

Corvinus University of Budapest

Doctoral School of Business and Management

Rules of Organisation and Operation

Adopted by the Council of the Doctoral School (02.12.2016)
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Doctoral School of Business and Management at Corvinus University of Budapest

Rules of Organisation and Operation

Pursuant to the University Doctoral Regulation approved by the Senate of Corvinus University of Budapest ("CUB") on 7 November 2016, the Council of the Doctoral School of Business and Management ("DSBM") adopted the Rules of Organisation and Operation ("ROO") on 2 December 2016, as follows. The provisions of this regulation concerning doctoral students apply to doctoral education starting on 1 September 2016.

1. Foundation, duties and operation of the Doctoral School of Business and Management

1.1. Foundation and background of the DSBM

The accreditation for the establishment of the DSBM was approved by resolution No. 2002/2/III of 22 February 2002 of the Hungarian Accreditation Committee (in the 2000/2001 academic year the DSBM was operating on provisional accreditation).

Founding members of the DSBM: Károly Balaton, Attila Chikán, Miklós Dobák, Mihály Gálík, Sándor Kerekes, Mrs Hajna Lőrinc- Istvánffy and Miklós Marosi.

Former heads of the Doctoral School: József Kindler (2000–2004), Attila Chikán (2004–2006), Károly Balaton (2006–2011), Imre Fertő (2011–2014), Tamás Mészáros (2014) and Gábor Michalkó (2014–).

1.2. Tasks of the DSBM

The DSBM is engaged in the education of a new generation of scientists through offering a doctoral (PhD) degree in the branch of management and organisational sciences within the discipline of the social sciences. The DSBM provides doctoral education primarily on the basis of a master's degree in logistics management, marketing, international business and management, finance, regional and environmental economics, accounting, tourism management, business development, management and organisation, as well as rural development engineering, but is also open to receive doctoral students with a master's degree in other fields who wish to pursue doctoral studies in the area of management and organisation sciences

1.3. Regulatory environment of the DSBM' functioning

The DSBM is operates on the basis of Act CCIV of 2011 on national higher education, of Government Decree 387/2012. (19 December) on doctoral schools, the doctoral degree

award procedure and habilitation¹, of the relevant resolutions, guidelines and opinions of the HAC (Hungarian Accreditation Committee) and the National Doctoral Council (“NDC”), of the University Doctoral Regulations (“UDR”) of CUB and of the Habilitation Regulation of CUB. The activities of the DSBM are overseen by the University Doctoral Council which performs its administrative and management-related tasks in compliance with the university regulations and orders in force. The DSBM’s conformity of accreditation is guaranteed by a detailed expert examination by the HAC, taking place every 5 years, as well as its formal mid-year audits.

2. Organisation of the Doctoral School

2.1. Key data of the DSBM

Name of the Doctoral School in Hungarian: Budapesti Corvinus Egyetem Gazdálkodástani Doktori Iskola

Short name of the Doctoral School in Hungarian: GDI

Name of the Doctoral School in English: Corvinus University of Budapest, Doctoral School of Business and Management

Place of operation: Fővám tér 8. Budapest 1093

Website: <http://uni-corvinus.hu/index.php?id=57865>

2.2. Organisational classification and relations of the DSBM

DSBM is a professional (education and research) unit of CUB, which while enjoying autonomous administration and management, operates in compliance with the unified centralised administrative and management rules of the University. The entities primarily taking part in the work of the DSBM are the institutes, departments and centres of the Business School and their staff, and it also cooperates with other doctoral schools and faculties of CUB. DSBM is a member of the international organisations EDAMBA² and CESEENET³ and seeks to take into account their recommendations and guidelines.

2.3. Specialisations of the DSBM

Education in the Doctoral School of Business and Management has a uniform structure but due to the diversity of management and organisational sciences is broken down into specialisations. DSBM operates the following specialisations:

- Agricultural Economics
- Healthcare Management
- Sustainability Management

¹ As amended by Government Decree 266/2016. (. 31 August). on the amendment of Government Decree 387/2012. (19 December) on doctoral schools, of the doctoral degree award procedure and habilitation and of Government Decree 87/2015. (9 April) on the implementation of certain provisions of Act CCIV of 2011 on national higher education.

² EDAMBA: European Doctoral Programs Association in Management & Business Administration

³ CESEENET: Central and South-East European PhD Network

- Marketing
- Strategic Management
- Accounting
- Organization and Management Theory
- Operations and Supply Chain Management
- Tourism
- Business Communication
- Business Economics
- Corporate Finance
- Behavioral and Decision Sciences

Any decision on opening or closing specialisations falls within the competence of the Council of the Doctoral School. In the case of dissolution, the Council of the Doctoral School takes care of assigning the doctoral students of the given specialisation to another existing specialisation in consultation with the supervisors.

2.4. Members of the Doctoral School

The members of the doctoral school are the core members, the supervisors and the lecturers.

1) Core members

A lecturer or researcher may become a core member of the DSBM if he or she meets the criteria for regular membership as defined by the HAC and fulfils the requirements of the UDR concerning core members (in particular holds, an academic degree, is a full-time employee of the University and has at least one doctoral student who has obtained a degree). A lecturer or researcher may become a core member of the DSBM by application or recommendation. Efforts should be made to ensure that the majority of the core members of the DSBM are full professors. Following a secret vote supporting the candidate, the Council of the DSBM submits the nominee meeting the criteria for regular membership to the UDC, which, in the case of consent, seeks the approval of the HAC (in accreditation matters, only core members approved by the HAC may be taken into account; however, the person supported by the DSBM and the UDC may be listed in the database of the Hungarian Doctoral Council⁴ as a core member during the period between the submission and the approval). Core members of the DSBM are required to publish their research at least once a year in a recognised and prestigious journal of their discipline or a book edited by a reputable publisher. Any core member of the DSBM must have, over a period of 5 years retrospectively, 5 scientific publications published in recognised and prestigious journals or books edited by reputable publishers, which are listed in the MTMT database of Hungarian Scientific Publications and in the NDC database. Core members are required to update their personal data sheet in the NDC database and update their list of publications in the MTMT database on a continual basis as well as supply any missing information upon demand. The Council of the DSBM may

⁴ www.doktori.hu

grant the core member the title of emeritus based on resolution No. 229/2010. (17 December) of the NDC.

2) Supervisors

At the DSBM, a lecturer or researcher may become a supervisor if he or she holds an academic degree and continuously publishes his/her research findings in prestigious journals and books edited by reputable publishers. Supervisors exercise their rights and obligations in accordance with the UDR. The supervisors of the DSBM are approved by the Council of DSBM and are invited to act as supervisors by the head of the DSBM. They are discharged from their duties by the head of the DSBM based on the decision of the Council of the DSBM. There are several ways of becoming a supervisor and students applying to the doctoral school may also propose a supervisor in agreement with the head of the relevant specialisation. In addition, during the application, the head of specialisation may also request a lecturer or researcher to act as supervisor and one can also become a supervisor based on his/her application for the topics announced in the NDC database upon prior approval of the Council of the DSBM. The supervisor attends to his/her duties as a mentor-supervisor until he or she is approved by the Council of the DSBM and is assigned to the student by the head of the DSBM. A person applying for a topic becomes a supervisor when a student entering for the given topic is admitted to the doctoral program. The fact of becoming a supervisor is recorded in the NDC database by the DSBM programme coordinator. Supervisors are required to register and continually update their personal data sheet in the NDC database, update their list of publications in the MTMT database, as well as supply any missing information upon demand. In carrying out their work, supervisors must cooperate with the head of specialisation. Supervisors receive remuneration for their work as defined in the UDR.

