

	RULES OF OPERATION OF THE DOCTORAL SCHOOLS OF THE CORVINUS UNIVERSITY OF BUDAPEST	Version Number: 01. File number: JISZ-SZ/19-1/2023
Doctoral School of Business and Management Rules Of Operation		

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GENERAL PROVISIONS

1.§

- (1) All the provisions set out in the University Doctoral Regulation (hereinafter: UDR) of the Corvinus University of Budapest shall apply to the Rules of Operation (hereinafter: RO of DSBM or Rules) of the Doctoral School of Business and Management (hereinafter: DSBM).
- (2) All the provisions set out in the UDR also apply to these Rules.
- (3) Based on the framework and rules set out in the UDR, its provisions and the applicable legislation, the detailed rules as listed below are set out herein:
 - a) the rules with regard to the activities and responsibilities of the Programme Director,
 - b) the operation of the council of the DSBM (hereinafter referred to as: CoDS),
 - c) the number of members of the admission committee, the content and the way in which the admission procedure is conducted and, where relevant, the submission of additional documents other than those specified in the UDR, required for the assessment of the professional competence of applicants, the scope and point values of the required performance components, and the method of admission ranking.
 - d) the process of assigning (a) supervisor(s) to doctoral students,
 - e) the detailed regulation of the tasks and requirements associated with the study and research phase,
 - f) the detailed regulation of the research tasks and requirements associated with the research and dissertation phase,
 - g) in the research and dissertation phase, the criteria for obtaining twenty additional credits (20 credits) that may be awarded once in recognition of the doctoral student's research-related performance above the expected level,
 - h) the requirements of being admitted to the comprehensive examination, the requirements of the comprehensive examination,
 - i) the scholarly publications, published or approved for publishing, and documentation of creative artwork that is required from the doctoral student at the time of submitting the doctoral dissertation,
 - j) the procedural rules for the discussion of the thesis proposal,
 - k) the content and format requirements of the thesis proposal and the dissertation,
 - l) any publication requirements defined for the award of the doctoral degree that are stricter than those set out in Section 43(1)b)bb) of the UDR (if relevant),
 - m) the language requirements defined for the award of the doctoral degree and the method for proving language proficiency, a list of all the foreign languages accepted for the purposes of meeting the language requirements, as well as the designation of

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one foreign language that is necessary for obtaining the doctoral degree and that is indispensable for performing academic activity in the given field of science,


- n) the quality assurance plan of the DSBM.
- (4) The requirements related to the items listed in Subsection (3) are included in the present Rules, it being understood that the provisions of the UDR must be applied mutatis mutandis in matters not regulated herein.

ORGANISATIONAL STRUCTURE AND OFFICE HOLDERS OF THE DOCTORAL SCHOOL


2.§¹

- (1) Disciplines of the DSBM: Business and Management Sciences.
- (2) The activities of the Head of the DSBM (hereinafter: Head of DS) are specified in the relevant legislation, in the UDR and in the Quality Assurance Regulation (hereinafter referred to as: QAR).
- (3) The DSBM offers various Doctoral Programmes. A Doctoral Programme is a training path that is typically associated with one, possibly more disciplines.
- (4) The DSBM operates the following five Programmes (which may include specialisations and shall be published on the DSBM's website):
 - a) Sustainability Management Programme
 - b) Marketing Programme,
 - c) Operations and Decision Sciences Programme,
 - d) Financial Management and Accounting Programme,
 - e) Strategy, Management and Entrepreneurship Programme.
- (5) Each Programme is managed by a Programme Director entrusted by the Head of the Doctoral School on the basis of the UDR and appointed by the Dean of CDS.
- (6) The appointment of the Programme Directors is governed by the UDR.
- (7) The Programme Directors shall have the following tasks:
 - a) under the professional management of the UDO, performing administrative tasks, as well as management, organisation and quality assurance duties
 - b) performing the operative management of the Programmes, in particular the preparation of proposals, recommendations (including the curriculum) required for the decisions to be taken by the CoDS and by the UDC,
 - c) organising the admission procedure and the comprehensive examination,
 - d) maintaining regular contact with the supervisors and doctoral students, and evaluating their work,
 - e) inviting the referees of the thesis proposal discussion,

¹ Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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- f) recognising, calculating and certifying (research, teaching, educational organisation) credits for which they are responsible,
 - g) organising the content of the teaching (coordinating with lecturers, checking subject syllabi).
 - h) approving students' research credits,
 - i) drawing up and updating the education plan of the Programme,
 - j) participating in the assessment of requests and applications submitted by students;
 - k) setting up the boards in charge of the comprehensive examination, of the thesis proposal discussion and the defence;
 - l) organising the professional aspects of nostrification and habilitation matters,
 - m) participating in the preparation of the annual report of the DS;
 - n) performing other duties defined by the Head of DS.
- (8) The division of labour between the Programme Directors is determined on the basis of the guidelines of the Head of DS.
- (9) The CoDS assists the Head of DS in performing his/her activities under the RO of the DSBM and the UDR.
- (10) The CoDs is made up of the Head of DS and its Programme Directors as well as a doctoral student representative.
- (11) The CoDS is run by the Head of the Doctoral School. He/she convenes and conducts its meetings and proposes its agenda. The CoDS meets regularly (offline or online). Its decisions are recorded by the UDO. If necessary, it adopts decisions by vote. In such a case, a quorum shall only exist if all members are present at least online. In case of a tie, the Head of the Doctoral School shall have a casting vote.
- (12) The Doctoral School is supported by an Advisory Board. The Advisory Board is composed of all the core members of the DS. External members with extensive experience in doctoral programmes and who are considered to be scientific authorities may be invited to join the Advisory Board. The Head of DS convenes the Advisory Board at least once a year. The Advisory Board listens to and comments on the report of the Head of DS. The Advisory Board takes a position and makes proposals on other strategic issues affecting the affairs of the doctoral school. (e.g. educational framework, selection of Programme Directors, proposal for members to be delegated to the University Doctoral Council). The Head of DS listens to and considers the suggestions of the Advisory Board.
- (13) The university-level administration of doctoral programmes is performed by the UDO.

