



**CORVINUS UNIVERSITY OF BUDAPEST
DOCTORAL SCHOOL OF BUSINESS AND
MANAGEMENT**

RULES OF OPERATION

Adopted by the Council of the Doctoral School (04.12.2020)

Approved by the University Doctoral Council (16.12.2020)

Budapest, 2020

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Doctoral School of Business and Management of the Corvinus University of Budapest

Rules of Operation

Based on the Doctoral (PhD) Regulations adopted under Resolution No. 40/2020 (01.10) of the Board of Trustees maintaining the institution, supported by the Doctoral Council (16. 09. 2020) and the Senate (22. 09. 2020) of the Corvinus University of Budapest (CUB), the Council of the Doctoral School of Business and Management (DSBM) defined its Rules of Operation on 2 December 2020 as follows:

1. Establishment, tasks and operation of the DSBM

1.1. Establishment of the DSBM, its origins

The accreditation for the establishment of the Doctoral School of Business and Management was approved by the Hungarian Accreditation Committee on 22 February 2002 under Resolution No. 2002/2/III (in the 2000/2001 academic year, the DSBM operated under a provisional accreditation).

Founding members of the DSBM: Károly BALATON, Attila CHIKÁN, Miklós DOBÁK, Mihály GÁLIK, Sándor KERÉKES, Hajna LŐRINCÉNÉ ISTVÁNFFY, 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), Gábor MICHALKÓ (2014–).

1.2. Tasks of the DSBM

The DSBM educates future generations of scientists and offers a doctoral (PhD) degree in the discipline of social sciences, in the Business and Management branch of science. The doctoral programmes of the DSBM are primarily based on master degrees in supply chain management, marketing, international taxation, international economy and management, finance, regional and environmental economics, accounting, sports economics, tourism and management, business development, management and organisation as well as rural development engineering, but it also welcomes PhD students with other master degrees who wish to conduct doctoral studies in the fields of business and management.

1.3. Regulatory environment of the operation of the DSBM

The DSBM operates in accordance with Act CCIV of 2011 on National Higher Education, Government Decree 387/2012. (19.12) on doctoral schools, the doctoral degree award procedure and habilitation, Government Decree 87/2015. (09.04) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education, the resolutions, instructions and positions of the Hungarian Accreditation Committee (HAC) and the National Doctoral Council (NDC), the Doctoral Regulations of CUB (UDR), and the Habilitation Regulations of CUB. The DSBM

performs its administrative, operational and management tasks under the auspices of the Corvinus Doctoral Schools in accordance with the University's existing regulations. The accreditation compliance of the DSBM is guaranteed by the detailed expert examinations of the HAC typically conducted every 5 years as well as its interim formal checks.

2. Organisational Structure of the Doctoral School

2.1. Basic data of the DSBM

Name of the Doctoral School: Budapesti Corvinus Egyetem Gazdálkodástani Doktori Iskola (GDI)

Abbreviated name of the Doctoral School: GDI (in English DSBM)

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

Place of operation: Fővám tér 8, 1093 Budapest,.

Website: <https://www.uni-corvinus.hu/main-page/about-the-university/corvinus-doctoral-schools/doctoral-school-of-business-and-management/?lang=en>

2.2. Position of the DSBM within the organisational structure of the University, its relations

The DSBM is an organisational unit of Corvinus Doctoral Schools offering a doctoral programme under the professional supervision of the Vice-Rector for Research. In the area of education and research, the institutes primarily involved in the work of the DSBM are the university institutes engaged in business and management sciences, in particular the Institutes of Marketing, Finance, Accounting, Business Law, Business Economics, Business Development and Management, but it also cooperates with the other doctoral schools and institutes of CUB. The DSBM is a member of the EDAMBA¹ and CESEENET² international organisations and seeks to take their recommendations and guidelines into consideration.

2.3. Specialisations of the DSBM

The programme offered by the Doctoral School of Business and Management is of uniform structure, but owing to the diversity of the business and management sciences, it is implemented through specialisations. The following specialisations are available at the DSBM:

- Agricultural Economics
- Sustainability Management
- Marketing
- Strategic Management
- Accounting
- Organisation and Management Theory
- Operations and Supply Chain Management
- Tourism
- Business Communication

¹ EDAMBA: European Doctoral Programmes Association in Management & Business Administration

² CESEENET: Central and South-East European PhD Network

- Business Economics
- Corporate Finance
- Behavioural and Decision Sciences

Any decision on the creation, merger or termination of specialisations or their transfer to another doctoral school shall be taken by the Council of the Doctoral School. In the case of termination, the Council of Doctoral School - in agreement with the relevant supervisors – shall ensure that the PhD students belonging to the given specialisation are assigned to an existing specialisation and that the programme can be completed without interruption.

2.4. Members of the Doctoral School

The members of the Doctoral School are the core members, the emeritus core members, the supervisors and the lecturers.

1) Core members

A lecturer or a researcher can be a core member of the DSMB if he/she meets the criteria of core membership defined in existing legislation and satisfies the requirements specified in the UDR for core members (in particular is holder of an academic degree, is a full-time employee of CUB and has at least one graduated PhD student). A lecturer or a researcher may become a core member of the DSMB through recommendation or invitation. Efforts shall be made to ensure that the majority of the core members of the DSMB are full professors. Following a supportive voting by secret ballot, the person who satisfies the requirements regarding core membership is presented to the UDC by the Council of the DSMB, and the UDC shall take a decision on the approval of the core membership. The core member of the DSMB is expected to publish his/her research results at least once a year in a recognised and high-ranking journal of his/her discipline, or in a book published by a prestigious publishing house. Another expectation is that the core member of the DSMB should have in the past five years published 5 scholarly publications in high-ranking journals or in a book issued by a prestigious publishing house in the past 5 years, and these items should be featured in the Hungarian Scientific Publications Database (MTMT) and in the database of the National Doctoral Council (NDC) . The core member is obliged to keep updating his/her personal data sheet in the NDC database, keep his/her publication list in the MTMT database up-to-date, and add any missing items on request. The Council of the DSMB – pursuant to NDC Resolution No 229/2010. (17.12) - may grant an emeritus core member title to those retired professors who had earlier actively contributed to the achievement of the objectives of the DSMB. Professors with emeritus core member titles shall be members of the Council of the Doctoral School in an advisory capacity.

2) Supervisors

A lecturer or researcher holding an academic degree and publishing his/her research results continuously in high-ranking journals and in books published by prestigious publishing houses may become a supervisor in the DSMB. The supervisor exercises his/her rights and obligations according to the provisions of the UDR. The supervisors of the DSMB are entrusted or discharged from their duties by the Head of the DSMB, based on the decision of the Council of the DSMB. There are several ways of becoming a supervisor: either an applicant to the Doctoral School may recommend

a supervisor in agreement with the head of the given specialisation, or at the time of or after successful admission, the Head of Specialisation may invite a lecturer or a researcher to act as a supervisor, but it is also possible to become a supervisor if a student applies for a topic announcement advertised in the NDC database that had previously been approved by the Council of DSBM. As long as the Council of the DSBM does not approve the supervisor on the basis of the decision on admission by the UDC, the supervisor shall perform his/her tasks as a mentor-supervisor. The announcer of a doctoral topic becomes a supervisor if the student applying for the advertised topic is admitted to the doctoral programme. The fact that someone acts as a supervisor shall be recorded in the NDC database. The supervisor is obliged to keep updating his/her registration and personal data sheet in the NDC database, keep his/her publication list in the MTMT database up-to-date, and add any missing items on request. The supervisor shall closely cooperate with the Head of Specialisation during his/her activities.