3) Lecturers

An expert may become a lecturer of the DSBM if he/she holds an academic degree, continuously publishes in his/her field of research and publishes his/her research findings in prestigious journals and books edited by reputable publishers. As a rule, the persons teaching the courses announced in the doctoral school are approved by the Council of the DSBM simultaneously with the approval or modification of the programme and are invited to act as lecturer by the head of the doctoral school. In other cases (e.g. long-term illness, permanent absence) they are invited to act as lecturers by the head of the doctoral school in agreement with the core member of the given field or the head of the relevant specialisation.

2.5. Council of the Doctoral School ("CDS")

The Council of the DSBM ("CDS") is a body which supports the work of the head of the doctoral school and is elected by the core members of the DSBM. Its 14 internal members and 2 external members (who are not employed by the University) with voting rights are engaged and dismissed by the UDC. The CDS is established and operated in the manner specified in the UDR. Besides the members with voting rights elected by the core members and approved by the UDC, the sessions of the DSC can be attended by members in a consultative capacity if invited by the chairperson of the CDS. If the programme directors are

not members of the CDS with voting rights, they attend the sessions in an advisory capacity. One doctoral student who is delegated by the Students' Government of the Business School also takes part in the work of the CSC in an advisory capacity.

Tasks of the CDS:

- a) establishes the rules of operation of the DSBM;
- b) approves the persons announcing doctoral topics as well as the supervisors and lecturers;
- c) At regular intervals and when necessary, evaluates the implementation and organisation of the DSBM's programme, the quality of education and the work of the lecturers, supervisors and doctoral students participating in the programme;
- d) makes proposals for the doctoral topics to be announced and approves the doctoral topics of the doctoral students;
- e) takes a position on admission to the organised doctoral education and on the acceptance of those who apply for obtaining a doctoral degree based on individual preparation;
- f) appoints the members of the doctoral admission committee
- g) appoints the committee evaluating the thesis proposal;
- h) makes a proposal with regard to the composition of the comprehensive examining board and the dissertation examination committee as well as with regard to the official evaluators;
- i) decides on issuing the final –pre-degree- certificate);
- j) takes a position on submitting the doctoral thesis for defence on the basis of the doctoral student's past performance and the outcome of the discussion of the thesis proposal,;
- k) following the successful defence of the thesis, makes a proposal with regard to awarding the doctoral degree or the doctoral degree with honours based on the evaluation and vote of the Dissertation Examination Committee, the candidate's academic and research performance and scientific qualifications;
- l) takes a position on the naturalization of foreign academic degrees;
- m) decides on the allocation of state and other sources received by the doctoral school;
- n) at the request of the head of the DSBM adopts an opinion on other issues concerning the DSBM and on the submissions of the doctoral students;
- o) expresses an opinion on the applications for habilitation in the discipline of the DSBM and makes sure that assessment of the candidate's scientific qualifications is carried out.

The meetings of the CDS are called by the head of the DSBM, acting as the chairperson of the Council, who also makes a proposal for the agenda to be discussed and chairs the discussion. The CDS meets when necessary, but at least twice every semester at a date preceding the next meeting of the UDC by at least one week. The CDS mainly discusses written submissions prepared by the person introducing the agenda item that had been distributed to the members by the programme coordinator before the meeting. The programme coordinator prepares a memorandum about each meeting of the CDS and sends it to the members of the CDS.

The CDS has a quorum if more than half of its members with voting rights are present. A decision of the CDS is valid if half of the members with voting rights that are present and participate in the vote + 1 person cast a “yes” or “no” vote. A secret ballot must be ordered on personal matters but the body may also decide to vote openly (except for decisions regarding the head of the DS, doctoral degrees, naturalised doctoral degrees and the opening of habilitation procedures). In exceptional cases, an online voting (by email and telephone) may also be held. In this case, the head of the DSBM addresses a question to the members of the CDS with voting rights via the programme coordinator, and those concerned may adopt their opinion about the question. The online vote is valid if more than half of the CDS members with voting rights participate in the vote and more than half of the participants in the vote +1 person cast a “yes” or “no” vote. In the case of an online vote held in a personal matter, the programme coordinator shall be subject to an obligation of confidentiality.

2.6. Head of the Doctoral School

The head of the DSBM is responsible for the general representation of the DSBM. The head of the DSBM is responsible for the scientific standards, the educational work, the administration and the management of the school.

The head of the DSBM is elected and appointed as set out in the UDR, in accordance with the provisions of the HAC.

The head of the DS is assisted in his/her work by the CDS of which he/she is also chair.

The head of the DS:

- a) manages the DS as well as represents it in the bodies of the faculty and of the University;
- b) makes proposals with regard to the core members and lecturers of the DS as well as their substitution, if necessary;
- c) makes proposals with regard to the members of the CDS;
- d) defines the mode of operation of the CDS and directs its work;
- e) designates the lecturers responsible for the subjects and themes, the supervisors, monitors their work;
- f) decides on the submissions of the doctoral students in individual educational matters;
- g) upon individual applications and at the proposal of the supervisor decides on supporting the costs of foreign trips related to study and research work;
- h) manages the finances of the DS.

2.7. Programme directors of the Doctoral School

The head of the DSBM is assisted in attending to his/her administrative, management and organisational duties by the programme directors. The programme directors are designated and dismissed by the head of the DSBM, subject to the approval of the Council of the DSBM.

The mandate of the programme directors is for five years and may be extended several times. The programme directors are lecturers of the University and full-time employees of the University who are categorized as lecturers or researchers and hold an academic degree.

1) Duties of the General Programme Director:

- a) As the deputy of the head of the DSBM generally represents the Doctoral School at University events, consultations, conferences and discussions, and acts in matters assigned to him/her by the Head,
- b) represents the Doctoral School in international organisations, international scientific and professional events, consultations and conferences,
- c) In cooperation with the Head of the DSBM, takes part in the preparation of the meetings of the Council of the Doctoral School and in the implementation of its decisions,
- d) In cooperation with the Head of the DSBM, draws up the drafts of the strategic documents, handouts, reports as well as the draft document on the utilization of the financial budget of the Doctoral School.

2) Duties of the Studies Programme Director:

- a) In order to arrange the educational matters in an effective way, liaises with the doctoral students and doctoral candidates of the Doctoral School and with the University Doctoral Office,
- b) takes part in the organisation of the doctoral education, assists in the implementation of education in accordance with the operational curriculum and with the timetable as well as in maintaining learning discipline,
- c) decides on awarding academic, research, teaching and publication credits to the doctoral students,
- d) informs the doctoral students about the requirements of the school, the grant opportunities and, as far as possible, assists in the organisation of the foreign study visits of the doctoral students,
- e) As an invitee, participates in the meetings of the Council of the Doctoral School and takes part in drafting the proposals concerning educational matters.

2.8. Programme Coordinator of the Doctoral School

The head of the DSBM is assisted by a programme coordinator in attending to his/her administrative, management and organisational duties. The programme coordinator is designated and dismissed by the Head of the DSBM; the decisions regarding his/her person are approved by the Council of the DSBM. The programme coordinator's mandate is for an indefinite term. The programme coordinator is a full-time employee of the University holding an academic degree who is not categorized as lecturers or researcher

Duties of the Programme Coordinator:

- a) Liaising and coordination with the University Doctoral Office (requesting data, providing data, delivering original protocols, delivering submissions).

