

CORVINUS UNIVERSITY OF BUDAPEST
DOCTORAL SCHOOL OF SOCIOLOGY AND COMMUNICATION SCIENCE
RULES OF OPERATION

Based on the mandate granted in the University Doctoral Regulations (hereinafter: UDR), the Doctoral School of Sociology and Communication Science (hereinafter: DS) of the Corvinus University of Budapest (hereinafter: University) has defined its rules of operation as follows.

Organisational framework of the Doctoral School

1. §

- (1) The Doctoral School offers tracks in Sociology on the one hand and Communication and Media Science on the other. The two tracks operate independently, in cooperation with each other. The working languages of the Doctoral School are English and Hungarian, the language of instruction, as a general rule, is English. Both tracks are represented in the Council of the DS, the scientific goals of the DS are set uniformly. Having regard to the characteristics of their branch of science, the tracks
 - a) offer their own subjects within the DS's educational programme;
 - b) appoint their own boards for the purposes of admission, the comprehensive examination, the thesis proposal discussion and the dissertation defence.
- (2) The tracks operated by the Doctoral School are managed by Track Directors. The Track Director is responsible for the Doctoral School's administrative management, organisational and quality assurance duties. The Track Director shall:
 - a) assist the Head of the DS (shall be involved in developing strategies and international partnerships);
 - b) participate in the quality assurance duties of the DS;
 - c) prepare the admission procedure in cooperation with the Head of the DS and the Track Director;
 - d) compile the track's education plan, operational curriculum and timetable in cooperation with the Head of the DS and the Track Directors;
 - e) approve and keep a record of teaching, research and publication credits;
 - f) award scores for students' list of publications;
 - g) participate in the assessment of requests and applications submitted by students;
 - h) set up the boards in charge of the comprehensive examination, of the thesis proposal discussion and the defence;
 - i) maintain contact with the track's students, lecturers and supervisors;
 - j) collect and analyse data relating to the progress of the individual students of the track and, as far as possible, the students who obtained a degree, as well as information related to the implementation of the educational programme and its professional standards;
 - k) participate in the preparation of the annual report of the DS;
 - l) perform other duties defined by the Head of the DS.

- (3) The Track Council is a consultative body assisting the Track Director and the Council of Doctoral School (hereinafter CoDS). The members of the Track Council receive their mandates from the Head of the DS at the proposal of the Track Director, upon approval by the CoDS. The activities of the Track Council are coordinated by the Track Director. The Track Council shall hold meetings at least twice every semester.
- (4) The student members of the Council of Doctoral School exercise their voting rights collectively, thus they have the right to one vote. The student representatives participate in the award of the doctoral degree, of the habilitated doctor title, in the award, nostrification and revocation of doctoral degrees obtained abroad in an advisory capacity. As regards student representation in the Track Council, the Rules of Operation related to doctoral students should be applied.

External Advisory Board of the Doctoral School

2. §

- (1) The DS may set up an Advisory Board based on the proposal of the Head of the DS, the members of which are entrusted by the Head of the DS based on the proposal of the CoDS. The Advisory Board members may not have an employment relationship with the University. Using international benchmarks, the Advisory Board shall evaluate the educational programme of the DS, the standard of the doctoral topics and dissertations and the publication achievements of the lecturers and students of the DS at least every two years based on international standards, as well as shall provide an opinion on the strategic development tasks of the DS.
- (2) Each Board member shall receive a one-off remuneration subject to providing a written assessment on the professional standards of the DS.