3) Lecturers

A specialist with an academic degree, who continuously publishes in his/her discipline, and publishes his/her research findings in high-ranking journals and in books published by prestigious publishing houses may become a lecturer of the DSBM. The subject leaders and lecturers of the courses announced by the doctoral school are generally approved by the Council of DSBM at the time of accepting or modifying the programme plan (operational curriculum), and are entrusted by the Head of the Doctoral School. In the case of long-term illness or prolonged absence, they are entrusted by the Head of the Doctoral School in agreement with the relevant Head of Specialisation and/or the Head of Institute.

2.5. Council of the Doctoral School (CoDS)

The Council of DSBM (CoDS) is a body assisting the Head of the Doctoral School that is elected by the core members of the DSBM. The 12 internal and 2 external (not in employment relationship with the University) voting members of the CoDS shall be entrusted and dismissed by the UDC. The CoDS is established and run in the manner defined in the UDR. If the Programme Director or the Head of Specialisation is not a voting member of the CoDS, he/she participates in the meetings in an advisory capacity. Emeritus core members participate in the meetings of the CoDS in an advisory capacity. The representative of the PhD Student Union (1 person) participates in the meetings of the CoDS as a voting member, except for decisions on the acquisition and nostrification of doctoral degrees and on the endorsement of the review of the scientific profile of applications for habilitation.

The key tasks of the CoDS are as follows:

- a) to elaborate the Rules of Operation of the DSBM;
- b) to approve the announced doctoral topics and the doctoral topics of the PhD students;
- c) to approve the announcers of the doctoral topics, the supervisors, the subject leaders and lecturers;
- d) to evaluate the implementation of the programme of the DSBM, the quality of the programme and the work of lecturers, supervisors and PhD students involved in the programme regularly or when necessary;

- e) to define the admission criteria to the doctoral school, to take a stand in matters of admission to the organised PhD instruction and on the acceptance of applicants wishing to acquire a degree through individual preparation;
- f) to appoint the members of the doctoral admission board;
- g) to appoint the members of the thesis proposal evaluation committee; to approve the suggestions of the thesis proposal evaluation committee;
- h) to make proposals regarding the composition of the comprehensive exam board;
- i) to make proposals regarding the composition of the dissertation board of referees, and for the appointment of the official opponents;
- j) based on the previous performance of the PhD student and the results of the discussion of the thesis proposal, to decide whether the doctoral dissertation may be admitted to defence;
- k) following the successful defence of the dissertation – based on the assessment and on the vote of the board of referees and the candidate’s academic and research performance, scientific profile – propose the conferral of a doctoral degree, and/or the conferral of a doctoral degree with distinction;
- l) to make a decision on the nostrification of academic degrees acquired abroad;
- m) to express an opinion in other issues related to the DSBM and on the requests submitted by PhD students;
- n) to give its opinion on applications for habilitation in the branch of science relevant to the DSBM, and to have the candidate’s scientific profile assessed.

The meetings of the CoDS are convened by the Head of the DSBM as the Chairperson of the Council, he/she proposes the agenda items to be discussed and chairs the meeting. The CoDS shall meet as required, but at least twice each semester, and these meetings shall precede the upcoming meeting of the Doctoral Cabinet by at least one week. As a rule, the CoDS discusses written proposals produced by the person submitting the given agenda item and distributed to the members by the secretary of the CoDS before the meeting. The secretary of the CoDS shall draw up a memorandum of each meeting of the CoDS, and shall send it to the members of the CoDS.

The CoDS has a quorum when at least half of the voting members are present. The decision made by the CoDS is valid if half of the voting members present and participating in the vote + 1 person vote with “yes” or “no”. Staff and candidacy matters shall be decided through voting by secret ballot, but the Council may also decide to have an open vote (except for the conferral of doctoral degrees, the acceptance of nostrifications and the launch of the habilitation procedure). In extraordinary cases it is possible to vote on-line (via e-mail and/or phone); in such cases, the Head of the DSBM may put a question through the secretary of the CoDS to the voting members of the CoDS, who may in turn take a stand in the matter in question. The on-line vote is valid when at least half of the voting members of the CoDS participate in the vote, and half of the members participating in the vote +1 person vote with “yes” or “no”. In the case of on-line voting in staff and candidacy issues, the CoDS’s secretary is bound by confidentiality.

2.6. Head of the Doctoral School

The Head of the DSBM is responsible for the management and general representation of the DSBM. The Head of the DSBM is responsible for the scientific

standards of the school, its compliance with accreditation requirements, the seamless delivery of the programme, and the operation of doctoral administration.

The Head of the DSBM shall be elected and appointed as defined in the UDR.

The Head of DSBM shall be assisted by the CoDS, and he/she shall act as the chairperson of the CoDS.

The Head of DS shall:

- a) manage the DS and represent it in the various university bodies;
- b) be an ex-officio member of the University Doctoral Council and the Doctoral Cabinet;
- c) make a proposal with regard to the core members and the emeritus core members of the DS;
- d) prepare, convene and chair the sessions of the CoDS;
- e) entrust subject leaders, lecturers and supervisors
- f) take a stand on the requests of PhD students submitted in individual study matters;
- g) coordinate the review processes of applications submitted by PhD students.

2.7. Programme directors of the Doctoral School

The Head of the DSBM shall be assisted by programme directors in his/her tasks related to management, evaluation and quality assurance. The Programme Directors are appointed or dismissed by the Director General of Corvinus Doctoral Schools on the recommendation of the Head of the DSBM, and the Council of DSBM shall give its opinion on the submissions related to such persons. The mandate of programme directors is for 5 years, and can be extended on multiple occasions. Programme directors are full-time lecturers, employees of CUB belonging to the research category and are holders of an academic degree.

1) Tasks of the General Programme Director:

- a) as the deputy of the Head of the DSBM, he/she shall act as the general representative of the Doctoral School at university events, meetings, conferences and discussions, and act in issues delegated to him/her by the Head of DS.
- b) he/she shall represent the Doctoral School in international organisations, at international scientific and professional events, meetings and conferences,
- c) in cooperation with the Head of the DSBM, he/she shall be involved in the preparation of the meetings of the Council of Doctoral School and in implementing the decisions.
- d) in cooperation with the Head of the DSBM, he/she shall produce the drafts of the strategic documents and reports of the Doctoral School.

2) Tasks of the Studies Programme Director:

- a) for the efficient administration of study matters, he/she shall interact with the PhD students of the Doctoral School and with the University Doctoral Office,

- b) he/she shall participate in the organisation of the doctoral programme, assist in the implementation of the programme in accordance with the operational curriculum and the timetable, and in the maintenance of learning discipline,
- c) he/she shall make decisions on the granting of study, research, teaching and publication credits to PhD students,
- d) he/she shall participate in the meetings of the Council of the Doctoral School, get involved in drafting submissions related to study matters.

3) Tasks of the Quality Assurance Programme Director:

- a) he/she shall support the implementation of the quality assurance objectives of the DSBM;
- b) he/she shall facilitate the implementation of the evaluation process of supervisors and lecturers;
- c) he/she shall take part in the evaluation mechanisms ensuring PhD students' progress in research;
- d) he/she shall assist PhD students in joining research projects, encourage their participation in foreign study visits.

2.8. Secretary of the Council of Doctoral School

In administrative, management and organisational tasks, the Head of the DSBM is assisted by a secretarial assistant, who carries out the tasks of the secretary of the Council of Doctoral School, too. In agreement with the Head of the University Doctoral Office, the secretarial assistant is entrusted by the Head of the DSBM, and appointed and dismissed by the Director General of Corvinus Doctoral Schools as employer. The secretarial assistant shall be appointed for an indefinite term. The assistant is a full-time employee of CUB, in a category other than lecturer or researcher, with a degree acquired in higher education.