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ADMISSION PROCEDURE

3.§²

- (1) The documents to be submitted and the conditions to be met by every applicant in the admission procedure are specified in the UDR.
- (2) In the application for admission, applicants must indicate which Programme they are applying for.
- (3) Applicants for the admission examination are recommended to consult the Programme Director in question in advance (before submitting the application file). the attachment of a written recommendation from the Programme Director confirming such support to the application materials is recommended.
- (4) The CoDS shall set up the Admission Committee pursuant to the provisions of the UDR and at the proposal of the Head of DS. which shall conduct the admission procedure forming subcommittees.
- (5) The admission committees referred to in Subsection (3) shall:
 - a) organise the oral examination (online platform or physical presence),
 - b) conduct the admission exam in English pursuant to the UDR,
 - c) formulate their recommendations for the admission decision following the admission exams:
 - ca) recommend the application of those who fail to reach the minimum level to be rejected;
 - cb) place the applicants taking part in the admission examination in an order of ranking, except for the applicants referred to in subparagraph ca), compiling a different list of those recommended for Hungarian state scholarship, for Stipendium Hungaricum scholarship and for a self-funding status.
- (6) Admission to the Doctoral School is based on the assessment of prior professional and academic performance and on a written and oral entrance examination.
- (7) The oral exam serves to assess the applicant's motivation, commitment in his/her field of study, and abilities to complete the teaching and research tasks.
- (8) The admission scoring system is set out in Annex 1.
- (9) The Admission Committee ranks applicants on the basis of the admission scores they have achieved. The DSBM may draw up an admissions ranking by programme, provided that this is published in advance in the admission bulletin and the ranking complies with the UDR's rules on scores and minimum admission requirements.
- (10) The Admission Committee reviews the lists for each programme at a joint meeting and draws up its admission recommendations in accordance with the ranking rules set out in the UDR. The use of programme-specific rankings must not result in any deviation from the order determined by the scores beyond the cases permitted under the UDR. The

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Admission Committee forwards its proposal, together with the opinion of the CoDS , to the Dean of the CDS, who shall forward it to the UDC for approval. No recommendation for admission shall be made for rejected applicants..


- (11) The professional content of the DSBM's admission bulletin is defined by the Head of DS and published by the UDO on the University's website.
- (12) The DSBM also accepts applicants in the framework of an individual preparation procedure. The relevant detailed rules are set forth in the UDR, it being understood that the requirement of at least 2 publications ranked as minimum Q3 according to the relevant Scimago subject area classification, pursuant to Section 22 (3) a) of the UDR, shall also be accepted by the DSBM as equivalent publication performance if the applicant possesses at least one Q1 publication related to the discipline of the DSBM. The decision on the determination of equivalence is taken by the decision-maker under the UDR, on the basis of a proposal from the Head of DS.

STUDY MATTERS

Supervision

4.8

- (1) The detailed rules regarding supervision are set out in the UDR and the QAR, with the additions contained in Section 12 of the present Rules.
- (2) By 30 September at the latest, the CoDS, on the proposal of the Programme Directors, will approve the supervisor(s) from the list of doctoral supervisors approved by the UDC. The student will be informed of the name of the supervisor(s) via an e-mail message sent to his/her e-mail address.
- (3) The CoDS shall strive to ensure that a student has, as far as possible, a single supervisor.
- (4) The DS expects the supervisor to closely monitor the doctoral student's work and academic activities, to assist in publication, to involve the student in the scientific community and to evaluate the student's work at the end of each semester.
- (5) The Programme Directors monitor the supervisors' work and provide support to the newly assigned supervisors through the trainings and consultation forums offered by CDS.
- (6) The doctoral students evaluate the supervisor's work on the dedicated interface of the University. The evaluation shall be available to the Head of DS and the concerned Programme Director (with the exception of evaluations by his/her own supervised students).
- (7) Both the supervisor and the doctoral student may request the replacement of the supervisor in writing (on paper or by email), including the statement of reasons. The request shall be submitted in the form of an email addressed to the Programme Director, but sent to the email address of the DS's programme coordinator. After the necessary consultations and in accordance with the rules defined in the UDR, the Programme Director shall submit the proposed change to the CoDS for decision, which shall take its decision after having heard the parties and obtained the opinion of the Head of DS.

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- (8) Formal tasks of the supervisor(s) in addition to what is specified in the UDR:
- a) Acceptance and evaluation of the doctoral student's progress at the end of the semester based on the report prepared by the supervised doctoral student.
 - b) Written evaluation of the comprehensive examination.
 - c) Brief report on his/her work at the end of the academic year. This should include the frequency of meetings with doctoral students, the intensity of professional interactions, the quality of the supervisory work in general, and the relationship with the Programme Director.

Study and research phase

5.§³


- (1) After a successful admission procedure, the doctoral student must register in the Hungarian Scientific Publications Database (hereinafter: MTMT).
- (2) The doctoral student shall collect study, research as well as teaching and service credits in each semester of the study and research phase as stipulated in the UDR and the present section.
- (3) The doctoral student must collect study, research and teaching credits in each semester and must participate in at least one (preferably programme-related) thesis proposal discussion or public dissertation defence per academic year (participation is certified by the Programme Director on the basis of the attendance sheet attached to the minutes).
- (4) Rules for obtaining study credits:
 - a) For doctoral students admitted to organised instruction, the DS teaches compulsory and compulsory elective subjects and may also announce free elective subjects within the study and research phase.
 - b) The students of a given Programme must take the compulsory subjects announced for the given Programme. The concerned Programme Directors may decide to announce a compulsory subject jointly.
 - c) In each Programme, the number of compulsory elective subjects laid down in the relevant sample curriculum must be completed.
 - d) In each Programme, the number of completed free electives must be sufficient to ensure that the student obtains the required number of credits when taken together with the compulsory and compulsory elective subjects.
 - e) The curriculum is drawn up, maintained and submitted for decision to the UDC by the Head of DS in collaboration with the Programme Directors, no later than 30 June of the previous academic year.
 - f) Equivalence in regard to study abroad programmes organised under the RSA shall be assessed by the Programme Directors based on the opinion of the supervisor. The

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relevant decision is taken by the Credit Transfer Committee. In the framework of such studies, the doctoral student may offset up to two (2) subjects.

- g) With the approval of the subject's instructor, the doctoral students of the Programmes and of the doctoral schools of the Corvinus University of Budapest may take the subjects of each other in the scope of offered free elective subjects.
 - h) The subjects may be announced as intensive courses (one-week course) and in the form of even workload spread over a trimester/semester. The syllabi and assessment systems for the announced subjects are approved by the Head of DS and the Programme Directors and submitted to the UDC for decision as part of the curriculum by the Head of DS. The uploading and updating of subject syllabi are monitored by the Programme Directors.
 - i) Doctoral students are assessed on the basis of the subjects set out in the QAR. The evaluations shall be available to the Head of DS and the concerned Programme Directors.
- (5) Rules for obtaining research credits:
- a) As a general rule, research credits can be obtained in accordance with the provisions of the UDR.
 - b) After taking the technical subject for research credit, the student prepares his/her own research activity plan in agreement with the supervisor, which he/she records in the manner specified in the QAR.
 - c) The DSBM defines as a criterion requirement that the results related to the topic of the dissertation in progress be presented and reviewed annually in a research forum in the first and third year. The detailed rules of the research forum are included in Annex 6. Participation in the research forums is compulsory in the semester concerned, in case of failure to attend, the subject is considered as not completed and no credit can be awarded.
 - d) Research credits may be acquired through independent research (e.g. individually reviewing academic literature, attending literature review seminars). Progress is monitored in the form of interim checks after each semester (written reports, assignments to be submitted, research proposals, manuscripts, conference presentations, working papers etc.). The maximum value of research credits per semester is included in Annex 3.
 - e) At the end of the semester, the supervisor checks and certifies to the Programme Director the completion of the research activities undertaken in the work plan and proposes a certificate of completion of the subject, which is the responsibility of the Programme Director and must be recorded in Neptun.
 - f) At the end of the 2nd and 4th semesters, no research credit can be awarded if the doctoral student has not participated in any final dissertation defence or thesis proposal discussion during the year.
- (6) Rules for obtaining teaching and service credits:

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- a) Teaching and service credits can, as a general rule, be obtained in accordance with the provisions of the UDR.
- b) The DS also expects the doctoral student to carry out teaching and service activities during the doctoral studies, within the framework set out in the UDR.
- c) Teaching and service credits are also taken in Neptun as technical subjects. If the minimum number of credits is not achieved, the partial completion may be taken into account in the following semester.
- d) Other detailed rules for the acquisition of teaching credits are set out in Annex 3.
- e) Credits for teaching and service are certified by the Programme Director.

