

SZMSZ III. VOLUME STUDENT REQUIREMENT SYSTEM

III.1.3. Regulation on Doctoral Studies

The University Senate supported the adoption of the Doctoral Regulation by its Resolution SZ-162/2015/2016. (2016. VI. 20.) on 20 June 2016.

At the same time the previous regulation is revoked.

Amended by the following resolutions of the Senate:
Resolution No. SZ-43/2016/2017.(2016.XI.7.)
Resolution No. SZ-116/2016/2017.(2017.IV.25.)

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CORVINUS University of Budapest

Doctoral (PhD) Regulation

Budapest, 2016

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CORVINUS University of Budapest
Doctoral (PhD) Regulation

The Senate (hereinafter the "Senate") of Corvinus University of Budapest (hereinafter the "University") pursuant to Act CCIV of 2011 on the National Higher Education (hereinafter the "NHAA") and Act CXL of 2004 on the General Rules of Administrative Proceedings and Services (hereinafter the "Act on Administrative Proceedings") and Act LXII of 2001 on Hungarians Living in Neighbouring Countries, Act I of 2007 on the Admission and Right of Residence of Third-Country Nationals, Government Decree 87/2015. (IV.9.) on the enforcement of certain provisions of Act CCIV of 2011 on the National Higher Education (hereinafter, the "Government Decree on the Enforcement of the NHAA"), Government Decree 387/2012. (XII. 19.) on Doctoral Schools Doctoral Procedure, and Habilitation (hereinafter the "Doctoral Act"), Government Decree 423/2012. (XII. 29.) admission procedure in higher education, Government Decree 362/2011. (XII. 30.) on student id cards, Government Decree 50/2008. (III. 14.) on the Funding of Higher Education Institutions, Government Decree 51/2007. (III. 26.) on grants payable to and certain fees payable by students enrolled in higher education, Government Decree 85/2007 on discounts in public passenger transport, Government Decree 86/1996. (VI. 14.) on the order of protection of security documents, regulates doctoral activities in accordance with the following.

Act CCIV of 2011 on the National Higher Education creates an opportunity to carry out a Habilitation procedure in accredited universities to assess teaching and presenting skills (the "Habilitas") in a given discipline. In relation to the University has a separate Habilitation Regulation.

CHAPTER ONE

GENERAL PROVISIONS

1. The objectives, concepts and institutions of doctoral training

§ 1 (1) 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 operational 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 is financed from state contributions received for each PhD student, and the University uses the contributions on doctoral training in accordance with the budget adopted by the Senate relating to the given academic year.

(3) Doctoral schools, after a Senate resolution relating to the establishment of a particular doctoral school is passed, shall be registered by the Hungarian Office of Education (hereinafter the "Office"), and the activities of the doctoral school shall be monitored and assessed by the Hungarian Accreditation Board of Higher Education (hereinafter referred to as the "MAB").

(4) The head of the doctoral school will be elected by the doctoral council, from among the regular members of Professors of the University, upon a proposal of the majority of regular members, and the elected member will be appointed for the position by the Rector.

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

(6) The objectives of doctoral training are: 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) the professional and employment law conditions applicable to regular members

- 1) must have a PhD degree at the branch of science or research field of the doctoral school;
- 2) performance of high-level scientific activity at the branch of science or research field of the doctoral school, which scientific activity can be readily followed in Hungarian Scientific Works Database (hereinafter referred to as MTMT) provided in Act XL of 1994 on the Hungarian Academy of Sciences;
- 3) the Doctoral candidate's ability to supervise is substantiated by assisting at least one graduate student in obtaining a PhD degree or, by acting as a co-supervisor, assisting one student in obtaining at least two different degrees;
- 4) the regular member must comply with regular membership requirements for a minimum of one academic training cycle with the degree acquisition procedure as an inclusive phase;
- 5) the candidate must undertake to conduct supervisory functions at the doctoral school (supervising a graduate student or must have issued a list of topics currently or with a deadline expiring at the most 13 months before the assessment).
- 6) the candidate must continually maintain and update his/her profile in the doctoral database (data information sheet) pursuant to the relevant provisions of the applicable laws and MAB requirements;
- 7) the candidate must work as a teacher or scientific researcher in a full-time employee position as a civil servant at the University, who in his or her declaration pursuant to Section (3) of Paragraph 26 of the NHAA indicates this higher education institution relating to the establishment of the Universities budgetary support.;
- 8) if the candidate is in compliance with the conditions listed in Sections 1 through 5, then, with the consent of the EDT, the candidate may become a general member of the Professor Emeritus or Professor Emerita (hereinafter referred to as "Professor Emeritus") at the doctoral school of the University which they emerited from. Only one Professor Emeritus is to be considered a regular member of the doctoral school per each discipline, as a criterion of establishment;
- 9) if the candidate is in compliance with the conditions listed in Sections 1 through 5, then, the candidate may be a general member of the research institute in a full time position or as a public servant, with a PhDs of the Hungarian Academy of Sciences, as a scientific advisor and researching professors employed full time by research centres, as long as the candidate qualifies

for the given position and the University concludes a contract with given the research centre in this regard. From among the candidates, in case of a Doctoral School with one discipline at the most two may be considered in case of Doctoral Schools with several disciplines one member may be taken into consideration;

b) *Doctoral School* (hereinafter the “DS”): a basic organizational unit of the doctoral training. Doctoral training may only be performed in frame of the DS. At the time of establishment, the discipline within the branch of science which comprises the core of the training, must be clearly indicated. The DS, in case the establishment criteria have all been met, after the Senate resolution of approval has been passed, must be registered by the Hungarian Office of Education.

c) *Doctoral Council of the Corvinus University (University Doctoral Counsel or UDC)*: is a body established by the Senate for the organization of the doctoral training and the awarding of the PhD degree,

d) *Doctoral School Council (DSC)* is a body a DS body which assembles in regular sessions to assist the head of the doctoral school. Its members are elected by the regular members of the doctoral school and are appointed and called back by the UDC.

e) *the head of the doctoral school* must be a Professor with a PhD/MTA doctoral title *regular member*, who is 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.

f) *Teachers at the doctoral school* must be PhD graduate teachers and researchers, who – at the suggestion of the Head of the Doctoral School – the DSC deems apt to perform teaching tasks at a doctoral school. All regular members and teachers of the DS are entitled to undertake teaching assignments at other doctoral schools;

g) *doctoral dissertation topic*: research field 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; The DSC approves the doctoral dissertation topics to be announced;

h) *mentor-supervisor*: PhD graduate teachers or researchers who is a member of the given DS and who, until the actual supervisor is assigned, undertakes to monitor and assist the application procedure of the student and helps the student acclimate to the DS;

i) *announcer of doctoral dissertation topic* PhD graduate teacher or researcher, whose thesis topics on offer were previously approved by the DSC.

j) *doctoral dissertation supervisor* is a PhD graduate teacher or researcher performing active research, 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 doctoral candidates. One doctoral candidate may have two supervisors at most.

- k) *PhD student* is a student participating in doctoral (PhD) training in relation to whom the rights and obligations described in relevant legislation on higher education are applicable;
- l) *Hungarian State grant*; financial contribution available to Hungarian PhD students participating in organised daytime training and to foreign students having a status equivalent to Hungarian citizens, provided through law or an international agreement;
- m) *doctoral training* is training, research and reporting activity in the frame of individual or group preparation adjusted to the special characteristics of the given discipline and the needs of doctoral PhD student, which consists of training and research and research and dissertation sections. The academic training period is eight semesters;
- n) *training and research* is the legal status between the PhD student and the institution of higher education existing for a period of four semesters, the contents of which consist of respective PhD student/university rights and obligations established in relevant legislation on higher education. The fourth semester is closed with a complex examination.
- o) *research and dissertation* a student who successfully completes the training and research by passing the relevant complex examination part of the training may enter the four semester research and dissertation stage aimed at earning the doctoral PhD degree. Those who individually prepared for the complex examination may also join the doctoral training with the condition that he / she must have fulfilled the acceptance and the complex examination requirements relevant to doctoral students who opted for the individual preparation thereof. In this case student status is created by application for the complex examination and the by the acceptance of same.
- p) *academic credit* is a unit of measurement relating to the doctoral student's performance of his / her student obligations, research and teaching works;
- q) *Complex examination* is a part of the doctoral degree acquisition procedure – a cumulative assessment of the a PhD student's knowledge obtained in the course of the doctoral process relating to the particular discipline; The complex examination measures and evaluates the academic and research progress of the doctoral student and verifies his / her ability and competency to perform research;
- r) *doctoral PhD thesis/dissertation* is the written work / paper prepared by the doctoral student, which substantiates that he or she is capable of applying individual solutions required at the given academic level.
- s) *doctoral theses* is a written work / paper which presents the results or conclusion of the individually performed academic work in a cumulative manner the thesis book of the doctoral thesis. The results must be presented in a uniform understandable system, the new findings must be presented in detailed units built on the candidate's professional publication;
- t) *doctoral degree* is an academic degree (PhD) which may be issued by the UDC, the conditions of which are covered in this regulation;
- u) *university doctoral records* contain records relating to PhD students who have been accepted and registered at the University and relating to the participating doctoral candidates entering and to persons who have obtained a University PhD degree, and the university records containing degree related data.

2. Ways of acquiring a doctoral degree

§ 2 The doctoral degree acquisition procedure includes a complex examination that comprehensively tests the skills which may be 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 public presentation and defending of the dissertation.

§ 3 (1) The doctoral degree can be acquired as a result of organised training or 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) Students participating in organized training shall receive assistance in preparation for the complex examination and the preparation of the thesis and professional assistance in obtaining the PhD degree. Organized doctoral training at the University may only be completed in course of day classes/programme.

(3) Applicants with a job can only get admission to doctoral training if they attach a written statement of support from their employers.

(4) Only those may apply for individual preparation who performed material academic research before applying, and are capable of substantiating considerable own academic results and publication (the general conditions are provided in § 25, for specific conditions, see the COO of this competent regulation of the doctoral school).

(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

§ 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) Members of the UDC

- a) Only persons who comply with general membership requirements may be voting members of the UDC. One third of the voting members must not be in an employment relationship with the University. The Professor Emeritus of the University shall be deemed to be in an employment relationship with the University. In the course of electing the members of the UDC, all branches of science and the DS should be ensured proportionate representation. The UDC consists of internal 12 internal and 6 outside voting members that is it shall consist of a total of 18 voting members.
- b) Permanent invitees with right of consultation at UDC sessions shall include the Rector of the University, the Deans of each Faculty and one PhD student from each disciplinary student

council. The delegate representatives of the DS, with right of consultation, are also entitled to attend the UDC sessions.

- c) The president of the UDC must be an academy PhD holder regular member of one of the accredited doctoral schools of the University including here the Professor Emeritus/Emerita regular members as well.

(3) The president of UDC, UDC members and reserve members are elected by Senate for a five year term. The President and the members may be re-elected for multiple consecutive terms. UDC members to be elected are recommended by the Rector based on the opinions of doctoral schools and the resigning UDC members. The UDC, based on the recommendation of its president, may elect one or two vice presidents to serve as deputies, who are entitled to undertaking certain functions as determined by the president.

(4) The UDC

- a) decides in relation to the general operational matters of the DS, and sets operational principles relating to the operation of same;
- b) provides its opinion relating to creation and modification of the DS and in justified cases initiates the termination of the DS;
- c) by taking into consideration the recommendation of the DSC, elects and entrusts the leaders of the DS and removes the members of the DSC;
- d) regularly evaluates for the Senate, the doctoral training and degree acquisition at the University and the work of the DS;
- e) makes recommendations to the Senate relating to the amount of the tuition fees and the reasonable utilization of same;
- f) makes decision relating to the allocation of the open places financed by Hungarian state grants as determined by the National Doctoral Council (hereinafter the "NDC") between the different University DSs;
- g) based on the recommendation of the DSs, discusses the entrance rankings and decides on their ratification and also makes decisions relating to the acceptance of students applying for individual training and foreign students;
- h) based on the recommendation of the DSs, makes a decision relating to the credit regulation and the criterion relating to the performance / taking of the complex examination;
- i) determines the list of languages acceptable for a (first language examination) certificate, the possession of which is a requirement of degree acquisition;
- j) approves the COO of the DSs;
- k) approves the complex examination committee;
- l) in relation to doctoral students who have already taken the complex examination, decides to grant entrance into the research and dissertation part of the training;
- m) based on the opinion of the DSs, decides on the request of Doctoral candidates for a closed defense of their thesis,

- n) decides on the granting of the doctoral degree and the PhD title, the recognition of doctoral degree obtained abroad and the withdraw of the degree as well;
- o) provides its opinion to the Senate relating to the granting of honorary doctoral and doctoral and professor titles recommended by the rector.

(5) The president of the 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. The resolutions of the UDC are effective if the simple majority of the members present vote with either an „aye” or a „no”. The president's vote decides in the case of a tied vote. In staff-related matters, the president must call for a secret ballot. (granting of Heads of DSs, doctoral degrees, recognized doctoral degrees and PhD doctoral titles) and UDC members may also initiate a secret ballot, which must be held if more than half of UDC members present support it.

4. Establishing a doctoral school

§ 5 (1) At the time of the establishment of the DS, the discipline, and branches of science or art within the discipline which the University intends to train in frame of a doctoral program must be clearly specified.

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

(3) A person may be a regular member if he or she is in compliance with the requirements described under a) (7) 1 §, with the condition that in the year of the establishment of the DS the university professor regular member has not reached the age of 65., the non-university professor academic teacher regular member has not reached the age of 60., the non-university professor researcher regular member with a DSc doctoral degree /MTA doctoral title being a regular or distance learning member MTA has not reached the age of 65., researcher employed in a research institution full time, academic advisor or research professor regular members who have not reached the age of 65.

