



**BUDAPESTI
CORVINUS
EGYETEM**

**PROVISIONS OF THE
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COMPLETING DOCTORAL MILESTONES ONLINE

Person responsible for professional aspects:	Zsuzsanna Horváthné Krista	Professional Manager
Person responsible for checking professional aspects:	István Kónya	Dean of the CDS
Person responsible for checking legal aspects:	Barbara Bíró	Head of Legal Affairs
Decision maker:	Tamara Keszey	Vice-Rector for Research
Person responsible for editing and publishing the text:	Anikó Erős	
		Higher Education Expert

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COMPLETING DOCTORAL MILESTONES ONLINE

Preamble

1. §

By way of derogation from the Doctoral Regulation, we provide the option to complete certain doctoral milestones online as follows:

Online comprehensive examination

2. §

(1) The doctoral student shall be informed by the desk officer of the University Doctoral Office of the content of these provisions and the specific circumstances of conducting the online comprehensive examination by electronic mail 15 days before the scheduled date of the online comprehensive examination. In his/her letter of reply, the doctoral student will declare his/her intention to take the online comprehensive examination. In order to participate in the online comprehensive examination, the doctoral student shall ensure free of charge the IT facilities required for the conduct of the examination (computer capable of transmitting images and sound, Internet), and in case there is any problem with these, the doctoral student shall not lodge a complaint against the decision of the examination board.

(2) Online comprehensive examinations may be organised once the Comprehensive Examination Board (Board) has been appointed, approved by the Council of the Doctoral School (CoDS) in a resolution and endorsed by the University Doctoral Council (UDC).

(3) The current information, documents and requisites needed for the conduct of the online comprehensive examination are placed and continuously updated by the desk officer of the University Doctoral Office (UDO) in the Files folder under the General tab of the Teams group created for the purposes of the online comprehensive examination. The persons concerned should consult this source of information, as advised by the competent UDO desk officer.

(4) The doctoral student shall send the paper (pdf file) prepared for the online comprehensive examination (in some doctoral schools, the pre-assessed and finalised paper) and the presentation in ppt format compiled for the examination to the desk officer of the University Doctoral Office (UDO) in charge of organising the examination no later than 10 calendar days before the scheduled examination date, who shall in turn upload them to the Teams group created for the purpose of recording the examination documents. As described in 1 (3) above, the desk officer shall ensure that the paper and the presentation of the doctoral student taking the examination is transmitted to the members of the board online no later than 5 calendar days before the scheduled examination date.

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(5) The online comprehensive examination is conducted using the Office 365-Teams software, with which all participants in the examination (doctoral student, supervisor, board members) must be equipped.

(6) Only board members who, in their reply to the invitation letter sent electronically by the desk officer of the University Doctoral Office declare that they will ensure the necessary technical facilities to take part in the examination, such as the required quality of image and sound, and the Internet connection free of charge, may take part in the online comprehensive examination. The members of the board shall also declare that they will not take any decision that would adversely affect the outcome of the examination or the candidate's performance in the event of an unavoidable technical problem. Board members are expected to preview the submitted paper. Board members shall provide their mobile phone contact details to the Secretary of the Board in advance to facilitate the resolution of any technical problems.

(7) In order to ensure the technically smooth (secure) conduct of the online comprehensive examination, in addition to the doctoral student, his/her supervisor and the members of the board, only the following persons shall be invited to the examination in Teams: the Head of the Doctoral School, the Track Directors (Heads of Specialisation), the Heads of the Institute and Departments concerned, the Director General of the CDS, the Vice Rector for Research, the representative of the PhD Student Union, the desk officer of the University Doctoral Office. The online comprehensive exam group is set up in Teams and invitations are sent to the persons concerned by the UDO desk officer. The online comprehensive examination is open to any citizen of the University, but participation is subject to prior registration, which can be requested by sending an email to the competent desk officer of the University Doctoral Office, who will assign the applicant to the Teams group. The secretary of the board is responsible for the technical preparation and smooth running of the exam in Teams. As regards the administrative tasks related to the online comprehensive examination, the Secretary of the Board will organise and manage the event in cooperation with the UDO desk officer.

(8) The examination in Teams is controlled by the chairperson of the board, only he/she, the doctoral student and the person taking the floor are connected to the examination by image and sound, the others turn off the camera and mute the sound, but are present at all times. During the examination, the candidate gives his/her live presentation, responds to questions and comments by the members of the board on his/her paper and presentation or raised in order to assess the extent of his/her professional and scientific progress and methodological knowledge. Then the supervisor may express his/her opinion. During the exam in Teams, any participant may ask questions and make comments several times, if the chair gives them the opportunity.

(9) The board shall conduct the evaluation of the doctoral candidates in a closed session, at which time all participants, except the members of the board and the desk

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officer of the University Doctoral Office organising the examination, shall leave the Teams session and return only when called by the secretary. For quality assurance purposes, the Head of the Doctoral School and the Director General of the CDS may also participate in the closed session.