Tasks of the secretarial assistant:

- a) liaises and coordinates with the University Doctoral Office (collects data, supplies data, delivers original minutes, delivers submissions).
- b) keeps in touch and ensures the flow of information with the PhD students of the DSBM (maintains an up-to-date e-mail list).
- c) works out the timetable of the DSBM, organises the teaching activities, interacts with the lecturers involved in the programme (before the start of each semester, he/she prepares the timetable, sends it to the PhD students and the lecturers, carries out course registrations, sends student lists to lecturers, distributes and collects subject evaluations at the end of each semester).
- d) participates in the organisation of the comprehensive examinations, the discussion of the thesis proposal and the defence of the dissertation of the PhD students of the DSBM (sends notices to the PhD students, collects registrations, sets up boards, collects examination questions, sets the dates of the examinations, prefills the minutes template, coordinates the dates of discussions and defences, produces invitations and sends them to the relevant persons, prefills the minutes template etc.).

- e) organises the admission exams of the DSBM (collects questions for the entrance examinations, schedules the dates of admission, collects and records admission results, prepares the proposed decisions).
- f) Organises the meetings of the Council of the DSBM, prepares the documents to be presented, forwards the decisions of the UDC (schedules the date of the council meeting, sends out invitations, collects proposed submissions, produces the submissions, drafts and distributes memos of the meetings, produces and forwards submissions for the meeting of the UDC.
- g) keeps records of and registers applications for contributing to the costs of PhD students' participation in domestic and international meetings, takes care of the necessary authorisations .
- h) maintains the database of the National Doctoral Council on the PhD students and lecturers of the DSBM, keeps it up-to-date and monitors it.
- i) Takes care of the administration of applications for habilitation related to the topic areas of the DSBM, sends them out for professional assessment, organises the classroom and scientific lectures related to habilitation.

2.9. Head of Specialisation of the Doctoral School

The Head of Specialisation is responsible for the professional and scientific activities of the relevant specialisation. The Head of Specialisation is entrusted and dismissed by the Head of the DSBM, and the Council of the DSBM shall give its opinion on any decision related to him/her. The mandate of the Head of Specialisation is for 5 years, and can be extended on multiple occasions. The Head of Specialisation is a full-time lecturer or researcher of CUB who holds a full professor or a habilitated associate professor title.

Tasks of the Head of Specialisation:

- a) elaborates and manages the operational curriculum. Selects the subject leaders and lecturers of the specialisation courses, assists and controls their work.
- b) makes proposals with regard to supervisors and announcers of doctoral topics.
- c) interacts with PhD students and supervisors belonging to the specialisation, facilitates joint academic work.
- d) actively participates in compiling submissions for meetings required in the process of the doctoral programme (comprehensive examination, discussion of the thesis proposal, defence of the dissertation), and in approving them.
- e) organises research forums for the PhD students belonging to the specialisation, in cooperation with the relevant institute;
- f) gives an opinion on the applications and requests of PhD students belonging to the given specialisation.

If the Head of Specialisation is not a voting member of the Council of Doctoral School, he/she participates in the meetings of the Council of Doctoral School in an advisory capacity. The Head of Specialisation is assisted by a secretary of specialisation who has an academic degree and is an employee of the University. The Secretary of Specialisation is entrusted by the Head of Specialisation. The primary responsibility of the Secretary of Specialisation is to liaise with the Head of Doctoral School, the Programme Directors, the Secretarial Assistant, and efficiently carry out the organisational tasks relevant to the specialisation.

3. Admission procedure

The DSBM publishes its admission bulletin every year with the following information:

- requirements and deadlines of applying for admission to the doctoral school
- the rules specific to the admission procedure.

Students are admitted to the specialisations of the Doctoral School on the basis of the evaluation of their previous professional and scientific performance, as well as the written and oral entrance examinations. The written examination focuses on competence in the area of Business and Management Sciences, especially the skills in research methodology and in the domain of the specialisation selected by the applicant. The oral exam serves to assess the applicant's motivation, commitment in his/her field of expertise, and abilities to complete the teaching and research tasks.

The scoring system of the entrance examination can be found in Annex 1.

The lecturers involved in the compilation and correction of the questions for the written examination are entrusted by the Head of the School.

A proposal with regard to the composition of the oral admission board(s) is made by the Head of Doctoral School and approved by the CoDS.

Based on the proposal of the Council of Doctoral School, the University Doctoral Council takes the decision on admission, taking into account the provisions of the UDR.

4. Educational tasks of the Doctoral School

Education in the doctoral school is conducted in the English and Hungarian languages. The doctoral programme is delivered in accordance with the provisions of the UDR.

The programme in the doctoral school consists of two phases. The first phase, the *study and research phase*, consists of 4 semesters, and ends with the comprehensive examination, and the second, *research and dissertation phase*, consists of a further 4 semesters, and ends with the acquisition of the final certificate (absolutorium).

4.1. Study and research phase

(1) During the *study and research phase* of four semesters, the PhD student attends classes in various subjects, performs research, publishes articles and takes the comprehensive examination.

a) The PhD student shall acquire a minimum of 18 credits each semester. In each academic year, at least 60 credits must and not more than 70 credits may be earned.

b) During the four semesters, altogether 120 credits shall be collected before registering for the comprehensive examination.

c) The comprehensive examination consists of two main parts: in the first part, the PhD student's theoretical and methodological skills are tested („theoretical part”), while in the second part, the PhD student demonstrates his/her academic progress

(„dissertation part”). The theoretical part of the comprehensive examination consists of a written and an oral module. In the dissertation part, the PhD student gives a presentation to demonstrate his/her knowledge of the relevant academic literature, reports on his/her research results, shares his/her research schedule for the second phase of the doctoral programme and outlines the schedule for preparing the dissertation and publishing the results.

(2) The PhD student shall collect study, research and publication, as well as teaching credits each semester, and shall participate each year in at least one thesis proposal discussion (preferably related to his/her specialisation) or in one public dissertation defence (participation is certified by the Secretarial Assistant of the DSBM on the basis of the attendance sheet attached to the minutes). Teaching credits are certified by the Studies Programme Director on the basis of the lecturer’s signature. Research credits are awarded by the supervisor and certified by the Studies Programme Director. Publication credits are awarded and certified by the Studies Programme Director. The credit values are included in Annex 2.

a) The PhD student acquires credits by completing subjects, attending courses, through studying individually and taking (graded) examinations. PhD students may select subjects primarily from the subjects included in the sample curriculum of the doctoral school as published in Neptun and for which credits may be earned.

b) The PhD student is free to take any subject announced in any doctoral school of CUB, but the maximum number of credits may not be exceeded.

Research and publication credits

a) Research credits may be acquired through independent research (e.g. individually studying academic literature, attending literature review seminars, performing independent research under the direction of the supervisor). Progress is monitored in the form of interim checks (written reports, assignments to be submitted, research plans, conference presentations, working papers). The maximum value of research and publication credits per semester is included in Annex 2.

b) Publication credits are credits recognising specific publication activities at a predefined level (e.g. journal articles, book chapters, conference presentations, working papers), which shall be evaluated separately from the previous category.

Teaching credits

a) Regularly monitored teaching activity performed under the direction of the lecturer within the framework of a course recorded in the Neptun system of CUB, (e.g. conducting practical sessions, performing education organisation activities and preparing and correcting the associated assessments, job shadowing and mentoring).

b) The PhD student may be used for teaching tasks by the institutes for up to 4 hours a week (two timeslots) averaged over the semester, for which he/she is entitled to remuneration according to the relevant regulations.

c) in the study and research phase, a minimum of one timeslot of teaching or education organisation equivalent thereto is mandatory for each PhD student.

