



Corvinus University of Budapest

Doctoral School of Economics, Business and Informatics

Operational Regulations

Budapest

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1 FORMATION OF THE DOCTORAL SCHOOL

The Doctoral School of Economics and Business Informatics was formed by the merger of the Doctoral School of General and Quantitative Economics and the Doctoral School of Business Informatics implemented by the Senate of Corvinus University of Budapest with effect from 1 July 2020.

2 ORGANISATION OF THE DOCTORAL SCHOOL

2.1 BASIC INFORMATION

Name of Doctoral School: Közgazdasági és Gazdaságinformatikai Doktori Iskola (KGIDI)

Name in English: Doctoral School of Economics and Business Informatics (short name: DSEBI)

Disciplines: Economics, Computer Sciences, Business and Management Sciences.

The Doctoral School of Economics and Business Informatics operates as part of the Corvinus University of Budapest *Corvinus Doctoral Schools* controlled by the University Doctoral Council. The working languages of the Doctoral School of Economics and Business Informatics are English and Hungarian, and as a rule, the language of instruction is English.

The Doctoral School runs two programmes:

- Doctoral Track in Economics
- Doctoral Track in Business Informatics

The core members regularly evaluate the work of the Doctoral School of Economics and Business Informatics as a consultative body. The Core Members Meeting is convened by the Head of the Doctoral School of Economics and Business Informatics at least once a year.

The Council of Doctoral School receives its mandate from the University Doctoral Council based on the proposal of the core members.

The activity of the Council of Doctoral School is determined by the University Doctoral Regulations (hereinafter: EDSZ).

2.2 OFFICIALS OF THE DOCTORAL SCHOOL OF ECONOMICS AND BUSINESS INFORMATICS

- The duties of the Head of the Doctoral School of Economics and Business Informatics are determined by the EDSZ and the Quality Assurance Regulations (hereinafter: MSZ).
- The Track Directors receive their mandates for an indefinite period. The PD responsibilities include operational control over the programmes, in particular preparing submissions and proposals for Council of Doctoral School and University Doctoral Council decisions (including curricula); organising admission procedures; regular contact with supervisors and doctoral students, evaluating their work; inviting opponents for discussions of thesis proposals; recognising, calculating and certifying credits within their competence (research, educational and publication credits); arranging educational contents (consulting with lecturers, reviewing course descriptions); technical organisation of nostrification and habilitation matters.

2.3 REGISTRATION AND ADMINISTRATION SYSTEMS OF THE DOCTORAL SCHOOL

The administrative duties relating to the operation of the Doctoral School of Economics and Business Informatics are carried out with the involvement of the Corvinus Doctoral Schools. The administration of the Doctoral School of Economics and Business Informatics is performed by the programme coordinator.

Main responsibilities of the Doctoral School of Economics and Business Informatics administration:

- compiling timetables,
- providing information and assistance to lecturers, supervisors and doctoral students,
- keeping record of supervisor reports,
- arranging and evaluating student assessments,
- organising research forums, workshops and conferences,
- conducting admission proceedings,
- keeping record of research plans, annual reports and work plans,
- managing discussions of thesis proposals, managing minutes and records,
- keeping record of Doctoral School of Economics and Business Informatics doctoral students and candidates,
- preparing Council of Doctoral School meetings, recording decisions and minutes,
- preparing proposals for University Doctoral Council meetings,
- managing and recording Doctoral School of Economics and Business Informatics correspondence,
- managing the Doctoral School of Economics and Business Informatics website,
- monitoring the utilisation of funds in accordance with the goals laid out by the Council of Doctoral School.

3 ADMISSION PROCEDURE

The Doctoral School of Economics and Business Informatics issues its Admission Bulletin annually. The expected documents and requirements relating to all applicants are determined by the EDSZ. The applicant must indicate the programme he/she wishes to attend.