(4) The head of the DS will be elected from the regular members having 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 UDC and the Rector for a maximum term of five-years. Re-election for multiple terms is possible. The head of the DS to be established must not reach the age of 65 during the year of establishment.

(5) 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.

(6) Regular members prepare the documentation for the establishment of the DS, which should include the following components:

- a) Classification of the discipline and scientific specifications of the DS;

- b) those specializations at the masters level based on which the higher education complies with the conditions listed in (2) §16 of NHAA;
- c) naming the field of research the doctoral school specializes in;
- d) the exact name of the doctoral degree to be issued as a final certificate of the doctoral degree acquisition procedure;
- e) the person/candidate nominated as the head of the DI, the regular members and supervisors of the DI, and further educators of the DI for 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 outline of the training plan of the DS;
- g) the international relations of the DS, which are expected to be considered in the course of its operations;
- h) the organizational and operational regulations of the DS and its quality control plan;
- i) The cooperation agreements concluded by the University relating to the operation of the DS.

(7) The UDC preliminary opinion is required before the head nominee of the DS forwards the proposal to establish a DS – via the Rector – to the Senate for confirmation.

(8) The Rector of the University – after the Senate resolution on the establishment of the DS – shall request the Office to register the DS.

(9) The following must be attached to the registration application:

- a) the documentation of the establishment of the DS;
- b) the statements of the concerned person declaring acceptance of the nomination and compliance with conditions set out in the relevant regulations;
- c) the opinion of the UDC;
- d) the development concept of the scientific fields to be researched by the DS at the institution of higher education;
- e) the doctoral regulation of the University;
- f) statement indicating that it provides regular and public information relating to the doctoral training annually on the web-page of the DS, it publishes the admissions requirement in the usual manner on its web-page, it continually updates the data of the DS to ensure that the published data provides a current picture of the condition of the DS.

(10) Changes made in the registered data of the DS must be reported to the Office within 15 days.

5. Terminating the operation of a doctoral school

§ 6 (1) Termination of a doctoral school is proposed by the doctoral council or the Rector and the Senate decides on it. If the proposal originates from the Rector, then the Senate asks the opinion of the UDC

before passing a resolution. Once the resolution is passed, the Rector, in line with the decision of the Senate, initiates the modification of DS registration data at the Office.

6. Doctoral School Council (DSC)

§ 7 (1) The DSC is a body which assembles in regular sessions to assist the head of the DS. Its members are elected by the regular members of the DS and are appointed and called back by the UDC. The DSC consists of at least 5 members. At least 2 members of the DSC are not in an employment relationship with the University. One doctoral student member, without voting rights, shall participate in the work of the DSC.

(2) The tasks of the DSC is to:

- a) develop/draw up the COO of the DS;
- b) approve the issuers of the doctoral topics, supervisors and the teachers of the DS;
- c) evaluates the implementation and organisation of DS 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 when necessary;
- d) makes recommendations relating to the doctoral topics to be announced, approves the doctoral topics of the doctoral students;
- e) considers admission of doctoral degree acquisition applicants choosing either organised training or individual preparation;
- f) nominates the members of the admission committee of the doctoral programme;
- g) recommends the members of the Committee of Assessors, a body in charge of assessing the complex examination and the defense of the dissertation, and relating to the identity of the official assessors;
- h) elects the members of the thesis draft defense committee;
- i) decides whether a final certificate should be issued;
- j) based on the earlier performance of the doctoral student and thesis draft defence, decides whether to allow the doctoral student to defend the doctoral dissertation;
- k) after defending the dissertation, based on the assessment and vote of the Committee of Assessors, the academic and research performance of the doctoral student and his or her scientific habit
 1. makes a recommendation relating to the awarding of the doctoral degree and / or the granting of an honours doctoral PhD degree;
 2. considers the acceptance of foreign scientific degrees;
 3. decides on the distribution of state funds and other resources allotted to the school;
 4. at the request of DS, provides opinion on matters/issues concerning the DS and the requests of the doctoral students;
 5. gives its opinions about habilitation applications and orders habitual controls if the relevant researches are related to the discipline in the DS profile.

7. The head of the doctoral school

8 § (1) The head (president) of the doctoral school represents the DS. The heads of the DS is responsible for the scientific quality of research and teaching performed at their DS. The head of the DS may only be

must be a Professor with a PhD/MTA doctoral title in an employment relationship with the University. The head of the DS, based on the recommendation of the DSC, is approved by the UDC. The head of the DS is elected by the rector at the most for a period of a five year term. Re-election for multiple terms is possible.

(2) The work of the head of the DS is supported by the DSC, and head of the DS is the president of the DSC.

(3) School heads are responsible for DS operations. The head of the DS

- a) manages the DS and represents the DS in faculty and university bodies
- b) Makes recommendation for DS regular members and visiting members, and their substitution if required;
- 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 requests submitted by doctoral students;
- g) at students' request - upon the proposal of the supervisor – decides on academic matters and relating to financial support of foreign trips connected with research work;
- h) controls the financial management of the DS.

(4) The head of the DS is entitled to assign a programme director DI to perform the administrative, control and organizational tasks of the school, who performs his or her work activities under the authorization and mandate of the head of the DS. Such activities are controlled by the COO of the DS.

(5) The head of the DS, in addition to the programme director and by consulting with the programme director, is also entitled to assign a programme coordinator for the performance of management and organization of further administrative tasks. Such activities are controlled by the COO of the DS.

8. Central and disciplinary administration of doctoral training

§ 9 (1) The university level administration of doctoral trainings is performed by the Disciplinary Doctoral Council's Administrative Office (hereinafter the "DDCAO").

(2) The task of the DDC Administrative Office is performance of the organisational duties relating to doctoral (PhD) activities, training direction and organisation, and maintenance of coordination between various DSs:

- a) keeping records of PhD doctoral students and doctoral degrees acquired at the university, delivering data to entitled national organisations;
- b) administrative preparation and documentation of UDC sessions;
- c) running the office responsible for the administration of doctoral training;
- d) coordination of financial matters relating to the doctoral training with the Chancellery;
- e) ensuring that the entitled doctoral students receive their scholarship on the 10th of each month;

- f) making doctoral trainings offered by doctoral schools public in each year, and in doing so, complying with central regulations and University requirements;
- g) sending the PhD applicants' documents to the head of the competent DS, keeping records of students admitted, data maintenance and data protection;
- h) controlling the fulfilment of examination requirements each semester, confirming the commencement of a new semester and at the conclusion of the training issuing the final certificate (absolutory) upon completion of the training period in the e-Registration Book of doctoral students;
- i) In cooperation with the administration of the DSs, organizing of the public debate of doctoral dissertations, dispatching dissertations and thesis copies (both hard and electronic copies) to the designated persons and institutions and uploads them to the specified web-pages;
- j) issuing of authenticated copies of the complex examination and the results of the defending of the dissertations;
- k) managing of the disciplinary doctoral registration;
- l) ensuring the publication of the defended dissertations;
- m) registering and filing one copy of each document relating to doctoral activities, which have been delivered to the DDCAO, which documents shall be maintained in an orderly manner, and after the decision is rendered, keeps such documents for the period indicated in the Document Handling Regulation of the University; furthermore, ensuring that the documents in question are delivered to the concerned institutes pursuant to the relevant regulations;
- n) monitoring performance of the students' fee payment obligation of the doctoral students.

CHAPTER THREE

ORGANISED DOCTORAL TRAINING

9. Application and entrance to doctoral training¹

§ 10 (1) admission to organised doctoral training is achieved by undergoing the admission procedure.

(2) Hungarian citizens and citizens of the European Union and European Economic Area (EEA) who are entitled to the equal treatment as Hungarian citizens and also non-Hungarian citizens who are not entitled to equal treatment may apply for admission to the training being delivered in the DSs of the University, and

- a) must have an undergraduate diploma with at least a "good" (or an equivalent thereof) results and a masters degree (MA/MSc) equal thereto and at least 300 credits completed and earned in a uniform university or two stage, basic and masters training programme;

¹ Amended by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

- b) a student may be absolved from the “good” grade requirement after a period of three years from acquiring the degree, with the condition that the concerned student must offer verifiable proof of having completed the required scientific research;
- c) at least one „B2” (or higher) complex language examination certificate, recognized by the state;
- d) professional and scientific skills meet DS’s standards;
- e) if they have any scientific publications that have been registered in the Database and approved, and assumed responsibility for the correctness of the data by means of a copyright statement.

(3) Doctoral training programmes commence in September of each year. Deadlines for applying and submitting documents necessary for application for the subject year is set by each DS and made public on the Higher Education Recruitment Information and the web-page of the given DS’s .

(4) The applicant must attach the following documents to the application for admission to the doctoral school:

- a) fully completed and signed application form;
- b) copy of university degree and the presentation of the original degree;
- c) copy of the Registration Book and the presentation of the original Registration Book;
- d) professional curriculum vitae with publication list;
- e) preliminary research plan;
- f) the statement of acceptance of the selected institution/faculty/research facility and mentor-supervisor
- g) language examination certificate copies and the presentation of the original certificate;
- h) receipt certifying payment of the entrance fee;
- i) employer’s statement of support (in case of applications to privately financed training);
- j) declaration of responsibility for all the documents submitted and the authenticity of the content disclosed therein;
- k) other documents (e.g. credentials).

(5) Applicants seeking admission to doctoral training must also declare whether they are applying for a state scholarship, and or if the applicant intends to enter training even if the state scholarship is not granted.

(6) The competent DS, in order to make better decision on professional aptitude, is entitled to request further the submission of further documents.

§ 11 (1) Applicants who submit valid applications in a timely manner shall undergo an admission procedure. The entrance board performs the admission procedure, the content of the admission procedure and its protocol are as described in the COO Regulations of each DS.

(1a) A PhD student or doctoral candidate who established his PhD student’s or doctoral candidate’s relationship before the 2016/2017 academic year,

a) may obtain a doctoral degree in accordance with the provisions of the NHEA and this Decree in effect on 31 August 2016, or

b) is entitled to have his earlier doctoral studies recognised under Section 12 and apply for admission, provided, that, he may not exceed the eight-semester grant period under Section 47(2) of the NHEA, also taking into account the grant period already used in the doctoral training.

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

(3) NDC, acting on recommendations of the competent DS, will decide on admission with regard to UDC entrance quotas and scholarship limits. Deviation from the score-based rankings is allowed only in one case: if the Hungarian state scholarship limits have been reached and the next applicant on the list requested admission only in case the state scholarship is granted and if the applicant had reached two thirds of the maximum admission score. A DS may regulate through its COO that the admissions rankings of a given DS, may be developed also based on the achieved performance of each DS, considering that the candidate's score had reached two thirds of the maximum admission score.

(4) Doctoral students who commenced their doctoral studies at another university may, with the recommendation of the given DSC, at the individual assessment of the UDC, be admitted to the doctoral training at Corvinus University. Subjects completed at the previous doctoral programme (those concluded with a grade) may only be accredited if they are in compliance with the requirements of the given DS,

(5) rejection of an application for admission may be appealed if the decision is contrary to relevant Governmental Decrees or institutional regulations. Appeals must be filed within 15 days from the date of the receipt of the rejection. Appeals are decided by the Rector within 30 days from the date of receipt of same. The rector's final decision is final and binding; it may not be appealed.

(6) The data of PhD students who has been successfully admitted to a DS shall be handled by the Doctoral Office. Data listed in Annex 3 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 concerned persons, in compliance with the provisions of the Act CXII of 2011 on the Freedom of Personal Information (hereinafter referred to as "Info Act").

10. The doctoral training

§ 12 (1) The doctoral training is a training, research and reporting activity in the frame of individual or group preparation adjusted to the special characteristics of the given discipline and the needs of doctoral PhD student, which consists of training and research and research and dissertation sections.

(2) The doctoral training (state-funded or privately financed) is conducted in frame of daytime programmes.

(3) The competent DS, in compliance with the framework of credit regulation prescribed by the EDT, shall determine in its COO the admission requirements to the doctoral training, academic syllabuses, examination requirements and exact certificate acquisition requirements (concerning examinations, credit point limits etc.) which formally conclude training. The doctoral training must be completed with at least 240 credit s. The academic training period is eight semesters; The doctoral schools may recognize the knowledge obtained in course of formal or informal training by the issuance of credits.

(4) The head of the competent DS, based on the results archived on the entrance examination, may prescribe so-called conversion or refreshing courses for doctoral students admitted to the programme.

(5) Course attendance is compulsory for all PhD doctoral students unless, in justified cases, the head of the doctoral school, in agreement with the course teacher releases a specific student from under this obligation in exceptional cases.

(6) The doctoral student may request the head of the DS that in case of study/training abroad or in other justified cases to follow a study schedule different from the recommended scheme in the training and research part of the programme.

(7) Participation in internship abroad is subject to compliance with a work syllabus confirmed by the supervisor and the head of the DS, which guarantees that the internship will be accepted in the doctoral training programme. The period of the internship and the internships abroad performed with the authorization of the DSC will be incorporated –in part or in full – into the doctoral programme and the doctoral student's student status shall not be suspended during this period. Scholarships disbursed by the University (state scholarships or other scholarships) will be transferred to the beneficiary even in case of previously authorized internships abroad for maximum period of 6 months.