Comprehensive examination

6.§⁴

- (1) **General rules** The purpose of **the comprehensive examination** is to assess the doctoral student's academic and research progress, and to prove that they meet the criteria for progression to the research phase in accordance with Section 38(1) of the UDR. The comprehensive examination shall take place in the examination period of the spring semester.
- (2) **Conditions for admission to the examination** The conditions for admission to the **comprehensive examination** are set out in Section 38(4) of the UDR (acquisition of 120 credits, registration in the MTMT, and a statement from the supervisor). In the DSBM, students are required to submit their supervisor's written assessment (minimum half a page, maximum one page) to the University Doctoral Office by 31 May at the latest.
- (3) The composition of the examining board is governed by the relevant provisions of the UDR. The supervisor is not a member of the board, but is expected to attend their own doctoral student's examination. Should the supervisor be unable to attend, the comprehensive examination may still be validly held provided that the supervisor's written assessment and statement are available.
- (4) **The components of the examination and the DSBM-specific requirements:** 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 **pursuant to Section 38(5) of the UDR**. Together, the written and oral modules of the theoretical part together cover at least two areas of expertise relating to the doctoral student's research topic. The areas of expertise shall be defined by the DS upon the proposal of the Programme Director and with the involvement of the supervisor.
The language of the exam in the DSBM is English
 - a) **Theoretical part:** It comprises a written and an oral module. The written module consists of a 25–30-page research design, in which, in addition to the theoretical part, the research methodology part must be at least 10 pages long. The research design must be uploaded to the platform specified by the DSBM by 15 May at the latest.

⁴ Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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During the oral module, the committee uses this research design to assess the candidate's methodological and subject-specific expertise

- b) The Dissertation part During a 15–20-minute presentation, the examinee will report on their research findings to date and outline their timetable for the second phase.
- (5) Evaluation and retakes: The assessment of the comprehensive examination, the retaking of a failed examination, and the consequences of absence and deferral are governed by Sections 38(11)–(18) of the UDR and Section 10 of the CDS' Rules of Procedure. Make-up exams or retakes must be completed by August 31 of the given academic year at the latest

Research and dissertation phase

7.§

- (1) In keeping with the provisions of the UDR, doctoral students may enter the research and dissertation phase upon fulfilling the requirements of the study and research phase and passing the comprehensive examination.
- (2) The rules on research credits as well as on obtaining teaching credits and credits for the organisation of education are included in the UDR, it being understood that twenty additional credits (20 credits) may be awarded once for the doctoral student's research-related performance above the expected level.
- a) Successful thesis proposal defence by the end of the 8th active semester (Subject to the fact that the thesis proposal is submitted until 15 March in the 8th semester and until 15 October in the case of postponement).
- b) Outstanding, high-quality publication performance.
- c) Research assistantships with the prior authorisation of the Programme Director.
- d) Conference presentation at a prestigious international conference.
- (3) Awarding additional credits under Subsection (2) shall be at the discretion of the Programme Director.
- (4) The rules of awarding credits are included in Annex 3.

DEGREE ACQUISITION PROCEDURE

The thesis proposal and the dissertation

8.§

- (1) The thesis proposal and the dissertation can take the form of a single monograph or a series of different papers (articles). As regards length, both the dissertation and the thesis proposal must comply with the requirements of the specific field of science (usual length of thesis proposal: 80-120 pages, usual length of dissertation: 100-150 pages, but not more than 80 thousand words, 12 author's sheets).

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- (2) The thesis proposal should include: the research methodology, the literature review/analysis, the main research problems and questions, the data used (in the case of empirical research) and the results.
- (3) ⁵The dissertation can take the form of a monograph or a series of papers. The monograph is a stand-alone work. The dissertation taking the form of a series of papers consists of three or more closely or loosely related papers as well as a short introduction and summary. The papers are stand-alone, not necessarily published academic works. In the case of an article-based dissertation, Annex 9 to these Rules shall apply. In the case of a paper-based or article-based dissertation, the dissertation must, in accordance with UDR regulations, contain at least one single-authored, independent paper or chapter, excluding the introductory and concluding chapters. A co-authored paper or chapter may only be included in the dissertation if the conditions regarding co-authorship and declarations set out in the UDR are met.
- (4) Principles governing the dissertation and the thesis proposal:
- a) the dissertation must be relevant to the discipline,
 - b) it should include new scientific findings,
 - c) it should be up to date with the latest scientific findings of the chosen field,
 - d) its purpose and method must be clear; it must prove the ability of the doctoral candidate to perform independent research work, his/her critical and innovative abilities,
 - e) it must comply in all respects with the norms of science ethics,
 - f) it must furthermore contain a full reference list and the schedule of the remaining work, if necessary, shall be included in the thesis proposal.

Discussion of the thesis proposal

9.8

- (1) The declaration of the supervisor(s) on whether the proposal is suitable for discussion must be attached to the proposal. Grounds for any refusal to support the proposal must be provided. In case of rejection or if two supervisors are not in agreement, the **Head of DS and the Programme Director together shall decide** on the conditions of holding the discussion.
- (2) The thesis proposal should be sent electronically, in pdf format, to the email addresses of the Programme Director and the Programme Coordinator, as set forth in the Rules of procedures of CDS. The cover page must feature the name(s) of the supervisor(s). The thesis proposal undergoes a plagiarism check.
- (3) The discussion is public. Members and doctoral students of the DS should be invited, as well as other representatives and experts in the field of science. The discussion shall be

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announced in the University's electronic newsletter. An attendance list of the participants of the thesis proposal discussion shall be drawn up.

