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|  <b>BUDAPESTI<br/>CORVINUS<br/>EGYETEM</b> | <b>STUDENT REQUIREMENTS<br/>PART 8</b> | Version number: <b>03.</b><br><br>File number:<br>JiSZ-SZ/10/2023 |
| <b>Doctoral (PhD) Regulation</b>  |  |   |

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| 02                    | 08.09.2022               | 08.09.2022            | amendment<br><b>Resolution No. SZ-1/2022/2023 (7 September 2022)</b><br>- Introducing fixed research and teaching credits, which simplifies the manner and conditions for obtaining credits and increases transparency in this respect for both students and supervisors, as well as addresses the shortcomings of the main principles of the legislation on credits,<br>- Allowing more flexibility in obtaining the expected publication credits for students |

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| <p><b>Doctoral (PhD) Regulation</b></p>   |  |   |

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|     |            |            | <p>applying for programmes through individual preparation,<br/> - defining English as the primary language for the submission of dissertations in line with the language of instruction of the programmes,<br/> - harmonising certain points of the Regulation with the regulatory environment and other university regulatory documents,<br/> - clarifying responsibilities which has become necessary due to organisational changes.</p> |
| 03. | 05.04.2023 | 05.04.2023 | amendment<br><b>Resolution No. SZ-36/2022/2023 (4 April 2023)</b>  |

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## **Doctoral (PhD) Regulation**

### **CORVINUS UNIVERSITY OF BUDAPEST DOCTORAL (PHD) REGULATION**

- (1) Under the authorisation of Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: 'Nftv.'), and Government Decree No. 387/2012 (19 December) on doctoral schools, doctoral procedures and habilitation, the Corvinus University of Budapest (hereinafter: University) regulates doctoral programmes, doctoral degrees and certain doctoral acts as follows.

#### **PREAMBLE**

##### **1.§**

- (1) Since 1993 the University has offered education leading to a doctoral (PhD) degree for future generations of scientists. Doctoral programmes operated in the scope of doctoral study programmes before 2000, in doctoral schools with provisional accreditation between 2000 and 2002, from which time it has taken place in the organisational framework of doctoral schools with permanent accreditation. The doctoral schools of the university offered 3-year programmes between 1993 and 2016, since 2016 four(4)-year programmes have been in place. The establishment of Corvinus Doctoral Schools (CDS) in 2018 was a crucial milestone on the way towards the renewal of doctoral programmes in terms of organisational structure, content and quality<sup>1</sup>. As the University transformed into a private university as of 1 July 2019, renewal has not left doctoral programmes untouched either. Thus, the merger of doctoral schools occurred on 1 July 2020 (the education of future generations of scientists is now performed in four doctoral schools instead of the former seven), making it necessary to adopt a new doctoral regulation.

#### **SCOPE OF THE REGULATION**

##### **2.§**

- (1) The scope of the University Doctoral Regulation (hereinafter UDR) shall cover:
- a) doctoral programmes,
  - b) the doctoral degree acquisition procedure (hereinafter doctoral procedure)
  - c) the awarding of doctoral (PhD) degrees
  - d) the conferral of doctoral titles with distinction
  - e) the awarding of honorary doctor titles
  - f) the awarding of honorary doctor and professor titles
  - g) the nostrification of academic degrees obtained abroad
  - h) the organisational units and bodies involved in the activities under a)-g) above
  - i) the doctoral students taking part in doctoral programmes
  - j) the lecturers involved in doctoral programmes
  - k) staff involved in the administration of doctoral programmes.

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<sup>1</sup> CUB Senate Resolution No. SZ-19/2017/2018. (19 December 2017)

**Doctoral (PhD) Regulation****DEFINITIONS****3.8**

- a) **doctoral student:** student participating in a doctoral programme who is subject to the rights and obligations set out in relevant legislation on higher education;
- b) **doctoral dissertation:** a written work prepared by a doctoral student in order to demonstrate his/her ability to independently solve an academic task adapted to the requirements of the doctoral degree;
- c) **doctoral degree:** an academic (PhD) degree that may be awarded by the University Doctoral Council (UDC) subject to the conditions set out in the present Regulation;
- d) **doctoral degree acquisition procedure:** the research and dissertation phase of the doctoral programme, which can be entered upon successfully completing the comprehensive examination for doctoral students who commenced their studies after 1 September 2016 and upon obtaining the *absolutorium* (final certificate) for doctoral students who had commenced their studies before 1 September 2016;
- e) **Doctoral School:** the basic organisational unit of doctoral programmes, doctoral programmes may only be offered by doctoral schools (DS).
- f) **Lecturer of the Doctoral School:** a lecturer or researcher with an academic degree who, following a proposal from the Head of the Doctoral School, is deemed by the Council of the Doctoral School (CoDS) to be suitable for performing teaching, research and supervising tasks within the DS.
- g) <sup>2</sup>**Council of the Doctoral School:** a body assisting the Head of the DS in his/her work;
- h) **Head of Doctoral School:** A university professor, a core member of the Doctoral School, who is holder of a DSc of the Hungarian Academy of Sciences and/or has an outstanding international reputation for scientific excellence and is responsible for the scientific standards and teaching activities of the school;
- i) **doctoral programme:** study, research and reporting activities performed in the framework of preparing doctoral students, either individually or in groups, in a manner adapted to the specificities of the disciplines concerned and the individual needs of the students, and shall comprise a study and research phase and a research and dissertation phase.
- j) **doctoral topic:** a research subfield that is suitable for the application of scientific methods and the achievement of meaningful scientific results by the doctoral students under the guidance of the supervisor(s), making students capable of giving evidence thereof through publications, scientific lectures and finally through preparing a doctoral dissertation. The CoDS approves the doctoral topics to be announced;
- k) **Announcer of doctoral topic:** a lecturer or researcher with an academic degree whose topics on offer were approved by the CoDS;
- l) **Doctoral Supervisor:** a lecture or researcher with an academic degree, actively involved in research, whose topic(s) on offer were approved by the CoDS and who is responsible for guiding and assisting the doctoral student working on the topic during

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<sup>2</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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his/her studies, research and preparation for degree acquisition. A supervisor may not have more than six doctoral students at a time. A doctoral student may not have more than two supervisors at a time;

- m) **doctoral theses:** the thesis booklet of the doctoral dissertation is a paper summarising the results of independent academic work. The results must be presented in a uniform, self-sufficient manner, new findings must be itemised and the bibliography of the student's professional publications must be provided.
- n) **university doctoral records:** university records on doctoral students admitted to university doctoral programmes and taking part therein, as well as on persons who obtained a degree from the University and data related to the degree
- o) **University Doctoral Council:** body established by the Senate to organise doctoral programmes and award doctoral degrees;
- p) **semester:** in the case of doctoral programmes, a period from 1 September to 31 January and from 1 February to 31 August of each academic year defined for the purposes of organising education;
- q) **study and research phase:** a four(4)-semester student status in place between the doctoral student and the institution, made up of the rights and obligations of doctoral students and institutions as specified in relevant legislation on higher education. The fourth (4th) semester ends with the comprehensive examination;
- r) **comprehensive examination:** an integral part of the procedure for obtaining a doctoral degree, a summary and review-like form of assessment on the knowledge of doctoral students in the relevant branch of science. The comprehensive examination measures, evaluates progress made in study and research by the doctoral student as well as certifies his/her research aptitude;
- s) <sup>3</sup>**research and dissertation phase:** a four (4)-year legal relationship between the doctoral student and the institution, during which a doctoral student who has completed the study and research phase with a successful comprehensive examination may enter the four (4) -semester research and dissertation phase leading to degree acquisition. Doctoral programmes are also open to anyone who prepared for the comprehensive examination individually, provided that he/she fulfilled the requirements with respect to admission and registration for the comprehensive examination imposed on doctoral students who opted for individual preparation. In such case the student status shall be acquired at the time of successfully completing the comprehensive examination;
- t) **non-affiliated expert:** a person with at least a PhD degree who engages in activities associated with doctoral procedures and/or who holds a position in the structure of doctoral programmes. He/she is currently not, nor has been an employee of the Corvinus University of Budapest in the 3 years prior to the invitation to get involved in the doctoral procedure or to perform a function in the structure of doctoral programmes.
- u) **mentor-supervisor:** a lecturer, researcher of the DS who holds a PhD degree and undertakes to accompany and assist the doctoral student during the admission

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<sup>3</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

**Doctoral (PhD) Regulation**

procedure as well as in his/her onboarding at the DS until the CoDS assigns a supervisor;

- v) **publication:** a single-authored or co-authored scholarly publication prepared with the doctoral student's involvement, disseminating new or novel scientific results (in printed or electronic form) in the Hungarian language or in a foreign language relevant to the given discipline, recorded as a scholarly publication in the Hungarian Scientific Publications Database (MTMT), typically a journal article, a book or a book chapter, a collection of papers or a chapter in such a collection, a conference publication.
- w) **core member:** a full-time lecturer, researcher employed by the institution, a professor emeritus/emerita whose title was awarded by the institution or a research consultant/research professor (holder of a DSc) who is a full-time employee of a research institute cooperating with the institution. He/she specified the University in the statement referred to in Article 26(3) of the Nftv. He/she is holder of an academic degree in the scientific branch of the doctoral school, pursues continuous and high-level scientific activities in the relevant research field, was the supervisor of at least one doctoral student who obtained a doctoral degree. He/she undertakes to act as a supervisor at the doctoral school

(2) <sup>4</sup>Further terms used in the present Regulation shall be understood as defined in the SER, RSFB and the relevant legislation.

**INSTITUTIONAL FRAMEWORK OF DOCTORAL PROGRAMMES****University Doctoral Council (UDC)****4.§**

- (1) The UDC is the supreme decision-making body in matters related to doctoral programmes and degree acquisition, which sets up and monitors the university-level system of doctoral programmes and doctoral degree acquisition, ensures the quality and international compatibility of academic degrees to be awarded in each discipline and branch of science.
- (2) Members of the UDC:
  - a) <sup>5</sup>With the exception of the representative of the PhD Student Union, only persons who comply with the requirements of core membership may be voting members of the UDC. At least one third of the voting members must not be employees of the University (non-affiliated members). When electing the members of the UDC, the aim should be to ensure the proportional representation of all branches of science and DSs. Each doctoral school shall be represented in the UDC by three (3) voting members, of which the Head of the Doctoral School shall be a UDC member ex officio, in addition to him/her, one (1) member elected from among the core members of the doctoral school by the Council of the Doctoral School and one (1) non-affiliated

<sup>4</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>5</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023



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member (habilitated doctor, preferably full professor) invited by the Council of the Doctoral School may be proposed as UDC members.

- b) <sup>6</sup>Permanent invitees to the UDC sessions in an advisory capacity shall include the Rector of the University, the Vice-Rector for Research and the Dean of the Corvinus Doctoral Schools (CDS).
- c) The Chairperson of the UDC, who has voting rights, shall be proposed to the Rector by the Doctoral Cabinet from among the core members of the University's doctoral schools.
- d) The representative of the PhD Student Union set out in the Statutes is a member of the UDC *ex officio*, he/she however does not have a voting right in the following matters:
  - da) the awarding, revocation of doctoral degrees;
  - db) the awarding, revocation of habilitated doctor titles;
  - dc) the nostrification, revocation of doctoral degrees obtained abroad.

In matters covered by the exception the representative of the PhD Student Union shall take part in an advisory capacity.