Application to the DS. Evaluation of applicants

3. §

- (1) Applicants are required to submit a research plan in the English language. The oral interviews are conducted in English.
- (2) The expected length of the research plan to be submitted during application: a minimum of 10,000, but not more than 20,000 characters including references.
- (3) The applicants must specify the doctoral track of their choice. Every applicant shall be assessed by the Admission Board set up for the specific track in question.
- (4) If an applicant selects both tracks, the Head of the DS and the Admission Boards shall decide which track is competent to conduct the admission procedure. If both tracks are deemed competent, the applicant may participate in both admission procedures. In that case the applicant may submit two research plans.
- (5) During the admission procedure the Admission Board of each track shall:
 - a) review and evaluate past achievements documented in the application materials (educational achievements, research experience, publication output, whether the completed education matches the track);
 - b) review and evaluate the submitted research plan (maturity, relevance of research topic, whether it matches the doctoral track's professional profile);
 - c) conduct face-to-face or online interviews as a means to assess the language skills, communication skills and professional competence of each applicant.
- (6) The Admission Board shall assess the submitted application documents and the oral performance in line with the criteria set out in *Annex 1*.

- (7) The admission rankings of the DS shall be decided at a joint meeting of the admission boards based on the rankings drawn up by the individual boards of each track.

Assignment of supervisors to doctoral students. Change of supervisor

4. §

- (1) Upon admission the Track Director shall recommend a supervisor based on the application documents and the opinion of the Track Council. The Track Director shall notify the students and the supervisors upon approval thereof by the CoDS.
- (2) Should the relationship between a student and his/her supervisor not develop to the satisfaction of both parties, a hearing for both parties is arranged with the concerned Track Director, or in case of a conflict of interest, with the Head of DS, and a member of the CoDS appointed by the CoDS. After the hearing, the supervisor and the student shall provide a written (electronic) statement as to whether they request the CoDs to withdraw the supervisor, and appoint a new supervisor. Upon receipt of such request, the Track Director or the Head of DS shall recommend a new supervisor. The CoDS shall take a decision on the proposal within 7 working days.

Programme requirements, credits in the study and research phase

5. §

- (1) Upon enrolment the first-year doctoral students must register in the Hungarian Scientific Publications Database (MTMT Database).
- (2) For each Doctoral Track, a sample curriculum is published by the DS annually. In addition to the courses and the associated credit values, the sample curriculum shall also contain the appropriate research, publication and teaching credits to be earned. The criteria for completing the various courses are set out in the relevant subject datasheets.
- (3) The study and research phase consists of four semesters. Students must acquire a total of 120 credits within the following limits to ensure even workload: (i) a minimum of 18 credits per semester, (ii) a minimum of 60 credits, but not more than 70 credits per academic year shall be acquired. To conclude this phase, the comprehensive examination must be taken. Permissions to interrupt or suspend this phase may be issued by the Head of the DS in exceptional cases (in particular: health complaints, military service, childbirth, changes to travel rules, other unexpected circumstances beyond the control of the doctoral student). The Head of the DS shall take the relevant decision, taking into account the opinion of the concerned Track Director and the supervisor.
- (4) Number of credits that available in the Sociology and Communication Science Doctoral Tracks:
 - a) Study credits: a minimum of 48 and a maximum of 60 credits. Study credits shall be recorded on the basis of the subjects taken in Neptun and completed. 48 credits may be earned for completing the compulsory and compulsory elective courses of the operational curriculum. Subject to participation in courses run by a lecturer of another DS, an additional 12 study credits may be earned each semester.
 - b) Research credits: 15 credits per semester, a total of 60 credits.. Research credits are fixed for each semester (15 credits per semester) and are linked to the technical subjects taken in Neptun. In the case of overachievement, additional credits cannot be counted towards either the current semester or another semester. The conditions for acquiring research credits in a given semester are specified in paragraph (5).