- (4) The official referees of the thesis proposal shall be the members of the thesis proposal evaluation committee (hereinafter: TPEC), the rules for the composition of which are laid down in the UDR. The composition of the TPEC is proposed by the Programme Director to the Head of DS, after consultation with the supervisor of the doctoral candidate.
- (5) The secretary of the TPEC shall be responsible for drawing up the minutes.
- (6) The referee's opinion must be submitted electronically **no later than 10 days before the defence**, and the original copy **no later than the working day preceding the defence** to the DS's programme coordinator. The TPEC shall evaluate the discussion at a closed session after the discussion and enter one of the following positions in the minutes
 - a) recommending the thesis proposal for approval (submission) without changes,
 - b) recommending the thesis proposal for approval (submission) with the listed changes, The required changes must be recorded in the minutes.
 - c) not recommending the thesis proposal for approval (submission) and recommending the preparation of a new thesis proposal.
- (7) The decision of the TPEC shall be communicated after the closed session. If the TPEC does not recommend acceptance of the thesis proposal, a new thesis proposal may be submitted only once more at the earliest three months after the discussion of the thesis proposal. Should the new thesis proposal prove unsuccessful, the Head of DS shall, on the basis of the TPECs resolution, initiate the determination of further procedural steps in accordance with the decision-making procedure set out in the UDR.
- (8) The minutes signed by the Chairperson and the secretary of the TPEC, the attendance list, the opinion of the referees shall be sent to the Head of DS and the secretariat of CDS.
- (9) ⁶Content and format requirements with regard to the thesis proposal, other rules related to its discussion are included in Annex 4 to the present Rules.
- (10) The provisions of the Rules of Procedure of CDS shall govern the handling of requests and suggestions made during the defence of the thesis proposal, as well as the rules for written responses and feedback from referees.

Submission and defence of the doctoral dissertation

10.§⁷

- (1) The conditions for the submission of the doctoral dissertation, the rules of the defence procedure and the conditions for the award of the degree are set out in the UDR, with the additions contained in this section.
- (2) Only dissertations recommended for acceptance at the discussion of the thesis proposal may be submitted for defence.

⁶ Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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- (3) Publications are evaluated by the Programme Directors.
- (4) Based on the mandate granted in the UDR, the DS sets the following conditions as minimum publication criteria (based on the information recorded in MTMT):
 - a) a paper published in an international journal ranked as minimum Q3 according to Scimago, with a maximum of 3 authors. The paper must be in line with the DSBM's profile. For each work, the co-author(s) must declare in writing that the doctoral student's contribution was decisive.
 - b) only one student may submit the same paper to fulfil the publication requirement.
- (5) The dissertation must be defended within the framework of a public discussion. The lecturers of the University, the doctoral students of the DS, other doctoral schools of the field of science and the recognised theoretical and practical experts of the area shall be invited to the discussion.
- (6) With regard to the formal requirements for doctoral dissertations, Annex 1 to the Rules of Procedure of CDS shall apply. The standard length of the main text of the dissertation—excluding appendices and annexes—is 100–150 pages, which corresponds to approximately 30,000–45,000 words. As a general rule, the main text must not exceed 45,000 words. Given the nature of this research, exceptions may be made where justified, subject to the prior approval of the Head of DS; however, even in such cases, the main text must not exceed 80,000 words.

ALUMNI ACTIVITIES OF THE DSBM


11.§

- (1) The DS shall maintain organised and institutional contacts with the colleagues who obtained a degree. The CDS shall keep a record of degree holders and their employment with reference to every doctoral school.

QUALITY ASSURANCE SYSTEM OF THE DSBM

12.§

- (1) The quality management system of doctoral programmes shall be governed by the Quality Assurance Regulation of the doctoral programmes at the Corvinus University of Budapest. The University Doctoral Council shall be responsible for designing, adopting the Quality Assurance Regulation and reviewing it at intervals of no more than five (5) years. In matters not covered by the Quality Assurance Regulation, the provisions of this section shall apply.
- (2) The supervisors, subject leaders, and Programme Directors of the DSBM must uniformly meet the following publication requirements regarding their scientific research and publication activities: within the year of accreditation and the preceding four calendar years, at least
 - a) one article published in a journal ranked as Q1 according to the relevant Scimago Journal Rank subject category classification, with a maximum of three authors; or

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b) two articles published in a journal ranked as Q2 according to the relevant Scimago Journal Rank subject category classification, with a maximum of three authors.

(3) When fulfilling the requirement set out in Subsection (2), only scholarly publications relating to the discipline of the DSBM or to the professional profile of the relevant Doctoral Programme may be taken into account. Articles published in journals classified as predatory or unapproved, Level 0, in the Norwegian Register for Scientific Journals, Series and Publishers may not be taken into account.

(4) The supervisors, subject leaders, Programme Directors and core members are required to update their publication records on the mtmt.hu website by 31 May each year. They are also required to update their selected publications on the doktori.hu platform by this deadline and to confirm that this has been done on the same platform.

85) The requirements set out in Subsections (2) to (4) above also apply to the core members of the DSBM, it being understood that in addition to these conditions, core members must also meet the requirements set out in Section 11 of the UDR.

(6) Compliance with the requirements set out in this section shall be verified as follows:

a) in the case of supervisors who already hold supervisory status on 1 September 2026, for the first time on 30 September 2027, and thereafter annually on the same date, for the entire duration of the supervisory status;


b) in the case of supervisors commencing their supervision in the 2026–2027 academic year or thereafter, for the first time upon commencement of supervision on 30 September of the relevant academic year, and thereafter annually, by the same deadline, for the entire duration of the supervision;

c) in the case of the Programme Directors of the DSBM, for the first time on 30 September 2026, and thereafter annually on the same date, for the entire duration of their mandate as Programme Directors;

d) in the case of the subject leaders of the dsbm, for the first time on 1 March 2027, and thereafter annually on the same date, for the entire duration of their mandate as subject leaders;

e) in the case of the core members of the DSBM, for the first time on 1 June 2027, and thereafter annually on the same date, for the entire duration of their core membership.

(7) The DSBM shall grant a grace period for the application of the requirements set out in Subsections (2) to (6). In accordance with the requirements, monitoring and the imposition of legal consequences may take place for the first time from 1 September 2027. The period up to 31 August 2027 shall be regarded as a preparation and grace period; during this period, no legal consequences may be imposed for failure to comply with the minimum requirements set out in this section.

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(8) Compliance with the requirements set out in this section shall be verified as follows after the expiry of the grace period:

a) in the case of supervisors who already hold supervisory status on 1 September 2027, for for the first time on 30 September 2027 , and thereafter annually on the same date, for the entire duration of the supervisory status.

b) in the case of supervisors commencing their supervision in the 2026–2027 academic year or thereafter, for the first time upon commencement of supervision on 30 September of the relevant academic year, and thereafter annually, by the same deadline, for the entire duration of the supervision;

c) in the case of the Programme Directors of the DSBM, for the first time on 30 September 2027, and thereafter annually on the same date, for the entire duration of their mandate as Programme Directors;

d) in the case of the subject leaders of the dsbm, for the first time on 1 March 2028, and thereafter annually on the same date, for the entire duration of their mandate as subject leaders;

e) in the case of the core members of the DSBM, for the first time on 1 June 2028, and thereafter annually on the same date, for the entire duration of their core membership.