4.2. Research forum

The DSBM pays special attention to ensuring that PhD students in the study and research phase (semesters 1-4) obtain the 120 credits required for the comprehensive examination as smoothly as possible, at the same time seeking to encourage PhD students to complete the paper to be submitted for the comprehensive examination. In this spirit, in the study and research phase (semesters 1-4), the DSBM requires the results related to the topic of the dissertation in progress to be presented and submitted for comment at least at 1 research forum, by which a maximum of 6 research credits may be acquired. Such credits are certified by the Studies Programme Director. The detailed rules of the research forum are included in Annex 3.

4.3. Research and dissertation phase

(1) During the *research and dissertation* phase of four semesters, the PhD student performs research, publishes the results of the research, prepares the thesis proposal for discussion, and presents it to the appointed evaluation committee. The dissertation shall be submitted within three years of commencing the research and dissertation phase, or within four years in case a passive semester is taken. During the research and dissertation phase (in the doctoral degree acquisition procedure) the student status may be suspended for no longer than two semesters.

(2) During the four semesters, altogether 120 credits shall be collected:

- a) Minimum 100 credits shall be acquired from research and publication activities (including a minimum of 40 credits from publications, and 1-20 credits may be awarded in the case of a successful thesis proposal discussion).
- b) a maximum of 24 credits may be earned from teaching and education organisation.
- a) The PhD student shall acquire a minimum of 18 credits in a semester.
- d) The research and dissertation phase ends with the final certificate (absolutorium) if the student has acquired 240 credits (study and research phase 120 credits + research and dissertation phase 120 credits).

(3) The research and dissertation phase normally ends with obtaining the final certificate (absolutorium) at the end of the eighth active semester, provided that 240 credits have been earned (this includes the successful defence of the thesis proposal). Pursuant to the provisions of the UDR, the final certificate may also be acquired before completing the eighth active semester.

The rules of awarding credits are included in Annex 2.

5. Key milestones of the doctoral programme (doctoral procedure)

5.1. The comprehensive examination

(1) The criteria of registering for the comprehensive exam are as follows:

- a) meeting the foreign language requirements

As specified in the University Doctoral Regulations (UDR). The language proficiency requirement of the comprehensive examination is a complex state-recognized language examination of at least B2 level or another equivalent language proficiency exam. The required

documents, certificates and their copies shall be attached to the registration form for the comprehensive examination (and shall constitute its annexes). The document certifying compliance with the foreign language proficiency requirement shall be presented 15 days before the date of the examination at the latest.

b) in the study and research phases of the doctoral programme, the acquisition of at least 120 credits (except for students preparing individually for the acquisition of the doctoral degree, as their student status is established with registration for the comprehensive examination and the acceptance thereof).

The certificate about the acquisition of 120 credits is issued by the University Doctoral Office, and this document shall be attached to the registration form for the comprehensive examination (and shall constitute its annex). The credits required for the issuing of the credit certificate shall be acquired and certified in the NEPTUN interface 15 days before the date of the examination at the latest.

c) recording and approving the student's publications in the MTMT database.

The General Table downloaded from the MTMT and the bibliographical data of publications recorded in the MTMT (along with an approval clause) shall be attached to the registration form for the comprehensive examination (and shall constitute an annex thereto). The publication requirements necessary for being admitted to the comprehensive examination (recording the data of the publication in the MTMT and submitting the notification of acceptance) shall be met 15 days before the date of the examination at the latest.

(2) The comprehensive examination consists of two main parts: assessment of the PhD student's theoretical and methodological preparedness („theoretical part”) and a report by the PhD student on his/her academic progress („dissertation part”).

(3) The comprehensive examination shall be taken publicly, before a board. The examination board consists of at least five and not more than six members, and at least one third of the members shall not be the employees of the institution that operates the doctoral school.

The composition of the comprehensive examination board is finalised by the Council of Doctoral School following a proposal from the Head of Doctoral School, and approved by the University Doctoral Council. The University Doctoral Office coordinates with the members of the examination board in advance, then officially informs them about the date of the exam.

(4) The Chair of the examination board is a university professor, a habilitated associate professor, a professor emeritus, or a lecturer or researcher holding the “Doctor of the Sciences” title of the Hungarian Academy of Sciences title. An expert affiliated to a foreign institution may not be the chair of the examination board.

(5) Each member of the examination board shall have an academic qualification. The examination board may have a member who is affiliated to a foreign institution, but he/he may not be the chair. The supervisor of the PhD student may not be a member of the examination board.

The examination board shall be constructed in such a way that if one of its members happens to be the supervisor of the candidate, then it is either necessary to set up two boards, or the member in question is replaced by another member in the given assessment phase of the exam.

(6) The professional composition of the examination board in the DSBM is as follows:

The chair, a representative of qualitative methodology, a representative of quantitative methodology, a representative of the field of specialisation, a recognised expert in the field of Business and Management sciences, a secretary.

In order to ensure that the ratio of external members stipulated in the government decree regulating the comprehensive examination is met, the Chair shall be external, the representative of qualitative methodology shall be internal, the representative of the quantitative methodology shall be internal, the representative of the field of specialisation shall be internal or, if necessary, external, the expert recognised in the field of Business and Management shall be external, the secretary shall be a non-voting internal member with a PhD degree in charge of drawing up the minutes.

(7) Although the supervisor is not a member of the examination board, he/she shall evaluate the PhD student's work in advance in writing, and his/her presence is desirable during the comprehensive examination of his/her own PhD student.

The supervisor's preliminary written assessment shall be attached to the registration form for the comprehensive examination (constituting an annex thereto). On the one hand, the assessment describes the work completed so far by the PhD student, his/her most important academic results, the quality of the cooperation with the supervisor, and on the other briefly describes the strengths and weaknesses of the paper submitted for the examination. He/she declares whether the PhD student's continued participation in the doctoral programme is recommended. The length of the supervisor's assessment shall be minimum 0.5 and maximum 1 page of A/4 size. The student shall be in charge of collecting and submitting the supervisor's evaluation to the University Doctoral Office until May 31.

(8) In the theoretical part of the comprehensive examination, 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 proficiency in the context of the concerned branch of science on the other. In the fourth semester of the programme, the candidate shall compile the research plan (research design) of the dissertation in progress, in the form of a paper to be submitted, in which he/she explains the personal reasons for selecting the topic, its timeliness, its social, economic and environmental context, the research objectives and the research questions. In addition, he/she also discloses his/her basic ideas on research methodology, justifies the selected methodology, supported by academic literature, seeks to present the full array of methodological tools he/she wishes to use later (qualitative, quantitative or mixed methods, data recording and data analysis tools etc.), and prepares a critical literature review of his/her research topic. The paper of 20-30 pages to be submitted shall be delivered to the University Doctoral Office in 4 printed copies and in electronic form until May 15 at the latest (written module). Based on the written assignment to be submitted, in the oral module of the theoretical part of the examination, the examination board formulates questions, and encourages the candidate to engage in a debate and professional consultation, during which the wide-ranging expertise of the candidate in methodological and scientific areas can be tested.

The paper to be submitted is a document that serves to lay the foundations of the thesis proposal document. The length of the body text shall be a minimum of 20 pages (+ title page, table of contents, bibliography, annexes) of A/4 size, with 2.5 cm margins, using single

spacing, font size 12 TNR, paragraphs separated by indentation, printed on one side of the page, with page numbers in the bottom right corner. Within this document, the part describing the research methodology shall take up at least 10 pages. The document should be well-suited to serve as a basis for substantial discussions on the methodological compliance of the proposed dissertation in the framework of the comprehensive examination. During the discussion, the student should demonstrate convincing knowledge of the skills acquired during the qualitative and/or quantitative methodology courses and to be used in the dissertation in progress, as well as should be able to adapt that knowledge to the field of specialisation.