(8) The doctoral training consists of training and research and research and dissertation sections. The training and research part of the programme consists at the most of four semesters, at the end of which, as a precondition to commencing the research and dissertation part, the doctoral student takes a complex examination. The research and dissertation part of the programme, is the degree acquisition procedure, which also consists of four semesters, and passing the complex examinations is a precondition which must be successfully performed before it can be started. Its goal is to obtain the doctoral level/degree

(9) The doctoral student is required to submit his or her thesis within three years after passing the complex examination. This deadline, in case of special equity, in cases regulated under (2) § 45 of NHAA, may be extended at the most by a period of one year.

(10) Those who individually prepared for the degree acquisition may also join the doctoral training programme with the condition that he / she had already met the admission and the complex examination requirements relevant to doctoral students who opted for the individual preparation thereof. In this case student status is created by application for the complex examination and the successful passing of same.

§ 13 (1) Student status is also suspended if the student is unable to comply with their student obligations, for reasons not attributable to the student, in case of childbirth, accident, illness and other unforeseeable causes.

(2) The Head of the DS, at the request of the doctoral student, may authorize the interruption of the training and research part of the programme that is the temporary suspension of the student status. The doctoral student is entitled to file an appeal (request for review) relating to the decisions of the head of the DS within 15 days from the date of the receipt of the decision. Appeals are decided by the president of UDC. The decision of the president of the UDC is final and binding and may not be appealed. During the suspension of the student status, scholarships are not paid out to the student and the self financed students are not required to pay tuition.

(3) The student's legal status is terminated, if

- a) the doctoral student fails to take or pass the complex examination, then on the date the obligation was not fulfilled or on the date he / she had failed the examination;
- b) in the doctoral training on the date the absolatory is earned;

- c) in the doctoral training at the end of that eight active semester to which the student registered;
- d) if the student transfers to another higher educational institution, on the day of the transfer,
- e) if the doctoral student, declares the termination of his / her student status, on the day of declaration;
- f) if the doctoral student is not allowed to continue his/her studies within the framework of state-funded education and does not wish to continue as a self-financed/fee paying student,
- g) if the doctoral student fails to register for the next semester for three consecutive semesters; if the doctoral student's legal status is terminated by the competent faculty's Dean, based on payment arrears, after failed warnings and an investigation of the student's social circumstances, on the date when the decision enters into force,
- h) if the doctoral student fails to perform the academic requirements relating to the given student's academic progress set out in the study and examination regulations and the academic curriculum of the University, then on the date the date the relevant disciplinary decision to expel the student enters into force.

(4) The student status is suspended if the student is prohibited from the continuation of his/her studies do to any disciplinary action.

**11. The regulatory framework relating to the doctoral school, in two stages of the training:
in the training and research stage and in the research and dissertation stage**

§ 14 (1) The doctoral student during the four semesters of the training and research stage shall attend classes in various subjects, performs research, publishes and takes the complex examination;

- a) the doctoral student must take and achieve at least 30 credits in each semester (this is a condition of receiving state funding/scholarship); in each academic year the achievable maximum number of credits is 70;
- b) during the four semesters the doctoral student must obtain a total of 120 credits, which is required relating to the taking of the complex examination;
- c) the complex examination consists of two main parts: in the first part, the doctoral student's knowledge of theoretical and methodical readiness / competence is tested ("theoretical part") in the second part of the examination assess the academic progress of the doctoral student ("dissertation part"). The theoretical examination may also consist of a written part. The doctoral student shall demonstrate his or her knowledge of the relevant professional literature in form of a presentation, where research findings are introduced, and describes the research plan for the second stage of the training, as well as the schedule relating to the preparation and of his or her dissertation and the publication of the findings.

(2) The doctoral student is required to obtain credits for academic and research activity and publication as well as teaching and each year he or she must participate in at least one thesis draft debate and one

public defending of a dissertation / thesis. The number of credits are determined by the DSs in the COO. The director of the programme verifies the research and publications.

(3) Academic/subject credits (minimum 40, maximum 60 credit)

- a) The doctoral student earns academic credits by completing subjects, attending courses, individual study and examinations (concluded with grades). The doctoral student in general primarily selects courses from the list of courses published on NEPTUN by the DS.
- b) The doctoral student may, after prior consultation with the programme director of the given DS, take other subjects courses announced by other DSs.

(4) Research and publication credits (minimum 40 credit)

- a) Research credits: may be obtained via individual research (i.e. individual publication of professional literature, independent research performed with the direction of the publication assessment seminar supervisor. Assessment is performed via mid-term tests (written reports, assignments to be submitted, research plan, conference presentations, working paper) The DS determines the maximum value of research credits per each year.
- b) Duplicate credits: credit recognizing pre-determined level of academic publication (i.e. periodicals, chapter in a book), which shall be evaluated separate from the previous one. The DS determines the maximum value of publication credits per each year.

(5) Teaching credits (maximum 20 credits)

- a) Regularly inspected teaching work previously approved by the head of the DS / programme director with the management of the person responsible for the given academic subject (for example, leading exercises, academic organizing and the preparation and correction of the related assignments).
- b) Doctoral students receiving a State scholarship/grant may be obliged, as part of their academic obligations, to perform work, in the frame of the academic and scientific activities of the University, for a period equal to 20 % of the student's total number of weekly work hours. Doctoral students may only be used to perform teaching tasks at the most for a period of four hours per week (2 different time periods) on average in a semester.
- c) All doctoral students are required to at least perform one time slot of teaching load or equivalent education organization during the four-semester training and research stage.

§ 15 (1)² The doctoral student, during the four semester research and dissertation stage, shall perform research, publish the results of the research performed, shall prepare the draft dissertation for the workshop debate and shall defend it before the appointed Assessment Committee. Dissertations must be submitted within three year from the date of the commencement of the research and dissertation stage. The detailed regulations relating to the research and dissertation stage are covered in the COO of the DSs.

(2) During the four semesters a 120 credits must be earned:

² Amended by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

- a) a minimum of a 100 credits must be earned from research and publication activity (of which, a minimum of 40 credits from publications and 20 credits may be given in the case of a successful workplace dispute)³;
- b) a maximum of 20 credits may be earned from the performance of teaching and education organizational activity.

(3) A condition of maintaining the Hungarian state funding is that the doctoral student earns at least 30 credits during each semester.

(4)⁴ The research and dissertation phase ends with a pre-degree certificate at the end of the eighth active term on the condition that 240 credits have been completed (which also includes the successful defending of the draft dissertation). 120 credits in the training and research phase and in the research and dissertation phase each.

(5) During the research and dissertation stage (the degree acquisition procedure) the doctoral student's student status may be temporarily suspended for a period of two semesters.

(6) interruption of the training is authorized by the head of DS. Appeals, if there should be any, are decided by the president of UDC. The decision of the president of the UDC is final and binding and may not be appealed.

(7) During the suspension of the student status, scholarships are not paid out to the student and the self financed students are not required to pay tuition.

12. The supervisor

§ 16 (1) the DS shall assign a subject supervisor to each doctoral student admitted to the PhD program at the given DS. The assignment of the supervisor to the doctoral student is regulated by the COO of each DS.

(2) Those teachers and or researchers may be approved as supervisors, who already has a PhD degree, consistently conducts high quality research in the particular scientific field and the results of the research is regularly published in prestigious scientific publications.

(3) A person who meets the above criterion but is not in an employment relationship with the University (freelancer) may also be approved as supervisor.

(4) One teacher may be the supervisor of maximum 6 PhD students or doctoral candidates at the same time. One doctoral candidate may have two supervisors at most.

(5) If it is justified by the topic of the doctoral research, then the DS may assign two supervisors (co-supervisors) to one doctoral student, from other DSs of the University. If the doctoral student is being trained at a Hungarian research facility or jointly with a foreign university, then the doctoral school shall coordinate an additional internal Hungarian supervisor.

(6) The DSC requests updates from the supervisors on a yearly bases relating to the academic progress and completed scientific research of the doctoral students.

³ Amended by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

⁴ Amended by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

§ 17 The primary tasks of supervisors include:

- a) The establishing of a personal work relationship with the PhD doctoral student, which includes research monitoring control and providing assistance relating to the student's research, as required;
- b) assisting the doctoral student in developing a dissertation plan, maintaining a working relationship with the doctoral student according to a jointly devised time schedule;
- c) requesting regular reports from the doctoral student with regard to his or her research, including problems, difficulties, and problem solving methods.
- d) writing an opinion on the reports the doctoral student files at the DS, which must include any issues of considerable delays or backlog in the work activities of the doctoral student and if the supervisor determines that the doctoral candidate is unable to complete the relevant research plan successfully by the set deadline then this fact shall also be reported;
- e) preparing a written opinion on the materials submitted by the doctoral student relating to the complex examination, draft dissertation and doctoral thesis/dissertation;
- f) participating in the complex examination of the doctoral student, thesis draft debate and the public defending of a dissertation / thesis;
- g) writing testimonials on the quality of the doctoral student's publications.
- h) continually maintaining and updating the profile of the doctoral student in the doctoral database (data information sheet) pursuant to the relevant provisions of the applicable laws and MAB requirements;

§ 18 (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 of the 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 major (illness, travel abroad, other unexpected / unforeseeable causes) or if the relationship with the doctoral candidate is intolerable. In this case the supervisor must recommend an appropriate substitute. In justified cases the doctoral candidate may also file a substitution request at the head of the doctoral school. Justified cases may be if the doctoral candidate feels that he or she is not receiving enough professional assistance from the supervisor, or the cooperation is hampered by personal differences. The head of the DS shall, after discussing the issue with both parties and considering the opinion of the DSC, will resolve such disputes.

(3) The supervisor may request the head of the DS to be substituted temporarily (not longer than half a year/semester) if he or she has an unavoidable obligation which renders the supervisor unable to perform in whole or in part his/her intended supervisory functions. 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.

§ 19 (1) The topic supervisor is entitled to receive remuneration relating to the performance of his or her obligations, the fact of which and conditions of receiving such remuneration, which also includes the

assessment of the examination of the doctoral student must be included in the written request on the fulfilling of supervisory duties.

(2) The supervisor, in the course of the degree acquisition procedure, may receive remuneration on two occasions at the most.

- a) after doctoral student's successful defense of his or her draft thesis, concluded by recommending the doctoral student to progress in his or her studies,
- b) after a successful defense of the dissertation of the doctoral student which is concluded with the awarding of the doctoral degree.

(3) The amount of the remuneration, relating to the assignments of the supervisors for the following year, is determined by the UDC by December 1st of each year with the prior approval of the Chancellor. DSS specify the payable amount in their COOs. Change in the fees does not have any effect on the fees previously determined relating to the ongoing supervisor activities.

(4) In case of a co-supervisor situation, unless otherwise agreed, the two supervisors must split their fee 50/50. Any condition of remuneration contrary to this must be approved by the DSC. If there is a change in the person of the supervisor before the doctoral student defends his or her draft thesis or his or her final dissertation, then, considering the date of the assignment of the supervisor, the amount of the fee payable on occasion shall be calculated pro rata temporis .

CHAPTER FOUR

RIGHTS AND RESPONSIBILITIES OF THE PARTICIPANTS IN DOCTORAL TRAINING

13. Legal status of PhD students and doctoral candidates

§ 20 (1) Doctoral students are in a legal student relationship with the University. Student status starts upon enrolment.

(2)⁵ The data of the doctoral student are recorded and kept in the uniform NEPTUN study and registration system. To verify the PhD student status of the doctoral student, the University issues and validates student IDs, which is controlled by Paragraph (4) of Section 19 of NHAA, the Organisational and Operational Regulations of the University, and the Academic and Exam Regulations.

(3) The institution of higher education must confirm establishing PhD student status and supply personal data to the National Information Centre of Higher Education (hereinafter the HEI) within 15 days from the date the student status is established. Changes in student personal data of the doctoral student, and updates relating to same must be reported to the National Information Centre of Higher Education upon the next usual data transfer.

(3a)⁶ A PhD student, who has not yet created his profile in the RSW Database yet, is required to do so after the completion of the first semester and record and keep up to date the publications in proof of his scientific results. The application for the complex exam, the degree procedure, the discussion of the draft thesis and the application for the public defence of the thesis are subject to having the publications

⁵ Amended by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

⁶ Implemented by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

registered and approved in the RHSW, as well as assuming the author's responsibility for the correctness of the data.

(4) The fact of the termination of the student status must be reported to the HEI within 15 days from the date of such change.

(5) 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. Consequently candidates, before applying for admission, are required to acquire a statement of admission from the head of the respective department or research centre, and one from the supervisor.

(6) The national representation of doctoral students taking part in the PhD training are performed by the National Association of Doctoral Candidates (NADC) consisting of doctoral students of the higher education institution, membership is voluntary.

14. Financial support eligible to PhD students

§ 21 (1) may participate in Hungarian state funded education.

- a) Students of Hungarian citizenship participating in 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 jobs are not eligible to receive a State scholarship. Doctoral students receiving a Hungarian State scholarship must make a declaration each year (upon registration) verifying 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 receiving Hungarian State 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) The Hungarian state funded training is four years (48 months). Its amount is determined by the NHAA.

(5) As a condition of receiving Hungarian State funding, the doctoral student must comply with academic and other obligations.

(6) The University must make the monthly student benefits payments pursuant to Section 5 of Paragraph 18 of the Regulation on Student Fees and Benefits.

(7) In addition to the Hungarian state scholarship, the University may sign contracts on establishing doctoral scholarships with social and religious organisations and corporations, foundations, public funds, public bodies and private individuals. The organisation responsible for establishing and transferring the scholarship may not influence the selection of PhD scholarship students. Private scholarship students' rights and obligations are the same as those of state scholarship students.

(8) Doctoral students are entitled to be provided housing.

- 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 type, claimed tuition variant and student status type.