(9) If the verification specified in Subsection (8) of this Section determines that a requirement has not been met, the Head of Dsbm shall notify the person concerned of this circumstance and call upon them to remedy the deficiency within a thirty (30)-day deadline

(10) If the deficiency is is not remedied in full, then


a) in the case of subject leaders and Programme Directors, the role held by the person concerned within the DSBM as subject leader or Programme Director shall automatically cease to exist by virtue of these Rules;

b9 In the case of supervisors, the DSBM shall appoint a co-supervisor who meets the requirements set out in this section;

c) in the case of core members, the Head of DSBM shall inform the chair of the UDC, who is authorised to revoke a core member’s mandate, of the fact of non-compliance with the requirements for core membership, initiating the termination of the core membership status.

(11) The appointment of a co-supervisor in accordance with Section (10)(b) shall not affect the continuity of the doctoral student’s research topic, and the DSBM must endeavour to ensure that the scientific expertise of the appointed co-supervisor iits the doctoral student’s research topic.

(12) In particularly justified cases — such as, in particular, long-term illness, maternity leave, absence for childcare purposes, the performance of significant university executive duties, or the status of an early-career lecturer or researcher — may, after consulting the CoDS, grant a

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temporary exemption from the requirement set out in Subsection (2) for a maximum of one year. This exemption shall not be applied as an exemption from the requirements set out in the UDR relating to core members.

TASKS OF THE DSBM IN HABILITATION PROCEDURES

13.§

(1) The process of the habilitation procedure, as well as the rules governing the submission and the formal and substantive review of the application, the appointment of the Habilitation Board of Referees, the review of the applicant's scientific profile, the lectures, and the decision of the University Doctoral Council, shall be determined by the University Regulation on Habilitation and the Rules of Procedure of Corvinus Doctoral Schools, currently in force.

(2) In the case of applications for habilitation submitted to the University in the discipline of Business and Management, the DSBM acts as the host doctoral school responsible for that discipline.


(3) The Head of the DSBM shall, on behalf of the DSBM, examine in advance whether the application is admissible from the perspective of the discipline of Business and Management, and whether the application can be assessed in advance on the basis of the minimum requirements set out in the Regulation on Habilitation.

(4) During the preliminary professional review, the Head of DSBM may, at their discretion, seek the opinion of the CoDS, the relevant Programme Director or an expert with expertise in the subject area of the application. These opinions support the preliminary professional position of the Head of DSBM and their proposal regarding the HBR, but do not replace the review of the applicant's scientific profile required under the Regulation on Habilitation.

(5) If, during the preliminary professional assessment of the application, the Head of DSBM identifies any professional concerns, they shall inform the applicant thereof. On the basis of the information provided, the applicant may withdraw their application, but cannot be obliged to do so.

(6) The Head of DSBM shall submit a proposal to the University Doctoral Council regarding the composition of the Habilitation Board of Referees, including the names of the two experts who will participate in the review of the applicant's scientific profile. When drawing up the proposal, due regard must be paid to the provisions of the Regulation on Regulation on Habilitation concerning the Habilitation Board of Referees, the experts reviewing the applicant's scientific profile, conflicts of interest and language requirements.

(7) The review of the applicant's scientific profile shall be carried out by two experts acting within the framework of the Habilitation Board of Referees appointed in accordance with the Regulation on Regulation on Habilitation. Experts assess the applicant's research and teaching activities on the basis of the scoring system and minimum requirements set out in the Regulation on Habilitation.

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(8) The Habilitation Board of Referees shall assess the results of the review of the applicant's scientific profile, as well as the performance during the classroom and scientific lectures, in accordance with the procedure laid down in the Regulation on Habilitation, and makes a recommendation to the University Doctoral Council as to whether the title of doctor with habilitation should be awarded or refused.

(9) The minimum requirements for habilitation are set out in the University's Regulation on Habilitation, as currently in force, and in particular in Annex 2/A thereto. The DSBM does not set any separate minimum requirements for habilitation that differ from these minimum requirements.

CONFLICT OF INTEREST, ETHICS

14.§

- (1) The conflict of interest rules of the UDR shall apply to official referees, committee members, and evaluators participating in the doctoral procedures, together with the stricter, DSBM-specific rules specified in this Section.
- (2) No member of the doctoral student's thesis proposal evaluation committee (TPEC), other than the supervisor, may be a co-author of a published paper. This fact shall be checked in advance on the basis of the MTMT database by the person setting up the committees.
- (3) No member of the doctoral student's comprehensive examination board or the board of referees for his/her dissertation may be a co-author of a published paper. This fact shall be checked in advance on the basis of the MTMT database by the person setting up the committees.
- (4) The comprehensive exam board of the doctoral student as well as the evaluation and assessment committee for the thesis proposal and dissertation, should preferably not include any member who cannot be expected to judge the candidate's performance objectively (due to a family relationship with the candidate, regular joint assignments, consultancy work, grant projects or any other factor, e.g. the exercise of employer's right.) This fact shall be considered by the person setting up the committees and by the members of the CoDS.
- (5) No person who has co-authored a paper with the applicant may be invited to serve as an expert (assessor of scientific profile) or as a member of the board of referees. This fact shall be checked in advance on the basis of the MTMT database by the person setting up the board.
- (6) Both the doctoral student and the supervisor should avoid consulting the evaluators of the thesis proposal or the referees of the dissertation about the document under review. Consultations shall be particularly avoided in the period of assessment. In addition, the doctoral student shall refrain from urging the assessment process and from facilitating the submission of the assessment within the deadline in any manner whatsoever.

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TRANSITIONAL PROVISIONS

15.§

- (1) Transitional provisions, where relevant, are included in the UDR.

CLOSING PROVISIONS

16.§⁸

- (1) These Rules were adopted by the University Doctoral Council at its meeting on 10 June 2026 under Resolution No. H-124/EDT.
- (2) The present Rules shall enter into force on 1 September 2026, at the same time the Rules of Operation of the Doctoral School of Business and Management adopted by the University Doctoral Council at its meeting of 25 October 2023 under resolution number H-228/EDT shall be repealed.
- (3) The provisions set out in these Rules shall apply subject to the entry into force defined in the UDR effective from 1 September 2026.
- (4) Annexes:

Annex 1: Meaningful output and points awarded in the admission procedure

Annex 2: Recommendations for writing a research proposal

Annex 3: Other conditions for obtaining teaching, service and research credits

Annex 4: Content and format requirements with regard to the thesis proposal, other rules related to its discussion

Annex 5: Minimum academic, professional and scientific activities required for applications for habilitation in the DSBM

Annex 6: Research forum

Annex 7: Research activity planning and credit calculation form

Annex 8: Application form to support participation in scientific meetings

Annex 9: Detailed rules on the content requirements of article-based dissertations and the applicable assessment criteria

Annex 10: The content and format requirements of preparing the dissertation and the thesis booklet

- (5) The present Rules were amended by the University Doctoral Council at its meeting of 10 June 2026. The amendments shall be effective as of 1 September 2026.