- b) Liaising with and supplying information to the doctoral students and doctoral candidates of the DSBM (maintaining an up-to-date email lists, ensuring information flow).
- c) Drawing up the timetable of the DSBM, organising teaching, liaising with the lecturers involved in teaching (drawing up the timetable before the start of each semester and sending it to the doctoral students and lecturers, registering the subjects taken by each student, sending the list of students to the lecturers, distributing and collecting the subject evaluations at the end of each semester).
- d) Organising the comprehensive examinations, the discussion of the thesis proposal and the defence of the thesis for doctoral students (sending the announcements to the students, collecting applications, designing the committees, collecting the examination questions, setting the examination dates, preparing the protocols, setting the dates for the discussions and the defences, preparing and sending the invitations to every concerned party, preparing protocols, etc.).
- e) Organising admissions to the DSBM (collecting questions for the entrance exam, setting the date of the entrance exam, collecting and recording the results of the entrance exams, preparing drafts for decisions).
- f) organising the meetings of the Council of the DSBM , preparing the materials to be submitted, forwarding the decision of the Council to the UDC (setting the date of the Council meeting, sending invitations, collecting proposals for the submissions, preparing the submissions, drawing up and sending the memorandum of the meetings, preparing and forwarding submissions to the UDC).
- g) Keeping records of the budget of the DSBM, preparing the accounts (keeping track of the finances, recording the costs, allocating the budget, preparing tender reports).
- h) Keeping records and registering the applications of the doctoral students and doctoral candidates of the DSBM for tenders supporting the participation fees at domestic and international scientific conferences as well as arranging the necessary approvals.
- i) Keeping, updating and checking the database of the Hungarian Doctoral Council on the students and lecturers of the DSBM.
- j) Handling the applications for habilitation related to the topics of the DSBM, sending the applications for review and organising the classroom and academic lectures connected to the habilitation.

2.9. Head of Specialisation of the Doctoral School

The head of specialisation is responsible for the professional and scientific activities of the specialisation. The head of specialisation is designated and dismissed by the head of the DSBM upon the approval of the Council of the DSBM. The mandate of the head of specialisation is for five years and may be extended several times. The head of specialisation is a full professor or habilitated associate professor who is a full-time lecturer or researcher of the university.

Duties of the Head of Specialisation:

- a) Developing and looking after the programme of the specialisation. Selecting the lecturers of the courses, supporting and monitoring their work.
- b) Making proposals with regard to the supervisors and persons advertising topics.

- c) Liaising with the students of the specialisation, facilitating their professional work and communication with the supervisors.
- d) Participating in drawing up the committee proposals necessary in the process of the doctoral education (comprehensive examination, discussion of the thesis proposal, defence of the thesis) and their approval.
- e) Delivering an opinion on the applications and submissions of the students belonging to the specialisation.
- f) Ensuring the successful functioning of the specialisation by striving to cooperate with the supervisors on a continuous basis and if necessary, by coordinating with them.

In case the Head of Specialisation is not a member of the Council of the Doctoral School, he/she attends the CDS meetings in an advisory capacity. The Head of Specialisation is assisted by a Specialisation Secretary who holds an academic degree and is employed by the University. The Specialisation Secretary is designated by the Head of Specialisation. The primary task of the Specialisation Secretary is to communicate with the Head, the Programme Directors and the Programme Coordinator of the Doctoral School and effectively manage the organisational tasks concerning the specialisation.

3. Admission procedure

Each year the DSBM publishes its admission bulletin specifying:

- the conditions and deadlines for admission to the doctoral school,
- the admission procedure and the decision-making criteria.

Admission to the Doctoral School is based on a written and an oral admission examination. The written examination tests literacy in the domain of management and organisation sciences, in particular concerning research methodology and the specialisation chosen by the applicant. The oral examination is used to assess the applicant's motivation, commitment to the field of study and aptitude for carrying out the teaching and research duties.

The scoring system of the entrance examination is included in Appendix 1.

The lecturers involved in the development and review of the written examination tasks are designated by the Head of the Doctoral School.

The proposal for the composition of the board(s) of the oral admission examination is made by the Head of the Doctoral School and approved by the CDS.

Any decision on admission is taken by the UDC based on the proposal of the Council of the Doctoral School, taking into account the provisions of the UDR.

4. Educational tasks of the Doctoral School

Education in the doctoral school is offered in Hungarian and in English. The doctoral education is carried out as defined in the UDR.

Education in the doctoral school consists of two phases. The first phase, that is, *education and research*, lasts for 4 semesters and ends with a comprehensive exam, while the second phase, that is, *research and dissertation*, lasts for an additional 4 semesters.

4.1. Education and research phase

(1) In the four-semester *education and research phase*, doctoral students study subjects, carry out research work, publish and take the comprehensive exam.

- a) A doctoral student is required to obtain not less than 30 credits every semester (this is the condition of retaining the state scholarship). Up to 70 credits can be obtained in a school-year.
- b) A total of 120 credits must be obtained during the four semesters to be eligible to register for the comprehensive exam.
- c) The comprehensive exam is divided into two main sections: in the first part, the theoretical and methodological preparedness of the doctoral student is assessed ("theoretical part") and, in the second part the doctoral student gives account of his/her scientific progress ("thesis part"). The theoretical part of the comprehensive exam consists of a written and an oral module. In the thesis part, the doctoral student gives account of his or her knowledge of academic literature in the form of a presentation as well as reports about his/her research results. He or she also outlines the research schedule for the second phase of the doctoral education as well as the schedule of the preparation of the doctoral thesis and the publication of the results.

(2) The student is required to collect study/subject, research and publication, as well as teaching credits in each semester, and participate in at least one thesis proposal discussion (preferably related to his or her specialisation) and one public thesis defence (participation is confirmed by the programme coordinator of the DS based on the attendance sheet annexed to the protocol). The teaching credits are certified by the studies programme director based on the signature of the person responsible for the subject/head of department. The research credits are awarded by the supervisor and confirmed by the studies programme director. The publication credits are certified by the studies programme director. The value of the credits and the form for their certification are included in Appendix 2.

- a) The student shall obtain study credits by means of completing subjects, visiting courses, individual learning and examination (closed with a grade). The students may choose the subjects primarily from the subjects listed in the model curriculum of the doctoral school and associated with a fixed number of credits as published in Neptun every semester.
- b) In agreement with the studies programme director of the DS, students may take further subjects announced by another DS but may not exceed the credit maximum.

Research and publication credits

- a) Research credits: can be obtained by carrying out independent research (e.g. independent literature review, article reviewing seminar, independent research under supervisor's guidance). Progress checks take the form of mid-year assessments (written

reports, deliverable tasks, research projects, conference presentations, working paper). The maximum value by semester is shown in Appendix 2.

b) Publication credits: credit recognising scientific publication activity (e.g. article in a journal, book chapter, conference presentation, working paper) of a certain level, which is assessed separately from the research credits.

Teaching credits

a) Teaching work previously approved by the programme director of the DS, guided and regularly reviewed by the person responsible for the subject, (e.g., holding trainings, organising education as well as preparing and correcting of the related tests).

b) Within the framework of his/her study obligations, the PhD candidate holding a scholarship may be required to engage in the teaching and research activities of the institution for a period equivalent to 20% of his or her full weekly working time. The doctoral student may be employed in teaching duties for up to 4 hours (2 time bars) a week per semester on average.

c) Every student is required to undertake not less than one time bar of teaching or equivalent education organization in the education and research phase.

4.2. Research and dissertation phase

(3) In the four-semester *research and dissertation* phase, the student carries out research work, publishes the results of the research and draws up his or her thesis proposal for the research centre disputation and defends it before the appointed Assessment Committee. The doctoral thesis must be submitted within a period of three years or, in the case of any passive semester(s), within four years of the start of the research and dissertation phase. The student status may be suspended for not more than two semesters during the research and dissertation phase (procedure for obtaining the degree).

(4) A total of 120 credits must be collected over the four semesters:

a) A minimum of 100 credits must be obtained from research and publication activities (of which, a minimum of 40 credits for publications; and 20 credits may be given in the case of a successful research centre disputation).

b) Up to 20 credits may be given for teaching and educational organization.

c) Maintaining the state scholarship is subject to the student obtaining not less than 30 credits each semester.

d) The research and dissertation phase ends with an absolutorium (final certificate) provided that the student has obtained 240 credits (education and research phase: 120 credits + research and dissertation phase: 120 credits).