The Council of Doctoral School is to set up an Admission Committee based on the EDSZ, electing minimum two members from each programme to act as subcommittees in charge of admission. In this framework:

- the oral exams can be organised through online platform as well, conducted at least partly in English;
- the subcommittees formulate proposals for admission;
- propose to reject applicants failing to meet the minimum requirements;
- list the remaining applicants in order of preference, indicating separately the applicants proposed for Hungarian State Scholarship, Stipendium Hungaricum or self-funded status.

The Admission Committee reviews the lists in a joint meeting and formulates its proposal for the University Doctoral Council, ensuring an appropriate number of applicants for each programme.

Upon decision of the University Doctoral Council the Head of Doctoral School and the Track Directors monitor the registration process and make additional proposals for any vacant scholarship positions in agreement with the Admission Committee. The rejected applicants cannot be reconsidered.

Scoring rules

- Past professional achievements, former research activity, individual accomplishments, qualifications: maximum 40 points
- Written research plan and motivation letter: maximum 20 points
- Oral part: maximum 40 points.

The Doctoral School of Economics and Business Informatics admits doctoral students for programmes through individual preparation, and in exceptional cases also from other Doctoral Schools; the detailed rules are set out in the EDSZ.

4 SUPERVISION OF DOCTORAL STUDENTS

The detailed rules relating to supervision are set out in the EDSZ and the MSZ. Additions to these Regulations:

4.1 SUPERVISION OF DOCTORAL STUDENTS

- The Council of Doctoral School is to record the name(s)/details of the supervisor(s) upon proposal of the Track Directors **by the start of the second semester** at the latest. In the event that a student has no supervisor at the time of commencing the programme, the Track Director is to appoint a mentor-supervisor in agreement with the concerned parties by 30 September. A supervisor should be assigned to each doctoral student. External supervisors can also be assigned upon consideration, but in the event of dual supervision one of the supervisors should be internal.
- The supervisor should closely monitor the work and scientific activity of the supervised doctoral student, assist his/her publication and involvement in the scientific community, and evaluate his/her performance.
- The Track Directors oversee the activities of the supervisors at their discretion and even perform assessments during the academic year; they support the newly joined supervisors relying on training opportunities and consultation forums provided by the Corvinus Doctoral Schools.
- The doctoral students evaluate the supervisory work in the Corvinus Halvel system. The evaluations can be accessed by the Head of the Doctoral School of Economics and Business Informatics and the concerned Track Directors (except for students supervised by them).
- Any request for change of supervisor must be initiated in writing by both parties and submitted to the Track Director with justification. The Track Director is to submit such requests to the Council of Doctoral School upon consultation as necessary.

4.2 FORMAL DUTIES OF THE SUPERVISOR(S) BEYOND THOSE ESTABLISHED IN THE EDSZ

- Evaluating the supervised doctoral student for the Doctoral School of Economics and Business Informatics at the end of the academic year based on the student report. The written assessment of candidates admitted to comprehensive examination is to take place in this framework. See Annex 3.
- Brief account of own work at the end of the academic year. It should provide details as to the frequency of consultations with the doctoral student, the intensity of professional interactions, the method and extent of involvement of the doctoral student in professional activity at the institute, the quality of supervisory work in general, and relationship with the Track Director. Deadline: 30 June.
- The supervisor is to oversee and coordinate the acquisition of educational credits by the doctoral student in agreement with the head of the institute.

5 STUDY AND RESEARCH PHASE

5.1 GENERAL RULES

The study and research phase consists of four semesters. **Students must complete a total of 120 credits** in accordance with the following framework to ensure a balanced progress: (i) **minimum 18 credits** per semester, (ii) **minimum 60 credits, but no more than 70 credits** per academic year.

To interrupt or suspend this phase, the Head of the Doctoral School of Economics and Business Informatics is to seek recommendation from the relevant supervisor and Track Director.

Upon successful application the doctoral students must register themselves in the Hungarian Scientific Publications Database (MTMT Database).