This document may also be prepared in such a way that an article written by the candidate alone or as a co-author (in the latter case, he/she shall be the first author or have a corresponding author status) in a journal featured in the list of the Hungarian Academy of Sciences as an A-D category journal (equivalent to Q1-Q4 ranked journals in the Scimago list), already published or with a notification of acceptance, is incorporated into the paper to be submitted. The article is incorporated into the paper to be submitted in a such a way that, as it were, it supports the compulsory content elements (justification for the selection of the topic, presentation of the timeliness, of the social, economic and environmental context of the topic, formulation of the research objectives and the research questions, clarification of the theoretical framework, description of the methodology in at least seven pages), and is suitable for initiating a methodology-oriented professional dialogue about the paper within the framework of the comprehensive examination.

The applicant shall personally deliver the paper to be submitted to the methodological representatives of the comprehensive examination (in pdf and word formats, attached to an e-mail), who in turn shall give a preliminary opinion on the document by 30 April. The candidate, after having made the corrections, shall submit the document in its final form to the University Doctoral Office until May 15, in both printed and electronic forms.

Upon registration for the comprehensive examination, the candidate shall indicate on the registration form whether he/she wishes to use mainly qualitative, quantitative methodology or mixed methods combining the two in the document to be submitted.

(9) In the “dissertation part” of the comprehensive examination, the examinee gives account of his/her research activities performed and the results achieved up to that point in the form of a 15-20 minute presentation. He/she shall also outline the research schedule for the second phase of the doctoral programme as well as the schedule for preparing the dissertation and for publishing the results.

The board asks questions about the contents of the presentation. In this phase, the supervisor is allowed to assess the candidate’s work completed so far in a length not exceeding 5 minutes, and to state whether he/she has found the candidate suitable to successfully complete the doctoral programme, and whether he/she judges the schedule and the publication plan to be realistic.

(10) The DS stages comprehensive examinations once a year, at the end of the spring semester. The comprehensive examination shall be organised in such a way that its

theoretical and dissertation parts are both conducted in the presence of the widest possible professional audience, publicity however should not interfere with the examinee's successful performance. Depending on the number of candidates registering for the comprehensive examination, the theoretical and dissertation parts may be conducted on the same day or on different days, immediately one after the other, or within one day by inserting a longer break. Regardless of how the examination is arranged, all members of the examining board shall be continuously present during both parts of the examination.

Each year, the comprehensive examination takes place in June. The examination of one doctoral student is held on the same day, in two successive stages. The first stage is the dissertation part during which the examinee delivers his/her presentation in the form of an extemporaneous scientific presentation, and the debate takes place as a discussion, and in the second stage, the theoretical part takes place, which shall be conducted formally before the examining board (questions shall be answered). A short break of not more than 1 hour may be planned between the two stages. The performance of the examinees shall be evaluated after each stage in the absence of members of the public.

(11) The examining board shall evaluate the theoretical and the dissertation parts of the examination separately and shall draw up detailed minutes of the comprehensive examination 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 examination shall be announced on the day of the oral examination.

Following the second stage, the examining board shall withdraw to assess the examinee's performance with regard to each stage. At the end of the examination, following the assessment of the last examinee, the board announces the results.

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

(13) Both parts of the comprehensive examination shall be 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 examination is "failed".

(14) In the case of an unsuccessful comprehensive examination, the PhD student may retake the examination on one more occasion in the given examination period.

In view of the fact that the theoretical part of the examination is based on a paper to be submitted, the preparation of which is time-consuming, the comprehensive examination may be retaken before the registration for the 5th semester under the curriculum, until August 31 at the latest. In the case of a retaken theoretical examination, the student registering for the exam shall deliver the paper to be submitted to the University Doctoral Office until August 15 at the latest. Failure to do so shall result in exclusion from the doctoral programme. If the board accepted the theoretical part of the examination, it is not necessary to resubmit the paper, but it is necessary to retake both parts of the comprehensive examination.

(15) The comprehensive examination shall be conducted in Hungarian or English. If a doctoral student registering for the exam whose mother tongue is Hungarian produces the paper to be submitted for the dissertation part in English, the examination shall still take place in Hungarian (at the specific request of the

examinee, the examining board may decide to conduct either part of the examination in English). If the mother tongue of the PhD student registering for the comprehensive examination is not Hungarian, all the components of the examination shall be conducted in English.

5.2. The thesis proposal and its assessment

(1) The thesis proposal of the PhD student shall serve as a preliminary documentation of his/her competence and fitness as a researcher.

(2) The discussion of the thesis proposal may take place only after passing the comprehensive examination, recording the student's publications in the MTMT database and having them approved.

(3) The PhD student shall declare that he/she prepared the thesis proposal on his/her own, without any unauthorised assistance, that he/she has used only the listed sources, that he/she has clearly marked and provided the source of all parts-including his own previous works - which were taken verbatim from another source or were rephrased to convey the same meaning.

(4) The thesis proposal shall be submitted in Hungarian or English. Any specialisation may stipulate that a PhD student whose mother tongue is Hungarian should submit the thesis proposal in both Hungarian and English, or only in English (this should be communicated to the PhD student at the latest at the time of enrolling to the doctoral programme). The thesis proposal shall be submitted in three printed and bound copies as well as electronically in pdf file format, to the secretarial assistant of DSBM. The thesis proposal may be submitted on an ongoing basis, except in July and August. The timeliness of the selected topic, its economic, social and environmental relevance should be presented in the thesis proposal; research questions and hypotheses should be formulated; the academic literature should be explored and analysed, the selected methodology should be presented and justified with bibliographic references (complex research design). The thesis proposal of 70-100 pages should be prepared with 2.5 cm margins, single line spacing, and the illustrations should be inserted in the text whenever possible.

(5) As a rule, the discussion of the thesis proposal takes place in the Hungarian language. In the case of PhD students whose mother tongue is not Hungarian, or if a native Hungarian PhD student submits his/her thesis proposal in English, and indicates to the Head of Specialisation in advance that he/she wishes to have the discussion conducted in English, the discussion will be staged in the English language.

(6) The thesis proposal shall be assessed by a Thesis Proposal Evaluation Committee (hereinafter TPEC) of minimum four and maximum six members appointed for this purpose, and each member shall have an academic degree. The chairperson of the TPEC may be a full professor, a professor emeritus or a habilitated associate professor. The members, but at least one of the opponents shall be an external expert (not a full-time employee of CUB). The TPEC always includes the official opponents (at least 2 opponents) and the supervisor of the PhD student (who may be neither the chairperson, nor an opponent). The TPEC is assisted by a non-voting secretary, who is also in charge of drawing up the minutes. The secretary is a lecturer or researcher of the University, with a PhD degree.

(7) The Head of Specialisation, having consulted with the supervisor, shall make a proposal with regard to the members of the Thesis Proposal Evaluation Committee (TPEC) on the dedicated form, on which he/she shall also specify the language of the

discussion. The composition of the Thesis Proposal Evaluation Committee shall be decided by the Council of Doctoral School.

(8) Within 60 days from the date on which the thesis proposal was sent to them/they received it, the opponents shall produce their written opinion and deliver it to the secretarial assistant of the DS. On the expiry of 60 days, the secretarial assistant sends a reminder to the opponent if necessary, and if the opponent fails to submit his/her opinion within 90 days, the Head of Doctoral School shall automatically appoint the reserve opponent approved by the CoDS to evaluate the thesis proposal.