- b) In the course of considering applicants for dormitory accommodation, disadvantaged doctoral students must be preferred, who would not be able to commence or continue their studies without dormitory accommodation.
- c) A fee must be paid for dormitory accommodation.
- d) Those left without dormitory accommodation for reasons of no vacancy may be eligible for a monthly accommodation support.

15. Fees and charges to be paid by PhD students

§ 22 (1) Fees, charges and other contributions payable by PhD students and doctoral candidates are found in Annex 10 of this Regulation.

(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). Doctoral students are informed about methods of payment at the respective Doctoral Office when registering to the programme or at the beginning of the doctoral procedure, respectively.

(3) The doctoral student (or ex-student) may request a review/appeal at the president of UDC relating to any possible incorrect calculation of fees and charges within 15 days from payment request. The appeal must be decided within 15 days from the date of its receipt.

(4) The self financed doctoral student shall pay tuition for a period of 8 semesters.

(5) Doctoral students who fail to perform any state or self financed payment obligations and does not receive a payment moratorium from the University shall not be entitled to register for classes for the next academic semester.

(6) The University must proceed against doctoral students who fail to perform a payment obligation pursuant to the provisions of Section (11) and (14) of Paragraph 14 of the Study and Exam Regulation. A doctoral student, within 15 days from the date the concerned student is informed, is entitled to seek an appeal at the Rector relating to any decision to suspend or terminate his or her student status.

(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. Scholarship may be granted against the scholarship budget of the doctoral school with particular attention to regulations relating to state scholarship students.

(8) Self financed doctoral students may submit an application to the doctoral school, to request state support, if the applications meet the relevant requirements then the doctoral student may receive support each semester the maximum amount of which may not exceed 50% of the self financed portion of the tuition. The conditions are published on the webpage of the DS.

16. Doctoral candidate teaching activities

§ 23 (1) Doctoral training and degree acquisition participants may take on teaching tasks. The department in charge and the DS regulates related matters. Credit points are awarded relating to the performance of these activities calculated based on methods determined by the DS.

(2) The University in relation to the teaching activity may also issue awards to the doctoral candidates in accordance with the relevant regulation.

CHAPTER FIVE

THE DOCTORAL DEGREE ACQUISITION PROCEDURE AND THE DEGREE CERTIFICATE

17. Conditions of doctoral (PhD) degree acquisition

§ 24 (1) In the frame of doctoral training, the acquisition of a doctoral degree requires:

- a) the performance of the required academic, research and publication as well as teaching related obligations, the obtaining of 240 credits (absolatory);
- b) the successful completion of the complex examination,
- c) professional and publication activity being identified by the UDC and the doctoral school as the condition of defending one's thesis;
- d) at least one intermediate "B2" complex type state-recognized language examination in one of the following world languages (English, German, French, Italian, Spanish, Arabic, Russian and or Chinese) is required. In case of a second language, the DS and the COO contain the language requirements of the doctoral degree, the list of accepted languages with which the language requirement may be met, as well as the method by which knowledge of the relevant professional language can be verified. From among two foreign languages one must be English. The second language examinations to be taken by doctoral students in certain doctoral schools give preference to the languages of Hungarians beyond the border countries such as (Slovak, Ukrainian, Romanian, Serbian, Slovenian, Croatian). Doctoral schools may impose stricter foreign language requirements than the ones listed in the general regulations which shall be published in the COO of 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) verification of the performance of payment obligations.

(2) determination of scientific publication activity

- a) scientific publication may be written works published in scientific journals or books. One Category A-C scientific journal articles waiting for acceptance may be taken into consideration, if the candidate attaches an official signed acceptance declaration;
- b) professional scientific journal: recognized as scientific and reviewed journal article in the Database;
- c) a book may be considered scientific, if it contains new scientific findings and with a synthesizing nature it summarizes new approach in a certain professional area;
- d) the Doctoral School Council shall make a determination whether a professional book (or a chapter therein) may be accepted as a scientific achievement. Basic condition: the book must be reviewed and audited and must be officially published. Non-scientific books are categorized as other achievements.

(3) Other professional achievements shall be assessed individually. The DSC makes a decision relating to their credit value.

- a) achievements which may be taken into consideration: reproductive book, note or book chapter;
- b) participation as a presenter or with a poster at any domestic or foreign conferences, if at least there is an abstract appearance thereon (in case of written documentation and verified participation);
- c) professional study;
- d) professional creation (for example information system, model or software development);
- e) documented contribution to the development of study materials.

(4) The credit value of the publication of the doctoral student, in case of archiving absolutely and earning the doctoral degree, shall be determined based on the following.

a) The credit value of journal articles:

Journal articles	Foreign language	Hungarian language
1) on the list of competent doctoral Commission of the MTA		
Category A*	20	10
Category B	16	8
Category C	12	6
In category D journal	8	4
2) in other journals with an ISSN number recognized by the UDC **	6	3

* In case of a journal listed in the MTMT database D1 top 10% then 20, In case of a Q1 classified journal plus 10 credits may be given, regardless of the number of authors.⁷

** The DSs mutually accept other journals categorized by other Doctoral Schools in the A,B or C classes.

b) credit value of articles with significant new scientific results published in professional books and chapters of books with ISBN number, and in addition to the ISBN number the editorial committee is also indicated in studies published Conference volumes:

Professional books and chapters of professional books	Foreign language	Hungarian language
1) Full, at least 5 arc scientific book: per each arc and one book maximum	4-8/arc max 40	2-4/arc max 25
2) Book chapters		
3) studies published in reviewed conference volumes (ISBN and editors committee)	4-12/sheet and 4-12/pcs	4-12/sheet and 4-12/pcs

One arc equals gross 400 characters

Larger or smaller credit value may be granted based on the place and ranking of the publication.

⁷ Amended by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

c) In relation to other performances (text book, notes, presentation published in a non-reviewed conference publication, poster and study) in total in case of these in the Hungarian language then 10 credits at the most, if these are in a foreign language then the maximum number of credits is 20.

d) To determine the credits to be granted to one of the co authors in case of co-authored publications the credit system of the MTA is controlling:

in case of 2 authors	75% x credits
in case of 3 authors	60% x credits
in case of 4 or more authors	30% x credits

18. Application for doctoral degree acquisition in individual training

§ 25 (1)⁸ Those who individually prepared for the degree acquisition may also join the doctoral training programme with the condition that he / she had already met the admission requirements relevant to doctoral students who opted for the individual preparation thereof. In this case student status is created by application for the complex examination and the by the acceptance of same.

(2) The admission requirements relating to individual preparation:

- a) Not less than 5 years of documented research activity;
- b) at least one intermediate "B2" complex type state-recognized language examination
- c) Professional and publication obligations required by UDC: students intending to acquire their degrees in individual training must demonstrate via publication his or her in depth knowledge of the given discipline. The publication activity must reach at least 100 credits, from which at least 60 must be derive from publications in category A-C scientific journal articles, addressing a topic in the given specialization; furthermore, these must also contain at least one category A-B international and three category A-B Hungarian scientific journal articles;
- d) Doctoral dissertation ready for submission or detailed dissertation plan.

(3) If the candidate's publication activity does not reach 100/60 credits, but reaches 60/40 credits, then the UDC, may conditionally, by applying a expiration deadline, allow the candidate into the degree acquisition process. The candidate before being allowed to defend his or her thesis must achieve 100/60 publication credits.

(4) A candidate, may in exceptional cases join in the individual degree acquisition procedure, who does not performs the conditions listed under Section 25 of (3) Paragraph; however, a very successful network within the university or on the international level aimed at the development of professional activity. The expiry of the deadline for the completion of the performance of the requirements are determined by the

⁸ Amended by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

UDC. The candidate before being allowed to defend his or her thesis must achieve 100/60 publication credits.

(5) If the deadline determined by UDC expires unsuccessfully then the degree acquisition procedure is terminated.

(6) Documents to be attached to the application:

- a) in case the application is for an organised training, documents listed under Section 10, and
- b) documents testifying previous research activity;
- c) two copies of 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 required by the DS.

(7) The application 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.

(8) First the DS examines if admission requirements have been met. Based on the recommendation of the DS accepting or rejecting an application falls within the competence of the UDC.

(9) As a condition of authorizing attendance at complex examinations the UDC may prescribe additional supplemental examinations.

19. The commencement of the degree acquisition procedure (research and dissertation stages)

§ 26 (1) The doctoral candidate taking part in the doctoral training after the successful completion of the required training obligations and the successful passing of the complex examination, based on a request issued in this regard, may enter the research and dissertation stage (degree acquisition procedure).

(2) the official date of the degree acquisition in procedure initiation is the date when UDC approved of the application.

(3) After entering the degree acquisition procedure the doctoral candidate must submit his or her doctoral dissertation in three years.

20. Complex examination⁹

§ 27 (1) Conditions of applying to take the complex examination:

- a) fulfilment of foreign language requirements,
- b) in the training and research stage of the doctoral training at least 120 credits must be obtained, (excluding students who are preparing individually, whose student status is established by the filing and acceptance of application to take the complex examination),
- c) entering the student's publications in the RHSW Database and the approval thereof.

(2) The complex examination consist of two major parts in the first part, the doctoral student's knowledge of theoretical and methodical readiness / competence is tested ("theoretical part") in the second part of the examination assess the academic progress of the doctoral student ("dissertation part").

⁹ Amended by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

- (3) The complex examination must be taken publicly before a committee. The examination committee consists of at least three and at the most six members, at least one third of the members shall not be in an employment relationship with the institution in charge of operating the doctoral school.
- (4) The president of the examination committee is a university teacher, habilitated university associate professor or Professor Emeritus or an educator or researcher with the MTA doctoral title. Foreign expert may not be the president of the examination committee.
- (5) All members of the examination committee shall have an academic degree. Foreign expert may be a member of the examination committee. The supervisor of the doctoral student may not be a member in the examination committee.
- (6) The supervisor is obliged to assess the work of the doctoral student preliminarily in writing and later orally at the complex examination.
- (7) The complex examination in the theoretical part in writing and or orally provides a good overview of the doctoral student's readiness in two areas of knowledge. The areas of knowledge are determined by the DS with the inclusion of the supervisor and with particular attention to the research performed by the doctoral student.
- (8) In the second part of the complex examination the doctoral student shall demonstrate his or her knowledge of the relevant professional literature in form of a presentation, where research findings are introduced, and describes the research plan for the second stage of the training, as well as the schedule relating to the preparation and of his or her dissertation and the publication of the findings, based on the 20 to 30 page study previously submitted to the DS.
- (9) The detailed requirements of and methods by which the complex examination can be taken are covered under the COOs of the DS's. The complex examination shall be taken at the end of the spring semester.
- (10) The examination committee shall separately assess the theoretical-methodological and dissertation parts. It prepares detailed minutes relating to complex examination assessing the work of the doctoral candidates from a scientific perspective. The results of the examination must be disclosed on the date of the oral examination.
- (11) The minutes of the complex exam shall include:
- a) the name of the higher education institution and the institutional identification number,
 - b) the name and student identification number of the doctoral candidate or PhD student, his previous level of education and qualifications,
 - c) the name and the identification number of the consultant,
 - d) the scientific area and branch of the degree to be obtained,
 - e) the questions asked during the comprehensive exam or complex exam and the evaluation of the answers,
 - f) the grade of the comprehensive exam or complex exam,
 - g) the name, instructor's ID and signature of the chairman and members of the comprehensive exam or complex exam board.

Both parts of the complex examination are evaluated by a written assessment (passed, failed).

(12) A complex examination shall be deemed successful if the majority of the examination committee finds both parts of the examination to be successful.

(13) The accumulative assessment of the complex examination is performed based on the following:

- a) passed, if both parts of the examination are passed,
- b)
- c) insufficient if either part of the examination is unsuccessful.

(14) In case of a successful complex examination the doctoral candidate may continue his or her doctoral training.

(15) In case of an unsuccessful theoretical-methodological part of the complex examination the doctoral student in the remaining part of the examination period may attempt to take that part of the examination one additional time.

(16) In case the dissertation part of the examination is unsuccessful, the doctoral student shall not be entitled to retake the examination in the given examination period, but may take two passive semesters. If the doctoral student successfully completes the dissertation part of the complex examination within one year, then he or she may continue the doctoral training; however, a state funded doctoral student, in this case may only continue his or her doctoral training by self-financing the tuition.

21. The dissertation plan and its assessment

§ 28 (1) The dissertation plan is a certificate of the doctoral candidate's knowledge and aptitude.

(2)¹⁰ The draft thesis may be defended only after passing the complex examination and entering the student's publication in the RHSW database and the approval thereof.

(3) The doctoral student must declare that he or she had prepared the dissertation plan on his/her own without any unauthorized assistance, and only cited sources were used. Clearly marked all parts along with the provision of the original source, including here his or her own earlier publications, which the doctoral student used verbatim or rephrased but adopted from another source.

(4) The detailed procedure relating to the dissertation plan is covered under the COO's of each DSA.

(5) The dissertation plan must be defended in a public meeting in the presence of an expert with a PhD in the given discipline. After the dissertation has been defended the degree of professionalism and preparedness of the dissertation plan shall be assessed by a committee designated for this purpose.

(6) The dissertation plan shall be assessed by a Committee of Assessors of the Dissertation Plan (hereinafter the "CADP") having at least three members but at the most six. The president of the CADP is a University Professor, a Professor Emeritus or an assistant professor. At least one of the members of the committee is an outside expert (not a full time colleagues at Budapest Corvinus University). The pre opponent and supervisor of the doctoral students (who may not be discussants president nor opponent) may not be are members of the CADP under all circumstances the secretary of the CADP may also be a doctoral student.