(5) The research and dissertation phase ends with a final certificate at the end of the eighth active semester on condition that 240 credits have been obtained (which includes the successful defence of the thesis proposal as well). 120 credits must be obtained in each of the education and research phase and the research and dissertation phase.

The rules on awarding credits are laid down in Appendix 2.

5. Milestones of the doctoral education

5.1. *Comprehensive exam*

(1) Registration for the comprehensive exam is subject to:

- a) Meeting the foreign language requirements,
- b) Obtaining not less than 120 credits in the education and research phase of the doctoral program (except for students who prepare individually for obtaining the doctoral degree, and whose student status is established by reporting for the comprehensive examination and the acceptance thereof).
- c) entering the students' publications in the MTMT Database and the approval thereof.

(2) The comprehensive exam is divided into two main sections: in the first part, the theoretical and methodological preparedness of the doctoral student is assessed ("theoretical part") and, in the second part, the doctoral student demonstrates his or her scientific progress ("thesis part").

(3) The comprehensive exam must be taken publicly before a board. The examining board consists of not less than five and not more than six members, and at least one third of the members is not employed by the institution operating the doctoral school.

(4) The chairperson of the examining board is either a full professor, or a habilitated university associate professor, a professor emeritus or a lecturer, researcher holding the "Doctor of Sciences of the Hungarian Academy of Sciences" title. A foreign expert may not be the chairperson of the examining board.

(5) Each member of the examining board must hold an academic degree. There may be a foreign expert among the members of the examining board. The supervisor of the doctoral student may not be a member of the examining board.

(6) Professional composition of the board of examiners at DSBM:

Chairperson, a representative of qualitative methodology, a representative of quantitative methodology, a representative of the field of specialisation, expert specialised in presentation techniques and scientific communication, and secretary.

(7) Although the supervisor is not a member of the examining board, he/she must evaluate the work of the doctoral student in writing in advance as well as orally at the beginning of the thesis part of the comprehensive exam.

(8) In the "theoretical part" of the comprehensive exam, the candidate is required to convincingly demonstrate his/her knowledge of the methodological background of the proposed thesis on the one hand, and his/her expertise in the context of the concerned branch of science on the other. In the fourth semester of the education, the candidate must draw up the research plan of the proposed thesis (research design), in which he or she presents the personal reasons for choosing the topic, its timeliness and social, economic and environmental context, as well as the research objectives and research issues. He/She also discloses the foundations of the research methodology and gives reasons for the choice of the methodology, supported by literature, seeks to present the full array of methods he/she intends to use subsequently (aligned with the qualitative, quantitative or hybrid methods, data collection and data analysis tools, etc.) and prepares a critical analysis of the literature of his/her research topic (literature review). The 20-30 page material to be delivered should be submitted in 4 printed copies as well as electronically to the DS programme coordinator by no

later than 1 May (written module). Based on the written material, the examining board draws up questions in the oral module of the “theoretical part” of the exam and encourages the candidate to engage in professional debate and consultation during which it assesses the candidate’s broad expertise in methodology and scientific knowledge in the relevant branch of science..

(9) In the second part of the comprehensive examination (“thesis part”), the examinee gives account of his/her knowledge of the literature in the form of a 15-20 minute presentation and reports on his/her past research activities and results. He/She also outlines his/her research schedule for the second phase of the doctoral education, the schedule for preparing the doctoral dissertation and for publishing the results.

(10) The DS organises the comprehensive exam once every year at the end of the spring semester. The comprehensive exam shall be organised in such a way that both its “theoretical” and “thesis” parts are arranged in the presence of the widest possible professional audience, this however should not interfere with the successful performance of the examinee. Depending on the number of persons entering the comprehensive exam, the “theoretical” and “thesis” parts of the exam can be organised on the same or on different days, on successive days or within the same day by inserting a longer break. Regardless of how the exam is arranged, each member of the examining board must be continuously present during both parts of the exam.

(11) The examining board evaluates the theoretical and thesis parts of the exam separately and draws up the detailed minutes of the comprehensive exam signed by the members and containing a written assessment of the work of the doctoral student from a scientific point of view. The result of the exam shall be announced on the day of the oral exam.

(12) The comprehensive exam is successful if the majority of the members of the board considers both parts of the exam to be successful.

(13) Both parts of the comprehensive exam are evaluated by means of a written assessment (passed, failed):

successful if the assessment of both parts is “passed”;

unsuccessful if the assessment of either part of the exam is “failed”.

(14) In case the “theoretical” part of the exam is unsuccessful, the doctoral student may repeat the exam once more during the given exam period.

(15) In case the “thesis” part of the exam is unsuccessful, the doctoral student may not repeat the exam in the given exam period, but may take two passive semesters. The doctoral student may continue his/her doctoral studies if he/she successfully completes the dissertation part of the comprehensive exam within one year. A doctoral student holding a state scholarship may in such a case continue his/her doctoral studies only in self-financed education.

(16) The comprehensive exam must be taken in English or Hungarian. If a candidate whose mother tongue is Hungarian prepares his/her study to be submitted in the “thesis” phase in English, the exam must still be held in Hungarian. If a student whose mother tongue is other than Hungarian reports for the comprehensive exam, all components of the exam can be completed in English (the candidate must indicate such request when reporting for the comprehensive exam).

5.2. Thesis proposal and its evaluation

(1) The thesis proposal of the doctoral student is the documentation of his/her preparedness and competence as a researcher.

(2) The discussion of the thesis proposal may only take place when the comprehensive exam is passed and the student's publications have been entered and approved in the MTMT database.

(3) The doctoral student must declare that he/she prepared the thesis proposal himself/herself without any non-allowed assistance, and he/she used only the sources specified therein. Any part of the thesis that was taken from any other source -including own prior work- either verbatim or in the same sense, but was rephrased should be clearly indicated, providing the source.

(4) The thesis proposal must be submitted in English or Hungarian. The specialisations may require the doctoral student to submit the thesis proposal both in Hungarian and English. The thesis proposal must be submitted to the DSBM programme coordinator in six printed and bound copies as well as electronically in pdf file format. The thesis proposal can be submitted to the DSBM programme coordinator on a continuous basis. In the thesis proposal, the timeliness of the choice of topic and its economic, social and environmental relevance must be presented; the research issues or hypotheses must be formulated; the literature background should be explored and analysed, and the chosen methodology must be presented and justified by references to the literature (complex research design). The thesis proposal of 70-100 pages should be prepared by using a 2.5 cm margin and single space. The illustrations should preferably be placed within the text.

(5) The discussion of the thesis proposal is held in Hungarian or English subject to the language of the thesis proposal. If the thesis proposal in the given specialisation must be submitted both in English and Hungarian, the doctoral student reporting for the discussion will consult with the supervisor and then consult with the head of specialisation about the language in which the discussion should be arranged. The head of specialisation will inform the DSBM programme coordinator about the decision.

(6) The thesis proposal is evaluated by a Thesis Proposal Evaluation Committee (hereinafter referred to as "TPEC") of not less than four and not more than six members invited for this purpose, each of whom holds an academic degree. The chairperson of the TPEC is a full professor, a professor emeritus or a habilitated associate professor. At least one of its members is an external specialist (other than a full-time CUB staff member). In all cases, the TPEC has among its members the doctoral student's official opponents and supervisor (the latter may not act either as the chairperson leading the discussion or as opponent).