(9) The thesis proposal shall be discussed in public session, in the presence of the members of the scientific community. The discussion may be held when the assessments of the appointed opponents are available. With the exception of cases when suspected plagiarism is indicated, the discussion shall be held independently of the appraisals made in the opponents' assessments. When the opponents' opinions are available, the PhD student may withdraw his/her thesis proposal on one occasion. In this case, he/she may submit a new or a revised thesis proposal within 6 months at the earliest. The discussion may be held only in the presence of the chairperson, the secretary, at least one of the appointed opponents and the supervisor. In the discussion, the TPEC should contain at least one external expert.

(10) After the discussion, the professional standard and the completion rate of the thesis proposal shall be evaluated by the TPEC. The TPEC is responsible - taking into account the debate as well -for judging whether the results included in the thesis proposal and the candidate's qualities as a researcher guarantee the preparation and the timely submission of a dissertation that can be successfully defended, as well as for assisting the PhD student with advice with regard to completing the final dissertation.

(11) The TPEC shall produce an evaluation (minutes) and shall take a stand on whether the committee

- a) recommends the approval of the PhD student's thesis proposal without any changes;
- b1) recommends it for approval with the listed minor changes;
- b2) recommends it for approval with the listed major changes;
- c) does not recommend it for approval for the reasons listed, and recommends the preparation of a new thesis proposal.

(12) If the TPEC does not recommend the approval of the thesis proposal, the candidate may submit a new thesis proposal within 6 months' time at the earliest. If the discussion of the newly submitted thesis proposal is not successful either, or if one of the opponents does not recommend it for a repeated discussion, the CoDS may suggest that the UDC excludes the candidate from the doctoral programme.

(13) The chairperson and the secretary of the Thesis Proposal Evaluation Committee shall certify the minutes with their signatures, and send it to the secretarial assistant of the DS. The secretarial assistant of the DS shall forward a copy of the original minutes and the relevant decision of the CoDS to the University Doctoral Office.

(14) As stipulated in the University Doctoral Regulations, a thesis proposal may also be based on an article, in which case the discussion shall be conducted as specified in the University Doctoral Regulations and above.

(15) Following an unsuccessful thesis proposal discussion, the CoDS shall decide on the earliest date on which the PhD student may submit a new/modified thesis proposal. The CoDS shall take a decision on the composition of the evaluation committee of the repeated thesis proposal.

5.3. Submission of the doctoral dissertation and appointment of the Board of Referees

- (1) If the PhD student has at least one article in English published or accepted for publication in a journal included in the SCOPUS/Scimago list, and has obtained the number of publication points required for the defence procedure, the supervisor shall initiate the launch of the procedure of defending the dissertation in a written request addressed to the Head of the DS. The submission of the doctoral dissertation is subject to acquiring the absolutorium (240 credits), to successfully defending the thesis proposal during the discussion and to recording the publications of the PhD student in the MTMT database and having them approved. Further conditions for submitting the doctoral dissertation shall be that the PhD student has no other doctoral degree acquisition procedure underway in the same branch of science, his/her application for entering the doctoral degree acquisition procedure was not rejected in the past two years, nor did his/her doctoral defence conclude with an unsuccessful result in the past two years. The PhD student makes a written statement on these additional conditions at the time of submitting the doctoral dissertation.
- (2) The submission of the doctoral dissertation shall be subject to meeting the foreign language requirements stipulated in the UDR.
- (3) Along with the request, it is necessary to submit - according to the format requirements and in the number of copies specified in the UDR - the dissertation, its theses in Hungarian and English (thesis booklet), and a brief one page summary in Hungarian and English, both in printed and electronic forms (in the case of PhD students who are not Hungarian native speakers - if the dissertation was produced in English - it is not necessary to submit the theses and the brief description in Hungarian). Co-authorship shall not be permitted for doctoral dissertations.
- (4) If the PhD student has selected Hungarian as the primary language of his/her dissertation, he/she shall submit the dissertation in both Hungarian and English. In this case, the contents of the Hungarian and the English versions should be completely identical (if the PhD student wishes to submit his/her dissertation in a world language other than English, he/she has to ask for the relevant permission of the CoDS through the secretarial assistant of the DSBM within 90 days of the successful discussion of the thesis proposal,). If the PhD student has selected English as the primary language of his/her dissertation, it is enough to submit it in English.
- (5) The theses of the dissertation shall be drawn up in such detail that allows the key new scientific results of the dissertation to be clearly judged. Articles and papers written by the PhD student on the same topic and setting out the results in detail shall be attached to the dissertation.
- (6) The PhD student shall make a declaration on having prepared the dissertation on his/her own, without any unauthorised assistance, and on having used the specified sources only. He/she declares to have clearly marked all the parts - including his/her own previous work - and provided the sources thereof that were taken verbatim from another source or were rephrased to convey the same meaning.
- (7) Regarding the contents of the doctoral dissertation, the governing rule is that the dissertation should contain new scientific results. The dissertation shall present the current state of the given discipline through reviewing and providing a critical analysis of the relevant academic literature. The dissertation shall state how the new scientific results included in the dissertation will contribute to the development of the given discipline. The Doctoral School of Business and Management expects dissertations to contain empirical analysis as well, and the PhD student should evaluate the results against previous scientific performances.

(8) The PhD student shall submit his/her dissertation to the University Doctoral Office in accordance with the detailed format requirements and procedures defined in the UDR. The dissertation can be submitted on an ongoing basis, except in the months of July and August.

(9) Following consultations with the supervisor and in accordance with the provisions of the UDR, a proposal on the composition of the dissertation board of referees shall be made by the Head of Specialisation by completing the dedicated form. A decision on the composition of the board shall be taken by the Council of the Doctoral School, which shall be approved by the University Doctoral Council.

(10) Three opponents with an academic degree shall be invited to act as members of the board of referees. Two of them shall not be the employees of the University, and one of the members shall be an internationally recognised expert affiliated to a foreign institution. Within 60 days of the date on which the dissertation was sent to them the opponents shall prepare and deliver their written opinions to the University Doctoral Office. On the expiry of 60 days, the University Doctoral Office shall send a reminder to the opponent if necessary, and if the opponent fails to submit his/her opinion within 90 days, the Head of the DS shall automatically appoint the first alternate opponent approved by the CoDS to evaluate the dissertation. Holding the public defence shall be subject to receiving two favourable assessments. It is only after the receipt of the second favourable review that the University Doctoral Office requests the candidate to respond to the comments of the opponents in writing, and the candidate shall have 30 days to do so.

(11) The public defence of the dissertation takes place in Hungarian for native Hungarian speakers, and in English for PhD students whose mother tongue is not Hungarian. In the course of the public defence, the candidate puts forward the main theses of his/her dissertation in the form of an oral presentation (in the framework of a 20-minute presentation), and answers the questions of the opponents, the board of referees and the participants of the public discussion. Minutes shall be drawn up of the defence, this being the responsibility of the secretary of the board. Following the defence, the secretary shall forward the minutes in their original form, with the signatures of the members of the board, and completed electronically to the University Doctoral Office, from where the whole documentation shall be transferred to the secretarial assistant of the DSMB, who shall in turn prepare the recommendation on granting the degree for the upcoming meeting of the CoDS.

(12) The minutes of the defence of the dissertation are included in the UDR.

(13) Following the successful defence, the CoDS proposes the conferral of a doctoral (PhD) degree to the University Doctoral Council if the candidate has met all the requirements set out in the UDR.

(14) As stipulated in the University Doctoral Regulations, a doctoral dissertation may also be submitted as an article-based dissertation, in which case the preparations for the defence and the defence itself shall be conducted as specified in the University Doctoral Regulations and above.

6. Tasks of the Doctoral School in habilitation procedures

The course various stages of the habilitation procedure shall be laid down in the University's Habilitation Rules.

Applications for habilitation submitted to the University in the field of Business and Management Sciences are assessed by the Council of Doctoral School, primarily on the basis of their compliance with the DSMB's minimum requirements with regard to habilitation (Annex 3).

