

# Corvinus Doctoral Schools

**Study Guide 2022/23**





**CORVINUS  
UNIVERSITY**  
of BUDAPEST  
CORVINUS DOCTORAL  
SCHOOLS

The present publication is the study guide of the Corvinus Doctoral Schools of the Corvinus University of Budapest and contains general information only. Therefore it does not offer detailed information on specific areas nor does it serve as a legal basis for addressing issues that might arise. Regulations applicable to each doctoral program are available on the website of the relevant doctoral school.

# Contents

Welcome	4
Introduction	5
The System of Doctoral Education at the University	6
The Doctoral Schools of the Corvinus University of Budapest	8
Doctoral School of Business and Management	10
Doctoral School of Economics, Business and Informatics	11
Doctoral School of International Relations and Political Science	12
Doctoral School of Sociology and Communication Science	13
The Structure of Doctoral Education	14
The First Steps	15
Education and Research Phase (Semesters 1–4)	16
The Comprehensive Exam (at the end of the 4th Semester)	17
Research and Dissertation Phase (Semesters 5–8)	18
The Defence of the Thesis Proposal	19
Public Defence of the Doctoral Dissertation	20
Scholarships, Grants	21
Administration of Doctoral Matters	22
Doctoral Student Association (DÖK)	23





# Welcome

Corvinus Doctoral Schools (CDS) is the organizational unit that is in charge of coordinating the work of the four doctoral schools of the Corvinus University of Budapest (CUB) that have been accredited by the Hungarian Accreditation Committee (HAC). The primary task of Corvinus Doctoral Schools established by the Senate of CUB in 2017 is to run the unified administration of the doctoral (PhD) programs, to monitor quality assurance, to coordinate innovative ideas targeting the development of programs and to help exploit synergies between the doctoral schools. Corvinus Doctoral Schools are in close contact with the University Doctoral Council (UDC) and the University Doctoral Office (UDO). In fact, the success of doctoral education at CUB depends on the symbiosis between these organizations. The colleagues working at the CDS make daily efforts to ensure that a growing number of students obtain the PhD degree and that owing to their competitive knowledge, students become performing players of the Hungarian and international scientific scene.



**ISTVÁN  
KÓNYA**



**ZSUZSA  
KRISTA HORVÁTHNÉ**



**ZSOLT  
ROSTOVÁNYI**



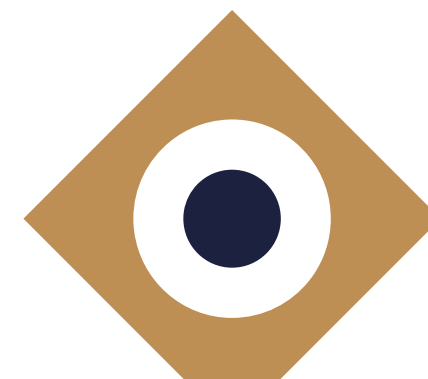
## Introduction

In 1993, following Hungary's adherence to the Bologna Process, the Anglo-American model of doctoral education ending with a PhD degree was introduced as a well-pronounced third cycle of higher education (the other two beings the Bachelor and Master levels) that is to serve the education of future generations of scientists.

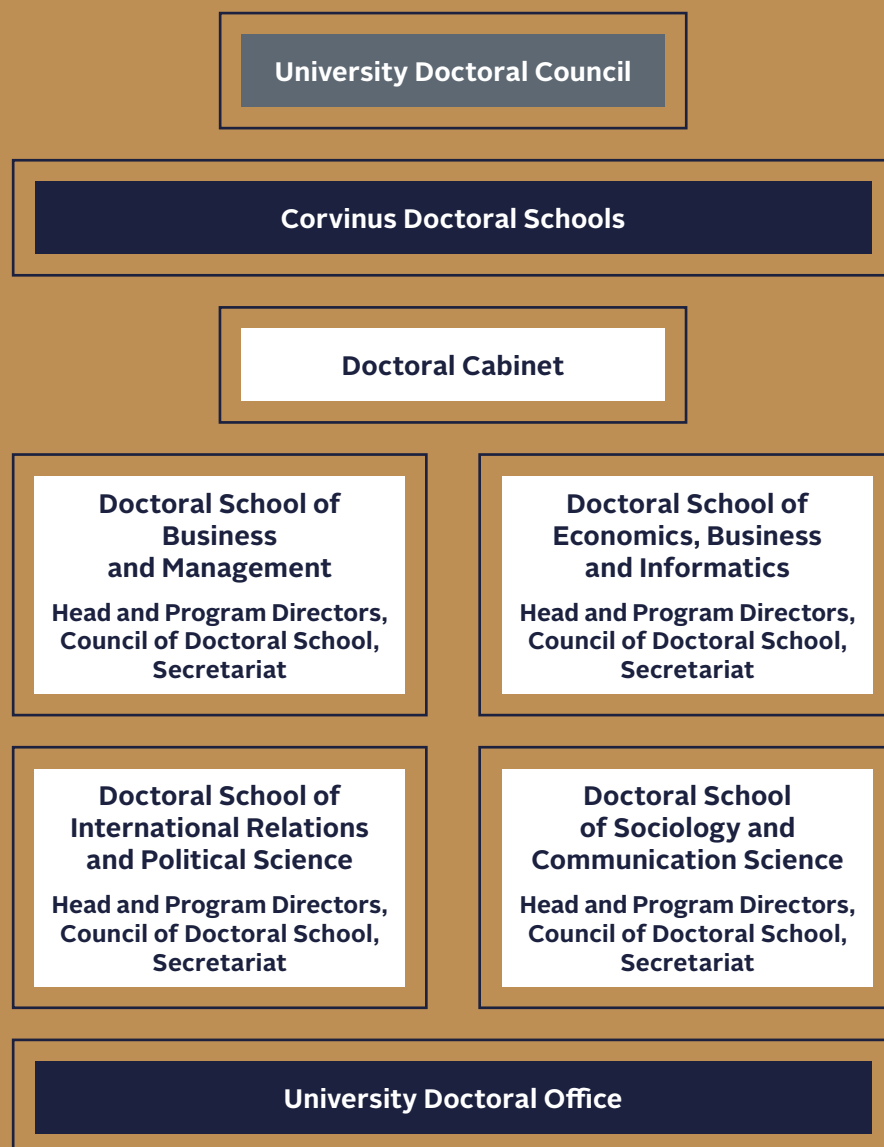
Doctoral education is about getting prepared for a research career and thus offers an opportunity to acquire the theoretical, methodological and communication skills that are instrumental to writing the doctoral dissertation and to meeting the necessary requirements.

Doctoral education at the same time marks the beginning of a long process of socialization: it is a decisive phase in getting introduced to the academic

form of life. Up to now around 1500 students have obtained a PhD degree at the Corvinus University of Budapest or one of its legal predecessors and there are several hundred students who are currently getting ready for the submission of their doctoral dissertation. This study guide is intended mainly for students who began their studies after 1 September 2016 in the so-called „new type” of doctoral education. It contains all the basic information that is needed to find one's way in the world of the Corvinus Doctoral Schools.



# The System of Doctoral Education at the University



## CORVINUS DOCTORAL SCHOOLS (CDS):

Umbrella organization coordinating doctoral programs at the Corvinus University of Budapest. The most important tasks of CDS are to facilitate the effective functioning of the professionally autonomous doctoral schools, to ensure smooth communication, efficient administration and educational management, to maintain the competitiveness of the education of future generations of scientists. CDS is headed by a Dean who is also the Chairman of the Doctoral Cabinet.

## DOCTORAL CABINET (DC):

Consultative body composed of the Heads and Program Directors of the Doctoral Schools. It gives an opinion on regulatory, budgetary and strategic matters related to the Corvinus Doctoral Schools. The Cabinet also prepares the upcoming meeting of the University Doctoral Council.

## UNIVERSITY DOCTORAL OFFICE (UDO):

Organizational unit in charge of the administration of doctoral education overall, including both service centre activities and office functions, among others it deals with the administration of the doctoral admission procedure, registration, course registration, the comprehensive exam and the public PhD defence. It keeps official records, issues documents and certificates.

## UNIVERSITY DOCTORAL COUNCIL (UDC):

The supreme decision making body responsible for doctoral education. It is comprised of the Heads of the Doctoral Schools, their delegates as well as external experts elected by the Senate. A member of the UDC is also the President of the Doctoral Student Association. The Council meets twice each semester and takes decisions on matters like admissions to doctoral schools, on the composition of the Evaluation Committees of public defences and on awarding the PhD degree.

## SECRETARIATS OF THE COUNCIL OF DOCTORAL SCHOOL (CDS SECRETARIATS):

The operation of each doctoral school is supervised by a Council elected by the Core Members of the Doctoral School. The Secretariats provide administrative support to these bodies, as well as to the Heads and Program Directors of the Doctoral Schools. They are in charge of organizing the defence of the thesis proposal, handle applications from students, coordinate the administration of credit request forms, provide information, they also represent the main forum for liaising with students and lecturers.



# The Doctoral Schools of the Corvinus University of Budapest

The doctoral schools of the Corvinus University of Budapest operate with a licence obtained from the Educational Authority under the constant monitoring of the Hungarian Accreditation Committee.

The language of education is Hungarian and English, with most of the courses held in English owing to the increasing number of foreign students and the internationalisation of the university.

The programs offered by the four doctoral schools are essentially related to social sciences, the Doctoral School of Economics, Business and Informatics however transmits knowledge in the field of engineering as well. The deeper we dig in the activities of the doctoral schools, the more we witness the wide range of the branches of science offered from management and organizational sciences through information, economic, political and sociological sciences to media and communication sciences.



The schedule of all doctoral programs is organised on two tracks. In the academic career, those who envision their careers in higher education and research, in the expert career, those who come from practice, but who have an affinity for processing scientific problems, can study. Students either benefit from state scholarship (including Stipendium Hungaricum Scholars) or finance their own studies. Both of them can apply for various grants (for example, Corvinus Doctoral Scholarship, National Excellence Program). Doctoral schools participate in the Cooperative Doctoral Program for the market-oriented supply of researchers, which, with the support of the Ministry of Innovation and Technology, helps those working in the field of research and development and innovation to join the training.

The Heads of the Doctoral Schools are internationally renowned professors who hold a DSc and are assisted by Program Directors and Heads of Specialization.

The Doctoral Schools enjoy scientific autonomy: they define their educational program (curriculum) within the framework of the relevant university regulations, invite professionals to act as supervisors and specify the requirements of obtaining a doctoral degree.

# Doctoral School of Business and Management

## DISCIPLINE:

Social sciences

## BRANCH OF SCIENCE:

Management and organizational Sciences

## HEAD OF DOCTORAL SCHOOL:

Gábor Michalkó DSc, professor

## PROGRAM DIRECTOR OF DOCTORAL SCHOOL:

–

## PROGRAM DIRECTOR FOR ACADEMIC AFFAIRS:

Annamária Kazai Ónodi PhD  
associate professor

## PROGRAM DIRECTOR FOR QUALITY ASSURANCE:

Dániel Havran PhD associate professor

## SECRETARIAT OF THE COUNCIL OF THE DOCTORAL SCHOOL:

–

## CONTACT INFORMATION:

Building E Office 235

E-mail:

[gdi\\_phd@uni-corvinus.hu](mailto:gdi_phd@uni-corvinus.hu)

Web:

[Doctoral School of Business and Management](http://Doctoral School of Business and Management)

## SPECIALIZATIONS

### (HEAD OF SPECIALIZATION):

- ▶ Agricultural Economics (József Tóth)
- ▶ Sustainability Management (Mária Csutora)
- ▶ Ethics and Business Spirituality (László Zsolnai)
- ▶ Marketing (Zsófia Kenesei)
- ▶ Strategic Management (Lajos Szabó)
- ▶ Organization and Management Theory (Henriett Primecz)
- ▶ Productions and Operations Management (Krisztina Demeter)
- ▶ Tourism (Gábor Michalkó)
- ▶ Accounting (János Lukács)
- ▶ Business Communication (Dóra Horváth)
- ▶ Business and Corporate Economics (Erzsébet Czakó)
- ▶ Corporate Finance (Miklós Virág)
- ▶ Behavioral and Decision Sciences (Ágnes Wimmer)

# Doctoral School of Economics, Business and Informatics

## DISCIPLINE:

Social Sciences, Engineering

## BRANCH OF SCIENCE:

Economic Sciences  
Management and organizational Sciences  
Information Sciences

## HEAD OF DOCTORAL SCHOOL:

Gyula Vastag DSc, professor

## PROGRAM DIRECTOR OF DOCTORAL SCHOOL:

Andrea Kő PhD, professor (Business Informatics)  
Péter Medvegyev CSc, professor (Economics)

## SECRETARIAT OF THE COUNCIL OF THE DOCTORAL SCHOOL:

Zsuzsanna Arany

## CONTACT INFORMATION:

Sóház (Salt House) Office 121

+36 1 482 7462

E-mail:

[kgidi\\_phd@uni-corvinus.hu](mailto:kgidi_phd@uni-corvinus.hu)

Web:

[Doctoral School of Economics, Business and Informatics](http://Doctoral School of Economics, Business and Informatics)

## PROGRAMS:

- ▶ Business Informatics
- ▶ Economics

# Doctoral School of International Relations and Political Science

## DISCIPLINE:

Social Sciences

## BRANCH OF SCIENCE:

Economic Sciences  
Political Sciences

## HEAD OF DOCTORAL SCHOOL:

Zoltán Balázs DSc, professor

## PROGRAM DIRECTORS OF THE DOCTORAL SCHOOL:

Zsuzsanna Marjai Szerényi PhD,  
professor (Geopolitics and Sustainable  
Development)  
Péter Marton PhD associate professor  
(International and Security Studies)  
Gyula Sándor Nagy PhD associate  
professor (World Economics)  
Réka Várnagy PhD associate professor  
(Political Science)

## SECRETARIAT OF THE COUNCIL OF THE DOCTORAL SCHOOL:

–

## CONTACT INFORMATION:

Building C Office 423 | +36 1 482 7346

E-mail:

[nkpdi-phd@uni-corvinus.hu](mailto:nkpdi-phd@uni-corvinus.hu)

Web:

[Doctoral School of International  
Relations and Political Science](http://Doctoral School of International Relations and Political Science)

## PROGRAMS:

- ▶ Geopolitics and Sustainable Development
- ▶ International and Security Studies
- ▶ Political Science
- ▶ World Economics

# Doctoral School of Sociology and Communication Science

## DISCIPLINE:

Social Sciences

## BRANCH OF SCIENCE:

Sociological Sciences  
Communication Sciences

## HEAD OF DOCTORAL SCHOOL:

Zsuzsanna Elekes DSc, professor

## PROGRAM DIRECTORS OF DOCTORAL SCHOOL:

Tamás Bartus PhD, professor  
(Sociology)  
Réka Benczes DSc, professor  
(Communication Science)

## SECRETARIAT OF THE COUNCIL OF THE DOCTORAL SCHOOL:

László Kálmán

## CONTACT INFORMATION:

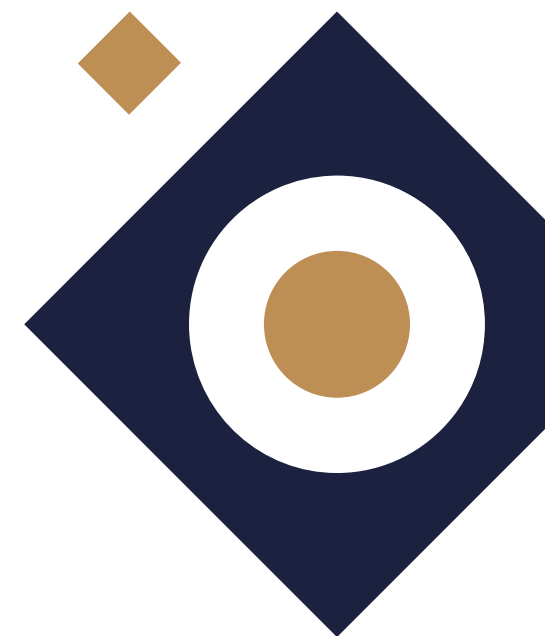
Building C Office 423 | +36 1 482 7348

E-mail:

[soc.comm.phd@uni-corvinus.hu](mailto:soc.comm.phd@uni-corvinus.hu)

Web:

[Doctoral School of Sociology and  
Communication Science](http://Doctoral School of Sociology and Communication Science)



# The Structure of Doctoral Education

Semester	Education and research phase					Research and dissertation phase									
	1	2	3	4	Comprehensive exam	5	6	7	8	Absolutorium (final certificate)	+1 (9)	+1 (10)	Deadline for submitting dissertation	The final deadline for submitting dissertation may be extended by two semesters in cases of special equity*	
Credit requirement	60														
	120														
	240														
Remark		Pass-ivation is possible only with special fairness*				Maximum 2 passive semesters									

\* Only in cases specified in Section 45. § (2) of the Higher Education Act

# The First Steps

## REGISTRATION

Colleagues at the University Doctoral Office record students' personal data in the Neptun system, check documents and degrees related to previous studies (the originals must be presented).

**Important:** During the program the student's e-mail address featured in the Neptun system is the most widely used communication channel. Therefore if a student's e-mail address changes, he or she should immediately notify the University Doctoral Office.

## COURSE REGISTRATION

Following registration the student should himself/herself register in the Neptun system for the courses i.e. the core-, core elective- and elective subjects prescribed for the given semester in the curriculum.

**Important:** If needed, colleagues at the University Doctoral Office can help register for courses.

## CHOOSING A SUPERVISOR

The supervisor is key to the successful advancement of students. In most of the Doctoral Schools the person of the supervisor emerges during the admission process (mentor supervisor), the supervisor however is not finalized before the first meeting of the Council of the Doctoral School.

**Important:** The student should seek to establish an intensive relationship with the supervisor (mentor) from the very outset. If he/she does not have a supervisor yet, it is advisable to get in touch with the management of the relevant Doctoral School without delay to identify the most suitable person and to be able to start working together.

## ACCESS TO DATABASES

Obtaining the so-called Cusman username and password is indispensable for communication and access to databases (Neptun, Moodle, library). Doctoral students may also request an email address with the following format: name@uni-corvinus.hu. Students are registered in the doktori.hu database by the University Doctoral Office. Registration in MTMT (Hungarian National Scientific Bibliography), by contrast, should be done by the student himself/herself.

**Important:** foreign students are assisted in this exercise by the librarian indicated by the Doctoral School.



# Education and Research Phase (Semesters 1–4)

Credits		
type	minimum	maximum
study	48	60
teaching	6	18
research and publication	48	60
total	120*	
Other tasks without credit	attend at least one thesis proposal discussion and one public doctoral dissertation defence each academic year	

\*50 credits/ academic year and at least 18 credits/semester should be obtained! The maximum number of credits that can be obtained per academic year is 70.

In the four-semester education and research phase students essentially take part in the courses as set out in the curriculum (study credits), are involved in teaching (teaching credit), conduct research and publish (research and publication credits), as well as take the comprehensive exam.

### STUDY CREDITS

In exchange for attending the core-, core elective-, elective (in some cases so-called seminars in blocks) and for meeting the requirements set by the lecturer.

### TEACHING CREDITS\*

In exchange for holding a course/ courses featured in Neptun as a lecturer or performing educational assistance activities in at least one timeslot.

### RESEARCH AND PUBLICATION CREDITS\*

In exchange for independent research work (for instance drafting the research proposal, compiling bibliographies, building databases), as well as publication activities as confirmed by MTMT records.

\* The manner in which credits are acquired and the value of obtainable credits can vary by doctoral school. Detailed information is available in the rules of each doctoral school.

# The Comprehensive Exam (at the end of the 4th Semester)

The comprehensive exam is a milestone that should be reached at the end of the education and research phase (semesters 1–4). The examinee should primarily give evidence of his/ her preparedness for the research and dissertation phase (semesters 5–8) considering his/her acquired theoretical, methodological skills and research abilities. The comprehensive exam is public and consists of a theoretical part covering two fields of knowledge as well as a presentation part that is based on a submitted written piece of work. It also serves as an opportunity for discussion.

### CONDITIONS FOR TAKING THE COMPREHENSIVE EXAM:

- ▶ Obtaining 120 credits according to the distribution set out in the rules;
- ▶ Meeting foreign language requirements;
- ▶ Submitted written piece (20–30 pages);
- ▶ Supervisor’s evaluation/opinion;
- ▶ Proof of attendance on thesis proposal defence and public defence;
- ▶ MTMT datasheet;
- ▶ Scholarly article in a journal listed by MTA (requirements vary by doctoral school).



# Research and Dissertation Phase (Semesters 5–8)

During the research and dissertation phase (semesters 5–8) the student performs intensive research work, publishes his/her research findings in quality journals, prepares the thesis proposal and defends it before the Evaluation Committee. The research and dissertation phase ends with the absolutorium at the end of Semester 8, which is subject to obtaining 240 credits.

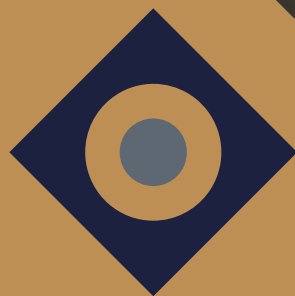


Table of credits		
type	minimum	maximum
teaching	0	24
research and publication	100 out of which at least 28 should be publication credits	
thesis proposal defence	0	20
total	120*	

\*50 credits/ academic year and at least 18 credits/semester should be obtained! The maximum number of credits that can be obtained per academic year is 70.

# The Defence of the Thesis Proposal

The thesis proposals serve as the preliminary documentation of the student's preparedness and aptitude as a researcher. The defence of the thesis proposal may only take place after the successful passing of the comprehensive exam as well as the registration and approval of the student's publications in MTMT. The thesis proposal must be defended publicly before a committee appointed by the Council of the Doctoral School. The thesis proposal is evaluated in advance by two independent opponents. The student must convince the committee with a presentation and professional arguments about his/her ability to develop the proposal into a final dissertation within reasonable time. If successful, a thesis proposal defence may be worth 20 credits.





## Public Defence of the Doctoral Dissertation

The doctoral dissertation is a piece of work written by the student under the instructions of the supervisor(s) proving that he/she is capable of solving independently a scientific problem that is commensurable with the requirements of the PhD degree. One of the indispensable requisites of the dissertation is the thesis summary featuring the new scientific findings in a separate booklet. The doctoral dissertation is evaluated publicly by 2 (or 3) opponents and should be defended publicly before an Evaluation Committee. The decision on awarding the PhD degree is taken by the University Doctoral Council:

### KEY CRITERIA FOR OBTAINING A PHD DEGREE:

- ▶ Successful comprehensive exam;
- ▶ Successful defence of the thesis proposal
- ▶ 240 credits (absolutorium);
- ▶ Fulfilment of foreign language requirements;
- ▶ Fulfilment of publication requirements;
- ▶ Successful defence of the doctoral dissertation.

## Scholarships, Grants

### PARTICIPATION IN CONFERENCES ABROAD

Students have the opportunity to present their new scientific findings achieved during the doctoral program at conferences in Hungary and abroad. In case there is an available budget and the requirements are fully met, students may request support from their doctoral school through application.

**Call published:** on a continuous basis subject to the financial resources of the doctoral school

### GRANTS BY THE NEW NATIONAL EXCELLENCE PROGRAM (ÚNKP):

The aim of the grants offered by the Ministry of Human Capacities in various categories is to provide financial support to the most outstanding students of the doctoral schools in order to enable them to conduct research undisturbed and to prepare a high-quality dissertation.

**Call published:** on the website of the Ministry in the spring semester.

### GRANT FOR STUDY VISITS ABROAD

Students may conduct research during a period of 1–3 months at any university or research institute hosting them to facilitate the preparation of their doctoral dissertation. The grant which only partially covers travel and accommodation costs may be accessed through an application submitted in response to a call published by the doctoral school in the Neptun system.

**Call published:** from time to time through the Neptun system, subject to the financial resources of the doctoral schools.

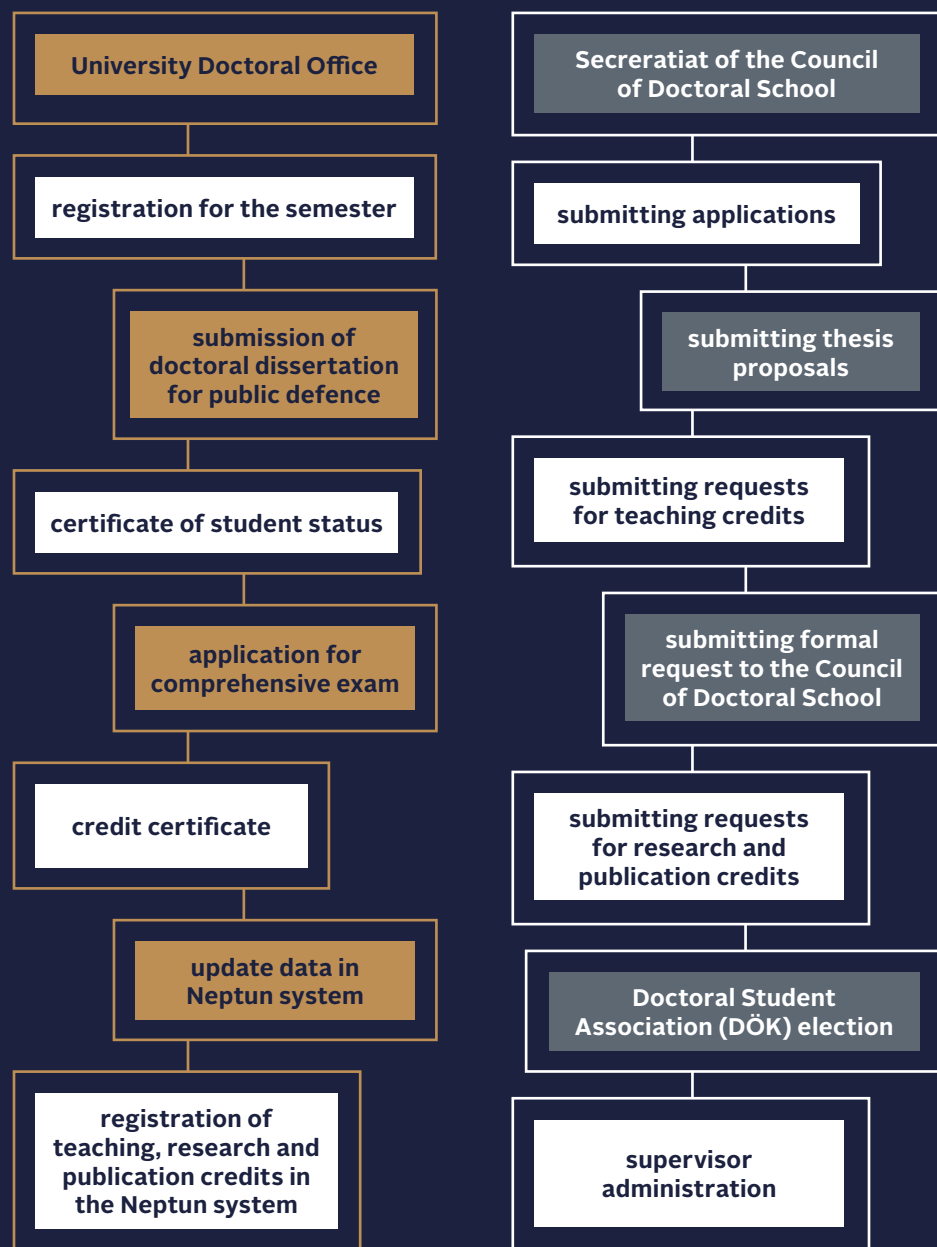
### COOPERATIVE DOCTORAL SCHOLARSHIP

Scholarship announced by the Ministry of Information and Technology (ITM) through the National Office for Research, Development and Innovation (NKFIH) for applicants who, in addition to their doctoral training, undertake to work in the R&D and innovation sector to complete their scientific research bound.

**Call published:** on the NKFIH website in the spring semester.



# Administration of Doctoral Matters



# Doctoral Student Association (DÖK)

## ORGANIZATION

The Corvinus University of Budapest Doctoral Student Association (DÖK) was founded in 2019. The organization, based on the Higher Education Law's relevant Acts, primarily aims to fulfill Ph.D. students' demands to represent interests. DÖK is present in the institute's decision-maker boards, namely the Senate, University Doctoral Council, Doctoral Cabinet, and doctoral schools' councils, where cooperation provides the efficient representation of interests. Besides, DÖK collaborates with the Association of Hungarian Ph.D. and DLA Students and the Student Association at the Corvinus University of Budapest.

## SCOPE

DÖK aims to detect students' demands via diverging forums, and the elected representatives are ready to help in individual issues. The organization intends to consider as many individual opinions as possible to conduct decision-making at the university. DÖK supports Ph.D. students' success in the program; thus, it handles emerging problems proactively. DÖK aims to provide and develop information exchange among decision-makers, lecturers, supervisors, and Ph.D. students. Beyond the representation of interests and commitments, DÖK attempts to promote science, shares knowledge and organizes cultural events.

## ACCESSIBILITY

Providing accessibility is a core perspective of DÖK. The organization regards every problematic situation as a common difficulty; thus, solutions might supply constructive opportunities. Consequently, DÖK strongly supports (Ph.D.) students from abroad who struggle with learning or integration.

## CONTACTS:

Zalán Klauda, president  
([dokelnok@uni-corvinus.hu](mailto:dokelnok@uni-corvinus.hu))

Eszter Galgóczi, office manager  
([dokweb@uni-corvinus.hu](mailto:dokweb@uni-corvinus.hu))



# Doctoral Schools of Corvinus University of Budapest

- ▶ Doctoral School of Business and Management
- ▶ Doctoral School of Economics,  
Business and Informatics
- ▶ Doctoral School of International Relations  
and Political Science
- ▶ Doctoral School of Sociology  
and Communication Science

PLEASE **CLICK** [HERE](#)