5.2 STUDY CREDITS (48 TO 60 CREDITS)

- a) The Doctoral School of Economics and Business Informatics is to provide compulsory and compulsory elective courses for the doctoral students admitted to the programmes, announcing additional elective subjects accessible in the study and research phase.
- b) The doctoral students must take all the compulsory courses announced for the programme in which they participate. The Track Directors may decide to jointly announce certain compulsory subjects.
- c) In each programme minimum two compulsory elective courses must be selected; the Track Directors may decide autonomously as to which subject should be compulsory for every student attending the programme, where appropriate.
- d) In each programme minimum three, but no more than five additional courses can be completed on an elective basis. The elective courses can be generally accessed in every programme (thus minimum eight, but no more than ten courses can be completed, earning 48 to 60 credits).
- e) The list of subjects is to be approved by the Council of Doctoral School, to be finalised by the Track Directors by 30 June of the preceding academic year. The most popular (particularly methodological) courses should be accessible on a regular basis, and the key informative subjects should be provided at least once every four semesters.
- f) Language of instruction: Hungarian and English.
- g) Equivalency in regard to individually organised partial training abroad is to be assessed by the Track Directors based on the opinion of the supervisor. In this framework no more than two courses can be replaced by each student.
- h) Upon consent of the concerned course teachers the students of the Corvinus Doctoral Schools and programmes may take each other's courses as elective subjects.
- i) The courses can be arranged on an intensive (e.g. one-week) basis or in a more balanced way progressing throughout the semester. However, the number of contact sessions should be the same for every subject. In respect of methodological courses weekly contact sessions should be ensured in particular.
- j) The course themes and the relevant assessment schemes must be approved by the Council of Doctoral School; the Track Directors are to supervise the upload of course descriptions and their updates.
- k) Every taken but failed course can be re-taken only once.
- l) Unregistering from a course beyond one month will result in a 'Fail' grade.
- m) The doctoral students evaluate the courses in the Corvinus Halvel system. The evaluations can be accessed by the Head of the Doctoral School of Economics and Business Informatics and the concerned Track Directors.

5.3 RESEARCH AND PUBLICATION CREDITS (48 TO 60 CREDITS)

Research credits in this phase can be earned for the following activities:

Activity	Credits
International-regional conference held in a major world language with competitive presentation (Hungarian venue acceptable):	6-8
Local-national conference held in native language with competitive presentation:	4-6
Speaker role at minor events (workshop, roundtable discussion, interview, etc.). Special guest status can be rewarded with additional credits.	2-3
International study trip (depending on research content)	max. 3 x 12
Participation in summer / winter university programmes	max. 12
Independent research, research career related activity based on report submitted to supervisor (e.g. database development, interviewing, literary processing, data analysis, simulation, professional organisation activity, book editing, journal editing, proofreading, opponent activity)	max. 12 (per semester, per activity, main rule: 30 working hours / 1 credit)
Participation in discussion of thesis proposal or public defence	1
Research activity certified by supervisor	6
Research plan prepared and presented in a research forum during fourth semester prior to comprehensive examination, or journal article prepared for submission (organised under the programmes)	24

- In this phase no minimum credit for publication is specified.
- Credit certification for the Corvinus Doctoral Schools is performed by the Track Director; if necessary proof issued by the supervisor or head of research can be requested from the doctoral student.
- Publications issued before the commencement of doctoral studies do not earn research credits, but should be considered in the publication score required for defence. However, credits can be granted for publications issued during deferment, to be considered in the next semester.
- As for the preparation of research plans to be submitted in the fourth semester, see Annex 1. Decision as to granting credits upon presentation of the research plan is taken by the Track Director based on the opinion of the supervisor. In case of rejection the Head of the Doctoral School of Economics and Business Informatics may authorise the presentation of a new research plan setting a 30-day deadline upon proposal of the Track Director. If the newly presented plan is found unacceptable, no credit will be granted. The comprehensive examination committee must be notified if of any research plan due in the fourth semester has been rejected.

5.4 TEACHING CREDITS (6 TO 18 CREDITS)

- The Doctoral School of Economics and Business Informatics also expects doctoral students to perform educational activity as part of their doctoral studies (including deferment) in accordance with the EDSZ, primarily in courses offered by the Institute of International, Political and Regional Studies (NPRT) and the Institute of Economic and Public Policy (GKI). The doctoral students can provide topics on which they offer consultation for graduate students by 30th September each year.
- During this phase (four semesters) **minimum 6, but no more than 18 credits** can be acquired.

- The doctoral students are free to undertake education, supervision and evaluation activity at a different university as well. Such activities must be adequately certified (National Training Register and other vocational training courses are ineligible).
- The educational credits are to be certified by the Track Director. Credits can be granted, but not exclusively, for the following:
 - i. individual supervision of practice, lecture, presentation (for entire semester: full credits available for the specific course)
 - ii. marking assignments/written examinations/test papers (1-3 credits/semester)
 - iii. thesis supervision (4 credits/semester)
 - iv. thesis evaluation (1 credit/semester)
 - v. accepted SSA paper consulting activity (3 credits/SSA paper)
 - vi. classroom visits/shadowing (for entire semester: half of the specific course credits)
 - vii. organisation of education (fieldwork, etc.) (1-3 credits/semester)

6 COMPREHENSIVE EXAMINATION

The comprehensive examination is taken at the end of the study and research phase (furthermore, doctoral degree acquisition through individual preparation is subject to completing this examination). The examination comprises a theoretical-methodological part and dissertation.

The main rules relating to comprehensive examination are set out in the EDSZ. Details relating to the above are provided by the Doctoral School of Economics and Business Informatics as follows.

- Upon proposal of the Track Directors the Council of Doctoral School is to recommend to the University Doctoral Council an examination committee of minimum three members for each programme based on the number of candidates. Each committee is to include at least one external member. The supervisors will not be permitted to join the examination committees. The Track Directors may also appoint doctoral candidates with a final certificate but no doctoral degree to perform secretarial duties (without voting right).
- Each committee should be responsible for examining maximum eight candidates.
- The Track Directors are to compile minimum two topics per candidate for the theoretical-methodological part of the examination with the involvement of the supervisors. The deadline for the above is 31 March.
- The deadline for submitting the research plan for the dissertation phase of the examination is 31 May.
- The competent librarian of the University must verify the information recorded in the MTMT database prior to the examination. Each candidate is to authenticate and sign the relevant list. The printed list of publications must be attached to the examination report.
- In the theoretical part of the comprehensive examination the theoretical/methodological competence of each doctoral student is tested in writing and/or orally in relation to his/her research subject. In the theoretical part each candidate is to present the methodological background of his/her dissertation and to prove competence in the researched subject in the context of the particular discipline.
- In the dissertation phase the candidate is to present his/her past work and results, as well as the remaining tasks and the expected results. This part of the examination is public, but questions are permitted only from the members of the examination committees. The supervisors are expected to take part in the dissertation phase.
- The examination committees evaluate both parts of the examinations according to the rules of the EDSZ and notify the candidates immediately.

7 RESEARCH AND DISSERTATION PHASE

7.1 GENERAL RULES

The doctoral students may enter the research and dissertation phase upon fulfilling the requirements of the study and research phase and passing the comprehensive examination. The relevant decision is to be taken by the University Doctoral Council. During the four semesters of this phase **a total of 120 credits must be completed in accordance with the requirements specified in Section 4**. This phase is concluded with a pre-degree certificate (absolutorium). The research and dissertation phase can be interrupted without justification for no more than two semesters (unless this opportunity has already been used by the doctoral student).

7.2 RESEARCH AND PUBLICATION CREDITS

Minimum 100 credits must be completed. The research activity is evaluated in the same manner as described in Section 4, with the following modifications:

- For publication activity minimum 28 credits must be earned.
- For research activity certified by the supervisor 9 credits per semester can be awarded.
- Students successfully defending their draft dissertation can be granted 20 credits. As a precondition, the draft dissertations must be submitted by 31 March of Semester 8, or in the case of deferment by 31 October. Failure to do so will result in loss of credit.

7.3 TEACHING CREDITS

For educational and education-organisational activity maximum **20 credits** can be awarded. The rules for credit calculation are the same as those specified in Section 4.

8 PROCESS OF DOCTORAL DEGREE ACQUISITION

8.1 GENERAL PROVISIONS

After completing the research and dissertation phase (eight active semesters) the doctoral student will have one year to submit and defend his/her dissertation.

8.2 THESIS PROPOSAL AND THESIS

The thesis proposal should contain the following: research methodology, literary review/processing, major research problems and issues, (preliminary) responses and results. For article-based dissertations the detailed rules of the EDSZ should be applied. In respect of formal terms the requirements relating to dissertations should be considered. In terms of volume the thesis proposal and the thesis must comply with the requirements of the specific discipline (thesis proposal: 80-120 pages, thesis: 100-150 pages).

Guiding principles for the thesis proposal / thesis: the dissertation must be relevant to the discipline; it should contain new scientific results; it should be up-to-date in terms of the scientific results of the particular field; it should have a clear objective and method; it should prove the ability of the doctoral candidate to carry out independent research, as well as his/her critical and innovative capabilities; it should fully comply with the applicable scientific ethics and norms. It should also contain a full list of references and, in the case of a thesis proposal, the schedule of any remaining work to be performed.

8.3 THESIS PROPOSAL AND DISCUSSION

The statement of the supervisor(s) as to suitability for discussion must be attached to the proposal. In case of disagreement between the supervisors the Council of Doctoral School is to decide about the conditions necessary for holding a discussion.

- a) The thesis proposal must be submitted to the Track Director by means of three bound copies and a PDF version. The name(s) of the supervisor(s) must be indicated on the front page.
- b) The discussion is a public event. The invitees should include members and doctoral students of the Doctoral School of Economics and Business Informatics, the Chair of the University Doctoral Council, and other representatives of the discipline as appropriate. The discussion should be announced through the electronic newsletter of the University. Attendance should be recorded by means of an attendance list.
- c) The thesis proposal is to be officially evaluated by the thesis proposal evaluation committee. Members: committee chairperson, two opponents and the supervisor(s). The supervisors are not permitted to act as opponent or committee chairperson. There should be at least one member not employed by the University. A final certificate recipient without a doctoral degree can be appointed as secretary without voting right, as appropriate. The Track Director is to submit recommendations for the above positions to the Council of Doctoral School upon consultation with the candidate's supervisor.
- d) The thesis discussion is to be recorded by the secretary.
- e) The opponents are to draft a written opinion about the thesis proposal prior to discussion, to be submitted upon commencement at the latest, and attached to the report. Any additional rules and the discussion process are set out in Annex 4 herein as well as Annexes 6 and 7 of the EDSZ. Upon conclusion the committee is to evaluate the discussion in a closed session and to decide whether to
 - i. *recommend the thesis proposal for acceptance/admission without changes,*
 - ii. *recommend the thesis proposal for acceptance/admission with the listed changes,*
 - iii. *not recommend the thesis proposal for acceptance due to the listed reasons and advise a new proposal to be drafted.*

The decision of the committee must be announced upon conclusion of the closed session. New thesis proposal can be submitted only once, the applicable deadline is 31 August (in case of deferment the deadline is 31 March). If the newly submitted proposal proves unacceptable the process of doctoral degree acquisition will be terminated.

- f) The report bearing the signatures of the committee chairperson and the secretary, the attendance list and the opinion provided the opponents must be submitted to the Head of the Doctoral School of Economics and Business Informatics and the secretariat of the Corvinus Doctoral Schools.
- g) In the event of failure, the Council of Doctoral School is to decide about the earliest date for submitting the new/modified thesis proposal. The composition of the committee evaluating the newly submitted thesis proposal is to be decided by the Council of Doctoral School.

8.4 SUBMISSION AND DEFENCE OF DOCTORAL DISSERTATIONS

The rules and conditions relating to dissertation submission, the defence procedure and doctoral degree acquisition are set out in the EDSZ. In addition, these Regulations provides the following information:

- The Doctoral School of Economics and Business Informatics is to accept dissertations in Hungarian and English language.
- Only the thesis papers recommended for acceptance upon discussion of the thesis proposal can be submitted for defence.

- The score value for publications is determined in accordance with the EDSZ and the Corvinus credit calculator (Corvinus credit calculator min 0.15 until completion of doctoral studies; supervisor(s) not to be considered as co-author(s) for weighting purposes). Publications at a late stage of the evaluation process can be accepted (no 'desk reject' decision and minimum one 'revise/resubmit' editorial decision). To award scores for publications the annexed table should be used (Annex 5). The scores are to be awarded by the Track Directors. (The score values are specified in the EDSZ.)
- Based on the dissertations submitted to the Office of Corvinus Doctoral Schools in a regular manner the Council of Doctoral School is to make a proposal to the University Doctoral Council as to the official commencement of the defence procedure as well as members of the Evaluation Committee. The rules relating to the composition of the committee are set out in the EDSZ.
- The opponents are to receive the research centre disputation report and to draft a written opinion on the dissertation within a period of two months (excluding the summer months), in which they propose to accept or reject the dissertation. Subject to receipt of such opinion (if favourable), the defence should take place within two months (excluding the summer months).
- The thesis defence is to take place in the framework of a public discussion. Invitations to the defence should be extended to University lecturers, doctoral students of the Doctoral School of Economics and Business Informatics, other doctoral schools, and some known experts of the theory and practice of the particular discipline. The documents required for defence are contained in Annexes 8 and 9 of the EDSZ.
- Depending on the outcome the Council of Doctoral School is to decide whether to support the acquisition of degree in its proposal to the University Doctoral Council. In case of rejection by the Evaluation Committee, the Council of Doctoral School can only review such decisions subject to detecting ethical misconduct or irregularity (influencing the outcome of the thesis defence).

9 SUPPORT FOR RESEARCH

Forms of support according to priority (to be requested based on opinion provided by the Head of the Doctoral School of Economics and Business Informatics and the Track Directors):

- a) participation in competitive conference organised abroad (for providers of lecture/review only, eligible costs: travel, accommodation, registration fee, primarily within Europe);
- b) summer/winter university course abroad;
- c) participation in conference organised in Hungary (lecture/review, eligible costs: travel, accommodation, registration fee);
- d) support of other requirements of data collection and research activity (e.g. purchase of software or database);
- e) support for publication (proofreading).

The provisions relating to special scholarships are set out in the Regulations on Student Fees and Benefits.

As to additional forms of support, an annual provisional plan is prepared to be decided by the Head of the Doctoral School of Economics and Business Informatics and the Track Directors.

10 DOCTORAL SCHOOL ALUMNI

The Doctoral School of Economics and Business Informatics maintains contact with the doctoral graduates in an organised institutional framework. The Corvinus Doctoral Schools is to keep record of all graduates and their employment in respect of each doctoral school. There is an informal forum for doctoral degree recipients run by the Doctoral School of Economics and Business Informatics. It provides an opportunity to follow up the graduates' professional careers, request their opinion or proposal as to doctoral training and to facilitate professional support for the empirical researches of the doctoral candidates.

11 QUALITY ASSURANCE OF THE DOCTORAL SCHOOL

- The activity of the Doctoral School of Economics and Business Informatics shall guarantee quality education and research conditions in compliance with the University Doctoral Regulations and the Rules for Organisation and Operation.
- The Corvinus rules for citations and references and all other aspects of scientific ethics shall be fully observed.
- The admission procedure shall be conducted involving an appropriate committee and the applicants shall be given opportunity for prior consultation and introduction.
- The course structures shall be reviewed on a regular basis.
- As a key aspect, all supervisors and lecturers shall be selected according to professional competence. The supervisors shall be monitored regularly.
- Each doctoral student shall present his/her research in the appropriate research forums as well as the dissertation phase of the comprehensive examination. The research plans and reports submitted to these forums shall be subject to prior opinion through a system developed by the Doctoral School. Participation in such forums shall be compulsory for every doctoral student.
- All doctoral students shall prepare written annual reports and work plans.
- The Track Director shall monitor the scientific research, publication and educational activity of each doctoral student. The doctoral students and candidates shall be expected to participate in minimum one domestic or international level conference with an approved presentation annually.
- The comprehensive examinations and the discussions of thesis proposals shall be organised according to strict rules (involvement of independent / external opponents and committee members, minutes/reports, written assessments).
- The defence of doctoral dissertation shall be governed by the general rules applied to universities.
- The doctoral students shall evaluate their courses via the student assessment system of the University. All lecturers and supervisors shall report to the Council of Doctoral School on a regular basis. The Council membership shall include a doctoral student representative, thereby making it possible for fellow students to express their opinion.

12 ENTRY INTO FORCE OF THE REGULATIONS

(1) These Regulations were adopted by the Council of the Doctoral School of Economics and Business Informatics on 7 December 2020, and approved by the University Doctoral Council on 16 December 2020 with the condition that the new regulations shall not be detrimental to any doctoral student commencing studies under the previous regulations. In case of dispute the Head of the Doctoral School of Economics and Business Informatics should be contacted to interpret the appropriate rules, who shall consult the University Doctoral Council in respect of any remaining issues.

(2) In case of any conflict with the University Doctoral Regulations the provisions of the EDSZ shall apply.

(3) In case of any conflict with the Study and Examination Regulations (TVSZ) and the Regulations on Student Fees and Benefits (HTJSZ) the provisions of the TVSZ and the HTJSZ shall apply.

13 ANNEXES

Annex 1

Criteria for the preparation of research plans

An opportunity will be provided to present the research plan due in the dissertation phase of the comprehensive examination in advance (or else, it can be made compulsory in the individual programmes). The plan (30-35 pages) should cover the following:

- literary competence, proposed read/processed sources,
- details of basic issue
- methodological tools, databases to be used.

A chapter of the dissertation is to be presented in a relevant research forum during the sixth semester.

Annex 2

Rules relating to the preparation of annual study/research reports and work plans

The annual study/research reports and work plans aim to further and document the professional relationship between the doctoral student and supervisor in a meaningful way, also facilitating information tracking for the Track Director.

Deadline for submission: 15 May via email and printed paper format to the supervisor(s) and the Track Director. In the event of an unavoidable obstacle, request for postponement should be submitted to the Track Director in writing.

Each doctoral student is to provide an annual report at the end of Semester 2, 4 and 6 respectively. This form of written communication is recommended for deferring students as well.

Content requirements:

It should cover any individual or organised study and/or research activity conducted with a view to searching for topic, preparing the research plan and drafting the thesis proposal beyond the mandatory requirements. It should also cover any documented results (research report, study, conference paper, publication). Assessment as to the progress made in preparing the research plan and the thesis proposal. Any material or personal difficulty requiring assistance or advice. The performed educational and publication activities should be covered separately. The work plans should also be concrete and realistic (schedules, deadlines, reportable ideas).

Formal requirements: relevant period, name of doctoral student, name of supervisor and the research topic (planned title of thesis) to be indicated in the title field on both documents, signed by the student.

Possible layout:

ANNUAL STUDY/RESEARCH REPORT AND WORK PLAN

Name of doctoral student	
Research topic stated accurately	
Name(s) of supervisor(s)	
Academic year	

Date:

(signature)

Annex 3

Supervisory assessment

Identification details		
Name of doctoral student		
Research topic		
Name of supervisor		
General characteristics ¹		
1. Frequency of consultations	<i>frequent (every 1-2 weeks or more)</i>	
	<i>infrequent (monthly)</i>	
	<i>irregular (hardly any)</i>	
2. Professional development of doctoral student	<i>excellent</i>	
	<i>meets expectations</i>	
	<i>falls short of expectations</i>	
3. Progress in processing the topic	<i>excellent</i>	
	<i>meets expectations</i>	
	<i>falls short of expectations</i>	
Narrative evaluation of performance		
<i>Professional development</i>		
<i>Research progress</i>		
<i>Publication activity</i>		

Dated: (Supervisor's signature)

¹ Please mark with an 'X' as appropriate.

Annex 4

Content and formal requirements for thesis proposal and other rules relating to discussion

1. General expectations

The aim of the preparation and submission of the thesis proposal is to assess the theoretical competence of the doctoral candidate, the professional merit of the research concept and the main results of the research achieved by that stage. The formal requirements are the same as those relevant to the final version (see the EDSZ).

2. Nature and purpose of the thesis proposal and discussion

The thesis proposal should cover any new result of scientific value. It should be free of any major methodological, source-processing or data processing errors. The primary aim of the public discussion is to assist the candidate in order to produce a high-quality final version through questions, critical comments and advice from the participants. The research centre disputation is an opportunity for the doctoral student to introduce him/herself before a wider professional audience, and also to gather experience. Active participation in the discussion is a core expectation.

3. Initiating the discussion of thesis proposal

The finished thesis proposal should be submitted to the Track Director (in PDF format).

Other documents to be submitted at the same time:

- a) **declaration of supervisor(s)** as to suitability for discussion;
- b) **declaration as per the EDSZ** stating that the submitted thesis proposal constitutes an **independent intellectual creation** of the candidate (except for cited references);
- c) **declaration of co-authors**, if any, as to the extent of own contribution by the candidate;
- d) **brief summary** ('blurb') of maximum 1.5 pages to insert in the invitation as to the theme and new results of the dissertation.

The thesis proposal is to be submitted to the Doctoral School of Economics and Business Informatics by means of three bound copies and an electronic version (in PDF format).

4. Organising the discussion of thesis proposal

The discussion of the proposals submitted with a fully satisfactory application should take place by 30 June. Should it fail due to late submission from the opponents, the Head of the Doctoral School of Economics and Business Informatics should postpone the discussion in a way for it to take place by 30 September, or in case of deferment by 30 April at the latest.

Annex 5

Assessment of publication activity



a) **Referenced professional journals**

The information and score value relating to this publication category are contained in the following table.

<u>Journal characteristics</u>	<u>Doctoral School of Economics and Business Informatics category of journal</u>	<u>Points awarded</u>	<u>Corvinus credit calculator</u>
Total		points	

b) **Reference books, book chapters and papers in proofread conference publications (ISBN, ed.)**

The information and score value relating to this publication category are contained in the following table.

<u>Publication characteristics</u>	<u>Doctoral School of Economics and Business Informatics category of publication</u>	<u>Points awarded</u>	<u>Corvinus credit calculator</u>
Total		points	

c) Other professional achievements

The information and score value relating to this publication category are contained in the following table.

<u>Publication characteristics</u>	<u>Doctoral School of Economics and Business Informatics category of publication</u>	<u>Points awarded</u>	<u>Corvinus credit calculator</u>
Total		points	

The following table indicates a summary of publication details:

Type of publication	Number of foreign language publications	Score value of foreign language publications	Number of Hungarian language publications	Score value of Hungarian language publications	Total points	Corvinus credit calculator
Single or co-authored scientific articles in referenced professional journals						
Reference books, book chapters and papers in proofread conference publications (ISBN, ed.)						
Other professional achievements						
Total						

14 IMPORTANT DATES AND DEADLINES

February

- Issue of the Admission Bulletin

March

- - Council of Doctoral School and University Doctoral Council meetings
- - submission of thesis proposals

April

May

- submission of applications for admission
- submission of annual reports and work plans
- submission of supervisory assessments
- submission of spring term credit certificates

June

- comprehensive examination
- admission procedure
- Council of Doctoral School and University Doctoral Council meetings

September

- enrolment, course registration
- appointment of mentors

early October

- Council of Doctoral School and University Doctoral Council meetings

November

December

- Council of Doctoral School and University Doctoral Council meetings

January

- finalisation of supervisor appointments for first-year students
- submission of autumn term credit certificates