The position of the Doctoral School shall be based on the opinions of two referees, one of whom is a university professor of Corvinus, while the other is a university professor of another higher education institution, and not an employee of CUB. If the result of the assessments is not unequivocal, the application for habilitation shall be assigned to a third referee.

If the application for habilitation is assessed favourably, the Council of the Doctoral School shall make a proposal with regard to the members of the habilitation board of referees. The composition of the Board of Referees shall be approved by the UDC

7. The quality management system of the Doctoral School

The quality management system of the Doctoral School of Business and Management is in line with the provisions of the Quality Assurance Regulations of the Corvinus Doctoral Schools of the Corvinus University of Budapest, and the community of the DSBM acts in the spirit and according to the guidance of these regulations.

8. Conflict of interest, ethics

(1) The Thesis Proposal Evaluation Committee (TPEC) of the PhD student shall not include any members with whom he/she published a study in co-authorship, except for the supervisor. This fact shall be checked in advance on the basis of the MTMT database by the person setting up the committees.

(2) Neither the comprehensive exam board of the PhD student, nor the committee evaluating his/her thesis proposal and the board evaluating his/her dissertation shall include members with whom he/she published a paper in co-authorship. This fact shall be checked in advance on the basis of the MTMT database by the person setting up the relevant boards.

(3) Preferably neither the comprehensive exam board of the PhD student, nor the committee evaluating his/her thesis proposal and the board evaluating his/her dissertation shall include any members who cannot be expected to assess the candidate's performance in an objective way (family relations with the candidate, regular and jointly performed services and consultancy, grant projects or any other factor, e.g. exercising employer's rights). This fact shall be considered by the person setting up the committees and by the members of the CoDS.

(4) Persons who co-authored studies with the applicant may not be entrusted as experts of the habilitation procedure (assessors of scientific profile) and the members of the habilitation board of referees. This fact shall be checked in advance on the basis of the MTMT database by the person setting up the board.

(5) The PhD student and the supervisor shall both avoid any consultations with the assessors of the thesis proposal and the referees of the doctoral dissertation with regard to the document that is the subject of the assessment. Consultations shall be particularly avoided in the period of assessment. In addition, the PhD student shall refrain from urging the assessment process and from facilitating the submission of the assessment within the deadline in any manner whatsoever.



9. Entry into force of the Rules

The Rules were adopted by the Council of Doctoral School of Business and Management at its meeting of 4 December 2020, and shall come into force upon the approval of the University Doctoral Council on 16 December 2020.

- (1) Any matters not regulated in these Rules shall be governed by the UDR.
- (2) In case of any conflict with the UDR, the provisions of the UDR shall prevail.
- (3) In case of any conflict with the SER and the RSFB, the provisions of the SER and the RSFB shall prevail.

Council of the Doctoral School of Business and Management

10. Annexes

Annex 1

1. Performance that can be taken into account for the purposes of the doctoral admission procedure (DSBM)

| Performance | Maximum points |
|---|---|
| Previous performance | |
| certified participation in research project ³ | 3 |
| participation in conferences (speaker, co-speaker, poster) | 1 |
| publication | according to the calculation of publication points set out in the UDR |
| Paper ranked I-III in the Students' Scientific Association competition/paper | 3 |
| Paper ranked I-III in the competition of the National Conference of Students' Scientific Association /paper | 6 |
| Plus competences in foreign languages (above one intermediate-level language certificate) | 2 |
| +1 intermediate-level language certificate | 4 |
| advanced-level language certificate (pieces) | |
| professional/leadership experience ⁴ | 5 |
| Total (maximum) | 20 |
| Paper to be submitted | |
| research plan ⁵ | 10 |
| essay ⁶ | 10 |
| Total (maximum) | 20 |
| Written examination | |
| mathematical logic | 5 |

³ Participation in a research project is certified by the leader of the research project. Please attach the short description of the research project and the tasks completed by the applicant. If the applicant contributed to research reports and discussion papers, please list them (there is no need to attach the documents themselves!).

⁴ More than 3 years of experience as a senior manager: 5 points. More than 5 years of experience as a mid-level manager: 5 points. More than 5 years of experience in a research or education institution: 5 points (The points are calculated on the basis of the time of the professional experience).

⁵ The expected length of the research plan shall be 2-3 pages. In the research plan, please describe very briefly some of the key trends of the examined field, and its economic, social, environmental relevance and context (identification of problem). The candidate should delimit his/her specific area of interest within the given research field, formulate the key research questions he/she wishes to examine in his/her dissertation, as well as explain his/her motivation. He/she should describe his preliminary ideas about the methodology he/she wishes to use to analyse the outlined research questions.

⁶ The expected length of the essay is 5-7 pages. The subject of the essay should be closely related to the research plan. This can be a summary of the academic literature, an analysis and evaluation of previous research, the presentation of own research findings.

| | |
|-------------------------------------|------------|
| Basics of qualitative methodology | 5 |
| Basics of quantitative methodology | 5 |
| Basics of the chosen specialisation | 5 |
| Total (maximum) | 20 |
| Oral examination | |
| Motivational interview | 40 |
| Total (maximum) | 40 |
| Grand total | 100 |

Annex 2

Credit table

Valid for PhD students who started their programme after 1 September 2020

Study and research phase (semesters 1-4)

| | minimum | maximum |
|--------------------------|------------------------|---------|
| study | 48- 60 | |
| teaching | 1 timeslot (6 credits) | 18 |
| research and publication | 48* | 60 |
| total | 120 | |

*Maximum 12 research credits of the 48 in each semester are awarded by the supervisor and a minimum of 8 additional credits should be acquired from publications. The publications should include at least one article (accepted or published) in a journal featured under categories A-D in the MTA list.

The study and research phase ends with a comprehensive examination for which no credits are granted.

Research and dissertation phase:

| | minimum | maximum |
|--|---|---------|
| teaching and organisation of education | 0 | 24 |
| research and publication | 100, of which minimum 40 should be publication credits* | |
| discussion of the thesis proposal | 0 | 20 |
| total | 120 | |

*A maximum of 15 research credits may be acquired in each semester, this is awarded to the PhD student by the supervisor, based on the intensity and quality of the research activity. The credits shall be underpinned by actual

research materials and papers. At least 40 credits shall be collected from publication activities. The publications should include at least one article (accepted by or published in) a journal featured under categories A-D in the MTA list (of course other than the article already used in the study and research phase).

The discussion of the thesis proposal, for which 20 credits may be awarded, is held in the research and degree acquisition phase.

Teaching credits: teaching minimum one timeslot or equivalent education organisation performance; altogether maximum 42 credits in the two phases.

Teaching one course as subject leader or lecturer has a value of 6 credits (based on Neptun). Active involvement in teaching one course shall be worth 2 credits (based on the certificate issued by the subject leader). Active involvement may cover invigilating exams, correcting papers, delivering parts of a course (e.g. 1-2 seminars / semester), documented job shadowing and mentoring of students writing their thesis, taking part in the competition organised by the Students' Scientific Association (TDK). In the study and research phase (semesters 1-4), teaching minimum 1 timeslot or performing education organisation activity equivalent thereto is mandatory (worth 6 credits). In the study and research phase (semesters 1-4), a maximum of 24 teaching credits may be recognised. For the research and dissertation phase (semesters 5-8), no minimum teaching activity is defined; a maximum of 24 teaching credits (or equivalent education organisation) may be recognised. If the PhD student participates in teaching as the leader of a thesis seminar, then on the basis of the information recorded in Neptun, 6 credits may be recognised for 10 undergraduate students or 5 graduate students (if there are fewer students, the number of credits shall be proportionally reduced).