⁸ Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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Annex 1

Meaningful output and points awarded in the admission procedure

Output	Points
Prior achievement	
Certified participation in research project (number of such projects) ⁹	3
Participation in conferences (speaker, co-speaker, poster) (number of such conferences)	1
Scientific publications (number of such publications)	10
Participation and ranking in the TDK competition, or participation and ranking in an equivalent international, university-level student scientific competition (number of such competitions)	3
Participation and ranking in the OTDK competition, or participation ranking in an equivalent international or national-level student scientific competition (number of such competitions)	3
Participation and ranking in an international student competition (number of such competitions)	6
Professional-management experience ¹⁰	5
Previous performance (maximum)	20
Research plan	40
Written examination	10
Motivational interview	30
Total	100

⁹ Participation in a research project is certified by the leader of the research project. Please attach the short description of the research project and the tasks completed by the applicant. If the applicant contributed to research reports and discussion papers, these should be listed (there is no need to attach the documents themselves!).

¹⁰ More than 3 years of experience as a senior executive: 5 points. More than 5 years of experience as a mid-level executive: 5 points More than 5 years of experience in a research or education institution: 5 points ("The points shall be prorated based on the duration of the professional experience).


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Annex 2¹¹

Recommendations for writing a research design

- (1) The following structure is proposed for the preparation of a research design:
- a) Background, international antecedents, problems to be solved. (What were the applicant's own prior results in the project, if any?)
 - b) Key questions, project objectives, hypothesis/hypotheses. Describe the specific purposes of the research, with each question numbered separately and explained in a separate chapter.
 - c) The research method used
 - d) Probable outcomes
 - e) Research infrastructure (tools, etc.)
 - f) References
 - g) The maximum length of the research design is 5 pages, excluding the cover page and the references.
 - h) It is advisable to align with the types of activities used in these Rules.

¹¹ Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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Annex 3


Other conditions for obtaining teaching, service and research credits

- (1) Detailed rules for obtaining teaching and service credits:
 - a) In the study and research phase, teaching one timeslot as a subject leader or instructor is worth 6 credits (based on Neptun). Active involvement in teaching one course constituting one timeslot shall be worth 2 credits (based on the certificate issued by the subject leader or instructor). Active involvement may cover invigilating exams, correcting papers, delivering parts of a course (e.g. 1-2 seminars/semester), documented job shadowing and mentoring of students writing their thesis, taking part in the TDK competition, taking part in the development of teaching materials. In the study and research phase (semesters 1-4), teaching minimum 1 timeslot or performing education organisation (service) activity equivalent thereto is mandatory (worth 6 credits).
 - b) In the research and dissertation phase (semesters 5-8), no minimum teaching activity is defined; a maximum of 20 teaching credits (or equivalent education organisation) may be recognised. If the doctoral student participates in teaching as the leader of a thesis seminar, then on the basis of the information recorded in Neptun, 6 credits may be recognised for 10 bachelor students or 5 master students (if there are fewer students, the number of credits shall be proportionally reduced).
- (2) The research credits to be completed in the study and research phase may be obtained as described in Annex 5, with the research credits being proposed by the supervisor. Research credits must be underpinned by actual research materials, work plans, discussion papers, conference abstracts, presentations, publications and the associated declarations of acceptance.
- (3) Research credits to be completed in the research and dissertation phase can be obtained as described in Annex 5. The credits must be supported by concrete research materials, documents, certified involvement in scientific and professional-management activities., work plans, discussion papers, conference abstracts, presentations, publications and their declarations of acceptance.
- (4) In order to obtain fixed research credits in the research and dissertation phase, the following criteria must be met: if a successful thesis proposal discussion takes place in the research and dissertation phase, 20 credits are awarded.
- (5) A prerequisite for the completion of research credits is that the doctoral student and the supervisor personally agree at the beginning of each active semester on the research tasks to be carried out in the given semester, and agree on the minimum expectations of the supervisor from the doctoral student. The tasks should be defined in such detail that at the end of the semester their successful or unsuccessful completion can be clearly identified, and thus form the basis for the award of fixed credit. The agreement must be made in writing on a dedicated form, which is included in Annex 7, and must be uploaded to the dedicated interface after being signed.

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- (6) The evaluation, the award of credits must be completed on the same form at the end of the semester and uploaded to the dedicated interface after being signed. In the event of a dispute, the Programme Director and the supervisor are primarily responsible for negotiation, and if they cannot reach an agreement, the Head of DSBM decides on the credits.
- (7) ¹²It is the joint responsibility of the doctoral student and the supervisor to ensure that at each phase of the programme, the research is of an intensity and quality that anticipates the fulfilment of the publication criterion requirements. The fixed research credits may only be awarded each semester if the doctoral student can clearly substantiate the fact or intent of their research and publication activity, in accordance with the provisions of Annex 7 and supported by research materials and documentation.

¹² Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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Annex 4¹³

Content and format requirements with regard to the thesis proposal, other rules related to its discussion

- (1) The objective of preparing a thesis proposal and submitting it for defence is to judge the theoretical preparedness of the doctoral candidate, the professional soundness of his/her research concept and the key results achieved so far.
- (2) The format requirements are identical to those of the final version.
- (3) Nature and objective of the thesis proposal and its discussion:
 - a) The thesis proposal shall already include results with new scientific value.
 - b) It shall be free of methodological, source processing, data management errors.
 - c) The primary objective of discussing the thesis proposal publicly is to make sure that the participants involved in the discussion help the candidate with their questions, critical observations and advice for the purposes of enhancing the quality of the final dissertation.
 - ~~d) The thesis proposal discussion, at the same time, is a forum for having the candidate introduced to wider professional circles, further it represents an important opportunity for other doctoral students to gain experience. Their active participation in the discussion is a fundamental requirement.~~
- (4) Initiating the discussion of the thesis proposal: The completed thesis proposal should be submitted to the UDO, addressed to the Programme Director (in PDF format). Documents to be submitted along with the proposal:
 - a) declaration of the supervisor(s) about the suitability of the paper for discussion;
 - b) declaration required by the UDR stating that the submitted thesis proposal is the independent intellectual creation of the candidate (except for the referenced results of others);
 - c) declaration from the co-authors about the degree of independent contribution of the candidate if the results of joint works are published;

¹³ Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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Annex 5¹⁴

Minimum academic, professional and scientific activities required for applications for habilitation in the DSBM

- In the case of applications for habilitation submitted to the DSBM, the minimum requirements for habilitation are set out in the University's Regulation on Habilitation currently in force, in particular in Annex 2/A thereof.
- In the habilitation procedure, the DSBM applies the requirements relating to publications, teaching, supervision, teaching material development, and professional and scientific public engagement as set out in the Regulation on Habilitation.
- During the preliminary professional review, the Head of DSBM examines whether the application is acceptable from the perspective of the discipline of Business and Management, and whether it is possible to assess, on the basis of the documents submitted, whether the minimum requirements set out in the Regulation on Habilitation have been met.
- The Head of DSBM shall draw up their proposal regarding the Habilitation Board of Referees and the experts assessing the candidate's scientific profile in such a way that the scientific competence of the proposed individuals is relevant to the applicant's field and comply with the rules of the Regulation on Habilitation concerning conflicts of interest and the composition of the board.
- This Annex does not set out any minimum requirements for habilitation that differ from or run parallel to those laid down in the University's Regulation on Habilitation.


