



CORVINUS UNIVERSITY OF BUDAPEST

Doctoral School of Economics and Business Informatics

RULES OF OPERATION

Budapest, 12 October 2022

Table of Contents

1	ESTABLISHMENT OF THE DOCTORAL SCHOOL	3
2	ORGANISATIONAL STRUCTURE OF THE DOCTORAL SCHOOL	3
2.1	BASIC DATA	3
2.2	OFFICE-HOLDERS OF THE DS	3
2.3	REGISTRATION SYSTEM, ADMINISTRATION OF THE DOCTORAL SCHOOL	4
3	THE ADMISSION PROCEDURE	4
4	SUPERVISION	5
4.1	SUPERVISION	5
4.2	FORMAL TASKS OF THE SUPERVISOR(S) IN ADDITION TO WHAT IS SPECIFIED IN THE UDR	5
5	STUDY AND RESEARCH PHASE	5
5.1	GENERAL RULES	6
5.2	STUDY CREDITS (48 TO 60 CREDITS).....	6
5.3	RESEARCH CREDITS:	6
5.4	TEACHING CREDITS	7
6	THE COMPREHENSIVE EXAMINATION	7
7	RESEARCH AND DISSERTATION PHASE	7
7.1	GENERAL RULES	8
7.2	RESEARCH CREDITS:	8
7.3	TEACHING CREDITS	8
8	PROCEDURE FOR OBTAINING THE DEGREE	8
8.1	GENERAL PROVISIONS	8
8.2	PROCEDURE FOR OBTAINING THE DEGREE	8
8.3	THE THESIS PROPOSAL AND ITS DISCUSSION.....	8
8.4	SUBMISSION AND DEFENCE OF THE DOCTORAL DISSERTATION	9
9	SUPPORT FOR RESEARCH	10
10	ALUMNI ACTIVITY OF THE DOCTORAL SCHOOL	10
11	QUALITY ASSURANCE SYSTEM OF THE DOCTORAL SCHOOL.....	10
12	ENTRY INTO FORCE OF THE RULES	11
13	ANNEXES	12
14	Deadlines, key dates.....	19

1 ESTABLISHMENT OF THE DOCTORAL SCHOOL

The predecessors of the Doctoral School of Economics and Business Informatics were the Doctoral School of General and Quantitative Economics and the Doctoral School of Business Informatics, which were merged by the Senate of Corvinus University of Budapest with effect from 1 July 2020.

2 ORGANISATIONAL STRUCTURE OF THE DOCTORAL SCHOOL

2.1 BASIC DATA

Name of Doctoral School: Közgazdasági és Gazdaságinformatikai Doktori Iskola (short form: KDIDI)

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

Disciplines of the Doctoral School: Economic Science, Computer Science and Information Technology, Business and Management.

It operates as part of Corvinus Doctoral Schools (hereinafter CDS) of the Corvinus University of Budapest and under leadership of the Chairperson of the University Doctoral Council (hereinafter UDC). The working languages of the DS are English and Hungarian, and as a general rule, the language of instruction is English.

The Doctoral School offers two tracks:

- Doctoral Track of Economics
- Doctoral Track of Business Informatics

Forming a consultative body, the core members regularly assess the work of the DS. The Head of the DS shall convene the meeting of the core members at least once a year.

The Council of the DS (hereinafter referred to as: CoDS) is appointed by the Chairperson of the UDC (hereinafter UDC) based on the recommendation of the core members.

The activities of the CoDS are specified in the University Doctoral Regulations (hereinafter referred to as: UDR).

2.2 OFFICE-HOLDERS OF THE DS

- The activity of the Head of the DS is specified by the UDR and the Quality Assurance Regulations (hereinafter referred to as: QAR).
- The mandate of the Track Directors is for an indefinite period. Their task is the operative management of the tracks, in particular the preparation of proposals, recommendations (including the curriculum) required for the decisions to be taken by the CoDS and by the UDC, the organisation of the admission procedure, the maintenance of regular contacts with the supervisors and doctoral students, the evaluation of their work, the invitation of the referees of the thesis proposal discussion, the recognition, calculation and certification of the (research, teaching and education organisation) credits falling within their competence, the organisation of teaching content (discussion with the lecturers, checking the subject descriptions) and the organisation of the professional aspects of nostrification and habilitation matters.