(10) The secret ballot in closed session shall take place on a platform provided by the University's IT services department.

(11) The Secretary shall draw up the minutes of the meeting and shall agree them with the members of the Board by email within 3 calendar days. The minutes include an email from the members of the board confirming approval and an attendance sheet based on the information from the Teams meeting. The minutes are certified by the original signatures of the Chairperson and the Secretary (scanned versions are also acceptable) and must be sent to the UDO desk officer within 7 calendar days after the examination.

Online discussion of the thesis proposal**3. §**

(1) An online discussion of the thesis proposal may be organised only at the express request of the candidate. The candidate will be informed by the secretarial assistant of the Council of the Doctoral School (CoDS) of the content of these provisions and of the specific circumstances of the online thesis proposal discussion by e-mail 15 days before the date of the online thesis proposal discussion. In his/her letter of reply, the doctoral student will declare his/her intention to participate in the online thesis proposal discussion. In order to participate in the online thesis proposal discussion, the doctoral student shall ensure free of charge the IT facilities (computer capable of transmitting images and sound, Internet) that are indispensable for the conduct of the discussion, and in case of any problems with these, the doctoral student shall not lodge a complaint against the decision of the Thesis Proposal Evaluation Committee (hereinafter referred to as the Committee).

(2) Online thesis proposal discussions may only be organised once the committee has been appointed and approved by a decision of the Council of the competent Doctoral School (hereinafter CoDS).

(3) The candidate's complete thesis proposal (pdf file) and the presentation in ppt format, which is the subject of the discussion, shall be uploaded 10 calendar days before the date of the discussion to the restricted public interface created for the purpose of recording the documents associated with the discussion, the link of which shall be sent by circular letter to the Head of the Doctoral School, the Track Directors, the Heads of Specialisation, core members, all doctoral students and the candidate's supervisor, as well as to the staff of the institute or department concerned. The circular (including the name of the candidate and the title of his/her thesis proposal) should inform the

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scientific and professional community of the online nature of the discussion, its date and the composition of the committee.

(4) The online thesis proposal discussion will be conducted using the Office 365-Teams software, with which all participants in the discussion must be equipped.

(5) Only committee members who, in their reply to the invitation letter sent electronically by the secretarial assistant of the Council of the Doctoral School, declare that they will ensure the necessary technical facilities to take part in the discussion, such as the required quality of image and sound, and the Internet connection free of charge, may take part in the online thesis proposal discussion. The members of the committee also declare that they will not take a decision that would adversely affect the outcome of the debate or the candidate's performance in the event of an unavoidable technical problem. Committee members are expected to read the submitted thesis proposal and the referees' reviews ahead of the discussion. Committee members shall provide their mobile phone contact details to the Secretary of the Committee in advance to facilitate the immediate resolution of any technical problems.

(6) In order to ensure the technically smooth (secure) conduct of the online thesis proposal discussion, only the following persons shall be invited to the discussion taking place in Teams: the candidate, his/her supervisor, the members of the evaluation committee, the Head of the Doctoral School, the Track Director (Head of Specialisation), the Head of the Institute and Department concerned, the Director General of the CDS, the Vice Rector for Research, the representative of the PhD Student Union, the secretarial assistant of the Doctoral School. Any citizen of the University can participate in the online thesis proposal discussion, but participation is subject to prior registration, which can be indicated by sending an email to the secretarial assistant of the CoDS, who will assign the applicant to the Teams group. The technical preparation of the discussion in Teams is the responsibility of the Secretary of the Committee, who will organise and run the event in cooperation with the Secretariat Assistant of the CoDS.

(7) The discussion in Teams is led by the chairperson of the committee, only he/she, the candidate and the person taking the floor are connected to the discussion by image and sound, the others turn off the camera and mute the sound, but are present at all times. During the discussion, the candidate gives a live presentation, responds to the referees' reviews, to the questions and comments raised by the members of the committee. Then the supervisor may express his/her opinion. During the Teams debate, any participant may ask questions or make comments several times, if the chairperson gives him/her the opportunity.

(8) The Committee shall formulate its resolution in closed session, at which time all participants, except the members of the Committee and the Secretarial Assistant in charge of organising the discussion, shall leave the discussion and shall return to it only if called upon by the Secretary. For quality assurance purposes, the Head of the

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Doctoral School and the Director General of the CDS may also participate in the closed session.

(9) The Secretary shall draw up the minutes of the meeting, which shall be agreed with the members of the Committee by email within 3 calendar days; the minutes shall include an email from the members of the Committee confirming their approval and an attendance sheet prepared by the Secretary on the basis of the information from the Teams meeting. The minutes shall be certified by the original signatures of the Chairperson and the Secretary (scanned versions are also acceptable) and sent to the Secretariat of the Council of the Doctoral School within 7 calendar days of the debate.

(10) The Head of the Doctoral School submits the minutes of the thesis proposal discussion to the next meeting of the Council of the Doctoral School.