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

At least 48 research and publications credits shall be acquired in the study and research phase. Of the 48, a maximum 12 of research credits per semester may be granted by the supervisor, i.e. the supervisor may propose maximum 48 research credits in total. Research credits need to be underpinned by actual research materials, papers and publications. Of the maximum 60 research and publication credits available, 8 credits should be acquired with publications. The publications should include at least one (accepted or published) journal article of A-D category in the MTA list.

At least 100 research and publication credits need to be acquired in the research and dissertation phase. Maximum 15 research credits may be acquired in each semester, these shall be awarded to the PhD student by the supervisor, based on the intensity and quality of the research activity. Research credits need to be underpinned by actual research materials, papers and publications. At least 40 credits shall be collected through publication activities. The publications should include at least one (accepted or published) journal article featured in categories A-D in the MTA list (this shall be, of course, different from the article already used in the study and research phase).

Credit values of publication activity: as defined in the UDR

Annex 3

DSBM
Minimum requirements with regard to habilitation

Minimum requirements with respect to higher education, professional and scientific activities required for applications for habilitation submitted to the Doctoral School of Business and Management of CUB.

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

| Higher education activity | |
|---|--|
| Performing regular and continuous teaching activity in a higher education institution after the acquisition of the PhD degree. | teaching at least 2 courses, for at least 10 semesters |
| Working on the development of teaching materials | Author or co-author of one workbook or coursebook or textbook for higher education, which is related to one of the courses ever taught by the candidate |
| Participating in talent fostering and/or the education of future generations of scientists (at least one of the three) | 10 thesis supervisions that ended with the successful defence of the thesis |
| | Supervisor of 1 PhD student/doctoral candidate or a PhD student who has already obtained a degree |
| | Consultant for a student who has participated in the competition of the National Conference of Students' Scientific Association (OTDK) or in any national or international study competition |
| Publication activity (based on the MTMT general table) | |
| Total number of scholarly publications | 40 |
| Articles in scientific journals | 10 |
| of which in international scientific journals | 4 |
| Number of independent citations received for scholarly publications | 50 |
| Number of independent citations published in international specialised journals, books and conference volumes published abroad | 15 |
| Hirsch-index (If the number of independent citations received for scholarly publications reaches 100, a Hirsch-index below 5 is also acceptable) | 5 |

| Professional and scientific engagement activities | |
|---|---|
| Membership and activity in domestic and international scientific organisation (at least one of these three) | Membership in domestic or international professional or scientific association, society, alliance (membership of at least 3 years, at least in 1 organisation) |
| | Participation in the editorial board of international and/or domestic scientific journals (3 years on the editorial board of at least one journal) |
| | Active involvement in the organisation and implementation of domestic and international scientific events, conferences, chairing a section (at least 2 such events) |
| Function or permanent mandate held in a higher education institution | study programme, specialisation or subject leader, in charge of coordinating Students' Scientific Student Association competitions/alumni, study programme coordinator, head or office-holder of an organisational unit |

RESEARCH FORUM

The key aspects and content of the research forum

The Doctoral School of Business and Management (DSBM) pays special attention to ensure that PhD students in the study and research phase (semesters 1-4) obtain the 120 credits required for the comprehensive examination as smoothly as possible, at the same time seeking to encourage PhD students to produce the paper to be submitted for the comprehensive examination.

In this spirit, in the study and research phase (semesters 1-4), the DSBM requires the results associated with the topic of the dissertation in progress to be presented and submitted for comment at minimum one research forum, by which a maximum of 6 research credits may be acquired. These credits shall be certified by the Studies Programme Director.

The research forum organised by the PhD student's institute (or by several institutes) shall be attended by PhD students who started their doctoral programme after 1 September 2018. The research forum shall be conducted so that the candidate, the supervisor (or in his/her absence, his/her representative), the Head of Specialisation (or in his/her absence, his/her representative), the representative of the institute's professional community, and the PhD students belonging to the institute are present. It is practical to hold the research forum in the examination period following the spring semester, if possible during the so-called research week. The institutes may organise research forums at other times, too, as agreed between the director of the institute and the head of specialisation. The concerned parties shall be notified of the time and the venue of the research forum: the staff of the institute shall be informed by the secretariat of the institute, the PhD student, the supervisor and the head of specialisation shall be informed by the secretariat of the Council of DSBM.

The subject of the research forum is to formulate the research questions of the dissertation, to outline the social and economic contexts of the topic, to expose its relevance and timely nature, and to present the theoretical background based on the reviewed academic literature (to illustrate the current status of the research). At least two weeks before the date of the research forum, the PhD student shall send the manuscript of at least 3 and not more than 6 pages to the secretariat of the Council of the DSBM electronically in doc and pdf format, as previously agreed and discussed with and endorsed by the supervisor (on the dedicated form), and summarising the knowledge under review at the research forum. He/she shall present this manuscript at the research forum in the framework of a 10-minute presentation, then answers the questions of the audience and participates in the discussion. If a specialisation organises several research forums for the PhD students, the supervisor is responsible for ensuring that the same

performance shall not constitute the subject of the research forum with respect to the same manuscript, and that progress is tangible on every occasion.

The PhD student may acquire research credits in the following way for performance demonstrated at the research forum:

- Presentation in Hungarian, extended abstract (3 pages): 3 points
- Presentation in Hungarian, short paper (6 pages): 4 points
- Presentation in English, extended abstract in English (3 pages): 5 points
- Presentation in English, short paper in English (6 pages): 6 points

Format requirements:

2.5 cm margins

TNR font type

Simple spacing

Page numbering in the bottom right corner

Maximum 1 illustration per 3 pages (photo, diagram, table)

Bibliography (references in the text)

An attendance sheet should be completed at the research forum, and a copy thereof shall be attached to the form signed by the head of specialisation (or his/her appointee) to be sent to the Secretariat of the Council of the DSBM (see annex).

The criteria for having the research credits recognised (to be submitted to the Secretariat of the Council of DSBM as a single package):

1 printed copy of the manuscript, improved and finalised on the basis of the comments received during the presentation held at the research forum, in agreement with the supervisor (and endorsed by the supervisor).

1 copy of the attendance sheet completed at the research forum

1 completed and signed credit recognition form

Evaluation of research forum
(To be forwarded to the Secretariat of the Council of Doctoral School of Business and Management after the research forum)

To be completed by the Secretariat of the Council of the Doctoral School of Business and Management

Name of PhD student:

Name of supervisor:

Name of co-supervisor:

Commencement of studies in the Doctoral School:

Date of the research forum:

Title of manuscript submitted to the research forum (in the language of the manuscript):

Brief evaluation of the performance of the PhD student:

I recommend the submitted manuscript to be accepted as a(n)

extended abstract

short paper

(please circle the relevant part manually)

Notes, comments *(please add manually)*:

Budapest,20..

Signature of Head of Specialisation

To be completed by the Programme Director

Research credits awarded for the research forum:

Signature of Programme Director

Registration of PhD students for the research forum
(to be submitted to the Secretariat of the Council of Doctoral School of Business and Management or attached to the manuscript and submitted online)

Name of PhD student:

Name of supervisor:

Name of co-supervisor:

Planned date of the research forum:

Number of occasions of participating in a research forum (please underline, bold):

1 2 3

Title of manuscript submitted to the research forum (in the language of the manuscript):

Genre of the manuscript submitted to the research forum (please underline, bold):

extended abstract

short paper

Supervisor(s) statement

I am aware of the contents of the manuscript submitted by the PhD student to the research forum, and I hereby consent to its submission.

If the PhD student has participated in a research forum before, the contents of the present manuscript are significantly different from the one(s) submitted earlier.

supervisor's signature

co-supervisor's signature

Budapest,20..

signature of PhD student