Annex 6¹⁵

Research forum

- (1) The Research Forum is organised in the first and third years.
- (2) The Research Forum aims to give students feedback on their research work once a year.
- (3) Students and their supervisors are required to attend the Research Forum.
- (4) The exact date of the DSBM's Research Forum will be announced by the end of the first month of the spring semester.
- (5) As each year group is at varying stages of completion regarding their research work, the requirements for manuscripts submitted to the Research Forum, as well as the procedure for conducting the forum, differ. Manuscripts must be uploaded to the platform defined by the DSBM at least two weeks before the Research Forum.
- (6) The language of the manuscripts is English.
- (7) First-year students are required to submit a detailed research design of 10-15 pages.
- (8) Third-year students are expected to present concrete research findings, incorporate them into their literature review, and formulate remaining research tasks and dilemmas. The expected length is 50-60 pages.

¹⁴ Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

¹⁵ Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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(9) The Research Forum is organised by year group as follows:

- a) Year 1. 15-minute presentation, 10 minutes for questions and comments.
- b) Year 3. 25-minute presentation, 15 minutes for questions and comments.

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Annex 7¹⁶

RESEARCH ACTIVITY PLANNING¹⁷ FORM

Name of doctoral student and NEPTUN code	
Name of Programme	
Name of supervisor(s)	
Academic semester (thus: 2022/2023 Semester 1)	

Type of activity <i>(to be selected from the list)</i>	Pre-definition of the specific task and expected result <i>(by agreement at the beginning of the semester)</i>


Budapest, 2024

doctoral student's signature


signature of superviso(s)

¹⁶ Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

¹⁷ Please note that this form is for planning purposes only! On the basis of the completed form, the end-of-semester presentation of actual achievements and the assignment of research credits will be done in a simplified way from 2024 onwards, using the data from the mandatory semestrial report requested by the UDO.

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List of activity types (planning guide)


The following list of research tasks (or equivalent) are expected to be completed during the doctoral programme in the indicated semesters. Our table is only a guide, describing an ideal research process. If the specificity of the topic requires, deviations may be made after preliminary consultation with the supervisor and justified at the time of planning and/or evaluating the semester.

Activity types/Semesters	Study and research phase				Research and dissertation phase			
	1	2	3	4	5	6	7	8
Research credit (fixed)	15	15	15	15	25	25	25	25
Definition of research topic	1							
Collection and processing of academic literature	1							
Preparation of a literature review	1							
Research design		2						
Theoretical underpinning of the methodology		2						
Research Forum (paper to be submitted, participation in discussion)		2						
Participation in a thesis proposal discussion/defence of dissertation	1-2							

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Collection of secondary sources, database creation (optional)			3					
Preparation of test, set-up of measuring apparatus, testing			3					
Conducting test				4				
Database building, cleaning				4				
Primary analysis, evaluation				4				
Paper to be submitted for the comprehensive examination				4				
Participation in a thesis proposal discussion/defence of dissertation			3-4					
Preparation of conference abstracts, participation as a speaker in national/international conferences	1-4							
Research activity underpinning the thesis proposal, structured presentation of the results					5			
Participation in the Research Forum						6		
Preparation and delivery of a paper to be published						6		
Research activity underpinning the thesis proposal, structured presentation of the results							7	
Preparation and development of a paper to be published								8
Submission of the thesis proposal								8
Preparation of conference abstracts, participation as a speaker in national/international conferences					5-8			

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Annex 8¹⁸

Detailed rules on the content requirements of dissertations based on papers and the applicable assessment criteria

(1) A dissertation based on papers may consist of at least three and a maximum of five dedicated studies, journal articles, or book chapters that are thematically interrelated but represent independent scientific contributions. The papers included in the dissertation must collectively form a coherent research programme; it is not sufficient for the dissertation to be merely a collection of juxtaposed, loosely connected papers

in accordance with the regulations of the UDR, the dissertation based on papers must include at least one single-authored, independent paper or chapter, in addition to the introductory and concluding chapters. The purpose of the single-authored paper or chapter is to demonstrate that the doctoral candidate is capable of independently formulating a scientific research problem, establishing its theoretical and methodological foundations, conducting the analysis, and generating scientific results


(3) All papers included in the dissertation must be consistent with the DSBM's field of study and with the dissertation's overarching research programme. At least one of the papers included in the dissertation must be a paper published in English in an international journal classified as at least Q3 according to Scimago's relevant subject area classification.

In the case of a co-authored paper, the paper may have no more than three authors, and the doctoral candidate must, as a general rule, be listed as the first author. Exceptions to this rule may only be made in cases where, within a particular academic field or journal, alphabetical author order is generally accepted; the doctoral candidate and co-authors must provide a written justification for any such deviation.

(4) A co-authored paper or book chapter may only be incorporated into the dissertation if the co-authors provide a written statement confirming that the doctoral candidate's contribution was decisive in the preparation of the paper. The content of the substantial contribution and the method of demonstrating it are set out in the co-authorship declaration in Annex 9 to these Rules. A particular paper or book chapter may only be used by one doctoral candidate for the purpose of obtaining a doctoral degree or fulfilling doctoral publication requirements.

(5) The comprehensive introductory chapter and the concluding, synthesising chapter form an integral part of the dissertation based on papers. These should not merely provide a formal framework for the individual papers, but should clearly set out the overarching

¹⁸ As specified in the call for applications

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research problem of the dissertation as a whole, its theoretical and methodological links, and the combined scientific contribution of the papers.

(6) In the general introductory chapter, the author must, in particular, set out the following:

(a) the research problem or research question(s) underpinning the dissertation as a whole, and their scientific relevance;

(b) the unified theoretical and conceptual framework of the dissertation, within which the individual papers are situated;

(c) the thematic, theoretical, methodological and empirical links between the individual papers;

(d) how each paper, both individually and collectively, contributes to answering the main research question of the dissertation;

(e) the differences between the papers, in particular as regards whether they make different theoretical, methodological, empirical or conceptual contributions.

(7) The content of the papers must not overlap to an unreasonable extent. The papers included in the dissertation may be regarded as independent scholarly contributions if substantial differences can be demonstrated between them in terms of the theoretical framework, the research question, the methodology employed, the empirical data set or the interpretation of the results. Any overlaps must be clearly indicated and justified in the introductory chapter.

(8) In the concluding, synthesising chapter, the author must, in particular, fulfil the following requirements:

(a) he/she must summarise and interpret the main findings of the individual papers within a single framework;

(b) he/she must demonstrate the novel scientific findings of the dissertation as a whole and its contribution to the literature;

(c) he/she must address any theoretical, methodological or empirical tensions, discrepancies or contradictions that may exist between individual papers;

(d) he/she must assess the limitations of the research;

(e) he/she must set out further avenues of research and the scientific and, where relevant, practical implications.