- (3) <sup>7</sup>The Chairperson and the elected members of the UDC shall be proposed to the Senate by the Rector on the basis of the submission of the Doctoral Cabinet, in accordance with the rules on core members. The Chairperson of the UDC shall be mandated by the Rector from among the members of the UDC - based on the opinion of the Senate - for a period of five (5) years, with the exception of the representative of the PhD Student Union. The Chairperson and the members may be re-elected for multiple consecutive terms.
- (4) The UDC shall
  - a) adopt a position in general matters regarding the functioning of the DSs and set out guidelines for their operation;
  - b) deliver an opinion on proposals to establish and reshape DSs, initiate the dissolution of DSs in duly justified cases;
  - c) <sup>8</sup>taking into account the recommendation of the DSs, elect the leaders of the DSs, appoint and dismiss the members of the CoDS;
  - d) <sup>9</sup>taking into account the recommendation of the Dss, take a decision on core members;
  - e) regularly evaluate doctoral programmes and degree acquisition, the work of the DSs at the university for the Senate;
  - f) take decisions on the allocation of places funded through Hungarian state scholarship defined by the National Doctoral Council (hereinafter NDC) between the DSs of the University;
  - g) on a proposal from DSs, discuss admission rankings and decide on their adoption, as well as on the admission of students applying for programmes through individual preparation and of foreign applicants;
  - h) decide on terminating the student status;

<sup>6</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>7</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>8</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>9</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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- i) approve the Rules of Operation of the DSs (RO);
  - j) approve the examination board of the comprehensive examination;
  - k) <sup>10</sup>in case of doctoral students who had commenced their programme before 2016 and obtained their absolutorium, grant admission to the doctoral degree acquisition procedure at the joint request of the doctoral student and the supervisor, on a proposal from the DSs;
  - l) decide on awarding doctoral degrees and habilitated doctor titles, on the nostrification of doctoral degrees obtained abroad and on the revocation of degrees, titles previously granted by it;
  - m) deliver an opinion for the Senate on the proposals of the Rector with regard to granting titles of honorary doctor as well as honorary doctor and professor;
  - n) on the proposal of the council of the doctoral schools, decide on the composition of the board of referees involved in the public debate of the dissertation, on the acceptance of applications for habilitation and on habilitation boards of referees;
  - o) on the proposal of the Corvinus Doctoral Schools, decide on excluding doctoral students from the programme (deleting them from the register);
  - p) within the limits of relevant legislation and the present regulation, authorise the extension of the degree acquisition procedure of doctoral students at the joint request of the doctoral student and the supervisor, supported by the council of the doctoral school.
  - q) <sup>11</sup>Within the limits granted by legislation, exercise its discretionary powers with respect to the doctoral student's doctoral programme and its milestones. In doing so, it shall take into account the doctoral student's substantiated written submission and the position of the competent DS.
- (5) <sup>12</sup> <sup>13</sup>Convening the meetings of the Council, defining their agenda, appointing the presenters of the various agenda items, inviting ad hoc committees, chairing the sessions and signing decisions as well as representing the UDC at ceremonial events of the University shall fall under the competence of the Chairperson of the UDC. In making preparations for the meeting of the Council, the Chairperson of the UDC shall consult with the Head of the UDO who is also the secretary of the UDC, with the Dean of Corvinus Doctoral Schools who is also the Chairperson of the Doctoral Cabinet, actively involved in preparing the session. The Chairperson of the UDC shall represent the University in the National Doctoral Council.
- (6) <sup>14</sup>The UDC meets at least twice in each semester, in addition to regular sessions, extraordinary sessions may also be convened. The agenda items and the associated presentations shall be sent to the participants by the Secretary of the UDC not later than three (3) calendar days prior to the meeting. In exceptional cases the UDC meetings may

<sup>10</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>11</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>12</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>13</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>14</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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also be held online on a digital platform, the conditions under which online meetings are conducted being similar to those required for presential sessions. In exceptionally urgent cases and subject to a sufficiently detailed written presentation, the Chairperson of the UDC, upon consultation with the Dean of the CDS may call an online vote. Online voting shall be considered as an extraordinary session.

- (7) <sup>15</sup>The quorum for any meeting of the UDC shall be the presence of more than half of its members. If voting is related to matters listed under 4(2)d, the representative of the PhD Student Union (DÖK) shall not be considered as a voting member when establishing quorum. A decision of the UDC shall be valid if the simple majority of the members present vote with „yes” or „no”. In the event of a tie during an open vote, the Chairperson shall have a casting vote. The Chairperson should call a vote by secret ballot in HR matters (leaders of the DSs, awarding doctoral degrees, nostrified doctoral degrees, habilitated doctor title) and if a vote by secret ballot is initiated by any of the UDC members and is supported by more than half of the members present. A tie during a secret ballot shall mean that the matter is rejected. Voting on the same matter may only be called once during the same meeting.

**Doctoral School****5.§**

- (1) The basic organisational unit of doctoral programmes is the doctoral school. Doctoral programmes may only be offered by doctoral schools (hereinafter doctoral school or DS).
- (2) The following doctoral schools shall operate within the institution (the name of the branch of science in which each doctoral school is entitled to issue doctoral [PhD] degrees and conduct procedures for obtaining the habilitated doctor title is included in brackets):
  - a) Doctoral School of Business and Management (business and management); DSBM
  - b) Doctoral School of Economics and Business Informatics (economics; computer sciences, business and management); DSEBI
  - c) Doctoral School of International Relations and Political Science (economics, political sciences); DSIRPS
  - d) Doctoral School of Sociology and Communication Science (sociological sciences, media and communication sciences); DSSCS
- (3) When establishing a DS, the discipline and within that the branch of science shall be defined in which the University wishes to offer doctoral programmes.
- (4) The establishment of a new DS is subject to an initiative taken by at least seven (7) core members. The majority of the core members shall be full professors. One person may only be a core member of one doctoral school at a time. There shall be at least eleven (11) core members in (interdisciplinary) doctoral schools covering two branches of science, at least four (4) core members in each branch whose majority is a full professor and conducts research in the given branch of science. There shall be at least three (3) core members by branch of science in (multidisciplinary) doctoral schools covering at least three branches of science.

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<sup>15</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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- (5) <sup>16</sup>The Head of the DS shall be elected by the UDC on the proposal of the majority of the core members and appointed by the Rector for a maximum term of five (5) years from among those core members of the DS who are holders of a DSc and/or have an outstanding international reputation for scientific excellence. The appointment may be extended to multiple terms.
- (6) <sup>17</sup>Members of the DS shall be lecturers and researchers with an academic degree who, following a proposal from the Head of the Doctoral School, are approved by the Council of the Doctoral School to be suitable for performing teaching, research and supervising tasks within the DS.
- (7) The core members shall prepare the documents necessary for establishing the DS, including the following:
- The specification of the discipline, branch of science of the DS;
  - The master-level study programmes on the basis of which the higher education institution meets the conditions required by legislation;
  - the specification of the research area of the DS;
  - the name of the doctoral degree issued upon the completion of the degree acquisition procedure;
  - the name of persons nominated as Head of the DS, core members and supervisors of the DS, further lecturers, invited domestic and foreign lecturers, researchers of the DS, documentation on the major scientific achievements and works of the previous five (5) years;
  - the education plan of the DS;
  - the international relations of the DS that can be relevant for the functioning of the school;
  - the Rules of Operation of the DS as well as its quality assurance plan;
  - cooperation agreements concluded by the University that are related to the activities of the DS.
- (8) <sup>18</sup>The preliminary opinion of the UDC, as well as that of the Presidential Committee shall be necessary for the person recommended as Head of the DS to submit the request for the establishment of the DS to the Senate via the Rector.
- (9) <sup>19</sup>
- (10) <sup>20</sup>Any decision on the dissolution, merger of a DS shall be decided by the Senate on the proposal of the UDC or the Rector, taking into account the preliminary opinion of the

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<sup>16</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>17</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>18</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>19</sup> Deleted by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>20</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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Presidential Committee. If the proposal is made by the Rector, the Senate shall obtain the UDC's opinion before taking the decision.

**Council of the Doctoral School (CoDS)****6.§**<sup>21</sup>

- (1) The Head of the DS shall be assisted in his/her work by the CoDS. The Chairperson of the CoDS shall be the Head of the DS, the number of its members shall be at least five (5). When setting up the CoDS, efforts should be made to ensure the proportional representation of doctoral tracks. The representative of the PhD Student Union (DÖK) set out in the Statutes is an ex officio member of the CoDS.
- (2) The CoDS's duties shall be as follows:
  - a) To approve candidates for the roles of doctoral topic announcers, supervisors as well as the lecturers of the DS;
  - b) To make a proposal with regard to doctoral topics to be announced;
  - c) to approve the announced doctoral topics;
  - d) to approve the doctoral topics of the PhD students;
  - e) to carry out performance assessment during the programme;
- (3) The functioning of the DS shall be regulated in the Rules of Operation of the DS, its resolutions shall be numbered and recorded.

**Head of the Doctoral School****7.§**

- (1) One of the duties of the Head of the DS shall be the general representation the DS. The Head of the DS shall be responsible for the academic standards and the teaching activities of the school. The Head of the DS shall be a full-time employee of the university, who is a full professor, a core member of the DS, who is a DSc of the Hungarian Academy of Sciences and/or who has an outstanding international reputation for scientific excellence. The Head of the DS shall be approved by the UDC on the proposal of the CoDs. The Head of the DS shall be appointed by the Rector for a maximum term of five (5) years. The appointment may be extended to multiple terms.
- (2) The Head of the DS shall be assisted in his/her work by the CoDS.
- (3)<sup>22</sup>The Head of the DS shall be responsible for the activities of the school. The Head of the DS shall
  - a) manage the DS and represent it in the Doctoral Cabinet and the University Doctoral Council as a voting member;
  - b) make a proposal with regard to the core members of the DS, and if necessary, their replacement;

<sup>21</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>22</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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- c) after consulting the competent Head of Institute, make a proposal with regard to the members of the CoDs, the Track Directors and Heads of Specialisation of the DS;
  - d) appoint the members of the doctoral admission board;
  - e) make a proposal with regard to the composition of the comprehensive examination board and the dissertation board of referees, as well as to the official referees;
  - f) appoint the thesis proposal discussion committee;
  - g) make a recommendation for granting admission to the degree acquisition procedure on the joint proposal of the doctoral student and the supervisor;
  - h) take a position on the nostrification of foreign academic degrees;
  - i) after coordination with the Track Directors, Heads of Specialisation, entrust the subject leaders, the lecturers, the supervisors as well as monitor their work;
  - j) decide on requests submitted by doctoral students concerning individual study matters that are not delegated to other bodies by the present Regulation;
  - k) following the public defence, make a proposal with regard to awarding the doctoral degree or conferring the doctoral title with distinction on the basis of the evaluation and vote of the Board of Referees as well as the doctoral student's academic and research performance, scientific profile. Make proposals on contributing to the costs of study or research-related conferences, study visits on the basis of individual requests (applications) on the recommendation of the supervisor and the Track Director, Head of Specialisation;
  - l) compile and manage the operational curriculum of the DS in cooperation with the Track Directors, Heads of Specialisation;
  - m) get involved actively in drafting the RO of the DS as well as in drafting, amending university-level regulatory documents related to doctoral programmes;
  - n) as the professional supervisor, get involved in the seamless administration of the DS in close cooperation with the Head of the CDS;
  - o) represent the doctoral school at the ceremonial events of the University.
  - p) get involved in the preparation and implementation of the DS's budget.
- (4) <sup>23</sup>The Head of the DS may invite a Track Director/Track Directors, a Head of Specialisation/Heads of Specialisation to perform the administrative, management, organisational and quality assurance tasks of the school, their activities and their scope of duties being regulated in the RO of the DS. The appointment and dismissal of the Track Director shall be initiated by the Head of the DS with the person exercising the power of appointment, the Dean of the CDS.

**The core member****8.§**

- (1) Professional-scientific and employment law requirements with regard to core members:

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<sup>23</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.



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- a) Shall hold an academic degree relevant to the branch of science and/or the discipline of the doctoral school, shall have publications in high-ranking domestic and international journals proving their achievements in research;
  - b) Shall perform continuous and high-standard scientific activity in the branch of science and/or the discipline of the doctoral school, which is to be examined on the basis of MTMT, the Hungarian Scientific Publications Database. With respect to their entire career, shall have at least ten (10) publications that meet the accreditation criteria of the Hungarian Accreditation Committee (MAB) for core members, of which at least five (5) were published during the five (5) years preceding the accreditation procedure.
  - c) Shall prove their suitability to manage doctoral students by the fact that at least one (1) doctoral student supervised by them obtained a doctoral degree or by having acted as the co-supervisor of at least two students who earned a degree;
  - d) Core members shall meet the criteria of core membership for at least one education cycle and during the degree acquisition procedure associated with that cycle;
  - e) Shall also undertake to act as supervisors at the doctoral school (shall have a supervised doctoral student or an ongoing topic announcement);
  - f) Shall keep monitoring and updating their profile (datasheet) in the doctoral database (doktori.hu) in accordance with legislation in force and the requirements of MAB; shall keep their publications, references up-to-date in MTMT;
  - g) Shall be lecturers or scientific researchers, who are full-time employees of the University and have specified the University in their statement referred to in Article 26(3) of the Nftv;
  - h) <sup>24</sup>If they meet the conditions set out in paragraphs a)-e) above, a Professor Emeritus or a Professor Emerita (hereinafter jointly Professor Emeritus) may also become a core member of the doctoral school of the University by which their title was awarded, subject to the approval of the UDC. Only one (1) of the Professors Emeriti may be taken into account for each branch of science as a core member involved in the establishment of the school;
  - i) <sup>25</sup>If they meet the conditions set out in subparagraphs a)-e) above, research consultants or research professors with a DSc under a full-time employment or public service employment contract at a research institute may also become core members in case the University has concluded an agreement with the research institute in that regard. Among them a maximum of two (2) members may be taken into account as core members of doctoral schools involved in one branch of science, and one (1) member may be taken into account as a core member for each branch of science at doctoral schools involved in multiple branches of science;
  - j) One person may only serve as a core member at one doctoral school at a time.
- (2) The Council of the Doctoral School may recognise lecturers, researchers who were registered as core members before retiring by bestowing on them the emeritus or emerita

<sup>24</sup> Amended by: Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>25</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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title for their outstanding service to the doctoral school. Core member lecturers, researchers with an emeritus or emerita title may become permanent invitees of the council of the relevant doctoral school in an advisory capacity upon the decision of the Council of the Doctoral School.

**The supervisor****9.§**

- (1) The CoDS shall invite a supervisor to attend to an admitted doctoral student. A lecturer or researcher with a PhD degree who performs continuous research in his/her branch of science at a high standard and publishes his/her results in high-ranking scholarly publications may be approved as a supervisor. The procedure of assigning supervisors to doctoral students is regulated in the RO of the DSs.
- (2) One lecturer may act as the supervisor of not more than six (6) doctoral students at a time. One doctoral student may not have more than two (2) supervisors at a time. Acting as a co-supervisor constitutes a 50% exercise of supervisory functions.
- (3) If justified by the research topic of the doctoral student, the CoDS may invite a non-affiliated supervisor (co-supervisor) to assist the doctoral student. If the doctoral student participates in a joint doctoral programme with a research centre outside the University or with another university, the CoDS shall also assign to the doctoral student a supervisor under a full-time employment contract with the University.
- (4) The duty of the supervisor shall be in particular to
  - a) Develop a personal working relationship with the doctoral student in the scope of which he/she shall supervise, assist and if necessary, direct the candidate's research;
  - b) Assist the doctoral student in developing his/her research proposal, maintain a working relationship with him/her pursuant to the jointly agreed timetable;
  - c) Regularly call the doctoral student to account with regard to the progress in research, encountered problems, difficulties and the way of addressing them;
  - d) <sup>26</sup>Issue an opinion on the report made by the doctoral student for the doctoral school, on his/her publication output; the supervisor must signal any delay, time lag in the doctoral student's work or if he/she judges that the student will not be able to successfully complete the research proposal within the required deadline;
  - e) <sup>27</sup>Issue a written opinion on the thesis proposal and doctoral dissertation of the doctoral student as well as issue a statement on their admissibility;
  - f) Take part in the doctoral student's comprehensive examination, at the discussion of his/her thesis proposal and the public debate of his/her doctoral dissertation;
  - g) <sup>28</sup>
  - h) Continuously monitor, update his/her profile (datasheet) in the doctoral database in accordance with law and legislation as well as the requirements of the HAC.

<sup>26</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>27</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>28</sup> Deleted by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.



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- (5) <sup>29</sup>
- (6) <sup>30</sup>
- (7) <sup>31</sup> Irrespective of the existence of an employment relationship with the University, the Supervisor shall be expected to maintain a regular relationship with his/her doctoral student.
- (8) Each year the doctoral student and the supervisor shall mutually evaluate their cooperation and the progress made.
- (9) The CoDS shall call the supervisors to account with regard to the progress made and the research work performed by the doctoral student.
- (10) <sup>32 33</sup> The replacement or the discontinuation of a supervisor may occur for various objective (departure, death) and subjective (changed interests, deterioration of relationship, deficiency of professional help etc.) reasons. These may occur on the side of both the supervisor and the doctoral student. It shall be the right and obligation of the Head of the DS to address any problems. Should the relationship between the doctoral student and the supervisor not develop to the satisfaction of both parties, the competent DS and the relevant research centre (department, institute) shall do their best to explore the grounds of the tension and to solve the problem. A new supervisor or a co-supervisor shall be appointed if necessary.
- (11) <sup>34</sup> The replacement of the supervisor shall be initiated by one of the parties. The CoDS, after having consulted with both parties and having sought the opinion of the Head of the DS, shall decide on the request for dismissal from supervision.
- (12) <sup>35</sup> The supervisor shall either be entitled to remuneration for performing his/her tasks or may have them calculated towards the teaching load. The exact nature of the entrustment and the set of conditions governing entitlement shall be laid down in an engagement contract. The entrusted supervisor may forego remuneration, such decision shall be expressed in a declaration included in the entrustment agreement or personal service contract.
- (13) Remuneration may be paid to supervisors on not more than two (2) occasions during the degree acquisition procedure
- After the successful thesis proposal discussion at the conclusion of which the doctoral student is advised to move forward,
  - After the successful defence of the doctoral dissertation leading to the award of the degree.

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<sup>29</sup> Deleted by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>30</sup> Deleted by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>31</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>32</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>33</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>34</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>35</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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- (14) <sup>36</sup>The maximum amount of the remuneration with regard to supervisor entrustments commencing in the coming year shall be defined by the Dean of the CDS (with the preliminary consent of the Chancellor) until 1st December each year. The level of remuneration defined for ongoing thesis supervision shall not be affected by any such change in the amount of remuneration.
- (15) <sup>37</sup>In case of co-supervision, each of the co-supervisors shall be entitled to 50% of the remuneration, unless otherwise specified. Any remuneration that is different from the above, or that is necessitated by the replacement of the supervisor prior to the discussion of the thesis proposal or the defence of the doctoral dissertation, or by the entrustment of a co-supervisor along with the single supervisor, shall be defined pro rata for each supervisor according to their contribution by the Dean of the CDS on the proposal of the CoDs, taking into account the circumstances of the entrustment with supervisory tasks. The relevant performance certificate shall also be issued by the Director General of CDS. Any recognition of and remuneration for unfinished supervisory activity shall be subject to at least one entire year of supervisory activity, documented in advance and continuously at the institution, that results in the meaningful performance of the doctoral student (paper, presentation, publication etc).

**Doctoral track and specialisation****10.§**

- (1) <sup>38</sup>Doctoral schools may operate doctoral tracks and/or specialisations. Whereas a doctoral programme is a training path that is typically associated with one, possibly more branches of science, a specialisation is a training path associated with a professional field within the same branch of science. Core members, lecturers and supervisors associated with the same doctoral track may establish a Track Council, the work of which shall be coordinated by the Track Director entrusted by the Head of the Doctoral School and appointed by the Dean of the CDS. The Track Council is a consultative, advisory body attached to the Council of the Doctoral School, whose proposals, opinions shall be transmitted by the Track Director to the CoDS. A specialisation is an academic community of lecturers, researchers working in the same professional field, whose leader (Head) shall be entrusted by the Head of the Doctoral School. The operation of doctoral tracks and specialisations is regulated by the ROs of the doctoral schools.

**Doctoral paths****11.§**

- (1) An academic or a professional path are available for doctoral students at the University. Both paths constitute an integral part of the doctoral programme and offer the opportunity to obtain a doctoral (PhD) degree according to the same programme and outcome

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<sup>36</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>37</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>38</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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requirements. The fundamental difference between the paths are the target groups of the programme, its objectives and the manner in which education is organised.

- (2) Upon application to a doctoral programme, the applicant has the opportunity to indicate his/her preferences for the path and the method of funding. The detailed rules are set out in the ORs of the DSs in accordance with the principles defined by the UDC.

**Corvinus Doctoral Schools****12.§**

- (1) <sup>39</sup>Corvinus Doctoral Schools (CDS) is an organisational unit which is responsible for managing, coordinating doctoral programmes at the University and for actively participating in quality assurance. It shall perform its activities in accordance with the Order of Business of Corvinus Doctoral Schools as well as the Organisational and Operational Procedures of Corvinus Doctoral Schools. Its head is the Dean of Corvinus Doctoral Schools, who is responsible for performing management, study-related, administrative and quality assurance tasks associated with doctoral programmes at the University.
- (2) <sup>40</sup>The Doctoral Cabinet (DC) is the consultative and opinion-giving forum of Corvinus Doctoral Schools. The members of the DC shall be the Heads, the Track Directors of the Doctoral Schools, a lawyer exercising legal supervision, the President and Vice-President of the PhD Student Union, the Head of Office of CDS, the Dean of CDS, the Chairperson of the UDC and the Vice-Rector for Research. The meetings of the DC are held prior to the sessions of the UDC, but it may be convened in any matter affecting doctoral programmes if required. The agenda items of the DC shall be defined by the Director General of CDS in consultation with the Chairperson of the UDC and the Head of Office of CDS, its meetings shall be chaired by the Dean of CDS. In case a vote is called in any matter, the simple majority of those present shall be sufficient for an opinion in favour or against.
- (3) The university-level administration of doctoral programmes is performed by the CDS.
- (4) The duty of the CDS is to perform management and organisation tasks related to doctoral programmes and to the various milestones of the doctoral procedure, as well as to coordinate between the DSs as set out in the Organisational and Operational Procedures of Corvinus Doctoral Schools.

**DOCTORAL PROGRAMMES****13.§**

- (1) Doctoral programmes constitute training, research and reporting activities aligned with the specificities of the relevant branch of science and the research interests of doctoral students that is offered in the framework of organised instruction or individual preparation.

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<sup>39</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>40</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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- (2) <sup>41</sup>Within the framework of organised instruction, doctoral students receive professional help in order to prepare for the comprehensive examination, to complete the dissertation and to earn a doctoral degree. At the University, organised doctoral instruction may take place in daytime (full-time) delivery mode, with a state scholarship or in self-funded form.
- (3) The admission criteria, curriculum, reporting schedule of doctoral programmes as well as the exact examination, credit, and other requirements necessary for obtaining a diploma as the formal completion of the programme shall be defined and included in the RO of the competent DS, in keeping with the credit regulatory framework defined in the present Regulation. At least two hundred and forty (240) credits shall be acquired in doctoral programmes. The duration of the programme shall be eight (8) semesters. Doctoral schools may equally recognise knowledge acquired during formal or informal training with credits.
- (4) Only students who have acquired doctoral student status may commence their doctoral studies at the University.
- (5) Doctoral student status may be established at the University:
- Following admission or in exceptional cases, following transfer,
  - Following the acquisition of a simultaneous student status in addition to an existing student status;
  - Following the acquisition of a guest student status to take courses in addition to the student status existing at another higher education institution, as well as
  - with the completion of the comprehensive examination.
  - <sup>42</sup>
- (6) The Head of the competent DS, in consultation with the Track Director and/or the Head of Specialisation may impose bridging-the-gap (conversion or refresher courses) for the admitted doctoral student on the basis of his/her result at the entrance examination.
- (7) Attending the sessions is compulsory for doctoral students, except if the Head of the DS, in coordination with the course lecturer, exempts a doctoral student in exceptionally justified cases.
- (8) In the case of courses taken at a higher education institution abroad or in other justified cases, the doctoral student may request the permission of the Head of the DS to follow a curriculum that is different from the one recommended for the given semester during the study and research stage, it being understood that at least eighteen (18) credits should be completed. .
- (9) <sup>43</sup>A doctoral student may take courses at a higher education institution abroad on the basis of a work plan that ensures the validity of the relevant study period within the university's doctoral programme and has been approved by the supervisor, by the Track Director and/or the Head of Specialisation. The duration of such courses and the performance during such courses abroad, as approved by the Head of the competent DS, shall partly or wholly count towards doctoral studies, student status not being suspended during the period of courses taken at a higher education institution abroad.

<sup>41</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>42</sup> Deleted by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>43</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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- (10) Doctoral programmes: shall consist of the study and research phase on the one hand, and the research and dissertation phase on the other. The study and research phase lasts for four (4) semesters, at the end of which the doctoral student shall pass the comprehensive examination to be admitted to the research and dissertation phase. The commencement of the research and dissertation phase – that is the degree acquisition procedure, which also lasts for four (4) semesters – is subject to the successful completion of the comprehensive examination, its aim being the acquisition of the doctoral degree.
- (11) Doctoral programmes are also open to anyone who prepared for degree acquisition individually, provided that he/she fulfilled the requirements with respect to admission and to the comprehensive examination imposed on doctoral students who opted for individual preparation. In this case the student status shall be acquired on the day of successfully completing the comprehensive examination.
- (12) The student status shall be terminated
- a) Through degree acquisition, on the day when the decision on awarding the doctoral degree is taken;
  - b) If the doctoral student fails to pass the comprehensive examination, on the day of the missed or unsuccessful examination;
  - c) On the last day of the semester in which the doctoral student obtained a final certificate (*absolutorium*) in a doctoral programme;
  - d) at the end of the eighth semester of a doctoral programme for which a doctoral student has registered;
  - e) in the event of the doctoral student's transfer to another higher education institution, on the day of the completion of transfer (the date of the transfer is the day preceding enrolment at the acquiring institution)
  - f) <sup>44</sup>if the doctoral student gives notice of termination of the student status, on the day that the notice is given, except if he/she withdraws such notice within eight (8) working days;
  - g) <sup>45</sup>if the doctoral student who cannot continue a programme funded through a full or partial Hungarian state scholarship does not wish to continue it in a self-funded form (the doctoral student shall declare whether he/she wishes to continue his/her studies in a self-funded form by signing the training contract), on the last day of the registration period;
  - h) <sup>46</sup>if the doctoral student's student status is terminated by the Dean of CDS - under powers delegated to him/her by the Rector - due to arrears of payment after an unsuccessful demand for payment and the examination of the social situation of the doctoral student by the Social Committee, on the day that the decision on the termination of student status becomes final;

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<sup>44</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>45</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>46</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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- i) If the doctoral student fails to fulfil the obligations relating to academic progress laid down in the Study and Examination Regulations, in the present regulation and in the curriculum;
  - j) <sup>47</sup>If the doctoral student fails to register for the semester in the study and research phase and it is officially not possible to take a passive semester or he/she submits a request to take a passive semester when he/she has already exhausted the maximum number of passive semesters;
  - k) <sup>48</sup>on the day that the disciplinary decision on expulsion as a disciplinary sanction becomes final;
  - l) <sup>49</sup>in programmes offered in the framework of the Stipendium Hungaricum scholarship programme or other inter-state, state scholarship programme, if a doctoral student's status as a scholarship holder ceases and he/she does not undertake to fund his/her studies (the doctoral student shall declare whether he/she wishes to undertake his/her own costs by signing the training contract), on the last day of the registration period;
  - m) in the framework of a guest student status, on the last day of the semester;
  - n) in the case of training for the purposes of acquiring specialised knowledge, on the last day of the semester;
  - o) <sup>50</sup>upon the death of the doctoral student, the day of which shall be established by the Dean of CDS on the basis of a copy of the death certificate;
  - p) <sup>51</sup>if the Dean of CDS unilaterally terminates the student's student status because the Dean requires a one-off medical fitness assessment for registration for the academic term and the student is found to be medically unfit to continue and complete his/her studies. This subparagraph does not apply to Hungarian nationals, students having the right of free movement and residence, students with an immigrant or permanent resident status.
- (13) <sup>52</sup>In cases where the student status is terminated by operation of law [Article 13 (12) b)-g), l) -o)], a separate decision shall be issued on the termination of student status, of which the Head of Office of CDS or a CDS colleague designated by him/her shall notify the doctoral student via a Neptun message. In the case referred to in subparagraph o), the fact that the student status was terminated shall be recorded in Neptun.

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<sup>47</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>48</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>49</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>50</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>51</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>52</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.



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- (14) <sup>53</sup>In the cases referred to in paragraphs h)-k) and p) of subsection (12), the decision on the cessation of the student status shall be made by the Dean of CDS, while in the case referred to in subparagraph k), it shall be made by the Student Disciplinary Committee or the Student Disciplinary Appeals Committee.
- (15) <sup>54</sup>The resolution on the termination of the student status shall be issued in the form of a paper-based document and shall be delivered by post or by hand, or shall be issued in the form of an electronic document and shall be delivered to the student via Neptun or via the Customer Port of Entry.
- (16) <sup>55</sup>The resolution shall lay down the rules for bearing the programme cost and/or the foreign language contribution.
- (17) <sup>56</sup> <sup>57</sup>Any suspension of the student status of the doctoral student shall be governed by the provisions of the SER it being understood that a) SS shall be understood as CDS;
- a) during the study and research phase the student status may only be suspended in cases set out in Article 45 (2) of Nftv with the approval of the Head of the DS. Studies may only be resumed by joining the programme based on the sample curriculum;;
  - b) During the research and dissertation phase (the degree acquisition procedure) the suspension of the student status may not exceed two (2) semesters without the reason being given.
- (18) <sup>58</sup>In view of (17)b), the doctoral student shall either register for the semester in the study and research phase or submit a request for taking a passive semester.

**MILESTONES OF THE DOCTORAL PROCEDURE HELD ONLINE****14.§**

- (1) <sup>59</sup>In justified cases and upon the request of the person concerned, the Dean of CDS may authorise some of the milestones of the doctoral procedure to be completed online. The manner and technical details of completing the various milestones of the doctoral procedure online are defined by the Vice-Rector for Research in the form of Provisions.

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<sup>53</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>54</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.


<sup>55</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>56</sup> Number of subsection amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>57</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>58</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>59</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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| <b>Doctoral (PhD) Regulation</b>  |  |   |

## ADMISSION TO ORGANISED DOCTORAL INSTRUCTION

### 15.§

- (1) <sup>60</sup>Application to the doctoral programmes of the University is open to Hungarian citizens, citizens of the EU and the EEA enjoying equal treatment with Hungarian citizens as well as non-Hungarian citizens who do not belong to the group of citizens enjoying equal treatment with Hungarian citizens and
- a) have a diploma obtained during a university or equivalent accredited master-level education (MA or MSc) certifying a tertiary qualification and professional qualification,
  - b) have passed at least a state-recognised type „C” intermediate level – intermediate level (level B2) complex, language examination for general purposes – or an equivalent language examination<sup>61</sup>. If the applicant has an intermediate level (level B2) or equivalent language examination in a language other than English, he/she shall take part in an English language interview organised by the Council of the competent Doctoral School.
  - c) Exemption from part of the language examination requirements may be granted as a one-off decision to doctoral students with disabilities applying for a doctoral programme, subject to the type of disability/disabilities stated in the expert opinion. Eligibility for the exemption shall be established by the university’s Disability Committee on the basis of the proposal of the doctoral admission board appointed by the Council of the Doctoral School.
  - d) Whose professional and scientific competence is deemed to be suitable by the DS;
  - e) if they have scholarly publications, they have recorded and approved them in MTMT and have accepted liability for the accuracy of the information by signing the author’s declaration.
- (2) Deadlines for application for the current year as well as for submitting all the required documents for application shall be defined and published by the CDS in the Higher Education Admission Bulletin and on the website of the DS.
- (3) <sup>62</sup> <sup>63</sup>The following documents shall be submitted for application to a doctoral school:
- a) completed application form;
  - b) copy of the university diploma;
  - c) copy of the university transcripts;
  - d) CV with list of publications;
  - e) preliminary research plan;
  - f) Professional letter of letter of recommendation with substantial justification; In case of applying for an academic doctoral path, the grant documentation of the Corvinus

<sup>60</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>61</sup>The scope of acceptable international language examinations and their equivalence shall be established on the basis of the resolution of the Corvinus Foreign Language Teaching and Research Centre.

<sup>62</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>63</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023




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Doctoral Scholarship in accordance with the provisions of the Regulations on Student Fees and Benefits and the relevant call for applications;

- g) proof of payment of the registration fee;
  - h) declaration of responsibility assuming liability for all submitted documents and the authenticity of the information contained therein;
- (4) In addition, applicants seeking admission to a doctoral programme shall make a declaration on whether they are applying for a scholarship and whether they request admission if they are not granted the scholarship.
- (5) The DS in question may also require further documents to be submitted in order to judge the occupational fitness of the applicants, these shall be set out in the RO of the DS.
- (6) Applicants who have submitted applications in conformity with the requirements and within the specified deadline shall undergo an admission procedure. The admission procedure shall be conducted by an admission board, the content and manner of its conduction being set out in the RO of the DS.
- (7) <sup>64</sup>A one-hundred (100) -point evaluation scale shall be used during the admission procedure. Only applicants who earn a minimum of sixty seven (67) points out of the total one hundred (100), that is  $\frac{2}{3}$  of the obtainable points may be admitted to doctoral programmes. Only applicants who earn at least eighty (80) points may be admitted to the academic doctoral path. The requirements set out in subsection (1) should also be met
- (8) During the doctoral admission procedure points may be earned in the following areas:
- a) Prior performance (compulsory)
  - b) Submitted paper (compulsory)
  - c) Written examination (as required by the DS)
  - d) Oral examination (compulsory)
- (9) The various performance components within each area and the points attributable to them shall be set out in the RO of the doctoral schools.
- (10) The applicants shall be ranked by the Admission Board.
- (11) Decision on admission shall be taken by the UDC on the proposal of the relevant DS, taking into account the quota defined by the NDC and the scholarship budget granted to the doctoral school in question. Deviation from point-based ranking shall only be allowed in case the Hungarian state scholarship budget of the DS is depleted and the next applicant in the ranking requested admission only with a Hungarian state scholarship and the applicant in question reached two-thirds (67 points) of the maximum admission score. The DSs may regulate through their RO that the admissions ranking of the DS in question may also emerge as a result of the performance achieved by each of the specialisations, provided that the applicant in question reached two-thirds (67 points) of the maximum admission score.
- (12) Remedies with regard to rejections of application may be exercised as set out in the Admissions Regulation.

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<sup>64</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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## TRANSFER

### 16.§

- (1) <sup>65</sup>A doctoral student who commenced his/her doctoral programme at another higher education institution may only be granted admission to a doctoral programme at the University on the basis of the statement of the DS in question and at the discretion of the UDC, provided that the transfer is justified by the dissolution of the institution, the doctoral school or any other objective obstacle arising with respect to continuing or completing the studies. Among the (graded) subjects, credits completed in the former doctoral school, only those may be acknowledged that comply with the requirements of the DS in question. A student may only be transferred from a programme offered in the same discipline (branch of science) after documented consultations with the person in charge of programme at the institution offering the programme. The decision on the request for transfer shall be taken by the UDC by 10 September at the latest for the autumn semester and by 10 February at the latest for the spring semester.

## ADMISSION IN CASE OF INDIVIDUAL PREPARATION

### Application for doctoral degree acquisition in case of individual preparation

#### 17.§ <sup>66</sup>

- (1) Doctoral programmes are also open to anyone who prepared for degree acquisition individually, provided that he/she fulfilled the requirements with respect to admission under this section. In this case the student status shall be acquired following the successful completion of the comprehensive examination, the decision by the UDC on admission to the degree acquisition procedure and enrolment.
- (2) In the case of an application for individual preparation, the applicant must meet the admission requirements set out in subsection (1) of Section 15 and the requirements for doctoral studies, the rules of which are set out in subsection (3).
- (3) Requirements for the completion of doctoral studies for applicants in case of individual preparation:
- (4) at least 2 publications of at least category Q3 according to the Scimago classification of the relevant field, or equivalent publication activity, the details of which are specified in the ROs of each doctoral school; or relevant study and research credits obtained during previous doctoral studies, the recognition of which shall be decided by the Credit Transfer Committee. To set off the publication requirement, a total of 120 credits must be recognised, in a configuration determined by the relevant doctoral school. In addition to meeting the admission requirements set out in subsection (1) of section 15, candidates may be admitted to the comprehensive examination if they meet the requirements of the doctoral programme as set out in subsection (3). Afterwards, 120 credits are awarded by the Credit Transfer Committee for successful completion of the comprehensive examination.
- (5) Documents to be attached to the application:

<sup>65</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) Resolution No. (7) In force as of: 8 September 2022.

<sup>66</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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- a) Documents listed in Section 15 above with regard to application to organised instruction;
  - b) Documents certifying prior research activities;
  - c) one electronic copy of each of the own publications deemed to be the most important;
  - d) further documents required by the relevant DS;
  - e) the declaration of acceptance of the supervisor agreed in advance.
- (6) The doctoral application and its annexes may also be submitted in a foreign language approved by the relevant DS, and the procedure may also be partly or wholly conducted in a foreign language.
- (7) The fulfilment of admission criteria shall first be examined by the DS. Acceptance or rejection of the application shall fall within the scope of the UDC's power on the basis of the proposal of the relevant DS.

### **RIGHTS AND OBLIGATIONS OF PERSONS PARTICIPATING IN DOCTORAL EDUCATION**


#### **Legal status of persons participating in doctoral programmes and in the degree acquisition procedure**

##### **18.§**

- (1) Doctoral students have student status at the University. Student status is acquired by enrolment. Enrolment shall be governed by the provisions of the Study and Examination Regulations, whereby Student Services (SS) shall be understood as the CDS.
- (2) Data on doctoral students shall be recorded in the Neptun system by the CDS.
- (3) The rights and obligations of the doctoral students shall be governed by the provisions of the Rules of Organisation and Operation of the University, supplemented by the present regulation. The doctoral student shall create his/her profile in the MTMT database until the end of the first semester, and use this platform to register the publications that certify his/her scientific output achieved during the programme (manuscripts and published publications shall be uploaded to the Corvinus Repository maintained by the Corvinus University Library), as well as keep the bibliographical data up-to-date. One of the criteria for registering for the comprehensive examination, for the degree acquisition procedure and for the public defence of the dissertation shall be to have the publications recorded and approved in the MTMT database as well as to assume liability for the accuracy of the information by signing the author's declaration.
- (4) <sup>67</sup>The doctoral student shall feature the Corvinus University of Budapest in the affiliation box of each of his/her scholarly publications during the period ranging from enrolment to degree acquisition.
- (5) With respect to their academic socialisation, doctoral students taking part in doctoral programmes shall belong to the research centre that matches their potential research topic or is involved in the programme, shall be the members of the teaching and research community there, as well as participants of professional, scientific and other events. The

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<sup>67</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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institutes and research centres involved in the programmes shall help ensure the infrastructure needed for the purposes of the doctoral student's research work.

- (6) <sup>68</sup>The doctoral student may file a written complaint with the Dean of Corvinus Doctoral Schools against a decision by the Head of the DS or by the CoDs, which shall be answered in 15 calendar days.
- (7) The doctoral student may lodge an appeal with respect to student status in accordance with the Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: SSP).

### **Financial support accessible to doctoral students**

#### **19.§**

- (1) The various benefits that may be granted to doctoral students shall be set out in the Regulation on Student Fees and Benefits.

### **Fees and charges payable by doctoral students**

#### **20.§**

- (1) The fees and charges payable by doctoral students shall be set out in the Regulation on Student Fees and Benefits.
- (2) <sup>69</sup>The provisions of the RSFBon reclassification shall be applied in such a manner that Student Services (SS) shall be understood as CDS and the Study Committee shall be understood as the Doctoral Cabinet.

### **Teaching activity of the doctoral students**

#### **21.§**

- (1) Students taking part in doctoral programmes may undertake teaching tasks and tasks related to the organisation of education, the manner of which is set out in the present regulation. The doctoral student shall receive credits for performing these tasks.
- (2) The doctoral student shall also be remunerated by the University for the teaching activity in accordance with the relevant rules.
- (3) <sup>70</sup> <sup>71</sup>Should the doctoral student deem that the task and obligations imposed on him/her by the institute (research centre) jeopardise the progress expected in the doctoral programme, he/she may file a complaint with the Head of the Doctoral School.

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<sup>68</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>69</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>70</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>71</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

**Doctoral (PhD) Regulation****REGULATORY FRAMEWORK WITH REGARD TO DOCTORAL PROGRAMMES  
IN THE TWO PHASES OF EDUCATION****Study and research phase****22.§<sup>72</sup>**

- (1) During the four (4)-semester study and research phase the doctoral student shall complete subjects, conduct research, he/she shall publish the results thereof during conferences (research forums staged by the DS) and in scholarly publications, shall preferably get involved in teaching, shall attend various events associated with the doctoral procedure, shall take the comprehensive examination;
- (2) In the autumn semester the doctoral student shall obtain a minimum of eighteen (18) credits, at least fifty (50) credits per academic year (in two consecutive semesters if the student status is suspended). The maximum number of credits that may be obtained during one academic year shall be seventy (70);
- (3) He/she shall obtain a total of one hundred and twenty (120) credits during the four (4) semesters in order to be eligible to register for the comprehensive examination.
- (4) <sup>73</sup>The doctoral student shall collect study, research as well as teaching and service credits in each semester of the study and research phase as follows:
  - a) Study credits shall be recorded on the basis of the subjects taken in Neptun and completed.
  - b) Teaching and service credits are approved and recorded in Neptun by the Track Director/Programme Director as certified by the subject leader or lecturer of the given subject or the person managing the given activity,
  - c) Research credits certified by the supervisor shall be approved and recorded in Neptun by the Track Director/Programme Director.
  - d) The detailed regulation of the tasks and requirements with regard to the study and research phase are set out in the RO of the DSs.
- (5) Study credits [a minimum of forty-eight (48) credits; a maximum of sixty (60) credits]
  - a) The doctoral student shall earn study credits by completing the required subjects, fulfilling the requirements set by the lecturers on the basis of the subject syllabus, by earning a grade. The doctoral student shall complete the compulsory, compulsory elective and elective subjects set out in the sample curriculum.
  - b) The doctoral student may also take an elective subject offered by any other DS or may take as elective subject any compulsory or compulsory elective subjects that were made available by the doctoral schools to their own doctoral students or to doctoral students of other doctoral schools.
- (6) <sup>74</sup>Research credits [sixty (60) credits]

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<sup>72</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>73</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>74</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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research credits may primarily be obtained by performing scientific research, by participating in conferences, by presenting at the research forums and by publishing. The detailed conditions for obtaining research credits shall be set out in the RO of the DSs.

- b) <sup>75</sup>The research credits are fixed for each semester (15 credits per semester), which are linked to the technical subjects taken in Neptun.
- (7) <sup>76</sup>Teaching and service credits [a minimum of six (6); a maximum of eighteen (18) credits]
- a) Teaching and service (TS) credits can be earned in two ways
- One time slot per week with a regular teaching load - OR:
  - A consultancy, educational support and service activity during the semester, agreed with the Track Director.
- b) According to the activity undertaken, one semester of teaching and service is worth 6 credits or 2 credits.
- c) Teaching and service credits are counted towards the technical subjects of teaching and service taken at the beginning of the semester and announced in Neptun for the activity completed in that semester.
- d) A maximum of two TS subjects per semester may be taken.
- e) Within the framework of his/her study obligations, the doctoral student holding a state scholarship may be required to engage in the teaching and research activities of the University for a period equivalent to 20% of his or her full weekly working time, any such need shall be communicated by the Director of the Institute to the Head of the DS and the Track Director/Programme Director not later than two (2) months ahead of the commencement of the semester. The doctoral student may be required to teach up to four (4) hours (2 time-slots) a week per semester averaged over an academic year.
- f) The doctoral student may obtain teaching and service credits for teaching (course conducting) activities at another accredited domestic or foreign higher education institution if the relevant written notification is provided to the Track Director/Programme Director prior to the commencement of the semester and verifiable documentation on the performed work is submitted within two (2) weeks of the end of the study period.
- (8) <sup>77</sup>
- (9) <sup>78</sup>A doctoral student who does not obtain 120 credits by the end of the fourth (4th) active semester and therefore cannot take the comprehensive examination, shall have his/her student status terminated pursuant to the provisions of Section 13 (12) b).

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<sup>75</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>76</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>77</sup> Deleted by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>78</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.



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### Comprehensive examination

#### 23.§

- (1) <sup>79</sup>The comprehensive examination shall measure, evaluate progress made in study and research by the doctoral student as well as shall certify his/her research aptitude. The comprehensive examination shall be completed at the end of the fourth (4.) active semester as the conclusion of the study and research phase. Admission to the research and dissertation phase is subject thereto. The doctoral student may only register for the fifth (5.) semester of the programme if he/she has successfully completed the comprehensive examination. Doctoral students applying for individual preparation may be admitted to the comprehensive examination if they meet the requirements set out in the regulation and if the UDC supports their application for admission to a doctoral programme.
- (2) Criteria for being admitted to the comprehensive examination:
  - a) <sup>80</sup>
  - b) <sup>81</sup>Acquiring at least one hundred and twenty (120) credits (with the appropriate ratio of credit types stipulated in Section 22) in the study and research phase of the doctoral programme (except for doctoral students preparing individually for degree acquisition),
  - c) <sup>82</sup>
  - d) recording and approving the doctoral student's publications in the MTMT Database.
  - e) Evaluation of the work performed in the study and research phase by the supervisor as well as his/her declaration on recommending the commencement of the research and dissertation phase.
  - f) <sup>83</sup>
- (3) The comprehensive examination shall consist of two (2) parts: the first part („theoretical part”) shall assess the theoretical-methodological competence of the doctoral student, in the second part („dissertation part”) the doctoral student shall demonstrate his/her scientific progress.
- (4) The comprehensive examination shall be taken before an examination board appointed by the DS and approved by the UDC. The examination board shall consist of at least three (3), but not more than five (5) members, and one (1) or two (2) members respectively shall not be employees of the University.
- (5) <sup>84</sup>The chairperson of the examination board shall be a full professor, a habilitated associate professor, a Professor Emeritus or a lecturer, researcher holding a DSc. Each member of the examination board shall hold an academic degree (with the exception of the secretary, a non-voting member who shall at least have acquired an *absolutorium* in a doctoral

<sup>79</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>80</sup> Deleted by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>81</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>82</sup> Deleted by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>83</sup> Deleted by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>84</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023


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- programme). The supervisor of the doctoral student may not be a member of the examination board, but is expected to attend the event.
- (6) During the theoretical part of the comprehensive examination, the doctoral student shall demonstrate his/her theoretical-methodological competence in at least two (2) areas of expertise in writing and/or orally. The areas of expertise shall be defined by the DS in consultation with the supervisor, taking into account the research topic of the doctoral student.
- (7) <sup>85</sup>During the dissertation part of the comprehensive examination, the examinee shall give a lecture (presentation) to demonstrate his/her knowledge of the academic literature, to report his/her research results, to share his/her research proposal with regard to the second phase of the doctoral programme as well as shall outline the schedule for preparing the doctoral dissertation and for publishing the results on the basis of a paper submitted to the DS beforehand.
- (8) The detailed requirements with regard to the comprehensive examination, as well as the manner of its conduction, shall be set out in the RO of the DSs. The comprehensive examination shall take place in the examination period of the spring semester. The comprehensive examination may be postponed or retaken until the end of the spring semester of the academic year in question (by 31 August at the latest). The comprehensive examination may be postponed if this was pre-authorized by the Head of the DS on the basis of the doctoral student's substantiated request or if the doctoral student is not able to show up at the comprehensive examination due to any reason beyond his/her control (e.g. traffic obstacles, travel restrictions) or an unforeseen reason (e.g. sudden illness, death of close relative) and shall notify (send a proof to) the Head of the DS thereof within 3 calendar days.
- (9) The examination board shall evaluate the theoretical-methodological and the dissertation part of the examination separately. It shall draw up detailed minutes of the comprehensive examination, containing a written assessment of the doctoral student's work from a scientific point of view. The result of the comprehensive examination shall be announced on the day of the oral examination.
- (10) <sup>86</sup>The minutes of the comprehensive examination contains the data as stipulated in the Vhr.
- (11) Both parts of the comprehensive examination shall be evaluated by means of a written assessment (passed, failed).
- (12) The comprehensive examination is successful if the majority of board members considers both examination parts to be successful.
- (13) The overall evaluation of the examination shall be as follows:
- Successful if the assessment of both parts is „passed”
  - Unsuccessful if the assessment of either of its parts is „failed”.
- (14) In case of a successful comprehensive examination the doctoral student may go on with his/her studies.

<sup>85</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>86</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.



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- (15) An unsuccessful comprehensive examination may be retaken by the doctoral student once, within the same examination period.
- (16) <sup>87</sup>If the doctoral student is unable to successfully complete the retake comprehensive examination, his/her student status shall be terminated pursuant to Section 13 (12) b).

### **Research and dissertation phase**

#### **24.§ <sup>88 89</sup>**

- (1) A doctoral student taking part in a doctoral programme may enter the research and dissertation phase (degree acquisition procedure) upon passing the comprehensive examination.
- (2) The official date of commencing the degree acquisition procedure shall be the day of the successful comprehensive examination.
- (3) During the four (4)- semester research and dissertation phase the doctoral student shall perform intense research activities, present his/her research results at scientific forums, publish them, shall prepare his/her thesis proposal for discussion and shall submit it to the Doctoral School. The detailed rules on the research and dissertation phase shall be set out in the RO of the DSs.
- (4) A total of one hundred and twenty (120) credits shall be acquired during the four (4) semesters:
  - a) The doctoral student shall acquire at least twenty-five (25) credits in the autumn semester and at least fifty (50) credits each academic year [in case of deferment in two (2) consecutive active semesters];
- (5) <sup>90</sup> <sup>91</sup>Research credits certified by the supervisor shall be approved by the Track Director/Programme Director in Neptun;
  - a) <sup>92</sup>the research credits are fixed for each semester (25 credits) and are linked to registering for the technical subjects taken in Neptun;
  - b) A maximum of two technical subjects for research credit may be taken in a semester;
  - c) <sup>93</sup>The detailed rules with regard to the research tasks and requirements of the research and dissertation phase shall be set out in the RO of the DSs.
- (6) The conditions for receiving teaching and service credits are identical to those set out in paragraphs a)-c) of Section 22(7) above;

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<sup>87</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>88</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.


<sup>89</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>90</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>91</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>92</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>93</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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- (7) In the study and research phase, one additional credit (20) may be awarded once for the doctoral student's research-related performance above the expected level. The conditions for obtaining extra credits are regulated in the ROs of the DSs.

### **Degree acquisition procedure**

#### **25.§**

- (1) Doctoral students who had commenced their doctoral studies prior to 1 September 2016 may enter the degree acquisition procedure upon obtaining the *absolutorium* with the support of their supervisor. This may be initiated by addressing the relevant request to the Council of the Doctoral School. Approval of admission into the degree acquisition procedure shall fall within the competence of the UDC. The relevant decision shall specify the semester in which the student in question may enter the degree acquisition procedure. A doctoral student who has entered the degree acquisition procedure shall submit his/her doctoral dissertation within two 2 years of his/her admission thereto.

### **The thesis proposal and its assessment**

#### **26.§**

- (1) The doctoral student's thesis proposal shall serve to document his/her competence and fitness as a researcher.
- (2) <sup>94</sup>The defence of the thesis proposal may only take place after successfully completing the comprehensive examination as well as recording and approving the doctoral student's publications in the MTMT database. In order to ensure adequate publicity, thesis proposal discussions may only take place between the last day of the spring examination period and the first day of the autumn study period in exceptionally justified cases, subject to the approval of the Dean of CDS.
- (3) <sup>95</sup> <sup>96</sup>The doctoral student shall make a declaration on having prepared the thesis proposal on his/her own and having used the sources provided in it. He/she shall state that he/she has clearly marked all the parts - including his/her own previous work - and given the source thereof that were taken verbatim from another source or were rephrased to convey the same meaning. If the thesis proposal contains a co-authored part, the co-author must declare that the doctoral student's contribution was decisive in the part concerned.
- (4) The detailed procedure of the thesis proposal discussion shall be set out in the RO of each the DS.
- (5) The thesis proposal shall be defended in a public session in the presence of experts holding an academic degree in the given field of expertise. The professional standard and the stage of completion of the thesis proposal shall be assessed by a committee designated for that purpose.

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<sup>94</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>95</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>96</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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- (6) <sup>97</sup> <sup>98</sup>The thesis proposal shall be evaluated by a Thesis Proposal Evaluation Committee (hereinafter: TPEC) consisting of four (4) (and in the case of co-supervision, five (5) members. The chairperson of the TPEC may be a full a professor, a professor emeritus or a habilitated associate professor. Besides the chairperson, the official referees and the doctoral student's supervisor (s) are members of the TPEC. One of the two referees shall be a non-affiliated expert (who is not an employee of the University). The (non-voting) secretary of the TPEC may also be a doctoral student who is involved in the research-dissertation phase and has acquired the absolutorium in a doctoral programme.
- (7) The task of the TPEC is to judge, taking into account the debate as well, whether the results included in the thesis proposal and the qualities of the candidate as a researcher guarantee the completion and submission of a successfully defensible doctoral dissertation by the required deadline as well as to assist the doctoral student by offering advice on preparing the final dissertation.
- (8) <sup>99</sup>The TPEC takes a position on the changes and revisions that are required before a draft thesis can be submitted as a public dissertation. The opinion of the TPEC is recorded in minutes. The TPEX adopts its opinion unanimously.
- (9) <sup>100</sup>The chairperson and secretary of the TPEC shall authenticate the minutes by signing them, then send them to the Head of the Doctoral School and the UDC.

**WITHDRAWING THE THESIS PROPOSAL****27.§**

- (1) The doctoral student may withdraw the thesis proposal after having submitted it, but not later than five (5) working days prior to the thesis proposal discussion.
- (2) In the case of withdrawal a new thesis proposal may be submitted three (3) months after the withdrawal date.
- (3) <sup>101</sup>In the case of withdrawal and the submission of a new thesis proposal, the relevant DS shall appoint a new TPEC.

**FINAL CERTIFICATE (ABSOLUTORIUM)****28.§**

- (1) The provisions of the SER shall be applied with the following derogations:
- a) <sup>102</sup>The University shall issue the final certificate for doctoral students who earned at least two hundred and forty (240) credits [in case of taking part in a programme through individual preparation, one hundred and twenty (120) credits] in accordance with the present Regulation.

<sup>97</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>98</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>99</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>100</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>101</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>102</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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- b) <sup>103</sup>SS-shall be understood as CDS, Dean shall be understood as the Dean of CDS.
- c) The date of the final certificate shall be the day on which the last criterion is fulfilled that is defined as a precondition thereof.

**DOCTORAL DEGREE****29.§ <sup>104</sup>**

- (1) In the framework of doctoral programmes, the acquisition of the doctoral degree is subject to
  - a) The absolutorium;
  - b) The minimum publication requirements required for being admitted to the defence<sup>105</sup>;
    - (i) at least 1 publication of at least category Q3 according to the Scimago classification of the relevant field, or equivalent publication activity, the details of which are specified in the RO of each doctoral school.
    - Doctoral schools may, at their own discretion, set more stringent publication requirements than those set out above, which shall be laid down in the Ro of the DS
  - c) <sup>106</sup>The doctoral schools may require additional publication performance over and above the minimum requirements, the nature and extent of which is regulated in the RO of the DS;
  - d) Successful completion of the discussion of the thesis proposal;
  - e) Proof of payment of financial obligations (comprehensive exam fee, defence fee etc)

**The doctoral dissertation****30.§**

- (1) <sup>107</sup>The doctoral student shall be required to submit his/her doctoral dissertation as specified in the present Regulation within three (3) years of passing the comprehensive examination. This deadline may be extended by not more than one (1) year in cases of special equity laid down in 45(2) of Nftv., with the exception of cases referred to in 46 (1)-(2).
- (2) <sup>108</sup>A further condition of the submission of the doctoral dissertation shall be that the doctoral student has acquired the absolutorium, that he/she does not have a doctoral degree acquisition procedure underway in the same branch of science, that his/her

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<sup>103</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>104</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>105</sup>In the programmes offered by the Doctoral School of Sociology and Communication Science the list of journals compiled by the competent inter-sectional committee of the Hungarian Academy of Sciences (MTA) and approved by the UDC may be taken into account.

<sup>106</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>107</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>108</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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application for entering the degree acquisition procedure was not rejected in the last two (2) years, nor did his/her doctoral defence conclude with an unsuccessful result in the last two (2) years. Compliance with these further conditions shall be confirmed by the doctoral student in a statement at the time of submitting the dissertation as well as upon application to enter the degree acquisition procedure.

- (3) The launch of the dissertation defence procedure shall be initiated jointly by the doctoral student and the supervisor in a written request addressed to the Head of the DS and submitted to the CDS.
- (4) The CDS shall be in charge of administration with respect to the doctoral dissertation as well as the organisation of the public defence.
- (5) <sup>109</sup> <sup>110</sup>As a general rule, the doctoral student must submit the dissertation in English. The Head of the Doctoral School may authorise Hungarian language dissertations in professionally justified cases (eg. relevance).
- (2) <sup>111</sup> <sup>112</sup>The dissertation, the theses (thesis booklet) shall be submitted both in printed and electronic forms along with the request. At least two chapters in the doctoral dissertation must be single-authored, autonomous works. If the draft contains a co-authored part, the co-author must declare that the doctoral student's contribution was decisive in the part concerned. A maximum of two co-authors is allowed for co-authored chapter(s).
- (3) <sup>113</sup>
- (4) <sup>114</sup>
- (5) <sup>115</sup>

The doctoral 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 shall state that he/she has clearly marked all the parts - including his/her own previous work - and given the source thereof that were taken verbatim from another source or were rephrased to convey the same meaning.<sup>116</sup>

The dissertation and the theses are publicly available both in printed and electronic form. Doctoral dissertations and theses become public once the decision on admitting the doctoral student to defence are taken by the UDC.

- (13) <sup>117</sup>Following the defence, the bibliographical data of the doctoral dissertation shall be made available to the public in the MTMT database, with an identifier (DOI) assigned to them in accordance with generally accepted international practice. The CDS shall be tasked with initiating the publication of submitted materials. The University Library (hereinafter Library) shall make them public in such a manner that it shall deposit the electronic

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<sup>109</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>110</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>111</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>112</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>113</sup> Deleted by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>114</sup> Deleted by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>115</sup> Deleted by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>116</sup> Deleted by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>117</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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versions in the CORVINUS Doctoral Dissertations Electronic Archives. Following a successful defence, the CDS shall make sure that the composition of the Board of Referees and the date of the defence are attached to the dissertations deposited in the library.

- (14) The CDS shall be tasked with initiating the publication of submitted materials. The University Library (hereinafter Library) shall make them public in such a manner that it shall deposit the electronic versions in the CORVINUS Doctoral Dissertations Electronic Archives. Following a successful defence, the CDS shall make sure that the composition of the Board of Referees and the date of the defence are attached to the dissertations deposited in the library. The readers' attention shall be called to the fact that both the printed and the electronic forms are copyright protected and that they may only be read for the purposes of the defence procedure and may not be referenced until they have been defended and approved. Rejected dissertations shall be blocked by the University (their publicity shall be ended). The CDS shall keep one copy of such dissertations for five (5) years after which it shall take care of destroying them.
- (15) The dissertation is the intellectual property of the author, therefore further publication in full or in part shall be subject to his/her written consent. Accordingly, the author shall have the right to publish his/her dissertation in its original language or in another language. In this respect the publication of the dissertation on either the University's or the National Doctoral Council's website shall not constitute any restriction for either the author or the publisher.
- (16) The defence of the dissertation in the framework of a public defence shall be part of the procedure for obtaining the doctoral degree.

### Article-based dissertation

#### 31.§<sup>118</sup>

### The Board of Referees evaluating the public defence

#### 32.§<sup>119</sup>

- (1) The Board of Referees invited to evaluate the dissertation (hereinafter Board) shall consist of one chairperson, two official referees, one secretary and one further member. Every member of the Board shall hold an academic degree. The supervisor(s) of the doctoral student may not be (a) members(s) of the Board.
- (2) The composition of the Board:
- The chairperson shall be a full professor, a Professor Emeritus or a habilitated associate professor. The chairperson may not be identical with either of the referees of the thesis proposal;
  - In the first place, the referees of the thesis proposal should be invited to act as referees.
  - One of the referees and the further member shall not be affiliated with the university;
- (3) The fulfilment of the criteria necessary for being admitted to the defence shall first be checked by the CDS. If these are found in order, the Head of the Ds shall address a written proposal to the UDC with regard to the official launching of the defence procedure as well

<sup>118</sup> Deleted by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>119</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023




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- as to the composition of the Board of Referees. If the candidate fails to meet the criteria necessary to be admitted to the defence, the CDS shall reject the application.
- (4) The UDC shall adopt a position on the proposal of the Doctoral School, shall modify it if required and shall approve it. The UDC shall take a decision on the official commencement of the defence procedure.
  - (5) The official referees shall be invited by the CDS. The referees shall prepare an official written assessment on the dissertation within 60 calendar days of receiving the invitation. Their assessment shall include a statement on whether they recommend the dissertation to be debated in public.
  - (6) The CDS shall send the doctoral dissertation, the thesis booklet, the minutes of the discussion of the thesis proposal and the assessments of the dissertation to the members of the board of referees electronically and if requested, in a paper version as well. Should the referee reject the invitation to assess the dissertation, the CDS shall automatically invite the alternate referee and set a deadline of 60 calendar days. Should the referee fail to meet the deadline available for the assessment, an automatic one-off deadline extension of 30 days shall apply after sending the relevant reminder. Should the referee fail to send the assessment by the 90th calendar day, the invitation shall be cancelled, the referee shall receive a written notification thereof and the alternate referee shall be invited. If neither the referee nor the alternate referee prepares the assessment for the given deadline, the UDC shall appoint a new referee and alternate referee on the proposal of the CoDS.
  - (7) The doctoral dissertation may be admitted to public defence if at least two (2) referees are in favour. In the case of one (1) proposal in favour and one (1) against, the CDS shall in consultation with the Head of the Doctoral School appoint a third (3rd) referee from among the alternate referees whose status is identical with that of the dismissive referee. If both alternate referees have already been invited, the UDC shall appoint the third (3rd) referee on the new proposal of the CoDS whose status shall be identical with that of the dismissive referee. In the case of securing two (2) opinions in favour, the dissertation may be admitted to public defence. In the case of two (2) dismissive opinions, the doctoral procedure shall be declared inconclusive and shall be terminated.
  - (8) Only dissertations that fully comply with the provisions of the University's anti-plagiarism regulations may be admitted to public defence
  - (9) If the official referees or others indicate a suspected plagiarism, the UDC shall suspend the doctoral procedure and shall, in accordance with the relevant provisions, request an inquiry and in view of the outcome shall authorise the procedure to be continued or shall terminate it.

**Withdrawing the doctoral dissertation****33.§**

- (1) The doctoral student may withdraw the dissertation after having submitted it, but not later than 5 (five) working days prior to the public defence of the dissertation.
- (2) In the case of withdrawal, a new dissertation may be submitted six (6) months after the withdrawal date, it being understood that the deadline of submitting the dissertation defined in Section 30 (1) shall remain unchanged.

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- (3) In the case of withdrawal and the submission of a new dissertation, the UDC shall appoint a new board of referees.

### **The public defence of the doctoral dissertation**

#### **34.§**

- (1) <sup>120</sup>The doctoral dissertation shall be admitted to public defence within sixty (60) calendar days of receiving the second opinion in favour. In order to ensure publicity, public defences may only take place between the last day of the spring examination period and the first day of the autumn study period in exceptionally justified cases, subject to the approval of the Dean of CDS.
- (2) The doctoral student shall receive the assessments electronically within seven (7) calendar days of the receipt of all the assessments (if at least two opinions are in favour), to which he/she shall reply within thirty (30) days. The assessments shall be forwarded by the CDS and the replies shall also be sent to the CDS.
- (3) The assessment of the referees and the written replies of the candidate as well as the doctoral dissertation and the thesis booklet shall be sent out electronically to each member of the Board of Referees not later than one (1) week ahead of the date of the defence coordinated by the CDS.
- (4) <sup>121</sup>The quorum of the Board of Referees shall be constituted if the chairperson, the secretary and two (2) other members are present throughout the public debate. If a dismissive opinion was submitted during the assessment process, at least two (2) referees shall be present at the defence, including the one who formulated a dismissive opinion.
- (5) A referee in favour who might not be able to attend the defence may communicate his/her rejoinder to the candidate's reply in writing, which shall be read out by the secretary of the Board at the public defence.
- (6) The Board of Referees shall be tasked with
  - a) Assessing the doctoral dissertation submitted by the doctoral student, formulating an opinion on the follow-up to the dissertation;
  - b) Summarising the evaluations formulated in the referees' assessments and comments;
  - c) Formulating two questions that shall be put to the doctoral student on the basis of written comments received in advance;
  - d) Examining whether the doctoral student is in possession of all the knowledge that might be expected from anyone performing research in the given topic. To verify this, they may put questions to the candidate with regard to the content of bibliographic references as well as to literature that is not included in the dissertation, but in the board's view is considered as important background material in the given topic,
  - e) Identifying the new and novel scientific results of the dissertation.
- (7) During the public debate, the doctoral student shall introduce his/her theses in the form of a free twenty (20)-minute presentation, highlighting in particular the new scientific results of the dissertation. The referees shall present their assessments, the secretary of

<sup>120</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>121</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023



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the board shall read out the preliminary written comments as well as the questions of the board. The public may put questions to the doctoral student, make comments. The doctoral student shall in turn react to the comments and questions of the referees, the board members and those present.


- (8) <sup>122</sup>Minutes containing the data as stipulated in Vhr shall be drawn up of the defence and the decision of the Board. The minutes are signed by the chairperson and members of the Board. The minutes shall constitute an annex to the master data sheet.

**Grading of the doctoral dissertation****35.§**

- (1) <sup>123</sup>When the debate comes to a close, the members of the Board shall decide on accepting the doctoral dissertation in a closed session by secret ballot, as well as shall make a recommendation with regard to the grading of the dissertation as follows:
- a) Only those members of the Board (including the secretary) shall have a right to vote who are present throughout the defence and the closed session. Members who are absent may not vote.
  - b) It shall be at the discretion of the board to decide whether the decision is taken on the basis of a discussion between its members or without that.
  - c) Each member of the board shall grade the defence by allocating a score on the four-grade scale.
    - *Summa cum laude*
    - *Cum laude*
    - *Rite*
    - *Insufficiente*
  - d) Grading of the defence
    - *insufficiente* (inadmissible) if at least two members of the committee grade it as insufficiente.
    - *summa cum laude*, if all votes are at least cum laude and the majority of votes (at least 2 votes in the case of 4 votes) are summa cum laude
    - *cum laude* if no more than one vote is rite, all other votes are at least cum laude, but summa cum laude votes do not constitute a majority
    - *rite* in all other cases
- (2) The board shall communicate and justify its position publicly at the debate.
- (3) The Board of Referees shall draw up the minutes of the defence including its position and the justification thereof. The minutes shall contain the answer given by the doctoral student to each of the questions as well as the new or novel scientific results included in the dissertation.
- (4) The Board shall forward the minutes of the defence and the voting results to the CDS.

<sup>122</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>123</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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- (5) <sup>124</sup>
- (6) <sup>125</sup>The UDC shall decide on awarding the degree on the proposal of the Board of Referees.

### **Awarding the doctoral degree**

#### **36.§**

- (1) The UDC has decision-making powers with respect to awarding doctoral degrees.
- (2) A doctoral student taking part in a joint foreign and domestic degree acquisition process may be awarded the degree by the University, provided that he/she complies with the Doctoral Regulation of the University. Prior to awarding the degree, the UDC may invite domestic referees and may also require the dissertation to be defended at the University.
- (3) Following degree acquisition, a (printed and electronic) copy of both the doctoral dissertation and the theses shall be forwarded to the University Library. Whereas the electronic version of the accepted dissertation and theses along with their DOI identifier shall be deposited and durably preserved in the CUB Doctoral Dissertations electronic archives, the same shall apply to preserving the catalogued printed versions in the library. The author shall take care of depositing the data of the accepted doctoral dissertation and theses in the database and linking it to the electronic version with a DOI. The University Library shall inform the degree holder of the access data of the electronic version and of the DOI through the University Doctoral Office.
- (4) The doctoral student may appeal a decision taken in the procedure for obtaining the doctoral degree in accordance with SSP in the event of infringement of the law or the breach of the university Doctoral Regulation.


### **Revoking doctoral degrees**

#### **37.§**

- (1) The UDC has decision-making powers with respect to revoking doctoral degrees.
- (2) The doctoral degree may be revoked pursuant to the decision of the UDR if it is established that the conditions for awarding the degree were not fulfilled or it is demonstrated that the degree was acquired as a result of presenting someone else's intellectual property, either partially or entirely, as if it belonged to the person acquiring the degree or he/she used false or falsified data in his/her dissertation, thereby misleading or deceiving the body or person acting in doctoral matters. There is no statute of limitation on substantiated acts of plagiarism, only the holder of the degree may be held liable and not the bodies and persons acting in doctoral matters. The procedure to revoke the doctoral title may only take place if the holder of the title is alive when the procedure is launched.
- (3) The procedure to revoke the doctoral degree may be initiated by anyone with the UDC Chairperson issuing the degree, who is able to substantiate the provisions set out in subsection (2) above or provides substantiated presumption thereof.
- (4) If a final ruling was handed down on the infringement of copyright in court proceedings initiated by the original author prior to launching the procedure, the UDC shall not be required to undertake the inquiry, the final ruling being sufficient to revoke the degree.

<sup>124</sup> Deleted by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>125</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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- (5) An appeal against the decision on the revocation of the degree may be lodged in accordance with SSP in the event of infringement of the law or the breach of the university doctoral regulation.

### The doctoral diploma

#### 38.§

- (1) CDS shall issue a diploma relating to the doctoral degree awarded by the UDC and shall also record the relevant decision in the university doctoral register. Information on the awarded doctoral degrees shall be reported to the higher education information system, FIR, within fifteen (15) days of issuing the diploma.
- (2) <sup>126</sup>The doctoral diploma is a secure document printed on the form issued by the Education Authority, the contents of which are stipulated in Nftv and Vhr
- (3) <sup>127</sup> The text of the doctoral diploma is annexed to the present Regulation.
- (4) <sup>128</sup>The grade of the diploma shall be identical with the grading of the successful defence:
- (5) The university shall issue the diploma in the Hungarian and English languages.
- (6) <sup>129</sup>A graduation ceremony shall be held to confer the doctoral degree upon persons who obtained a degree at the University. Persons who obtained a doctoral degree may use the abbreviation Dr. or PhD with their name as specified in the Nftv.
- (7) With the prior consent of the President of the Republic, the University shall confer a doctoral title with distinction called “*Promotio sub auspiciis praesidentis Rei Publicae*” on students whose performance has been consistently evaluated as excellent throughout their secondary school, university and doctoral studies.
- (8) The CDS shall maintain records of the issued diplomas.
- (9) An honorary diploma may be requested against a fee. The honorary doctoral diploma shall be printed in Latin on A3 size paper, its text being annexed to the present Regulation.

### NOSTRIFICATION OF ACADEMIC DEGREES OBTAINED ABROAD

#### 39.§

- (1) The nostrification of academic degrees attested by foreign diplomas shall fall under the competence of the University if they were issued in the discipline (branch of science) in which any of the schools of the University offer a programme, and if the competence of the doctoral school involved in the procedure can be clearly established.
- (2) Following a substantive discussion, the UDC shall nostrify an academic degree obtained abroad as a doctoral (PhD) degree if
  - a) It was issued by a foreign educational institution that is entitled to issue academic degrees under the legal order of the foreign state, and

<sup>126</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>127</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>128</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>129</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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- b) The requirements of the acquisition of the academic degree correspond to the requirements laid down in the present Regulation or can be matched with them through laying down additional conditions.
- (3) A request for nostrification may be submitted to the CDS. The request for nostrification shall be submitted along with the following documents:
- copy of diploma attesting a Master degree or equivalent constituting a precondition for entering a doctoral programme;
  - copy of diploma attesting academic degree earned abroad, if it is not in English, its certified translation into Hungarian
  - dissertation (work) used for the purposes of earning the doctoral degree;
  - <sup>130</sup> applicant's list of publications (optional);
  - proof of payment of the administrative fee.
- (4) <sup>131</sup>The Chairperson of the UDC shall appoint the doctoral school in charge of the procedure. The Head of the competent doctoral school shall invite two(2) experts holding a PhD. The invited experts shall declare in writing whether it can be duly established on the basis of the dissertation that is the subject of nostrification that the PhD degree obtained abroad is equivalent to the degree acquisition criteria set out in the University doctoral regulation.
- (5) <sup>132</sup>
- (6) <sup>133</sup>The chairperson of the UDC shall submit the expert opinions to the UDC, which in turn decides on nostrification.
- (7) <sup>134</sup> <sup>135</sup>
- (8) The decision of the UDC on the nostrification of the academic degree shall entitle the applicant to use the doctoral (PhD) title.

**40.§**

- (1) <sup>136</sup>The Chairperson of the UDC shall submit the request for nostrification to the UDC without seeking expert opinions and the opinion of the competent CoDS, if the foreign educational institution concerned and the discipline named in the degree have been ranked in the top two hundred (200) places in The Academic Ranking of World Universities (ARWU) in at least one of the five (5) years preceding the request for nostrification.
- (2) <sup>137</sup>
- (3) A request for simplified nostrification may be submitted to the CDS. The application shall be accompanied by the documents listed in paragraphs b) and e) of Section 39(3).

<sup>130</sup> Amended by: Resolution No. SZ-22/2021/2022 (19 April 2022) In force as of: 26 April 2022.

<sup>131</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>132</sup> Deleted by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023


<sup>133</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>134</sup> Introduced by: Resolution No. SZ-22/2021/2022 (19 April 2022) In force as of: 26 April 2022.

<sup>135</sup> Deleted by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>136</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>137</sup> Deleted by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

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- (4) Compliance with the formal requirements set out in subsection (1) shall be certified by CDS in writing.
- (5) If the formal requirements are met, the Chairperson of the UDC shall submit the application to the UDC for decision making.

### **CONFERRING HONORARY DOCTOR TITLES**

#### **41.§**

- (1) On the proposal of the Rector and after consulting the UDC, the Senate may award the honorary doctor title (*Doctor Honoris Causa*) or the honorary doctor and professor title (*Doctor et Professor Honoris Causa*) University – in branches of science where the University is entitled to award doctoral degrees – to persons who are not employees of the University.
- (2) The *Doctor et Professor Honoris Causa* title may be awarded to persons who have merited it by their scientific activity, the *Doctor Honoris Causa* title may be awarded to persons who carry out internationally recognised, prominent political and public activity.
- (3) An opinion on the proposal to award an honorary doctor title shall be given by the relevant CoDs as well as the UDC.
- (4) The awardee shall receive an honorary certificate. The certificate shall be conferred during the doctoral award ceremony.

### **AWARDING THE TITLE OF HONORARY CHAIRPERSON<sup>138</sup>**

#### **42.§**

- (1) <sup>139</sup>On the proposal of the Rector and after consulting with the UDC, the Senate may recognise the activity of an outgoing chairperson of the UDC with the honorary chairperson title (certificate).
- (2) The awardee shall receive an honorary certificate. The certificate shall be conferred during the doctoral award ceremony.

### **THE QUALITY MANAGEMENT SYSTEM OF DOCTORAL PROGRAMMES**

#### **43.§**

- (1) The quality management system of doctoral programmes shall be governed by the Quality Assurance Regulations of doctoral programmes at the Corvinus University of Budapest. The University Doctoral Council shall be responsible for designing, adopting the quality assurance regulations and reviewing them at intervals of no more than five (5) years.

### **CONFLICT OF INTEREST**

#### **44.§**

- (1) Anyone who is a close relative of the candidate or cannot be expected to judge the case objectively, may not be involved in the doctoral procedure as an official referee or board

<sup>138</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>139</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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member. Thus, the supervisor is in particular affected by the conflict of interest clause. Furthermore anyone with who the person submitting the document constituting the subject of the given milestone of the doctoral procedure has co-authored a paper may not be a member of the Thesis Proposal Evaluation Committee (TPEC), the comprehensive examination board or the board of referees of the doctoral dissertation, nor may he/she act as an official referee assessor. This shall be checked in MTMT by the person in charge of proposing the board members.

- (2) If the person submitting the thesis proposal or the doctoral dissertation or his/her supervisor either consults with anyone involved as an official referee or board member in the doctoral procedure in progress about the document under assessment, or urges the referee to prepare the assessment, this shall be considered as behaviour that interferes with objective assessment.

**FINAL PROVISIONS****45.§**

- (1) The present Regulation was adopted by the Senate at its meeting of 22 June 2021.
- (2) The present Regulation shall enter into force on 1 September 2021, at the same time the Doctoral Regulation adopted by Resolution No 40/2020 (1 October) of the Board of Trustees shall be repealed. The present Regulation shall constitute Part 8 of the Student Requirements.
- (3) The present Regulation shall constitute Part 8 of the Student Requirements.
- (4) In the case of conflict with the SER and the RSFB, the SER and the RSFB shall prevail.
- (5) As of the 2021/2022 academic year, all doctoral students taking part in a doctoral programme in any funding form or delivery mode shall be required to earn a minimum of eighteen (18) credits in the autumn semester, at least fifty (50) credits per academic year or in two consecutive active semesters in both phases of the programme, irrespective of the academic year in which they commenced their studies, it being understood that a maximum of seventy (70) credits may be obtained per academic year.
- (6) <sup>140</sup>The present Regulation was amended by the Senate at its meeting of 19 November 2022. The amendments entered into force on 26 April 2022.
- (7) <sup>141</sup>This Regulation was amended by the Senate - by written vote - on 7 September 2022. The amendments shall enter into force on the working day following the Senate's decision.
- (8) <sup>142</sup>The present Regulation was amended by the Senate under Resolution No. SZ-36/2022/2023 (4 April 2023) The amendments shall enter into force on the working day following the Senate's decision.

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<sup>140</sup> Introduced by: Resolution No. SZ-22/2021/2022 (19 April 2022) In force as of: 26 April 2022.

<sup>141</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>142</sup> Introduced by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023



**Doctoral (PhD) Regulation****TRANSITIONAL PROVISIONS****46.§**

- (1) <sup>143</sup>By way of derogation from 30 (1), anyone who completed their comprehensive examination between 1 February 2018 and 31 August 2021 shall be required to submit their doctoral dissertation within four (4) academic years of the date of the comprehensive examination. This deadline may be extended by not more than one (1) year in cases of special equity as set out in 25 (1).
- (2) <sup>144</sup>Under the degree acquisition procedure of the doctoral student defined in paragraph (1) above, student status may be suspended for a maximum of four (4) semesters by way of derogation from paragraph c) of 13 (17).
- (3) <sup>145</sup>The provisions of Section 22 of the present Regulation shall apply to students who commenced their studies before 1 September 2022, it being understood that
  - a) if the student earned more credits than the research credits specified in Section 22 before the entry into force of this Regulation, he/she may have them fully recognised in the following semesters in the semesters determined by the Dean of CDS;
  - b) if the student earned less than the number of research credits specified in Section 22 before the entry into force of this Regulation, he/she is not obliged to make up for them retroactively, i.e. for the semesters prior to the entry into force of the present Regulation.
- (4) <sup>146</sup>The provisions of Section 24 of this Regulation shall apply to students who commenced their studies before 1 September 2022, it being understood that:
  - a) if the student earned more than credits the research credits specified in Section 24 before the entry into force of the present Regulation, he/she may have them fully recognised in the following semesters in the semesters determined by the Dean of CDS;
  - b) if the student has earned fewer credits than the number of research credits specified in Section 24 before the entry into force of the present Regulation, he/she is not obliged to make up for them retroactively, i.e. for the semesters prior to the entry into force of the present Regulation.
- (5) <sup>147</sup>In the cases provided for in subsections (3) - (4), the provisions of the Doctoral Regulation in force on 7 September 2022 shall apply to students who established a student status before 1 September 2022.

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<sup>143</sup> Amended by: Resolution No. SZ-36/2022/2023 (4 April 2023) In force as of: 5th April 2023

<sup>144</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>145</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>146</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

<sup>147</sup> Introduced by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.



**Doctoral (PhD) Regulation**

**Annexes**  
**Annex 1/a<sup>148</sup>**

**Text of the Hungarian-language doctoral diploma**

Oklevél sorszáma:

Intézményi azonosító szám:

MKKR szintje:

EKKR szintje:

*Mi, a Rektor*

*és a*

*Budapesti Corvinus Egyetem Doktori Tanácsa*

*köszöntjük az Olvasót!*

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

.....úr/úrhölgy,

*aki.....városban/községben.....*

*.....országban,.....év.....hó.....napján született*  
*(születési neve:.....)*

*a(z) .....tudományterületen, a(z)*  
*.....tudományágban való képzettségét és*  
*tudását..... eredménnyel bizonyította, őt a ránk*  
*ruházott hatalomnál fogva a filozófia doktorává avattuk, részére a*

**Doctor of Philosophy (PhD)**

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

*A Doktori Iskola neve:*

*A doktori disszertáció címe:*

*A doktori disszertáció minősítése:*

*A doktori szigorlat/komplex vizsga eredménye:*

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


.....

.....

*az Egyetemi Doktori Tanács elnöke*

*Rektor*

<sup>148</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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**Annex 1/b<sup>149</sup>**

**Text of the English-language doctoral diploma**

Diploma number:  
Institution Identification Number:  
HUQF Level:  
EQF Level

*We, the Rector  
and  
the Doctoral Council  
of the Corvinus University of Budapest  
greet the Reader!*

*It is a laudable custom of our predecessors that those who have perfected themselves in fundamental knowledge and in specialised branches of learning, and given meritorious proof thereof, should receive legal recognition of their knowledge and qualifications. Whereas Mr/Ms.....,*

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

***Doctor of Philosophy (PhD)***

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

*Doctoral School:.....*

*Title of PhD Dissertation:.....*

*Grade of PhD Dissertation:.....*

*Grade of PhD Comprehensive Examination:.....*

*Given at ....., on the .....day of .....(month) .....(year)*

.....


.....

*Chairperson  
of the University Doctoral Council*

*Rector*

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<sup>149</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.

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**Annex 1/c<sup>150</sup>**

**Text of the Latin-language honorary doctoral diploma**  
*Nos Rector*

*Universitatis Budapestinensis Corvinianae  
et Consilium de Promotione Doctorali in eadem Universitate  
Lecturis salutem!*

*Laudabile maiorum nostrorum institutum est, ut qui se in disciplinis fundamentalibus ac specialibus excoluerint dignaque huius rei signa praestiterint, legitimum eruditionis ac doctrinae suae testimonium consequantur.*

*Cum igitur dominus/domina*

.....

*que/ quae.....in.....*

*die.....mensis.....anno.....natus/nata.....est,*

*suam in.....*

*eruditionem atque doctrinam.....*

*demonstravisset, eum/eam auctoritate nobis lege collata ad gradum Philosophiae Doctoris promovimus eique titulo*

Philosophiae Doctoris (Ph.D.)

*utendi fruendique conferimus potestatem. In cuius rei fidem hoc diploma sigillo Universitatis nostrae munitum et subscriptionibus propriis roboratum ei dari curavimus.*

*Numerus diplomatis:.....*

*Datum Budapestini, die.....mensis.....,.....anno.....*

*Praeses  
Consilii de Promotione Doctorali*

*Rector Magnificus  
Universitatis*

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<sup>150</sup> Amended by: Resolution No. SZ-1/2022/2023 (7 September 2022) In force as of: 8 September 2022.