(7) After consulting the supervisor, the head of specialisation makes a proposal for the composition of the Thesis Proposal Evaluation Committee (TPEC) on the standardised form, which also sets the language for conducting the discussion (Appendix 3). The composition of the TPEC is decided by the Council of the Doctoral School. Two opponents are invited as members of the TPEC, one of whom is a specialist not employed by the University. The opponents are given 60 days from the sending/receipt to draw up and send their written evaluation to the DS programme coordinator. After the expiry of 60 days, the programme coordinator sends a reminder to the opponents if necessary and if the opponent fails to send his/her evaluation even within 90 days, the head of the DS will automatically invite an alternate opponent approved by the CDS to assess the thesis proposal.

(8) The thesis proposal will be discussed in a public session in the presence of experts holding a scientific degree in the relevant field. After the discussion, the professional level and the degree of completion of the thesis proposal are evaluated by the TPEC.

(9) It is the duty of the TPEC to judge, taking into account the discussion, whether the results presented in the thesis proposal and the demonstrated researcher qualities of the candidate

guarantee the completion and timely submission of a dissertation that can be successfully defended, as well as to give advice to the doctoral student on preparing the final dissertation.

(10) The TPEC draws up an assessment (protocol) and adopts an opinion on the thesis proposal of the doctoral student:

- a) the committee recommends it for acceptance without any change;
- b1) the committee recommends it for acceptance with the specified minor changes;
- b2) the committee recommends it for acceptance with the specified major changes;
- c) the committee does not recommend it for acceptance due to the reasons listed, and suggests preparing a new thesis proposal.

(11) If the TPEC does not recommend approval of the thesis proposal, the candidate may submit a new thesis proposal in 6 months at the earliest. If the discussion of the newly submitted thesis proposal is also unsuccessful or neither opponent recommends submission for open discussion, the CDS may suggest to the UDC to disqualify the candidate from the doctoral education.

(12) The protocol is confirmed by the signatures of the chairperson and the secretary of the TPEC and sent to the DS programme coordinator. The DS programme coordinator forwards the original protocol to the University Doctoral Office.

5.3. Submission of the final dissertation and appointment of the evaluation committee

(1) If the doctoral student has at least one English-language article published in or accepted for publication by a journal on the SCOPUS/Scimago list as well as the number of publication credits necessary for submission for defence, the opening of the defence procedure of the dissertation is initiated by the supervisor by means of a written request submitted to the head of the DS. The submission of the final dissertation is subject to obtaining the final certificate (240 credits), to the successful discussion of the thesis proposal and to the recording and approval of the student's publications in the MTMT database. A further condition of the submission of the final dissertation is that the doctoral student is not involved in any other procedure for obtaining a doctoral degree in the same branch of science, that his/her reporting for the procedure for obtaining a doctoral degree was not rejected within two years and that he/she did not fail any final dissertation defence within the last two years. The doctoral student is required to make a written declaration of compliance with these additional conditions when he/she submits the final dissertation and when he/she reports for the procedure for obtaining a doctoral degree. The procedure for obtaining a doctoral degree also involves defending the final dissertation in an open discussion.

(2) Submitting the final dissertation is conditional upon the fulfilment of the foreign language requirements set out in the UDR: knowledge of two foreign languages at a level required for cultivating science, of which one must be English.

a) Complex language exam of at least level B2, recognised by the state or equivalent exam in one of the accepted world languages (English, German, French, Italian, Spanish, Arabic, Russian or Chinese). The certification of the second foreign language is as follows:

a1) Either a complex language examination of at least level B2, recognised by the state or equivalent exam in one of the accepted world languages (English, German, French, Italian, Spanish, Arabic, Russian or Chinese), which is different from the language certified by other language exams.

a2) Or an application, supported by documents and countersigned by the supervisor, has to be submitted to the head of the doctoral school, in which the candidate clearly demonstrates (by means of an abstract, declaration of acceptance and programme) that he/she gave scientific presentations in the same world language (English, German, French, Italian, Spanish, Arabic, Russian, Chinese) at not less than two international conferences (these may also include co-authored presentations). He/She should also demonstrate with two scientific publications (including also co-authored presentations) published in print or in electronic form that he or she has the ability to publish his/her research results in a foreign language. The scientific presentations and scientific publications must be in the same language, which however is different from the language certified with the language exam.

(2) The following should be submitted simultaneously with the application: the dissertation, in accordance with the formal requirements and the number of copies set out in Appendix 5 of the UDR, its thesis summary in Hungarian and English (thesis book) and its short extract of one or two pages in Hungarian and English both in printed and electronic formats (for doctoral students whose native language is other than Hungarian, it is not necessary to submit the thesis booklet or the extract in Hungarian). A final dissertation may not be written in co-authorship.

(3) The doctoral student must submit the dissertation both in Hungarian and English (in case he/she wants to submit the dissertation in a world language other than English, he or she should submit an application to that effect to the CDS via the DSBM programme coordinator within 90 days of the successful discussion of the thesis proposal). The contents of the Hungarian and English versions must match completely. Students whose mother tongue is other than Hungarian should submit the dissertation in English only.

(4) The theses of the dissertation must be drawn up in sufficient detail to clearly allow assessment of the new scientific results of the dissertation that are considered important. The final dissertation must be accompanied by articles and studies setting out the results and written on the topic by the doctoral student.

(5) The doctoral student must declare that he/she prepared his/her dissertation himself/herself without any non-allowed assistance, and he/she used only the sources specified therein. He/She shall declare that he/she has clearly indicated any part of the dissertation, providing the source, including his/her own prior work, which he/she took from any other source either verbatim or in the same sense, but rephrased.

(6) As regards the content requirements of the final dissertation, the guiding principle is that the dissertation should contain new scientific results. The dissertation should present the current state of the relevant scientific discipline through the processing and critical analysis of the relevant literature. The dissertation should indicate the new scientific findings of the work that contribute to the development of the scientific discipline. It is a requirement in the Doctoral School of Business and Management that the dissertation should contain an empirical analysis and that the results thereof should be evaluated by the doctoral student in view of previous scientific achievements.

(7) The doctoral student must submit his/her dissertation to the University Doctoral Office in accordance with the formal requirements and procedure as detailed in the UDR. The dissertation can be submitted on a continuous basis.

(8) After consulting the supervisor, the head of specialisation – in accordance with the provisions of the UDR – makes a proposal for the composition of the dissertation evaluation committee (by using the designated form) and observing the provisions of the UDR (Appendix

4. The decision on the committee's composition and possible substitution of the members is made by the Council of the Doctoral School and approved by the University Doctoral Council.

(9) Three opponents holding an academic degree are invited as members of the evaluation committee, two of whom are specialists who are not employed by the University. The opponents are given 60 days of term-time from the sending/receipt of the dissertation to draw up and send their written evaluation to the DS programme coordinator. If necessary, after the expiry of 60 days, the programme coordinator sends a reminder to the opponents and if the opponent fails to send his/her opinion even within 90 days the head of the DS will automatically invite the first alternate opponent approved by the DSC to assess the thesis. The public defence may only take place if there are two positive assessments. The programme coordinator will invite the candidate to submit a written response to the opponents' remarks only after the receipt of the second positive assessment and the candidate has 30 days to send his/her response.

(10) During the public defence, the candidate presents the key arguments of his/her dissertation orally and answers the questions and comments of the opponents, the assessment committee and other participants of the public discussion. During the defence a protocol is drawn up, which is filled in by the secretary of the committee. After the defence, the secretary sends the protocol in its original form, carrying the signatures of the members of the committee, as well as in a duly completed electronic form to the DSBM programme coordinator.

(11) The protocol of the thesis defence is in Appendix 9 of the UDR.

(12) Following the successful defence, the CDS makes a proposal for awarding the doctoral (PhD) degree to the UDC if the candidate has fulfilled all the requirements set out in the UDR.