- c) Teaching credits: a minimum of 6, a maximum of 18. The credit value of a weekly teaching activity of two (2) hours [one (1) timeslot] recorded in Neptun shall be six credits if a 100% participation rate is certified, the credit value of documented job shadowing or organisation of education during one (1) semester shall be two (2) credits. For teaching-like activities, in semesters 2-4 a maximum of one teaching and one education organisation block may be taken each semester. In the case of teaching credits, teaching/demonstrator activities shall be coordinated at the beginning of the semester and certified by the entrusting person (eg. the competent head of institute) at the end of the semester. Credits shall be approved in Neptun by the Track Director.
- (5) In both tracks, research credits for a specific semester can be earned in accordance with the following criteria:
- a) Submission of work plan for the given semester upon consultation with the supervisor, within 30 days of the commencement of the study period. The work plan should include the following: research activity planned for the semester (along with the schedule); any problems arising during research, support expected from the supervisor, expected results of research (e.g. publication, conference presentation).
 - b) Submission of semestrial report 2 weeks before the end of the examination period. The semestrial report covers: the description of the research activity carried out during the semester, progress in doctoral research, research and publication achievements (e.g. participation in conference, publications), teaching activity, assessment of working relationship with the supervisor, any personal or material problems and any assistance required to address them.
 - c) Favourable assessment from the supervisor. A supervisory assessment is deemed favourable if the supervisor confirms regular consultations and progress made by the student.
 - d) Presentation held at the research forum.
 - e) Participation in a thesis proposal discussion or public defence at least once each semester.
- (6) Teaching credits can also be earned for teaching activity (running a course) at another domestic or foreign accredited higher education institution subject to a written request submitted to the Track Director before the start of the semester and subsequent approval, as well as satisfactory documentary evidence of the performed activity within 2 weeks of completing the study period.

Programme requirements, credits in the research and dissertation phase

6. §

- (1) 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 UDC. The research and dissertation phase comprises four semesters during which a total of 120 credits must be completed. This phase is concluded with the absolutorium (final certificate).
- (2) The research and dissertation phase may be interrupted, suspended without giving reasons, for no more than two semesters (unless the doctoral student has taken this opportunity before).
- (3) Credits available in the Sociology Doctoral Track:
 - a) research credits: 25 credits per semester, a total of 100 credits. Research credits are fixed for each semester (25 credits per semester) and are linked to the technical subjects taken in Neptun. In the case of overachievement, additional credits cannot be counted towards either the current semester or another semester. The conditions of credit acquisition are the same as those listed in 5(5) above.

- b) A further condition for earning research credits in the last (8th) semester of the research and dissertation phase is 1 paper published in a Q1-Q3 or 1 paper published in an A-C category journal and recorded in MTMT. In the case of accepted papers that have not been published yet, a declaration of acceptance should be submitted.
 - c) teaching credits: a maximum of 24 credits. The credit value of a weekly teaching activity of two (2) hours [one (1) timeslot] recorded in Neptun shall be six credits if a 100% participation rate is certified, the credit value of documented job shadowing or organisation of education during one(1) semester shall be two (2) credits. For teaching-like activities, in semesters 2-4 a maximum of one teaching and one education organisation block may be taken each semester. In the case of teaching credits, teaching/demonstrator activities shall be coordinated at the beginning of the semester and certified by the entrusting person (eg. the competent head of institute) at the end of the semester. Credits shall be approved in Neptun by the Track Director
- (4) Credits available in the Communication Science Doctoral Track:
- a) research credits: 25 credits per semester, a total of 100 credits.. Research credits are fixed for each semester (25 credits per semester) and are linked to the technical subjects taken in Neptun. In the case of overachievement, additional credits cannot be counted towards either the current semester or another semester. A further maximum of 20 credits may be earned for a successful early thesis proposal discussion, which may be also set off by teaching activity if in the 8th semester the student does not submit his/her dissertation until March 31st or October 30th in the autumn semester. The conditions of credit acquisition are the same as those listed 5(5) above.
 - b) A further condition for earning research credits in the last (8th) semester of the research and dissertation phase is 1 paper published in a Q1-Q3 or 1 paper published in an A-C category journal and recorded in MTMT. In the case of accepted papers that have not been published yet, a declaration of acceptance should be submitted.
 - c) Teaching credits: a maximum of 24 credits. The credit value of a weekly teaching activity of two (2) hours [one (1) timeslot] recorded in Neptun shall be six credits if a 100% participation rate is certified, the credit value of documented job shadowing or organisation of education during one(1) semester shall be two (2) credits. For teaching-like activities, in semesters 2-4 a maximum of one teaching and one education organisation block may be taken each semester. In the case of teaching credits, teaching/demonstrator activities shall be coordinated at the beginning of the semester and certified by the entrusting person (eg. the competent head of institute) at the end of the semester. Credits shall be approved in Neptun by the Track

Summary credit table

	1st semester	2nd semester	3rd semester	4th semester
Research credits:	15	15	15	15
Teaching credits	-	0-8	0-8	0-8
Study credits	12-15	12-15	12-15	12-15
	5th semester	6th semester	7th semester	8th semester
Research credits:	25	25	25	25+20
Teaching credits	0-8	0-8	0-8	0-8
Study credits	0	0	0	0

Comprehensive examination

7. §

- (1) During the comprehensive examination the student shall prove that
 - a) He/she is aware of the scientific problems, theories, results and methodological dilemmas and solutions related to his/her research field;
 - b) He/she is able to formulate relevant researchable questions based on the theoretical, methodological and research background related to his/her research field;
 - c) He/she has thought over the schedule, process and feasibility of the doctoral research;
 - d) He/she is capable of publishing and presenting his/her research in the form of a dissertation.
- (2) Doctoral degree acquisition through individual preparation is governed by the relevant provisions of the UDR.¹
- (3) Comprehensive examination in the Sociology Doctoral Track:
 - a) in the theoretical-methodological part, the examinee shall present and defend his/her paper reviewing literature (including relevant theories, research results and methodological solutions), or the theoretical and methodological part of his/her own publication;
 - b) in the research part of the examination, the examinee shall present and defend his/her research proposal, reviewing the questions (and any hypotheses), the methodology, the relevance and the schedule of the doctoral research.
- (4) Comprehensive examination in the Communication Science Doctoral Track:
 - a) during the theoretical-methodological part the examination, the board shall raise two subjects relating to the review of the academic literature of the research proposal, formulating a question or thesis for each. The examinee shall demonstrate his/her knowledge of the academic literature in a brief argumentative presentation, and shall answer to any further questions of the board.
 - b) the research part covers the defence of the research proposal. The doctoral student shall present and defend his/her research proposal, reviewing the questions (and any hypotheses), the purpose, the methodology, the relevance and the schedule of the doctoral research.
- (5) In case of an article-based dissertation, for the appropriate parts of the comprehensive examination the provisions of the UDR should be considered.

¹ Section 12 of Government Decree No. 387/2012. (19 December): For candidates preparing individually... b) the conditions for accepting registration for the comprehensive examination and for admission shall be laid down in the rules of operation of the doctoral school

- (6) In the Sociology doctoral track the length of the review is one author's sheet. The length of the research plan (without references) should be minimum half, but not more than one author's sheet. The research plan should cover the following:
- a) research questions and potential hypotheses;
 - b) arguments to prove the scientific relevance of the research questions referring to bibliographic background;
 - c) arguments to prove the potential hypotheses and their novelty;
 - d) detailed description of the methodology to be used for examining the research questions and hypotheses, and arguments in favour of the selected methodology;
 - e) any potential ethical dilemmas, details relating to ethics approval;
 - f) research schedule and work plan.
- (7) In the Communication Science Doctoral Track, the length of the research plan to be presented should be a minimum of 55,000 and a maximum of 75,000 characters including spaces (plus title page, table of contents, references, annexes), consisting of the following:
- a) title,
 - b) table of contents,
 - c) introduction (research subject and topicality, social, economic and environmental context, personal reason for topic selection),
 - d) review of academic literature, synthesis of domestic and international literature dedicated to the subject,
 - e) detailed explanation of the research question/objective based on the identified bibliographical background, argumentative presentation of the hypotheses/targeted research goal,
 - f) detailed presentation and justification of the research methods to be used,
 - g) potential ethical dilemmas and handling of ethical issues, if any,
 - h) expected results, significance and implications of research,
 - i) schedule of planned research activities,
 - j) references,
 - k) annexes.

Procedural rules for the discussion of thesis proposal

8. §

- (1) In order for it to be submitted, the dissertation should reach a completion rate of minimum 75% (supplemental data, appendices, details, chapters and calculations with no substantial impact on the line of thought /structure may be absent from this version). For article-based dissertations the detailed rules of the UDR should be applied.
- (2) Upon the submission of the thesis proposal, the Track Director shall review compliance with the basic requirements with regard to form and length defined for doctoral dissertations. Following consultations with the supervisor, the Track Director may request the student to redraft and resubmit the thesis proposal if
- a) the thesis proposal fails to meet the format and layout requirements for dissertations set out in the UDR;
 - b) the length, structure, format and layout of the thesis proposal do not make it possible to follow the line of thought and to provide an evaluation in the given timeframe. The first part of the

thesis proposal discussion begins with the student's presentation. During the presentation the student shall address the questions and suggestions of the referees in a meaningful way.

- (3) In the first part of the discussion, the chairperson shall ask the referees whether the candidate provided meaningful answers to the suggestions, questions. In case of a negative answer the candidate shall briefly address any remaining open questions.
- (4) In the second part of the discussion, the referees shall respond to the candidate's replies, which shall be followed by questions, comments and proposals from the participants. Questions submitted in writing may also be put to the candidate by the chair of the committee.
- (5) In the third part of the discussion, the candidate shall respond to the questions and shall react to the proposals.
- (6) In the final part of the discussion, the supervisor shall react to what was said before. Then, based on the discussion, the chair shall summarise the main points, questions and the most important tasks of the candidate.
- (7) After the discussion, the committee shall hold a closed session and formulate substantive proposals on the further improvement of the dissertation.
- (8) In the event of a failed thesis proposal discussion, the CoDS shall take a decision on the earliest date for submitting a new/modified thesis proposal. The decision on the composition of the committee evaluating the newly submitted thesis proposal shall be taken by the CoDS.

Publication requirements²

9. §

- (1) The doctoral candidate must fulfil the publication requirements defined in the UDR at the time of submitting his/her dissertation.
- (2) The value expressed in points of other professional output beyond the peer-reviewed journal articles, peer-reviewed specialist books and book chapters, subject to the outlet, length and nature of the publication, shall be 50% of the score available for category D journal articles or book chapters. Conference related achievements and summaries should always be evaluated according to the scoring of category D journal articles.

Scope of the Rules of Operation

10. §

- (1) Sections 4-7 above shall exclusively apply to persons taking part in a doctoral programme or a doctoral degree acquisition procedure that commenced after the entry into force of these Rules.
- (2) As for doctoral students and doctoral candidates who had commenced their studies or entered the doctoral degree acquisition phase prior to the entry into force of these Rules, instead of Sections 4-7 above, the appropriate regulations of the predecessor Doctoral School of Sociology and Doctoral School of Social Communication effective at the time of admission/launch of the degree acquisition procedure shall apply.

² Section 13(2) of Government Decree No. 387/2012 (19 December): The rules of operation of the doctoral school shall provide for the scientific papers published or approved for publication or the documentation of creative artwork that should be available at the time of submitting the doctoral dissertation.

- (3) Any matters not regulated herein shall be governed by the relevant provisions of the UDR.
- (4) In case of any conflict with the University Doctoral Regulations the provisions of the UDR shall prevail.
- (5) In case of any conflict with the SER and the RSFB, the provisions of the SER and the RSFB shall prevail.

ANNEX 1

Admission scoring system

Criterion	Maximum score
<i>Prior achievement</i>	
1. Master-level education / professional experience consistent with knowledge and competence expected by the Doctoral School	10
2. Former research experience, publications*	10
<i>Research plan</i>	
3. Sophistication, elaborateness, quality of research plan**	20
4. Relevance of research concept to the announced subjects and to research conducted in the Doctoral School	10
5. Feasibility and relevance of research	10
<i>Oral examination</i>	
6. English language proficiency and professional communication skills	20
7. Performance during oral interview (competence, debating skills, autonomy, flexibility)	20

Comments

* Papers submitted to and rankings achieved at the competitions organised by the Students' Scientific Association and the National Conference of Students' Scientific Association may be considered here

** The effort made to develop the research plan should be assessed irrespective of relevance and feasibility