Online public defence of the dissertation

4. §

(1) The candidate shall be informed by the University Doctoral Office (UDO) of the content of these provisions and of the specific circumstances of the online public defence of the dissertation. In his/her letter of reply, the doctoral student will declare his/her intention to take part in the online public defence of the dissertation. An online public defence of a dissertation can only be organised at the express request of the candidate and with two reviews in favour from the referees. In order to participate in the online public defence of the dissertation, the doctoral student shall ensure free of charge the IT facilities (computer capable of transmitting images and sound, Internet) indispensable for the conduct of the defence, and in case of problems with these, the doctoral student shall not lodge a complaint against the decision of the board of referees (Board).

(2) An online public defence of a dissertation may be organised once the Board of Referees (Board) has been appointed, approved by the Council of the Doctoral School (CoDS) in a resolution and endorsed by the University Doctoral Council (UDC).

(3) The online public defence of the dissertation - in line with previous practice - shall be announced on the www.doktori.hu platform. To ensure the fullest publicity, the invitation to the event, including a link to the candidate's full dissertation and thesis booklet, will be prepared by the desk officer of the UDO at least 10 calendar days before the scheduled date of the defence and published in Corvinus News. The invitation states that the public defence of the dissertation will be conducted online, and that those wishing to participate in the defence will have 5 calendar days from the date of publication to notify the secretary of the board of their intention to participate by providing their name, workplace, position, email address.

(4) The invitation, the dissertation, the thesis booklet, the candidate's defence-related presentation in ppt format of up to 20 minutes, the candidate's professional-scientific

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curriculum vitae, the referees' reviews and the candidate's responses to them are placed and continuously updated by the desk officer of the University Doctoral Office (UDO) in the Files folder under the General tab of the Teams group created for the purposes of the online public defence of the dissertation. The persons concerned should consult this source of information, as advised by the competent UDO desk officer.

(5) In addition to the members of the board and those invited ex officio, the restricted phase of the online public defence of the dissertation will be open only to those who have previously indicated their intention to participate to the secretary of the board as described in 3) above, which was confirmed by the secretary.

(6) The online public defence of the dissertation will be conducted using the Office 365-Teams software, which must be available to all participants in the debate.

(7) Only board members who, in their reply to the invitation letter sent electronically by the desk officer of the UDO, declare that they will ensure the necessary technical facilities to take part in the debate, such as the required quality of image and sound, and the Internet connection free of charge, may take part in the defence. The members of the board declare that they will not take a decision that would negatively affect the outcome of the debate or the performance of the candidate in the event of a technical problem. Members of the board are expected to read the submitted dissertation and thesis booklet, the referees' reviews and the candidate's responses to them ahead of the defence. Members of the Board shall provide their mobile phone contact details to the Secretary of the Board in order to facilitate the immediate resolution of any technical problems.

(8) In order to ensure a technically smooth (secure) conduct of the online defence, in addition to the members of the board and the persons who have indicated their intention to participate beforehand, only the following persons are invited to the debate in Teams: the candidate's supervisor, the Head of the Doctoral School, the Track Director (Head of Specialisation), the Head of the Institute concerned, the Head of the Department concerned, the Director General of the CDS, the Vice-Rector for Research, the representative of the PhD Student Union, the desk officer of the University Doctoral Office. The desk officer of the UDO is responsible for the administrative preparation of the examination in Teams, while the Secretary of the Board is responsible for running the event.

(9) The defence in Teams is led by the chairperson of the board, only he/she, the candidate and the person who is taking the floor are connected to the debate by image and sound, the others turn off the camera and mute the sound, but are present at all times. During the defence, the candidate gives a live presentation, responds to the referees' review, to the questions and comments received in advance and raised by the members of the board. Then the supervisor can express his/her opinion. Any

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participant may ask questions and make comments more than once during the Teams debate, if the Chair gives him/her the opportunity.

(10) The Board shall adopt its position in closed session. For quality assurance purposes, the Head of the Doctoral School and the Director General of the CDS may also participate in the closed session.

(11) The secret ballot shall take place on a platform provided by the University's IT services department.

(12) The Secretary shall draw up the minutes of the meeting and shall agree them with the members of the Board by email within 3 calendar days. The minutes shall include an email from the members of the Board confirming their approval and an attendance sheet drawn up by the Secretary on the basis of the Teams meeting. The minutes are certified by the original signatures of the chair and the secretary (scanned versions are also acceptable) and sent to the UDO desk officer, who in turn uploads the document to the restricted platform within 7 calendar days of the debate for the purpose of recording the documentation of the debate.

(13) The Head of the Doctoral School submits the minutes of the defence to the next meeting of the Doctoral School Council, then the Head of the Doctoral School submits the proposal for the award of the degree to the forthcoming meeting of the University Doctoral Council.

5. §

(1) For matters not covered by these provisions, the rules of the SER, the Doctoral Regulation and the rules of operation of the doctoral schools shall apply. In case of conflict, the rules of these provisions shall prevail.

The present Provisions shall enter into force on 21 December 2022. At the same time Provisions No. 1/2021 of the Vice-Rector for Research shall be repealed.