6. Duties of the Doctoral School during the habilitation procedures

The order of the habilitation procedure is set out in the University Habilitation Regulation.

The applications submitted in the field of business and organisational sciences at the University are evaluated by the Council of the Doctoral School primarily based on their compliance with the minimum habilitation requirements of the DBSM.

The opinion of the Doctoral School is based on the opinion of two assessors, one of whom is a full professor of CUB while the other assessor is a full professor or habilitated associate professor of another institution of higher education who is not employed by CUB. If the result of the assessments is not clear, the application for habilitation must be sent to a third assessor.

In case the evaluation of the habilitation is positive, the Doctoral School makes a proposal to the Habilitation Assessment Committee. The Assessment Committee is approved by the UDC.

7. Finances of the Doctoral School

The revenues of the Doctoral School come from state aid, tuition fees, and tenders.

The revenue is allocated among the Doctoral Schools by the Chancellery. A proposal for the use of the revenue of the Doctoral School of Business and Management is made by the head of the school.

The head of the Doctoral School is authorised to approve payments.

The programme coordinator of the Doctoral School is the inventory administrator of the DS.

8. Alumni policy of the Doctoral School

The Doctoral School maintains an organised and institutional relationship with its former students who obtained a degree. The University Doctoral Office keeps records of the graduates of all doctoral schools and their career.

9. Quality management system of the Doctoral School

9.1. Principles of the quality management of doctoral education

The University may grant a doctoral (PhD) degree as the highest academic degree. This degree proves high-level knowledge in a particular discipline, the cultivation thereof by adding new results and thus, competence for independent research work. The University is therefore an educational base for scientific researchers, realized by means of organised education in the framework of the Doctoral School. Consequently, in developing the quality management system of doctoral education, it is necessary to enforce principles and to apply methods which provide sufficient guarantee, in accordance with the requirements of the Higher Education Act and the Hungarian Accreditation Committee, that the scientific performance of the doctoral candidates reaches the level of those who obtained a degree in the leading international workshops of their discipline.

To this end, the following principles must be enforced in the operation of the quality management system.

1. **Principle of benchmarking.** It requires that during the entire process of quality management doctoral education in the leading foreign and domestic workshops of similar profile as well as the performance of the doctoral students studying there are monitored on a permanent basis.
2. **Principle of openness.** The quality management system should endeavour to provide comprehensive information to the professional and scientific public at each of its stages
3. **Principle of open access.** Free access to the new scientific results produced in the course of the doctoral education shall be ensured by publishing in so-called open access journals on the one hand, and by uploading the publications in repositories on the other.
4. **Principle of feedback.** The establishment and operation of the quality management system aim to ensure that the lecturers and supervisors involved in the doctoral

education as well as the members of the Council of the Doctoral School receive continuous feedback on the standards of their activities.

5. **Principle of professional control.** Control by the international and domestic professional public must be enforced in the doctoral education as a whole.
6. **Principle of quality focus.** By the establishment and operation of the quality management system, an ever increasing demand for higher standards should be achieved both by the students and by the lecturers with respect to themselves and their environment, at the same time humility towards science should become an integral part of their values and a sense of initiative and creativity should become pillars of their thinking.
7. **Principle of the protection of intellectual property.** The development of the quality management system should also contribute to making sure that the doctoral education at the University continues to fully comply with the efforts of the European Union and Hungary to protect intellectual property.
8. **Principle of observing the requirements of scientific ethics.** In developing and operating the quality management system, due account must be taken of the opinions of the Scientific Ethics Committee of the Hungarian Academy of Sciences.
9. **Principle of enforcing individual responsibility.** The development and operation of the scientific school is teamwork, which however can only be successful if who does what and with what responsibilities in the process of training and research is clearly defined.
10. **Principle of process documentation.** Every decision-making point concerning the doctoral education should be documented. The checking thereof is a basic task of the quality management system. It is an important objective throughout the doctoral education that the administrative workload of the lecturers involved in the education should not increase in the course of the development and operation of the quality management system.
11. **Principle of effectiveness.** Guided by the objective of concentrating the resources available to the University, it must be achieved that the students conduct their studies under the guidance of the most qualified lecturers in the particular topic and at the best-equipped research centres. Cost-effectiveness should be enforced in doctoral education as well. This includes the continuous monitoring of the costs as well as analysing and improving the output/input ratio.
12. **Principle of practical applicability.** The operation of the Doctoral School takes utmost account of whether the choice of topics of the theses and the research results help formulate responses to socio-economic questions.

9.2. Elements of the quality management system in the process of the doctoral education and of obtaining a degree

1. Announcement of the education,
2. Selection of the lecturers and the supervisors
3. Preparation of the admission exam,
4. Organization of the admission examination and evaluation of applications for obtaining a degree based on individual preparation,
5. Development of the structure of education,
6. Elaboration of the topics of the subjects and of the exam procedures,
7. Creation of the infrastructural conditions,
8. Management of the subject selection of PhD students,
9. Monitoring the study advancement of the PhD students, development and operation of the registration system,
10. Relationship between the doctoral student/doctoral candidate and the supervisor,
11. Relationship between the doctoral student/doctoral candidate and the host department (research centre),
12. Foreign study visits and participation in domestic and international conferences,
13. Preparation and implementation of the comprehensive exam,
14. Submission and successful discussion of the thesis proposal,
15. Submission and successful defence of the final dissertation,
16. Assessment of the publishing activities of doctoral candidates,
17. Awarding of the doctoral degree,
18. Surveying the opinion of those who obtained a degree,
19. Keeping records of those who obtained a degree and liaising with them after graduation,
20. Anonymous evaluation of the supervisors and lecturers by the students,
21. Full compliance with expectations formulated in the accreditation procedures,
22. Participation in the international accreditation processes of the University/Faculty.

10. Conflict of interest. Ethical principles

- (1) Any person with whom the doctoral student published a co-authored study, except for his supervisor, may not be a member of the thesis proposal evaluation committee (TPEC) of the doctoral student. This should be verified by the person making a proposal for the composition of the committees in advance on the basis of the MTMT.
- (2) Any person with whom the doctoral student published a co-authored study may not be a member of the comprehensive examining board or of the evaluation committee of the final thesis of the doctoral student. This should be verified by the person making a proposal for the composition of the committees in advance on the basis of the MTMT.
- (3) A person who may not be expected to objectively judge the performance of the candidate (due to an existing kinship with the candidate, regular engagement or consultancy assignments or projects carried out together, or any other factors) may not be a member of the comprehensive examining board, the thesis proposal evaluation committee or the final thesis evaluation committee of the doctoral student. Any such factor should be taken into account by the person making a proposal for the composition of the committees and by the members of the CDS.

(4) Any person with whom the doctoral student published a co-authored study may not be invited to act as an expert (assessor of scientific qualifications) in the habilitation procedure or as a member of the assessment committee. This fact must be verified by the person making a proposal for the composition of the committee in advance on the basis of the MTMT.

(5) Both the doctoral student and the supervisor should avoid consulting the evaluators of the thesis proposal or the doctoral dissertation about the document being the subject of the assessment. Consulting should be specifically avoided during the preparation of the assessment. Doctoral students should refrain from urging the assessment process or facilitating the timely submission of the assessment in any manner.

11. Entry into force of the Rules

The Rules were adopted by the meeting of the Council of the Doctoral School of Business and Management on 2 December 2016.

Council of the Doctoral School of Business and Management

12. Appendices

Appendix 1

GUIDE TO THE SCORING OF PhD ADMISSION

The score is made by using the *Otis-Leukart* method. Scoring is based on the principles that each component of the admission should have its own weight, scoring can be carried out based on a scale corresponding to their weights, and a relatively sharp differentiation can be made between the candidates based on the total score.

The five-step scale of the evaluation of the written and oral examinations correspond to the conventional qualification with the difference that the rating of the lowest grade is not “insufficient” but “very poor”.

3. Scientific work, scientific student competition or practical experience

- Publication, scientific interest without student competition and/or practical experience of two years or less: 10 points
- One publication or participation in scientific student competition without a place, or more than two years of practice in a non-managerial position: 20 points
- Two or three publications or place in a scientific student competition, or more than five years of practice in a non-managerial position: 30 points
- Four Hungarian-language publications or one foreign language publication, winner of a scientific student competition or more than five years of practice in at least a mid-managerial position: 40 points

4. Language skills:

- Intermediate language examination in one language 10 points
- Advanced language examination in one language 15 points
- Intermediate language examination in two languages 20 points
- One advanced and one secondary language examination 25 points
- Advanced language examination in two or more languages 30 points

5. Soundness of the research project and essay:

- A general research project or essay just outlining the topic: 10 points
- Well-structured research project or essay which details the topic to be examined: 20 points
- Novel topic, professionally high-level research project, essay valued as an independent study: 30 points

Comments supplementing the score of each component should be entered in the “Remarks” box.

In the scoring system, as constructed, the maximum total score is 250 points. Experience shows that on the scale ranging from the minimum score of 60 points to the maximum score of 250 points a sharp distinction can be made even if the number of applicants is high, especially in the case of scorers qualifying independently.

BUSINESS AND MANAGEMENT PhD ADMISSIONS SCORING SHEET

Name of applicant:

Score (Please circle)

1. Written:

Methodological subject	10	20	30	40	50
Business and management specialisation	10	20	30	40	50

2. Oral: 10 20 30 40 50

3. Scientific work, scientific student competition, practical experience 10 10 20 30 40

4. Language skills: 10 15 20 25 30

5. Research topic and essay: 10 20 30

Remark:

Budapest,

Total score:

Signatures:

Evaluators of the written exam:

Methodology subject:

Business and management specialisation:

Evaluator of the research topic and essay:

Members of the oral admission committee:

Chairperson:

Members:

.....

.....

Appendix 2

Credit chart

Education and research phase (Semesters 1-4)

	Minimum	Maximum
Courses	60	
Teaching	1 time-bar (6 credits)	20
Research and publication	40*	Not specified
Total	120	

Maintaining the scholarship requires obtaining a minimum of 60 credits in each year.

* Of the 40 credits, 8 research credits are awarded by the supervisor in each semester, and at least 8 credits must be obtained for publications. The publications should include at least one HAS list A-D journal article (accepted or published).

The education and research phase ends with the comprehensive exam, for which no credit is given.

Research and dissertation phase:

	Minimum	Maximum
Teaching and teaching assistance	0	20
Research and publication	100, of which the publication credit is minimum 40*	
Discussion of the thesis proposal	0	20
Total	120	

Maintaining the scholarship requires obtaining 60 credits in each year.

* A maximum of 15 credits can be obtained from research in a semester. It is awarded to the student by the supervisor based on the intensity and quality of the research activity. The credits should be supported by specific research materials and studies. A minimum of 40 credits must be obtained for publication. The publications should include at least one HAS list A-D journal article (accepted or published) (obviously, other than the article already accounted for in the education and research phase).

The discussion of the thesis proposal takes place in the research and thesis phase, for which 20 credits may be given.

Teaching credits: teaching of not less than one time-bar or equivalent teaching assistance; up to 40 credits may be given in the two phases.

Teaching of one subject as a person responsible for the subject or an instructor: 6 credits (based on the Neptun). Active involvement in the teaching of one course (as confirmed by the person responsible for the subject): 2 credits. Active involvement can mean examination supervision, review of essays, giving a part of the lectures (e.g., 1-2 seminar/semester). It is mandatory to complete minimum 1 time-bar of teaching activity or equivalent teaching assistance in the education and research phase (semesters 1-4) (6 credits). Up to 20 teaching credits may be accounted for in the education and research phase (semesters 1-4). There is no minimum teaching performance defined in the research and dissertation phase (semesters 5-8), and up to 20 teaching (or equivalent teaching assistance) credits may be recognised. If the doctoral student participates in teaching as the head of a special seminar, 5 credits may be recognised after 10 basic degree students or after 5 master's degree students on the basis of the information contained in the Neptun (the credits should be proportionally decreased if there are fewer students).

Research and publication credits: minimum 140 credits in the two phases.

Not less than 40 research and publication credits must be obtained during the education and research phase. Of the 40 credits, 8 research credits in each semester or up to 32 credits in total are awarded by the supervisor. At least 16 credits out of the 32 credits must be obtained. The research credits should be supported by specific research materials, studies and publications. At least 8 credits must be obtained for publications. The publications should include at least one HAS listed A-D journal article (accepted or published).

Not less than 100 research and publication credits must be obtained during the research and dissertation phase. A maximum of 15 credits can be obtained from research in a semester. It is awarded to the student by the supervisor based on the intensity and quality of the research activity. The research credits should be supported by specific research materials, studies and publications. A minimum of 40 credits must be obtained for publication. The publications should include at least one HAS listed A-D journal article (accepted or published) (obviously, other than the article already accounted for in the education and research phase).

Credits for the publishing activity

a) Credits for journal articles:

Journal articles	In a foreign language	In Hungarian
1) On the list of the technically competent doctoral committee of the HAS		
In a category A* journal	20	10
In a category B journal	16	8
In a category C journal	12	6
In a category D journal	8	4
2) In any other scientific journal with an ISSN number approved by the DS and the UDC**	6	3

* 20 more credits may be given in the case if a D1 grade journal respectively 10 more credits may be given in the case of a Q1 grade journal of the MTMT Database.

** The DS's mutually accept journals graded in categories A, B and C by other Doctoral Schools.

In addition to the classification of the Hungarian Academy of Sciences, the Doctoral School also takes into account Scimago database for assessing the publications.

Equivalence is established as follows:

HAS listed journals	Scimago Database
A	Q1
B	Q2
C	Q3
D	Q4

If the journal in question has a higher ranking in the Scimago database than in the international list of journals of Section IX of the Hungarian Academy of Sciences, the programme director in charge of the evaluation may qualify the value of the given article on the basis of the Scimago system. If the journal in question occupies a more favourable position in the MTA list, the latter should be taken into account. As the Scimago ranking is modified each year, as a rule the ranking corresponding to the year of publication of the given article shall be taken into account. If this is not available, the last ranked year shall be considered

b) Credits of specialized books and chapters of books with an ISBN number publishing substantial new scientific results and studies published in edited conference volumes indicating the ISBN number and the board of editors:

Specialised books and book chapters	In a foreign language	In Hungarian
1) Complete scientific book of at least five sheets: per sheet and for one book, up to 2) Book chapters	4-8/sheet, up to 40	2-4/sheet, up to 25
3) Studies published in an edited conference volume (ISBN and editorial board)	4-12/sheet or 4-12/pc	4-12/sheet or 4-12/pc

1 sheet = 40,000 characters gross

Lower or higher credits may be given depending on the place of publication and the rank of the publication.

c) 3-5 credits may be given for other performance (textbooks, lecture notes, presentation published in a non-edited conference publication, poster, essay), depending on the length and the quality.

d) In the case of co-authored publications, the following apply to the determination of credits of each author:

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

Kredit-elszámolási kérelem (Request for accounting teaching credits)
Oktatási tevékenység (Educational activity)

Név (Name):

Neptun kód (Neptun code):

Doktori iskola/program (Doctoral school/Programme):

Évfolyam (Class):

1. Education:

Tárgy címe, kódja Course name and code	Az oktatás féléve Semester	Oktatott sávok hetente Time-slots taught per week	Tárgyfelelős/Tan székvezető aláírása (Signature of person responsible for the subject/Head of department)	Kreditérték* Credits
In case you wish to account credits as an active contributor rather than an instructor, briefly describe here the activities carried out.				

A táblázat tovább bővíthető! / Insert more rows if necessary.

* A kreditértéket mindig a programigazgató tölti ki! / Credits are always filled in by the programme director.

.....
Hallgató aláírása (student's
signature)

A ... félévben jóváírható oktatási kreditek száma (Number of eligible teaching credits in semester ...)

Dátum (Date):

.....
Tanulmányi programigazgató
aláírása
(Signature of study programme
director)

Kredit-elszámolási kérelem / Request for the accounting of publication credits Publikációs tevékenységért

Név /Name/:

Neptun kód /Neptun code/:

Doktori iskola/ alprogram / Doctoral school/subprogramme:

Évfolyam /Class/:

Megnevezés** / Description** Kérjük a publikációk felsorolásánál a publikációs jegyzék készítésének szabályait figyelembe venni! / When listing the publications, please consult the rules on drawing up the list of publications./	Típus /Type/ (folyóiratcikk / journal article, konferencia kiadványok / conference publications, könyv, könyvrészlet/book, book chapter)	Kredit érték* Credits

A táblázat tovább bővíthető! / Insert more rows if necessary.

*** A kreditértéket mindig a programigazgató tölti ki! / Credits are always filled in by the programme director.**

**** A nyomtatványhoz csatolni kell a publikációk fénymásolatát, illetve megfelelő igazolását. / The photocopy or an appropriate proof of the publications must be attached to the form.**

.....
Hallgató aláírása (student's signature)

A ... félévben jóváírható publikációs kreditek száma (Number of eligible publication credits in semester ...)

Dátum /Date/:

.....

Tanulmányi programigazgató
aláírása / Signature of study
programme director

Kredit-elszámolási kérelem /Request for accounting research credits Kutatási tevékenységért

Név / Name:

Neptun kód /Neptun code/:

Doctoral school/Programme:

Évfolyam / Class:

Félév /Semester	Kutatási tevékenység leírása / Description of research activity	Témavezető / kutatásvezető igazoló aláírása /Signature of consultant or principal researcher	Kreditérték* Credits

Kutatási terv címe / Title of research project	Leadás dátuma /Date of submission	Kreditérték* /Credits

***A kreditértéket a programigazgató határozza meg, kivéve a Gazdálkodástani DI-ban, ahol a témavezető írja be.**

/ The credits are filled in by the programme director except in the Business and Management Doctoral School, where the credits are filled in by the consultant.

Dátum /Date/:

.....
Hallgató aláírása (student's
signature)

A ... félévben jóváírható kutatási kreditek száma (Number of eligible research credits in semester ...)

Dátum / Date:

.....
Tanulmányi programigazgató
aláírása / Signature of study
programme director

Appendix 3 - TPEC

PROPOSAL for the appointment of a Thesis proposal Proposal Evaluation Committee (TPEC)

Name of doctoral candidate:

Title of thesis proposal:

Language of the discussion: Hungarian/English (highlighted and underline as appropriate)

Proposal for the composition of the Evaluation Committee (TPEC)

	Name	Scientific degree	Workplace	Contact (telephone, e-mail address)
Chairperson: (full professor or professor emeritus or habil. associate professor)				
Alternate chairperson: (full professor or professor emeritus or habil. associate professor)				
Secretary:				
Alternate secretary:				
Evaluator: (internal)				
(external)				
Alternate internal evaluator:				
Alternate external evaluator:				
Supervisor:				

Budapest,

.....
Head of specialisation (in agreement with the supervisor)

4. Appendix ...: Evaluation committee of the public defence of the dissertation

Doctoral School of Business and Management

PROPOSAL
for the appointment of an Evaluation Committee

Name of doctoral candidate:

The candidate participates in the procedure for obtaining a degree in the framework of *organised / individual* preparation.

Supervisor:

Passed the complex exam with rating / Date:

The Committee proposed the thesis proposal for adoption on (date).

Title of dissertation:

Evaluator of the thesis proposal:

Chairperson of the Thesis proposal Evaluation Committee (TPEC):

The candidate has the publication credits necessary for obtaining the degree: .. credits.

Of this, credits for articles published in refereed professional journals: credits.

Proposal by the Doctoral School for the composition of the Evaluation Committee:

	Name	Scientific degree	Workplace	Contact (telephone, e-mail address)
Chairperson: (full professor or professor emeritus or habil. associate professor)				
Alternate chairperson: (full professor or professor emeritus or habil. associate professor)				
Secretary: (internal)				
Alternate secretary: (internal)				
Evaluator: (internal)				
(external)				
(foreign)				
Alternate internal evaluator				
Alternate external evaluator				
Alternate foreign evaluator				
Members: (internal)				
(external)				
(external)				

Alternate members: (internal)				
(external)				

The approval of the UDC is requested.

Budapest,

.....
Head of Doctoral School/Programme director

5. Appendix ...: Complex Exam Committee

Doctoral School of Business and Management

PROPOSAL
for the appointment of a Comprehensive Exam Committee

Name of doctoral candidate:

Specialisation of the doctoral candidate:

Supervisor:

The candidate participates in the procedure for obtaining a degree in the framework of
organised / individual preparation.

Proposal by the Doctoral School for the composition of the Committee:

	Name	Scientific degree	Workplace	Contact (telephone, e-mail address)
Chairperson: (full professor or professor emeritus or doctor of the HAS)			Non-CUB	
Alternate chairperson: (full professor or professor emeritus or doctor of the HAS)			Non-CUB	
Members:				
(Representative of specialisation knowledge)				
(Representative of quantitative methodology)				
(Representative of qualitative methodology)				
(Communication expert)			Non-CUB	
Alternate members:				
Secretary				

The approval of the UDC is requested.

Budapest,

.....
Head of Doctoral School/Programme director

Appendix 6: Minimum habilitation requirements of the DSBM

Minimum requirements of higher education, professional and scientific activities expected in the habilitation applications to be submitted to the Doctoral School of Business and Management

(Adopted by the meeting of the Doctoral School Council of 28 September 2015)

Higher education activities	
Regular and ongoing educational activity in an institution of higher education after obtaining the PhD degree	Teaching at least two courses over at least 10 semesters
Curriculum development work	Author or co-author of at least 1 higher education workbook or lecture notes or textbook, which matches one of the courses taught by the candidate at any time
Participation in talent management and/or scientific youth education (at least one of the three)	Acting as the supervisor of 10 theses with a successful defending
	Acting as the supervisor of 1 doctoral student/doctoral candidate or PhD student who has already obtained an academic degree
	Acting as the supervisor of 1 student participating in the National Scientific Student Competition or any national or international scientific/academic competition
Publications (based on the MTMT general chart)	
Total number of scientific publications	40
Articles in scientific journals	10
Of which, in international journals	4
Number of received independent references to scientific publications	50
Number of independent quotes published in international journals, books published abroad or conference publications	15
Hirsch-index (If the number of independent references to scientific publications reaches 100, a Hirsch-index below 5 is also acceptable)	5
Professional and public scientific activities	
Membership or activity in domestic and international scientific organisations (at least one of the three)	Membership in national or international professional or scientific unions, societies or associations (3 years' proven membership in at least 1 organisation)
	Participation on the editorial board of an international and/or domestic scientific journal (3 years spent on the editorial board of at least 1 journal)
	Active participation in the organisation and implementation of national and/or international scientific events and meetings, action as a head of section (at least 2 events of this kind)
Position or permanent engagement in a higher education institution	as a person responsible for a degree course, specialisation, subject, scientific student competition or alumni, or a professional coordinator or the head or officer of a unit