(7) The task of the CADP, taking the debate into consideration, is to determine that the results indicated in the dissertation plan and the quality of the research presented by the candidate guarantee a timely

¹⁰ Amended by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

preparation and submission of a doctoral dissertation which can successfully be defended, and to give advice to the doctoral student relating to the preparation of the final dissertation.

(8) The CADP prepares an assessment (minutes). Makes a decision whether the dissertation of the doctoral student is

- a) to be accepted without any modification;
- b) to be accepted with the listed modification;
- c) to be rejected for reasons indicated and order that the dissertation plan be replaced by a new one.

(9) The minutes shall be signed by the president and the secretary of the CADP and sent to the head of the DS. The DS shall forward the original

Minutes to the DS.

22. Submitting the doctoral dissertation

§ 29 (1)¹¹ The defending procedure is initiated in writing by the supervisor, who hands via written request to the head of the DS. The submission of the doctoral thesis is subject to the acquisition of the pre-degree certificate (240 credits), the successful defence of the draft thesis and recording the student's publications in the RHSW database and the approval thereof. Further condition of the submission of the doctoral dissertation is that the doctoral student is not in the process of a degree acquisition procedure in the same discipline and that his or her application for a degree acquisition procedure has not been rejected in the past two years nor did the doctoral candidate have a doctoral defense that concluded with an unsuccessful result. In relation to compliance with these conditions the doctoral student shall make a written statement at the time of the submission of the doctoral dissertation and at the time the application for the degree acquisition procedure is submitted. The PhD degree acquisition procedure includes the defending of the dissertation at a public debate.

(2) At the same time the request is submitted (meeting the formal requirements imposed in appendix 5 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) A doctoral student may only submit his or her dissertation only in the Hungarian language or in a foreign language (world language) that the DSC previously approves.

(4) The English language thesis of dissertations written only in the Hungarian language must be constructed in such detail that the most important scientific results of the paper are measurable. English articles and studies (if any) written on the dissertation, listing the detailed results thereof must be attached to the dissertation of the doctoral student.

(5) In case a Hungarian citizen submits a thesis in a foreign language, detailed Hungarian theses (and, if there are any then all Hungarian articles and studies) are required to be enclosed. Foreign citizens must write their dissertations on the given topic in a foreign language approved by the doctoral school council. English theses must also be provided in this case as well.

¹¹ Amended by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

(6) The doctoral student must declare that he or she had prepared the dissertation plan on his/her own without any unauthorized assistance, and only cited sources were used. Clearly marked all parts along with the provision of the original source, including here his or her own earlier publications, which the doctoral student used verbatim or rephrased but adopted from another source.

(7) Both the dissertation and the thesis catalogue are fully public and available in print and in an electronic format. Doctoral dissertations and theses shall be publicly available from the date of the issuance of the UDC's resolution approving the defending of same, which the doctoral candidate acknowledges, and gives his or her consent by the submission of said dissertation for defending.

(8) The doctoral dissertation and thesis must be made available to the public in the relevant Database in an electronic format, with a (DOI) identifier generally accepted by international standards of practice. The author is required to properly cite at the end of the dissertation (make reference to) and indicate the DOI number of all the literature used (referenced) in relation to preparation of the dissertation by providing the proper URL for each reference.

(9)¹² Making submitted material accessible to the public is initiated by the Doctoral Office. The University Library (hereinafter the "Library") ensures publication uploading the electronic copies onto the CUB Doctoral Dissertations archive. The Doctoral School, after each successful defence, shall have copies in the library complemented with the names of the members of the committee of assessors and the date of the dissertation was defended.

(10) In case of both the printed and the electronic copy, the readers need to be made aware of the copyright protection of the publication and also of the fact that the publication must not be used as reference material until it gets accepted in course of a successful defense and that it is only to be read in the perspective of the doctoral procedure. The publication of rejected dissertations will be blocked by the University, and a copy of each will be preserved at the respective doctoral schools for five years and shall ensure its destruction after the expiry of the five year period.

(11) The dissertation is an intellectual property of the author, therefore further publication in full or in part is subject to their explicit written consent. Naturally, the author is entitled to have his or her dissertation published in any language. In this respect, making the dissertation publicly available on the University and MAB (Hungarian accreditation board of higher education) websites shall not create any restriction on the author or the publisher.

23. The Committee of Assessors

§ 30 (1) The Committee of Assessors, a body invited to judge the dissertation, consists of a chairperson/president, two or three official assessors, a secretary and three or four further members. The Committee consists of at least 7 and a maximum of eight members. The members of the Committee must have scientific degrees. The supervisor of the doctoral student shall not be a member of the Committee, but his or her presence is desired.

(2) The Committee of Assessors consists of:

- a) the president is a University Professor, a Professor Emeritus or an assistant professor. the chairperson/president may not be the same person as the president of the Committee of Assessors of the Dissertation Plan was;

¹² Amended by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

- b) one of the assessors and at least two members from the other members must be external, i.e. not in an employee relationship with Corvinus University;
- c) foreign assessors may be requested to participate in the assessment process if the dissertation and the thesis book are also available in the appropriate foreign language;
- d) one of the assessors of the Dissertation Plan may be requested to participate in the assessment of the dissertation and to be a member of the Committee of Assessors, the other assessor of the Dissertation Plan may not be an assessor or a member of the Committee of Assessors evaluating the doctoral dissertation;
- e) a member of the Committee of Assessors of the Dissertation Plan may be a member of the Committee of Assessors of the doctoral dissertation; however, such person may not be an assessor of the doctoral dissertation;
- f) a foreign pre-opponent may be requested to be the third assessor.

(2a) Thus, one of the members of the Committee of Assessors of the doctoral dissertation is a new expert and with the exception of one other member all other members are new.

(3) Firstly, the DS checks whether preconditions of the defending have been met. Provided they have been met, it produces a written proposal for UDC to initiate the defending procedure officially, and at the same time, it recommends members for the Committee of Assessors. The proposal must contain 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 suggest to the UDC to terminate the doctoral procedure for professional reasons.

(4) UDC provides its opinion in the presence of a DS representative, relating to the proposal of the Doctoral School Council, and modifies it if necessary. It is also UDC that passes the resolution relating on the official initiation of the defending procedure.

(5) Official assessors are invited by the head of the DS. Assessors need to prepare a written assessment on the dissertation in two months from the date of the passing of the UDC resolution. In their assessment, they must state whether they recommend a public defending for the dissertation.

(6) The DS shall forward via electronic means and regular postal service to the assessors the doctoral dissertation, the thesis book, the minutes of the defense of the Dissertation Plan and the opinion of the committee who assessed the Dissertation Plan.

(7) The dissertation may only be passed on to a public debate in case it receives at least two positive recommendations. In case of one positive and one rejecting recommendation, the UDC shall appoint one additional 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.

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

24. Defending the dissertation

§ 31 (1) The dissertation must be authorized for a public debate in two months within the academic study period following the receipt of the second positive recommendation.

(2) The doctoral candidate receives the assessments in one week after the arrival of the approving recommendations. The doctoral candidate must reply to the assessments in writing within one month.

(3) At least one week before the defense all members of the Committee of Assessors must receive the assessors' opinions and the doctoral candidate's written response thereto, as well as the doctoral dissertation and the thesis book.

(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 full duration of the defense. In case of a rejection, the defense must be attended by at least two assessors including the one who wrote the rejection.

(5) In case one assessor who has a supporting opinion is unable to attend the defense, the absent member 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.

(5) The Committee of Assessors has the following tasks:

- a) assesses the dissertation submitted by the doctoral student and forms an opinion relating to the further fate of the dissertation;
- b) summarises the evaluations and comments made by the opponent assessors;
- c) based on the written assessments, formulates questions which will be asked of the doctoral students;
- d) checks whether the doctoral candidate has the competence-required from a researcher of the particular discipline. Therefore, the committee may request the doctoral candidate to sum up reference materials used in the given dissertation, as well as other literature the committee deems essential in relation to the given topic,
- e) determines the new and new like scientific results of the dissertation.

(6) In the course of the public debate, the doctoral candidate presents the main thesis of their doctoral dissertation in the form of an oral presentation, in a time frame set by the chairperson (max. 20 to 30 minutes), particularly emphasizing the new scientific results of the dissertation. The assessors present their assessment, the secretary of the committee presents the written assessments prepared in advance and the questions of the committee. 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 make comments and in turn, the doctoral candidate must answer the questions and comments formulated by the assessors, the committee members and the participants.

(7) Minutes shall be taken on the defence and the decision of the board. The University issues a certificate about the result of the defence on request, indicating that the certificate should not be understood as awarding the doctoral degree.

- a) the name and identification number of the University,
- b) the name, identification number, level of education and professional training of the doctoral candidate,
- c) the area of science and discipline of the degree to be obtained,

- d) the title of the thesis, creation,
- e) the name and identification number of the supervisor,
- f) the date, location and language of the public defense,
- g) the names, educator identification number and signature of the president and the members of the Committee of Assessors,
- h) the opinion of the official assessors,
- i) the essence of the questions and the comments made during the public debate / defense,
- j) the name of the participants,
- k) the opinion and assessment of the committee of assessors.

25. Grading of the doctoral dissertation

§ 32 (1) After the debate concludes, members of the committee will make 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) All members of the Committee shall grade the dissertation on a scale from 0-1-2-3-4-5.
- c) The dissertation cannot be accepted if more than two members of the committee disapproves and rejects it (vote 0), or the cumulative average of the credits received is below 3.0.
- d) In case UDC 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 defense, such foreign assessor will take part in the secret vote relating to the grading of the doctoral thesis 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:
 - a) between 4.60 and 5.00 (*summa cum laude*);
 - b) between 3.80 and 4.59 (*cum laude*);
 - c) between 3.00 and 3.79 (*rite*);
 - d) below 3.00 average (*insufficient*).

(2) At the debate, the committee will publicly announce and justify its decision.

(3) The Committee of Assessors must take minutes of the defending, including the final resolution together with its reasoning. The minutes shall contain in detail the doctoral student's answers to the questions and the new results presented in the dissertation/thesis.

(4) The Committee, shall send, within in one week, one copy of the minutes prepared relating to the defense and the result of the vote to the doctoral school, thereafter the DS shall forward it to the DDCAO.

(5) Depending on the results of the defense, the DS will decide whether the doctoral councils should grant the PhD degree to doctoral candidate. The doctoral candidate's CV, publication list and the defending minutes must be attached to the proposal prepared for UDC.

(6) UDC decides on awarding the PhD degree upon proposals made by the committee of assessors and doctoral committee.

26. The awarding and withdraw of the doctoral degree

§ 33 (1) Decisions relating to the awarding and withdraw of the doctoral degrees falls within the competence of the UDC.

(2) Awarding the PhD degree,

- a) the performance of the required academic, research and publication as well as teaching related obligations, the obtaining of 240 credits (absolatory);
- b) the successful completion of the complex examination,
- c) successful defending of the dissertation;
- d) performance of scientific publication obligations;
- e) at least one intermediate "B2" complex type state-recognized language examination in one of the following world languages (English, German, French, Italian, Spanish, Arabic, Russian and or Chinese) is required. In case of a second language, the DS and the Operational Rules contain the language requirements of the doctoral degree, the list of accepted languages with which the language requirement may be met, as well as the method by which knowledge of the relevant professional language can be verified. From among two foreign languages one must be English. The second language examinations to be taken by doctoral students in certain doctoral schools give preference to the languages of Hungarians beyond the border countries such as (Slovak, Ukrainian, Romanian, Serbian, Slovenian, Croatian). Doctoral schools may impose stricter foreign language requirements than the ones listed in the general regulations;
- f) Clearance of payments (complex examination and defending fee etc.).

(3) Minimum publishings required to obtain the doctoral degree:

- a) student participating in organized training must earn at least 45 credits, from which 25 credits must derive from publications in category A-C scientific journal articles. two category A-C scientific journal articles waiting for acceptance may be taken into consideration, if the candidate attaches an official signed acceptance declaration;
- b) The DS and the UDC will assess the necessary publication requirements, already in the admissions phase, in case of candidates preparing individually. If the acceptance of the doctoral student into the degree acquisition process in relation to the publication performance of the doctoral student is conditional, then before the defense is approved the student's performance of the at least 100/60 credit publication requirement shall be examined again, which is a necessary condition of defending one's dissertation.

(4) In case of 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 UDC may invite Hungarian assessors and may insist that the dissertation be defended at our university.

5) After the acquisition of a doctoral degree, one printed and one electronic copy of the dissertation and its thesis must be delivered to the disciplinary library branch of Corvinus University of Budapest. Electronic copies of the doctoral degrees that have been accepted (and the theses thereof) will be uploaded onto the CUB Doctoral Dissertations archive with DOI registration numbers. Hard copies must be catalogued and permanently preserved at libraries. The author must ensure that the data of accepted dissertations and thesis is uploaded onto the Hungarian Scientific Works Database with hyper links to the DOI-numbered electronic versions. The University Library, through the DDCAO, shall inform students who have earned a degrees relating to access to the electronic version and the DOI.

§ 34 (1) Any person may file an appeal against the resolution concluding the doctoral degree acquisition procedure, without time limitation, only in case of any breach of law or breach of the PhD regulations. The appeal is to be submitted to the president of the doctoral council. If the doctoral student does not accept the resolution of the UDC, then the concerned student may submit a request to the rector within 15 days from the date of the receipt of the resolution in question. The rector shall make the final decision in such cases.

(2) The doctoral degree may be withdrawn based on the resolution of the UDC, if it is determined that the conditions precedent to the awarding of the degree have not been met, or it is evidenced that the person who earned the given degree had earned such degree by introducing the intellectual property of another either in part or in whole as his or her own, or that the student used false, or falsified data in the course of the defense of the dissertation, and consequently the student deceived or mislead the committee or person proceeding in doctoral matters. Substantiated acts of plagiarism do not have a statute of limitation (do not expire), liability is exclusively and solely of the entitled person. The procedure to withdraw a doctoral title may only be carried out if the title holder is still alive at the initiation of the relevant procedure.

(3) The procedure to withdraw a doctoral title may only be initiated at the president of the UDC that issued the degree by a person, who substantiates or reasonably suspects (evidencing likelihood of the act) the content/allegation in paragraph (2), the person bringing such claim must have a doctoral degree or an equivalent scientific degree in the scientific area of the topic of the disputed dissertation defense.

(4) If in a court procedure initiated by the original author the infringement of copyright protection has already been established by a final and binding court decision before the commencement of the procedure, then the UDC is not required to examine the case the final and binding court decision is sufficient to warrant the withdraw of the degree.

(5) If an appeal is filed relating to the resolution to withdraw the degree, the UDC shall appoint an ad hoc committee, whose members shall be regular members of the doctoral school, and at least 50 % of the members are not in an employment relationship with the University that is withdrawing the degree in question. The rector shall resolve on any motions to appeal the decision in question based on the opinion of the ad hoc committee.

(6) The final and binding resolution to withdraw the degree is published on the web page of the DS.

27. The Doctoral Degree/certificate

§ 35 (1) A certificate is issued by the Doctoral Office relating to the PhD degree awarded by UDC, and the resolution is registered into the University Doctoral Registration. The DDCAO shall report the data of the awarded doctoral degree to the HEI within 15 days from the date of the issuance of same.

(1A)¹³ The doctoral degree certificate is a security document issued by the Education Office on a printed certificate form, which contains:

- a) The coat of arms of Hungary;
- b) the name and institutional identification number of the institution issuing the certification;
- c) data sufficient to identify the holder of the certificate (name, name at birth, place and time of birth and mother's maiden name);
- d) the serial number, the place and date of issue 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 official stamp of the University.

The text of the doctoral certificate is included in Annexes 11/a and 11/b of this Regulation.

(2)¹⁴ Depending on the evaluation of the defence, the qualification of the diploma (in case the complex test is successful) is:

- a) summa cum laude if the defence is summa cum laude,
- b) cum laude if the defence is cum laude,
- c) rite if the defence is rite.

(3)¹⁵

(4)^{16 17} The university makes out the certificate in Hungarian and English.

(5) The doctoral degree is conferred upon the PhD graduates by the University via a graduation ceremony held twice a year. Graduates of the doctoral training may use the title Dr. or the acronym PhD with their names, pursuant to the relevant provisions of the NHAA.

(6) The University, in line with the relevant provisions of the doctoral regulation and the prior consent of the President of the Republic, confers the degree of doctor with *Promotio sub auspiciis preasidentis Rei Publicae* on to students who completed their secondary school, university and doctoral studies with excellent results.

(7) The doctoral school maintains records of the issued degree certificates.

¹³ Amended by the following resolutions of the Senate: Resolution No. SZ-116/2016/2017. (2017. IV. 25.). Effective from: 26 April 2017.

¹⁴ Amended by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

¹⁵ Deleted by the following resolutions of the Senate: Resolution No. SZ-116/2016/2017. (2017. IV. 25.). Effective from: 26 April 2017.

¹⁶ Amended by the following resolutions of the Senate: Resolution No. SZ-43/2016/2017.(XI.7.)

¹⁷ Amended by the following resolutions of the Senate: Resolution No. SZ-116/2016/2017. (2017. IV. 25.). Effective from: 26 April 2017.

28. Recognition of a scientific degree acquired abroad

§ 36 (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 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. Among these requirements the successful completion of the complex examination and defense of the dissertation are particularly important.

(3) A request 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 and the document attesting to the awarding of the foreign scientific degree (if it is not in the English, German, Or French languages) than its certified Hungarian translation. The fee of the recognition procedure is indicated in Annex 10 of the doctoral regulations.

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

(5) UDC, in the resolution on the recognition of the foreign scientific degree, authorizes the applicant to use the doctoral title (PhD).

29. Awarding honorary doctoral titles

§ 37 (1) The Senate, at the suggestion of the rector, with the opinion of the UDC, – in a scientific discipline in which the University is entitled to issue a scientific degree – may award honorary doctoral (Doctor Honoris Causa) or honorary doctoral and professor (Doctor et Professor Honoris Causa) title to a person, who is not in a public employee relationship with the University.

(2) The Doctor et Professor Honoris Causa title may be awarded to persons, who earned the title through their scientific activities, and the Doctor Honoris Causa title may be awarded to those, who are internationally recognized, prominent political and public figures.

(3) The proposition for the issuance of the honorary doctoral title is reviewed and by the competent DSC and UDC.

(4) The person (Laureates) receives an honorary diploma / degree. Laureates receive a certificate of honour on the ceremony PhDs are awarded their degrees.

30. Awarding of the Heir / Honorary President title

§ 38 (1) The Senate, at the suggestion of the rector, with the opinion of the UDC, may recognize the activities of a UDC president by the awarding of the title (certificate) of Heir / Honorary President, who for a period exceeding two election periods served as the director of a doctoral training program in an exceptional manner and lead the work of the council.

- (2) The person (Laureates) receives an honorary diploma / degree. Laureates receive a certificate of honour on the ceremony PhDs are awarded their degrees.

CHAPTER SIX

THE QUALITY CONTROL FRAMEWORK OF THE DOCTORAL TRAINING

§ 39 (1) The University awards a doctoral (PhD) scientific degree which is its highest degree. The degree certifies a high level of 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 required which – in accordance with the Act on Higher Education (NHAA) and the Hungarian Accreditation Board of Higher Education – adequately guarantee the scientific performance of doctoral students 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 closely adhered to.

b) Principle of benchmarking. Its essence is that in the course of doctoral trainings at similarly profiled leading Hungarian and foreign workshops, the scientific performance of their PhD students are continually monitored in the entire course of the quality control process.

(3) Principle of disclosure (public access) We strive to achieve, in each and every level of the quality control system, the provision of public opinion related information to the professional and academic scientific community.

(4) Principle of feedback. By the creation and operation of the quality control system, we aim to provide continuous feedback to teachers, supervisors in doctoral training as well as members of doctoral school councils on the quality of their work activity.

(5) Principle of quality centeredness. By the implementation and operation of the quality control system, we would like to achieve that the needs of our doctoral students and teachers be elevated 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 basic requirement that doctoral dissertations should display novel scientific results.

(6) Principle of intellectual property protection. Developing the quality control system should contribute to the compatibility of the University's doctoral training to EU and Hungarian objectives of intellectual property protection.

(7) Principle of exerting personal responsibility. Creating and operating a scientific school requires teamwork which may only be successful if everybody knows exactly what their jobs are in the process of training and research, and what responsibilities they have.

(8) Principle of documenting processes All the decision relating to 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.

(9) Principle of efficiency. Guided by the objective to focus available resources, the University must assure that the students receive the guidance of the most capable professors, and pursue their studies at the most well-equipped research bases. Cost-efficiency applies to doctoral trainings as well. This includes a constant monitoring of costs and the analysis of the result/expenditure relations.

(10) Principle of practical applicability. In the course of evaluation of the doctoral schools, we assess whether the subjects of dissertations and the results of researches help formulate answers to social-economic issues.

§ 40 (1) Elements of quality control in the procedures of doctoral training and degree acquisition:

- a) publishing the 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) assessment of training by doctoral students
- j) the relationship between the PhD doctoral students and the supervisor,
- k) the relationship between the PhD doctoral students and the department (research base) in charge,
- l) foreign internship,
- m) having doctoral students report/assessed on a regular basis
- n) asking the supervisor to render account of their work,
- o) preparing and conducting the complex examination,
- p) submitting and defending the dissertation plan,
- q) submitting and defending the doctoral dissertation,
- r) assessing publication-related activity of doctoral students,
- 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

CLOSING PROVISIONS

31. Complaints about the procedure and regulations

§ 41 (1) In the course of the doctoral training or procedure, anyone may file a well- reasoned written complaint addressed to the head of UDC if regulations have been breached. The complaint must be accepted if the violation has had or would have an impact relating to any material decision. Cases concluded with a final decision must be appealed within 15 days from the date of the receipt of same. After the expiry of the 15 day period no complaints may be filed.

(2) If there is possibility that the violation or breach indicated in the filed complaint exists, an ad hoc committee shall assembled by the head of UDC to investigate the issue raised. The committee shall consist of at least three members, such as one lawyer, one representative of the UDC 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 remedy may be sought against resolutions of the UDC in PhD-related cases particularly in case of infringement of law or the doctoral regulations or in case of errors. The carrying out of the procedure seeking legal remedy falls under the competence of the rector.

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

§ 42 (1) Relatives or dependence of the applicant, incompatible parties and people whose objectivity may not be expected for any other reason must not participate in the doctoral procedure.

32. The Scope of the Doctoral Regulations

§ 43 (1) The scope of this regulations extends to participants of, and contributors to, doctoral trainings and degree acquisition procedures, i.e. PhD students, doctoral candidates, teachers and doctoral schools.

(2) The preferential treatment of students with disabilities– affirmative actions – must be interpreted pursuant to subsection c of Paragraph 40 of the NHAA.

(3) The provisions of this regulation are only applicable to persons who started their doctoral training and degree acquisition procedure after the date of the entry into force of this regulation. The provisions of the previous regulations, in force, on the date of admittance to the program are applicable to doctoral students who started their trainings before the entry into force of this regulation.

(4) The Senate ratified this Regulation at its meeting held on 20th June 2016. The regulation enters into force on the next day.

(5) The Senate amended this regulation at its meeting on 7th November 2016, and the amendments come into force the day after the adoption.

(6)¹⁸ The Senate amended this regulation at its meeting on 25th April 2017, and the amendments come into force the day after the adoption.

Dr. András Láncki
Rector

Dr. Lívia Pavlik
Chancellor

To verify the document:

dr. Marica Sárközi-Kerezi
the secretary of the Senate

¹⁸ Implemented by the following resolutions of the Senate: Resolution No. SZ-116/2016/2017. (2017. IV. 25.). Effective from: 26 April 2017.

Attachments:

1. Application for degree acquisition procedure
2. The supplies for the defense
3. Declaration of independently created intellectual property relating to the submission of the doctoral dissertation / thesis.
- 3/ A Declaration of independently created intellectual property relating to the submission of the doctoral dissertation plan.
4. Declaration of the co-author
5. The formal requirements of the doctoral dissertation.
6. The description of the defense of the Dissertation Plan.
7. The minutes of the defense of the Dissertation Plan.
8. The description of the defense of the doctoral dissertation.
9. The minutes of the defense of the doctoral dissertation.
10. Doctoral procedural fees

Annex 1:

Application form**Degree acquisition procedure (doctoral candidate status)**

Registration number:			
Personal data:			
Name:			
Name at birth:			
Mother's maiden name		Citizenship:	
Nationality:			
Place of birth:		year:	month:
Mailing address:			
e-mail address:		Telephone number	
Name and address of employer:			
Title/Position:		Telephone number	

Type of training

State scholarship „day student”
Expense reimbursement „day students”
Students individually preparing

Language skills:	Level:	Type:	The date and number of the degree

The name of the doctoral school:
The name of the receiving faculty:
Supervisor (name, academic degree, position):
The title of the topic:
Discipline:
The commencement of the organized training:
The number of years differed in organized training:
The date absolatory is awarded and the number of credits:
Date of doctoral examination (in any) (year, month, day):
The planned date of the defense of the doctoral dissertation plan (year, month, day):
The planned date of the defense of the doctoral dissertation (year, month, day):

Attachments:

Copy of the university diploma certificate
 Copy of the doctoral absolatory (in case of organized training):
 Curricular visa (CV) in third person singular (max. one page, signed)
 List of Publications (reviewed foreign and Hungarian publications relating to the topic of the dissertation)
 Copies of the language examination certificate
 Supervisor's recommendation
 Declaration

Date:

Applicant's signature

**DECLARATION
relating to entry into degree acquisition stage**

I the undersigned

as future doctoral candidate, declare that I am not participating in any degree acquisition procedure at any other higher education institution.

My application for degree acquisition procedure has not been rejected during the past two years, and within the past two years I did not have an unsuccessful defense of a doctoral dissertation.

The discipline/scientific branch of my dissertation:

Date:

Signature:

The supplies for the defense

Necessary for the defense of the doctoral dissertation,

Documents to be provided to the DDCAO in advance by the doctoral student

1. Application prepared by the supervisor and addressed to the head of the doctoral school, in which the student makes a statement relating to his or her suitability for the defense of the thesis/dissertation, only in case of students who participate in organized training (for the preparation of the supervisors recommendation may be downloaded here <http://portal.uni-corvinus.hu/index.php?id=12569>).
2. The candidates declaration of the independently created intellectual property (the form to be used may be downloaded from the web page at <http://portal.uni-corvinus.hu/index.php?id=12569>).
3. In case of disclosure of the results of joint projects / work the statement of the co-authors; (the form to be used may be downloaded here: <http://portal.uni-corvinus.hu/index.php?id=12569>).
4. Doctoral dissertation /thesis meeting all formal requirements (the requirements may be downloaded from here: <http://portal.unicorvinus.hu/index.php?id=12569> in one bind copy. (The four black leather or canvas-bound, gold letters labelled dissertation and an additional five copies of the dissertation in binders, after the resolution of the Doctoral Council of the Corvinus University (in line with the recommended modification therein) must be submitted to the DDCAO within two weeks from the date of the receipt of said resolution.
The Business Administration Doctoral School prescribes the submission of an additional two copies of the dissertation in the English language in black binder, following the resolution of the Doctoral Council of the Corvinus University.
5. The number of the Hungarian and English language thesis booklet (in A/5 size) must be previously submitted in 5 and 1 copies respectively. An additional 25 copies of the Hungarian thesis and 4 copies of the English thesis, following the issuance of the Doctoral Council of the Corvinus University, (in line with the modification recommendations contained therein) must be submitted to the DDCAO, within two weeks from the date of the receipt of the resolution.
6. A short description ("blurb" maximum 1.5 pages long). In this the new scientific results of the dissertation must be emphasised therein (must be outlined into bullet points).
7. Professional CV
8. Outlining Publications in accordance with the formal requirements: 1. Scientific books, parts of books; 2. Referenced professional journal articles; 3. Other (notes, and parts, conference presentations, workshop studies and promotional publications are listed in the "other" section). The foreign language publications grouped separately if there are more in the same order as the Hungarian publications.
9. Two - two copies of the published works (in more cases the best is 3). If the work has not been published: the verification of the studies accepted for publication by the publisher (signed and sealed).
10. A document verifying the payment of the dissertation defense fee.
11. *The dissertation* (in *.pdf v. *.doc format), the *thesis booklet* (in Hungarian and English), a short *informative section*, the CV and the *list of publications* (in MS Word, *.rtf v. *.doc file format) on a CD. Following the issuance of the UDC resolution.

Documents sent by the doctoral school: The minutes of the comprehensive examination, the minutes of the defense of the dissertation plan + the assessments

The structure of the thesis booklets is as follows: I. Research preliminaries and justification of topic; II. The applied methods; III. The scientific results of the dissertation (broken-down into bullet points); IV. Most important references; V. List of own (and or co-author) publications on related

topics. The length of the thesis prepared/written (excerpt) in the language of the doctoral dissertation is 18 to 22 pages.

The other thesis booklet prepared in a language other than the language of the dissertation must be detailed to such extent, to allow an assessor to determine the quality of the work; thus it must contain the most important conclusions of the dissertation substantiated by the necessary proofs and verification. If the candidate had written the most important parts of the dissertation in independent studies in the given language as well, than these must be attached to the excerpt. These parts do not have to be detailed in the excerpt, it is enough to reference the attached studies.

Declaration
relating to the independent intellectual property
for the submission of the doctoral dissertation

I the undersigned..... doctoral candidate hereby declare that the dissertation I submitted to Corvinus University of Budapest in the year

With title
.....

written in the area / discipline of science having pages is fully and exclusively my creation and thus my intellectual property and during the creation of same I used only the sources referenced therein.

I clearly marked all parts along with the provision of the original source, including here earlier publications, which the I used verbatim or paraphrased but adopted from another source.

I further declare that I have not submitted my doctoral thesis/dissertation to any other higher education institution, it has not been rejected nor did I have a doctoral defense that concluded with an unsuccessful result during the past two years.

Date:

Signature:

Declaration
relating to the independent intellectual property
for the submission of the dissertation plan

I the undersigned doctoral candidate hereby declare that the dissertation plan I submitted to Corvinus University of Budapest in the year

With title

.....

written in the area / discipline of science having pages is fully and exclusively my creation and thus my intellectual property and during the creation of same I used only the sources referenced therein.

I clearly marked all parts along with the provision of the original source, including here earlier publications, which the I used verbatim or paraphrased but adopted from another source.

Date:

Signature:

Declaration of the co-author

The undersigned co-author(s) hereby consent to

.....

the use of the results of our joint scientific publications

.....in the defense of the dissertation.

I further declare that’s contribution to our joint results
is in the ration of%

Date

Co-author

Date:

Co-author

Date:

Co-author

Date:

Co-author

The formal requirements of the doctoral dissertation

The requirements and recommendations of the Doctoral Council of the Corvinus University of Budapest

Doctoral Council of the Budapesti Corvinus University - in line with domestic traditions and University's customs as well as international customs - hereby summarises its formal requirements and recommendations relating to the doctoral dissertation.

1. The outside cover of the doctoral dissertation

The material of the cover. The doctoral dissertation must be bound in canvas material, which is safe and appropriate to sufficiently hold the pages. Since the doctoral dissertation is a document to be preserved for a long time and at the same time may be used as resource by others, the binders must guarantee the safe keeping of the pages of the doctoral dissertation in an appropriate manner.

On the spine of the outside cover with 5 mm gold letters the following must be written:

- a) the candidate's *last* and *first name* in the appropriate order as dictated by the relevant Hungarian rules of grammar (in case of a foreign candidate in the authentic written format),
- b) separating this by a colon the *title* of the doctoral dissertation,
- c) in case of doctoral dissertations with more than one volume the *number of volumes* must be indicated with Roman numerals and thereafter the marking of the volume,
- d) *the year* the doctoral dissertation is submitted.

The front page of the outside cover must contain the following data:

- a) on the top of the cover page, 30 mm below the upper edge 5 mm size capital letters, adjusted to the centre of the page, the name of *Corvinus University of Budapest*,
- b) approximately 90 mm from the top edge of the cover must have the *title* (standing at least 7 mm *verzál* (capital) letters, and the *subtitle* (standing 5 mm starting with a capital letter as title sentence), in separate lines adjusted to the middle. (The subtitle must also appear as a individual title sentence, which means it does not have to be placed in to parenthesis or quotation marks),
- c) thereby leaving approximately 20 mm space in between „*Doctoral Dissertation*” must be indicated here, using at least a size 5 mm standing capital lettering,
- d) Below this leaving about a 20 mm space the name of the supervisor(s), his or her academic degree must be indicated using 7 mm letters (not all capital letters), (Supervisor: XY DSc, CSc, PhD)
- e) below this at least 70mm using 7 mm letters (not all capital letters *the author* his or her name as indicated in personal identification documents *name* standing adjusted to the right,
- f) from the bottom of the cover 30 mm up – adjusted to the centre – the location of the dissertation defense (Budapest), and *its year* must be indicated, using 5 mm size letters.
- g) all text – on the front of the cover – must be written with *gold letters*.

2. Paper size, typography and the numbering of the pages

The doctoral dissertation must be prepared in Word or Latex software and it must be printed on size A4-paper at least 80 grams using black ink.

The *diagrams and drawings* placed in the middle of the text does not have to be indicated in black and white.

Margin. On the left side by the binding at least a 40 mm margin is required and on the right side a minimum margin of 20 mm must be left. The text may be printed on both sides of the paper, in this case the margin has to be adjusted according thereto.

(The margin should be wider on the side where the binding is.)

The doctoral dissertation must be written using Times or Times New Roman letter type. The size of the lettering is 12.

In tables, footnotes and bibliography the size of the lettering may be 10.

The lines must be divided with *1.5 line spacing*. In tables, footnotes and bibliography the 1.0 line spacing is also acceptable.

With the exception of the inside title pages, where there is no page number *the page numbering must be continues and consecutive* throughout the entire doctoral dissertation, including the pages that contain the tables and graphs, as well as the appendix, chronology and other attachments.

The page numbers must be indicated either in the header or in the footer, approximately 10mm from the edge of the page.

3. Other parts

In addition to the text pages bearing the content of the dissertation, the following parts are also a content of the doctoral dissertation (separately indicating, if the given part is conditional):

Internal title page. A total of four inside pages are before the table of contents.

On the first odd numbered page only the name of the author and the title of the works are indicated, approximately 90 mm from the top adjusted to the centre, while on the 2. (Even numbered page) before the internal title page the following information must be indicated:

- a) the *name of the faculty*, which is competent in the doctoral dissertation (on the top of the page approximately 30 mm from the upper edge of the page),
- b) students participating in organized training must indicate (and usually those working with direction from the supervisor) the *the name and academic degree of the supervisor* (on the top of the sheet approximately 70 mm from the top of the page),
- c) the DDCAO shall place the list of the names of the members of the Committee of Assessors into the dissertation following the defense of the dissertation,
- d) the marking relating to copyright (starting at 80 mm from the bottom of the page).

On the inside title page (on the 3rd, odd, page) the following must be indicated in the following order:

In this order:

- a) the name of the institution (Corvinus University of Budapest),
- b) indicating the doctoral school (without its abbreviation)
- c) the title of the doctoral dissertation and the subtitle (if any),
- d) in case of a dissertation consisting of more than one volume, the numbering and marking of each volume indicating the place of the given volume among the total number of volumes,
- e) the type of dissertation: *doctoral dissertation*,
- f) The authors name as it is indicated in his or her personal identification documents in the appropriate order as dictated by the relevant Hungarian rules of grammar (in case of a foreign candidate in the authentic written format),
- g) The place and year of the submission of the doctoral dissertation.

Table of contents. The table of contents must immediately follow the inside title pages starting on an odd numbered page (page5)

Tables, diagrams, table of illustrations. These tables (fully separating the diagrams, the tables and the illustrations) must follow the table of contents.

Recommendation, motto (optional). These must follow the table of contents and diagrams. Both types of special text in the doctoral dissertation must be indicated *on a separate sheet/page* (starting approximately 30 mm from the top edge of the page, the text must be placed on the right side).

The collection of thesis must be attached to the doctoral dissertation. In this

- a) the goal of the work and its preliminaries,
- b) the applied method and its justification,
- c) the primary scientific findings and results of the dissertation,
- d) the observations relating to the utilization of the dissertation and
- e) the author's publications in the given topic must also be communicated (the same rules are applicable to the preparation of the latter as the rules applicable to the references and citations in the dissertation),
- f) the thesis collection must be printed on to a folded size A4 paper, all of the above listed information from point a through e above must be titled and started on a new page in line with the above.

4. Outline and headings

Introduction The text should begin with an introductory chapter, in which the author places his or her work between the coordinates of research completed or currently being done on the given topic, placing emphasis on how his or her work is connected to the previously conducted research and also indicating the points which go passed the existing research findings. The introduction must contain the methods applied in the dissertation, the new findings of the doctoral dissertation, the new connections discovered by the author and methodological innovations. The introduction must also contain, if there is any, the practical recommendation concluded from the author's research.

Inside titles. Outlining.

The doctoral dissertation must be broken-down to chapters and sub chapters etc. The units must be given numbered titles. The types of titles which may be given in a doctoral dissertation:

- a) Title of a chapter
- b) Title of a sub-chapter
- c) Title of a section
- d) Title of a paragraph

The depth of the outlining must be consistent with the length of the dissertation. Outlining down to the paragraph is only necessary in a very long or complicated topic.

The titles of the *chapters* must be indicated with a left or centre adjustment using all capital letters. Two or three empty lines must be left below the title of each chapter. The lower level titling must be indicated with left adjustment.

Notes Information disrupting the communication of the main topic and or train of thought which are less important are placed into notes.

The placement of the notes The notes should be placed as footnotes at the bottom of the page which contains the relevant text, for certain reasons these may be placed at the end of the dissertation as well.

The numbering of the notes. The notes shall be numbered using Arabic numbers preferably in consecutive order in the dissertation, rather than placed at the end of each chapter.

Longer deviations, case descriptions and examples should not be indicated as notes, rather as *small print* placed directly into the text.

References in the text. Short references to the works of other authors must be placed in the body of the text, directly after the parts to which they relate. In case of references in the body of the text the last name of the referenced author in parenthesis, the year of publication of the referenced work in (parenthesis) and – if there is a verbatim reference/quote – the under all circumstances otherwise when necessary placing the *page number* or page numbers before them or by indicating the actual page number. Detailed references along with all necessary bibliography shall be placed at the end of the doctoral dissertation. (See Paragraph 7.2)

5. Diagrams maps and tables

The diagrams and tables must be placed on pages on both sides with at least a 40 mm margin and it should be placed as close as possible to the text to which it relates. Here in parenthesis in the body of the text reference must be clearly made relating to the given part. If there is a large part in the text which prevents the continues reading of the text, then these parts may be placed at the end of the dissertation. *The numbering of Diagrams and Tables.* The diagrams and tables must be numbered consecutively using Arabic numbers (Diagram 1, Diagram 2 or Table 1, Table 2, etc.,) A line must be left out between any title and diagram or table.

Those *additional materials*, which may not be connected to the dissertation (electronic data storage devices, pictures, large maps stb.) in line with their nature must be attached as separate packages. In the table of contents of the dissertation reference must be made to these additional materials and if necessary a separate table of contents must be prepared in relation thereto. On the cover of these types of packages *the same data shall be indicated as on the exterior cover of the dissertation.* (See paragraph 2.3)

Illustrations and pictures must also be n8umbered using Arabic numbers, which must be numbered different from the tables and diagrams in that the numbering must be placed under each picture before the picture's caption.

6. Appendix, reference lists

Appendix. Appendix is used to provide supplementary information, which support or complement the main text of the dissertation, but which do not have a logical place within the text. We place questionnaires, workshop studies, summary tables, references that support our research and chronology are placed in to Appendixes. The *mathematical appendixes* are placed at the end of the dissertation.

List of references. The list must be prepared based on the so called Harvard system (see details below) but adjusting to the Hungarian language, the referenced items must be listed in an alphabetical order of the authors of the references. Every item must be placed in a new line. If reference is made to various works of the same author, then their order is determined by the date of publication of each work. (Works published earlier shall be placed before works that were published at a later date.) If there are several different items published in the same year then we must mark the publications with a,b,c, etc., to differentiate them. In each reference, in the given order, the following bibliography data must be included:

- a) author(s);
- b) year of publication (in parenthesis and colon thereafter);
- c) title– sub-title(then colons);
- d) volume;
- e) publication (what number of publication, and the type of publication);
- f) the name of the publisher or the journals magazines, periodicals¹⁹;
- g) place of publication (only in the case of books)
- h) page number (length)
- k) The DOI number of the referenced work (usually in case of journal articles).

The data of underlined bibliography is required in relation to each and every reference, the disclosure of the rest of the date is at the author's discretion, or it depends on whether they are necessary in relation to a given reference (for example the number of the volume).

Table of professional expressions (Glossary). The terminology used by the candidate -short 2 to 3 line definitions may be included at the end of the study. Its preparation, although it makes the dissertation considerably more useful / usable, it is not mandatory.

Name and topic index Both indexes are primarily used in case of longer dissertations, but their use is not mandatory. The candidate decides whether to use *separate name an topic indexes* or rather

If there is no publisher listed or name of the periodical, then the study must be indicated as workshop study or conference publication if this is uncertain then it should be indicated as manuscript.

combines the *name and topic indexes* . The topic index must always contain the new or special professional expressions.

At the end of the doctoral dissertation a separate list must be disclosed by the author relating to his or her publications in the given topic These bibliography data must be organized pursuant to the regulations relating to listing / disclosing references.

7. Submitting the doctoral dissertation

The doctoral dissertation must be submitted each year in the submission period determined by the Doctoral Council of the Corvinus University, *at least 6 months before the defense of same*, to provide sufficient time for the assessor to evaluate and assess the work in question.

Number of copies The doctoral dissertation must be submitted in *4 copies in the same binder and five stapled copies*. Doctoral dissertation saved on a CD and its attachments must be handed to the Office of the Doctoral Counsel.

The description of the procedure of defending the dissertation plan

1. The defense/debate is led by the president of the planned committee.
2. First the candidate provides information relating to his or her dissertation in form of a presentation which takes about 20 to 30 minutes.
3. Thereafter, the supervisor of the candidate may say few words about the candidate's work to date, he or she is given approximately 5 minutes for this.
4. Thereafter the opinion of the assessors, and other written questions and opinions are presented.
5. Thereafter, the president opens the plenary debate, which, based on a method he controls, all persons present (*except* the candidate and his or her supervisor) are entitled to pose questions and to participate in the debate.
6. At first the questions that can easily be answered that clarify meaning should be addressed first after they have been gathered the president may instruct the candidate to answer them before the commencement of the defence.
7. After the closure of the plenary discussion, the president gives the stage to the candidate to speak, who responds to the critical observations made in the course of the defence. The candidate must only address comments with which he or she disagrees with.
8. After the candidate's answers the supervisor shall have the opportunity to interject.
9. Thereafter, the professor heading the discussion / defence shall decide whether to reopen the debate, than to close the defence of the dissertation plan.

(The task of the planned committee taking the debate into consideration, is to determine that the results indicated in the dissertation plan and the quality of the research presented by the candidate guarantee a timely preparation and submission of a dissertation which can successfully be defended, and to give advice to the doctoral student relating to the preparation of the final dissertation.)

10. The committee prepares minutes and sent the minutes to the head of the DS.

The dissertation plan Committee prepares minutes relating to the most important opinion and suggestions discussed in the workshop debate and makes a decision whether candidates' dissertation plan is

- a) to be accepted without any modification;
- b) to be accepted with the listed modification;
- c) to be rejected for reasons indicated and order that the dissertation plan be replaced by a new one.

The secretary shall forward the minutes - signed by the members of the committee, attendance sheet attached along with the opinion of the assessors - to the doctoral school and the latter to the candidates.

(The minutes consists of two parts: the first part naming the contributors concisely and factually summarizing the opinions mentioned in the debate; the second part reports on the a closed session following the debate, emphasizing those suggested changes, which the committee strongly suggests to the candidate in the course of rewriting the dissertation in question.)

The minutes of defence of the dissertation plan

1. Name of the candidate:
 Mother's maiden name
 Place and date of birth:
 Citizenship:
2. The name of the doctoral school:
3. The name of the supervisor:
 Degree:
 Employer:
4. The date and results of the doctoral dissertation:
5. The title of the dissertation plan:
6. Than name and degree of the assessors:
 - 1.
 - 2.

Suggestions:

1. accept/accept with changes/reject
2. accept/accept with changes/reject

7. The questions posed to the candidate:

The evaluation of the answers:

8. The grading of the defence:
 - a, acceptance
 - b, acceptance with changes*
 - c, rejection

* suggested changes:

9. The Committee of Assessors

President:

Degree:

Employer:

Name, degree and employer of members:

- 1.
- 2.
- 3.
- 4.

Date:

Signatures:

President:

Assessor: Assessor:

Assessor:

Member: Member:

Member: Member:

Secretary:

The description of the defense of the doctoral dissertation

1. Closed session before public defense

Before the commencement of the defense the **president** of the Committee of Assessors examines whether the defense can be attempted. Pursuant to the Doctoral Regulations of the Corvinus University of Budapest the defense may be carried out if the president, secretary and at least one official assessor and at least two more members of the Committee of Assessors are present.

The Committee formulates/writes the questions to be posed to the candidates as well, which are handed to the candidates by the secretary during the defense.

2. The Public Defense

The **president** opens the defense/debate and declares that the Doctoral Council of the Budapesti Corvinus University schedules a public defense

Name of the candidate:

The title of the doctoral dissertation:

of the above entitled dissertation.

Thereafter, the **president** announces the names of the members of the Committee of Assessors and calls up on the **secretary** of the committee to read out loud the professional CV of the candidate.

The **president** instructs the **candidate**, to describe the primary theses and most important results/conclusions of his or her work being the subject of the defense in a concise matter in form of a free speaking presentation (approximately with a 20 minute time limitation).

The **president** requests the assessors (the foreign assessor is usually not invited to the defense), ~~unless he/she speaks Hungarian as well~~, to provide their opinions (explaining the essential elements in detail, since the participants are not familiar with the written opinion).

The **secretary** reads the opinion of the assessors who were unable to attend, if any.

The **president** calls upon the **secretary**, to read out loud the questions posed by the Committee of Assessors, and to also hand them over to the candidates in writing.

The **secretary** reads the previously received questions and comments if any.

The **president** calls upon the persons in attendance to pose their questions and to contribute to the debate.

If there are no further comments, then the **president** calls up on the **candidate**, to answer the questions and respond to the comments. Brings to the attention of the candidates and the assessors that the official assessors are entitled to a one time counter answer.

After the answer of the candidate and the possible counter answer / response of the members of the Committee of Assessors the **president** closes the open public debate and declares that the committee shall retire to render a decision.

3. Assessment of closed meeting and defense

The committee decides in each individual case whether to bring a resolution with or without a prior debate of its members. Voting.

The **president** of the committee informs everyone relating to the rules of assessment.

The members of the committee grade the defense on a scale of 0-5:

0 credit

1 credit

2 credit

3 credit

4 Credit

5 Credit

The doctoral dissertation cannot be accepted if more than two members of the committee disapproves and rejects it (vote 0), or the cumulative average of the credits received is below 3.0. If the committee proposes that the doctoral dissertation be accepted, *its cumulative assessment* the average of point votes rounded up or down to two decimal places is as follows:

- a) Between 4,60 and 5,00 (summa cum laude),
- b) between 3.80 and 4.59 (*cum laude*);
- c) between 3.00 and 3.79 (*rite*);
- d) below 3.00 average (*insufficient*).

All members of the committee (also the official assessors in attendance) submit a secret ballot by the use of the voting sheets prepared and provided by the DDCAO.

In case UDC 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 defense, such foreign assessor will take part in the secret vote relating to the grading of the doctoral thesis together with the other committee members.

The committee determines the grade relating to the defense and in line with the received votes provides a detailed explanation of the positive aspects of the dissertation as well as the areas that need improvement (errors and omissions).

Thereafter, the **secretary** prepares the minutes of the defense and has the minutes signed by the members of the Committee. The submitted votes are attached to the minutes, which are returned to the DDCAO after the defense.

- **In section 10 of the minutes of the doctoral dissertation, please emphasize the**
 - **new scientific findings of the doctoral thesis,**
 - **the new connections discovered by the author, as well as**
 - **methodological innovations (broken down into credits).**
- **In section 12 of the minutes of the doctoral dissertation, please include**
 - **the committee's written summary of the assessment of the candidate's dissertation (at least 5 to 6 sentences) and**
 - **the level of performance delivered at the defense (at least 4 to 5 sentences)**

4. The carrying out and closure of the public debate

The **president** opens the public debate again, calls upon the persons present to stand up and he announces the result of the secret ballot.

After all the persons present at the meeting sit back down, the **president** calls upon the **secretary**, to read out loud the justification of the Committee of Assessors as it has been indicated in the relevant minutes.

Thereafter, the **president** closes the public debate. The members of the defense committee congratulate the candidate first (assuming that the defense is successful).

Attachments for the defense

- Doctoral dissertation side note (with emphasis on the new scientific findings of the dissertation) the professional CV of the candidate, supervisor's (opinion) recommendation.
- The outline of the defense prepared minutes, voting slips.
- The written opinion of the assessors, the written response of the candidate and the thesis.

The minutes of the defense of the doctoral dissertation

1. Name of the candidate:

Mother's maiden name

Place and date of birth:

Citizenship:

2. The name of the doctoral school:

3. The name of the supervisor:

Degree:

Employer:

4. The results of the doctoral dissertation:

5. The title of the doctoral dissertation:

6. The date of the submission:

7. The members of the Committee of Assessors:

	Name	Degree
President:		
Assessor:		

Members:

Secretary:

8. The questions posed to the candidate:

9. The essence and evaluation of the answers provided to the above questions:

10. Emphasis on the new scientific conclusions:

11. The results of the votes submitted by the members of the committee:

(0) credit	person	credit
(1) credit	person	credit
(2) credits	person	credit
(3) credits	person	credit
(4) credits	person	credit
(5) credits	person	credit
Total:	credit	
Average:		Credit

Accumulative average:

The doctoral dissertation cannot be accepted if more than two members of the committee disapproves and rejects it (vote 0), or the cumulative average of the credits received is below 3.0. 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 defense, such foreign assessor will take part in the secret vote relating to the grading of the doctoral thesis together with the other committee members.

The Accumulative Average, depending on the average of point votes shall be as follows:

- e) Between 4.60 and 5.00 *summa cum laude (outstanding)*;
- f) between 3.80 and 4.59 (*cum laude*);
- g) between 3.00 and 3.79 (*rite*);
- h) below 3.00 average (*insufficient, to be rejected*),

12. The committee's written assessment relating to the dissertation of the candidate and the performance demonstrated in course of the defense:

13. The committee recommends that the dissertation be published as a book or not (based on the quality of the dissertation and the popularity of the topic):

Date: Budapest,

Signatures:

President:

Assessor: Assessor:

Assessor:

Member: Member:

Member: Member:

Secretary:

Tuition fees for the academic year 2016/2017

The Budapest Corvinus University PhD training in the Hungarian language

	Full tuition*	Discounted tuition fee**
The fees to be paid by the doctoral candidate	HUF	HUF
1. Allowance / semester	240,000	-
2. Late payment of Allowance	10,000	-
3. Basic fee for special procedure	10,000	-
4. Late registration	10,000	-
5. Excess number of credits (per each credit)	10,000	-
The fees to be paid by the doctoral candidate	HUF	HUF
6. Fees for persons applying for individual preparation:	31,600	-
7. Fee for participation in individual preparation programme	195,000	-
8. Fee for comprehensive examination,	24,500	12,250
9. Fee for the defense of the Dissertation plan	41,000	20,500
10. Fee for the defense of the Dissertation	64,500	32,250
11.		-

General fees

12. Application fee for admission to organized training	9,000	-
13. Fee for recognition procedure of foreign scientific degree	76,000	-

*Full tuition: relates to the self financed/ expense reimbursement student

**Discounted tuition: relates to the state financed students and students receiving other scholarships

Details relating to payment of partial tuition fees is covered under the Study and Examination Regulation and the Student Payments and Grants Regulation.

²⁰ Amended by the following resolutions of the Senate: Resolution No. SZ-116/2016/2017. (2017. IV. 25.). Effective from: 26 April 2017.

The text of the doctoral certificate issued in Hungarian

Mi, a Rektor

és a Budapesti Corvinus Egyetem Doktori Tanácsa
köszöntjük az Olvasót!

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

.....úr/úrhölgy,
aki.....városban/községben.....
.....országban.....év.....hó.....napján
született (születési neve:....., anyja
neve:.....)
a.....tudományterületen,
a.....tudományágban való képzettségét és
tudását..... eredménnyel bebizonyította, őt a ránk ruházott
hatalomnál fogva a filozófia doktorává avattuk, részére a

Doctor of Philosophy (Ph.D.)

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

Az oklevél száma:.....

A Doktori Iskola neve:

A doktori értekezés címe:

A doktori értekezés minősítése:

A doktori szigorlat eredménye:

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

.....
a Doktori Tanács elnöke

.....
Rektor

²¹ Implemented by the following resolutions of the Senate: Resolution No. SZ-116/2016/2017. (2017. IV. 25.). Effective from: 26 April 2017.

The text of the doctoral certificate issued in English

We, the Rector

*and the Committee of Doctoral Council
of the Corvinus University of Budapest
greet the Reader!*

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

Mr/Ms.....,

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

Doctor of Philosophy (Ph.D.)

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

Number of the Diploma:.....

Name of the PhD School:.....

Title of PhD Dissertation:.....

Grade of PhD Dissertation:.....

Grade of PhD Comprehensive Examination:.....

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

.....
*Chairman
of the Committee of Doctoral Council*

.....
Rector of the University

²² Implemented by the following resolutions of the Senate: Resolution No. SZ-116/2016/2017. (2017. IV. 25.). Effective from: 26 April 2017.