(9) When assessing a dissertation based on papers, the referees and the examination board must evaluate not only the individual quality of each paper, but also the coherence, integrity and scientific contribution of the dissertation as a whole. The assessment must, in particular, address the following:

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- (a) whether the dissertation as a whole is based on a clear and relevant research problem;
 - (b) whether the individual papers contain interrelated but independent scientific contributions;
 - (c) whether the introductory and concluding chapters integrate the papers appropriately;
 - (d) whether the theoretical and methodological foundations of the papers included in the dissertation are sound;
 - (e) whether the dissertation as a whole contains new scientific findings;
 - (f) in the case of co-authored papers, whether the doctoral candidate's decisive contribution has been duly substantiated.
- (10) The author may—if they consider it justified for a well-founded assessment of the dissertation—attach separately from the dissertation the editorial and peer reviewer opinions, evaluations, decisions, or other documents that support the scientific assessment of the papers.

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Annex 9

Interpretation and justification of the concept of ‘decisive contribution’ to papers in the case of the doctoral students of the DSBM

1. Objective and scope of the Annex

(1) This Annex defines the concept of ‘decisive contribution’ and the method of providing proof thereof within the Doctoral School of Business and Management, both for fulfilling the publication requirements for obtaining a doctoral degree and for co-authored papers included in dissertation based on papers.

(2) The purpose of the Annex is to ensure that a clear, transparent and uniform system of providing proof is applied when co-authored papers are used for doctoral purposes, with particular regard to the assessment of the doctoral candidate’s independent scientific contribution.

(3) The provisions of this Annex shall apply to any co-authored paper, journal article or book chapter which the doctoral candidate

(a) intends to use it to fulfil the publication requirement for the award of a doctoral degree; and/or

(b) wishes to include in his/her dissertation based on papers or in the respective thesis proposal.


2. The concept of a decisive contribution

(1) A contribution shall be regarded as substantial if the doctoral candidate has played a substantive, documentable role in the production of the co-authored paper, which has fundamentally influenced the paper’s scientific findings.

(2) In the DSBM’s procedures for obtaining a degree, a co-authored paper may be recognised as the doctoral candidate’s own scientific achievement if the doctoral candidate’s contribution to the preparation of the paper exceeded 50 per cent.

(3) Decisive contribution cannot be determined solely on the basis of formal authorship status, the provision of data, administrative assistance, technical contribution or general supervision. The contribution must be demonstrable in the paper’s scientific content, concept, methodology, analysis, results or wording.

(4) When assessing the doctoral candidate’s decisive contribution, particular attention shall be paid to the following criteria:

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- a) the role played in formulating the research problem and research questions;
- b) participation in the development of the theoretical or conceptual framework;
- c) elaboration of the research methodology;
- d) the collection, production, organisation or processing of data;
- e) analysis, interpretation and drawing of conclusions;
- f) preparation of the first version of the manuscript;
- (g) substantial revision, editing and finalisation of the manuscript;
- (h) drafting professional responses to comments from the editorial team, journal editor or peer reviewers.

3. First authorship and order of authors

(1) In the case of co-authored papers used to fulfil the publication requirements for the award of a doctoral degree or for inclusion in a dissertation based on papers, the doctoral candidate must, as a general rule, be listed as the first author.

(2) An exception to this rule may only be made if alphabetical order of authors is the generally accepted practice in the relevant field of science, journal or publication medium. The fact that there is a discrepancy and the reason for it must be specifically stated in the co-authorship declaration.


(3) In the case of a forthcoming paper, the co-authors must declare that the doctoral candidate is listed as the first author among the manuscript's authors or, if the alphabetical order of authors is applied, that the order of authors does not reflect the extent of the contributions.

4. Proof of a decisive contribution

(1) The doctoral candidate's contribution must be substantiated by a separate co-authorship statement for each co-authored paper.

(2) The declaration of co-authorship must be signed by all co-authors. The declaration shall include:

- (a) the exact title of the paper;
- (b) in the case of a published paper, the precise bibliographical details of the publication;
- (c) in the case of a forthcoming paper, the status of the manuscript;

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(d) a statement indicating the doctoral purpose for which the doctoral candidate intends to use the paper;

(e) the doctoral candidate’s position as an author;

(f) the percentage of the doctoral candidate’s contribution;

(g) a detailed account of the doctoral candidate’s contribution in accordance with the CRediT Author Statement;

(h) a statement by the co-authors confirming that the paper has not been, and will not be, used by any other doctoral candidate for the purpose of fulfilling the requirements for the award of a doctoral degree or for doctoral publication.

(3) To provide evidence of a decisive contribution, the co-authorship declaration template set out in this Annex must be used.

5. Co-authorship Declaration

We, the undersigned co-authors hereby give our consent for

Doctoral candidate’s name:

Neptun code:

doctoral candidate of the Doctoral School of Business and Management of the Corvinus University of Budapest to utilise the paper below for doctoral purposes.

Title of the paper:


.....
.....

Status of the paper:

- has been published
- is accepted for publication
- submitted manuscript
- accepted manuscript
- other:

In the case of a published or accepted paper, the exact reference is:

.....
.....

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Utilisation of the paper for doctoral purposes:

- for meeting doctoral publication requirements
- for use in a doctoral dissertation based on papers
- both

The doctoral candidate’s position as an author:

- first author
- is not the first author, as the authors are listed in alphabetical order in the paper
- other justified deviation:

In the case of an order of authors that is alphabetical or otherwise does not reflect the order of contribution, the justification is as follows:

.....
.....

The doctoral candidate’s contribution to the preparation of the dissertation:

The co-authors declare that the doctoral candidate’s contribution to the joint paper exceeded 50 per cent.

The doctoral candidate’s contribution: %
(minimum 51%)

CRediT Author Statement

The doctoral candidate’s contribution must be indicated according to the following CRediT categories. Please indicate the doctoral candidate’s role in each relevant category.

CRediT category	Contribution of the doctoral candidate.
Development of the concept	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant
Methodology	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant
Software programs	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant
Validation	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant
Empirical analysis	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant
Research	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant
Ensuring resources, infrastructure	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant

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CRedit category	Contribution of the doctoral candidate.
Data management	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant
Writing – original draft	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant
Writing – proofreading and editing	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant
Visual representation	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant
Supervision	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant
Project administration	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant
Providing the necessary financial background	<input type="checkbox"/> leading role <input type="checkbox"/> contribution <input type="checkbox"/> not relevant

A brief summary of the doctoral candidate’s consent:


Co-author Exclusivity Declaration

We hereby declare that the above paper has not been used by any other doctoral candidate as part of a doctoral degree acquisition procedure, doctoral dissertation based on papers or to fulfil doctoral publication requirements, and, to the best of our knowledge, no other doctoral candidate intends to use it.

Date:.....

Name of co-author:	Signature of co-author ¹ :Signature of co-author ² :.....
.....
.....
.....

Declaration of the doctoral candidate

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I, the undersigned doctoral candidate, hereby declare that, in the context of the use of the above paper for doctoral purposes, the contents of this declaration are true and accurate, and that the use of the paper does not infringe upon the legitimate interests of other authors, doctoral candidates or institutions.

Date:.....

Doctoral candidate's signature: