ANNEXES

Annex 1

Considerations for preparing research plans

An opportunity will be provided to present the research plan due in the dissertation phase of the comprehensive examination in advance (this can also be made compulsory by the individual tracks). The plan (30-35 pages) should already include the following:

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

One chapter of the dissertation shall to be presented during the research forum to be held in the sixth semester.

Annex 2

Rules of preparing the annual study/research report and work plan

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

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

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

Content requirements:

In the report details should be given of the individual or organised studies and/or research undertaken to search for the topic of the planned dissertation, to prepare the research plan, to write the dissertation during the reporting period in addition to the mandatory obligations. Details should be provided of the documented results of the achieved output (research report, paper, conference presentation, publication). The state of the research plan of the planned dissertation and the process of preparing the thesis proposal should be evaluated as well as the date of its expected completion specified. Any material or personal problems encountered whose solution requires help, advice should be signalled. Details on teaching and publication activities should be provided. The work plan shall also be defined in concrete terms and realistic (schedule, deadlines, accountable ideas).

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

Optional layout:

ANNUAL STUDY-RESEARCH REPORT AND WORK PLAN

Name of doctoral student	
Research topic stated accurately	
Name(s) of supervisor(s)	
Academic year	

Date:

(signature)

Annex 3

Supervisory evaluation

Identification data		
Name of doctoral student		
Research topic		
Name of supervisor		
General characteristics¹		
1. Frequency of consultations	<i>frequent (every 1-2 weeks or more often)</i>	
	<i>rare (monthly)</i>	
	<i>irregular (hardly any)</i>	
2. Professional development of the doctoral student	<i>excellent</i>	
	<i>meets expectations</i>	
	<i>falls short of expectations</i>	
3. Progress made in reviewing the topic	<i>excellent</i>	
	<i>meets expectations</i>	
	<i>falls short of expectations</i>	
Textual evaluation of performance		
<i>Professional development</i>		
<i>Research progress</i>		
<i>Publication activity</i>		

Date: (Supervisor's signature)

¹ Please put a cross in the relevant box.

Annex 4

Content and format requirements with regard to the thesis proposal and other rules relating to its discussion

1. General expectations

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

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

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

3. Initiating the discussion of the thesis proposal

The completed thesis proposal should be submitted to the Track Director (in PDF format).

Other documents to be submitted along with the proposal:

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

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

4. Organising the discussion of the thesis proposal

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

Annex 5

Assessment of publication activity

a) Peer-reviewed professional journals

The information and score value relating to the journal publication category are contained in the following table.

<u>Journal characteristics</u>	<u>Category of journal as defined by the DS</u>	<u>Points awarded</u>	<u>Corvinus credit calculator</u>
Total		points	

b) Specialist books, book chapters and papers published in peer-reviewed conference volumes (ISBN, ed. board)

The information and score value relating to the publication category are contained in the following table.

<u>Publication characteristics</u>	<u>Category of publication as defined by the DS</u>	<u>Points awarded</u>	<u>Corvinus credit calculator</u>
Total		points	

c) Other professional output

The information and score value relating to the publication category are contained in the following table.

<u>Publication characteristics</u>	<u>Category of publication as defined by the DS</u>	<u>Points awarded</u>	<u>Corvinus credit calculator</u>
Total		points	

The following table synthesises the publication data:

Type of publication	Number of foreign language publications	Score value of foreign language publications	Number of Hungarian language publications	Score value of Hungarian language publications	Total points	Corvinus credit calculator
Single-authored or co-authored scientific articles in peer-reviewed professional journals						
Specialist books, book chapters and papers in peer-reviewed conference volume (ISBN, ed. board)						
Other professional achievements						
Total						

Deadlines, key dates:

February:

- publication of the Admission Bulletin

March:

- meetings of the CoDS and the UDC meetings
- submission of thesis proposals

April

May

- submission of applications for admission
- submission of annual reports and work plans
 - submission of supervisory assessments
- submission of credit certificates for the spring semester

June

- comprehensive examination
 - admission examinations
- meetings of the CoDS and the UDC

September

- enrolment, course registration
 - appointment of mentors

early October

- meetings of the CoDS and the UDC

November

December

- Meetings of the CoDS and the UDC

January

- finalisation of supervisors of first-year students
- submission of credit certificates for the autumn semester