2.3 REGISTRATION SYSTEM, ADMINISTRATION OF THE DOCTORAL SCHOOL

CDS also participates in the administrative tasks related to the operation of the School. A programme coordinator performs the administration of the DS.

Primary administrative tasks of the DS:

- preparing the timetables,
- informing, assisting the lecturers, supervisors, doctoral students,
- keeping a record of the supervisors' reports,
- organising and evaluating student assessments,
- organising research forums, workshops, conferences,
- organising the admission procedure,
- keeping a record of research plans, annual reports and work plans,
- organising thesis proposal discussions, taking care of the administration of the minutes,
- keeping a record of the DS's doctoral students and doctoral candidates,
- preparing the meetings of the CoDs, recording the resolutions adopted at the meetings and keeping a record of the meetings,
- preparing submissions for the UDC meetings,
- handling the correspondence of the DS and keeping a record thereof
- managing the website of the DS,
- monitoring the utilisation of the funds according to the goals specified by the CoDs.

3 THE ADMISSION PROCEDURE

The DS shall publish its admissions bulletin annually. The UDR shall specify the documents to be submitted and the conditions to be met by every applicant. The applicant shall specify the name of the track he/she is applying to.

The CoDS shall set up the Admission Board pursuant to the provisions of the UDR. A minimum of two persons shall be elected from every track and these persons shall conduct the admission procedure as subcommittees. In the course of this:

- the oral examination can also be organised via an online interface and shall be conducted in the English language at least partially;
- a proposal for admission is made;
- the application of those who fail to reach the minimum level is recommended for rejection;
- the rest of the applicants are placed in an order of ranking, with a separate list compiled for applicants recommended for Hungarian state scholarship, for Stipendium Hungaricum scholarship and for a self/funding status.

The Admission Board shall review the lists at a joint meeting and submit its proposal to the UDC, ensuring an appropriate number of applicants for every track.

Upon the decision of the UDC, the Head of Doctoral School and the Track Directors monitor the enrolment process and make additional proposals for any vacant scholarship positions in agreement with the Admission Committee. Rejected applicants may not be reconsidered.

Rules of scoring:

- Past professional achievements, former research activity, individual output, qualifications: maximum 40 points
- Written research plan and motivational letter: max. 20 points
- Oral interview: max. 40 points.

The DS accepts doctoral students under the individual preparation procedure and in exceptional cases, from other DSs. The detailed rules thereof are included in the UDR.

4 SUPERVISION

The detailed rules relating to supervision are set out in the UDR and the QAR. Further provisions set out in the present rules are as follows:

4.1 SUPERVISION

- **Not later than at the beginning of the second semester**, upon the recommendation of the Track Directors, the CoDS finalises the supervisor(s). In the event that a student has no supervisor at the time of commencing the programme, the Track Director shall appoint a mentor-supervisor in agreement with the concerned parties by 30 September. In doing so, attempts are made to allocate one supervisor to each doctoral student. A supervisor who is not affiliated with the University may also be commissioned, however, in the case of two supervisors only one can be affiliated.
- The supervisor is expected to closely monitor the work and scientific activity of the doctoral student, assist him/her in publishing, introduce him/her to the scientific community, and evaluate his/her activities.
- The Track Directors control the supervisors' work at their own discretion, they may require an interim report. The Track Directors provide the new supervisors with support through the trainings and consultation forums offered by the CDS.
- The doctoral students evaluate the supervisory work in the CUB Halvel system. The evaluation shall be available to the Head of DS and the concerned Track Director (with the exception of evaluations by his/her own supervised students).
- The replacement of the supervisor may be initiated with the Track Director by both the supervisor and the supervised student in writing along with an explanation. After the necessary consultations, the Track Director shall submit the proposed change to the CoDS.

4.2 FORMAL TASKS OF THE SUPERVISOR(S) IN ADDITION TO WHAT IS SPECIFIED IN THE UDR

- Evaluation of the doctoral student's progress at the end of the semester based on the report prepared by the supervised doctoral student. The written assessment of the students taking the comprehensive examination is performed within this framework. See Annex 2.
- Brief report on his/her work at the end of the academic year. The report should provide details as to the frequency of meetings with the doctoral student, the intensity of professional interactions, the method and extent of the involvement of the doctoral student in the professional activities of the institute, the quality of supervisory work in general, the relationship with the Track Director. Deadline: 30 June.
- The supervisor oversees and, in agreement with the head of the institute, coordinates the activities through which the doctoral student acquires teaching credits.

5 STUDY AND RESEARCH PHASE

5.1 GENERAL RULES

The phase consists of four semesters. A **total of 120 credits** must be earned within the following limits to ensure even workload: (i) a **minimum of 18 credits** per semester, (ii) a **minimum of 60 credits and a maximum of 70 credits** per year can be earned.

To interrupt or suspend this phase, the Head of the DSEBI shall seek the relevant supervisor's and Track Director's recommendation.

After the successful entrance examination, the doctoral student must register in the Hungarian Scientific Publications Database (MTMT).

5.2 STUDY CREDITS (48 TO 60 CREDITS)

- a) for doctoral students admitted to organised instruction the DS teaches compulsory and compulsory elective subjects and announces further free elective subjects within the study and research phase.
- b) the students of a given track must take the compulsory subjects announced for the given track. The concerned Track Directors may decide to announce a compulsory subject jointly.
- c) A minimum of two compulsory elective subjects must be chosen in every track, however, where appropriate, the Track Directors may subscribe a compulsory subject for every doctoral student at their own discretion.
- d) In each track, a minimum of three, but not more than five additional subjects may be completed as free electives. The free elective subjects are identical for all tracks (thus, a minimum of eight, but not more than ten subjects can be completed, earning a minimum of 48 and a maximum of 60 credits).
- e) The list of subjects is approved by the CoDS and finalised by the Track Directors by no later than 30 June of the preceding academic year. Efforts shall be taken to make popular (primarily methodological) subjects available regularly and to include important knowledge enhancement subjects in the list at least once every four semesters.
- f) The languages of instruction shall be Hungarian and English.
- g) Equivalency in regard to individually organised studies abroad shall be assessed by the Track Directors based on the opinion of the supervisor. The doctoral student may have a maximum of two subjects recognised from such studies.
- h) With the approval of the subject's instructor, the doctoral students of the tracks and of the doctoral schools of CUB may take the courses of each other in the scope of offered free elective subjects.
- i) The subjects may be announced as intensive courses (one-week course) and in the form of even workload spread over a semester. The number of contact hours is the same for every subject. Contact hours of weekly frequency shall be targeted especially in the case of methodological subjects.
- j) The CoDS approves the syllabus and the assessment scheme of the announced subjects, the Track Directors shall check if the subject descriptions were uploaded and updated.
- k) Once a course was taken, it can be retaken on not more than one occasion in the case of failure.
- m) Deregistration from a course after one month shall be deemed as failure.
- m) The doctoral students evaluate the subjects in the Halvel system of CUB. The evaluations shall be available to the Head of the DS and the concerned Track Directors.

5.3 RESEARCH CREDITS:

A fixed 15 research credits per semester may be awarded, according to the conditions specified in Annex 1.

5.4 TEACHING CREDITS

- Within the framework specified in the UDR, the DS expects the doctoral students to perform teaching activity in the course of their doctoral studies (including during any postponed semester) .
- Teaching credits can be obtained by teaching a 2-hour course per week, supervising a thesis or a TDK, reviewing a thesis, mentoring and teaching assistance (e.g.: correcting home assignments, exam papers, developing teaching materials, compiling exam questions).

6 THE COMPREHENSIVE EXAMINATION

The comprehensive examination ends the study and research phase (at the completion of which the candidate wishing to obtain a degree through individual preparation may be admitted to the doctoral procedure). The examination has a theoretical- methodological and a dissertation part.

The general rules of the comprehensive examination are included in the UDR. The DS sets out these provisions in detail according to the following.

- Based on the number of students registering for the examination, upon the recommendation of the track directors, the CoDS proposes examination boards consisting of at least three members by track to the UDC. Minimum one member in each board is not affiliated with the University. The supervisor cannot be a member of the board. The Track Directors may also ask doctoral students without a doctoral degree, who already obtained an absolutorium, to perform secretarial tasks (without the right to vote).
- Having more than 8 doctoral students taking the exam before the same board shall be avoided.
- The Track Directors shall involve the supervisors in defining minimum two topics for every examinee in the theoretical-methodological examination part. The deadline is 31 March.
- The deadline for submitting the research proposal necessary for the dissertation part of the examination is 31 May.
- The data recorded in MTMT shall be approved by the librarian of CUB before the examination. The applicant shall authenticate and sign the list. The publication list shall be attached to the minutes taken during the examination.
- In the theoretical part of the comprehensive examination, the theoretical/methodological competence of each doctoral student is tested in writing and/or orally in relation to his/her research topic. In the theoretical part, each candidate shall give strong evidence of his/her knowledge of the methodological background of the dissertation as well as of his/her proficiency in the research topic in the context of the relevant branch of science.
- In the course of the dissertation exam part, the examinee presents his/her work, results, the tasks still to be performed during the remainder of the phase and the expected results in the form of a presentation. This part of the examination is public, questions, however, may only be asked by the board members. The participation of the supervisors in the dissertation part is required.
- The examination boards shall evaluate the two examination parts according to the rules of the UDR and shall notify the examinees of the result immediately.

7 RESEARCH AND DISSERTATION PHASE

7.1 GENERAL RULES

The doctoral students may enter the research and dissertation phase upon fulfilling the requirements of the study and research phase and passing the comprehensive examination. The relevant decision is to be taken by the UDC. During the four semesters of this phase a total of **120 credits are to be earned within the framework specified in Section 4**. The phase ends with the absolutorium (final certificate). The research and dissertation phase may be interrupted, suspended without giving reasons, for no more than two semesters (unless the doctoral student has taken this opportunity before).

7.2 RESEARCH CREDITS:

- A fixed 25 research credits per semester may be awarded, according to the conditions detailed in Annex 1.
- 20 credits may be awarded for a successful thesis proposal discussion, subject to the fact that the thesis proposal is submitted in the 8th semester until 31 March and until 31 October in the case of postponement. Failure to do so will result in the loss of these credits.

7.3 TEACHING CREDITS

- Within the limits set by the UDR.

8 PROCEDURE FOR OBTAINING THE DEGREE

8.1 GENERAL PROVISIONS

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

8.2 PROCEDURE FOR OBTAINING THE DEGREE

The thesis proposal should contain: the research methodology, review of the literature, major research problems and issues, (preliminary) responses and results. For article-based dissertations the detailed rules of the UDR should be applied. As regards formal aspects, the requirements relating to dissertations should be considered. As regards length, both the dissertation and the thesis proposal must comply with the requirements of the specific branch of science (usual length of thesis proposal: 80-120 pages, usual length of dissertation: 100-150 pages).

Principles governing the dissertation and the thesis proposal: the dissertation must be relevant from the viewpoint of the branch of science; it must contain new scientific results; it must be up-to-date concerning the scientific results of the selected area; its goal 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 and must fully comply with the norms of science ethics. The dissertation must furthermore contain a full reference list and the schedule of the remaining work, if necessary, shall be included in the thesis proposal.

8.3 THE THESIS PROPOSAL AND ITS DISCUSSION

The declaration of supervisor(s) on whether the thesis is suitable for discussion shall be attached to the proposal. If two supervisors are not in agreement, the CoDS shall decide on the conditions of holding the discussion.

- a) Proposals shall be submitted/sent to the track director in three bound copies and in pdf format. The cover page must feature the name(s) of the supervisor(s).
- b) The discussion is public. The DS members, doctoral students, the Chairperson of the UDC shall be invited and attempts shall also be made to have other representatives and experts of the

discipline present. The discussion shall be announced in CUB's electronic newsletter. An attendance list of the participants shall be drawn up.

- c) The official evaluators of the thesis proposal shall be the members of the thesis proposal evaluation committee: Its members are the chairperson, two referees and the supervisor(s). Supervisors cannot act as either referees or the chairperson of the committee. The committee should feature at least one person who is not in employment relationship with CUB. Supervisors cannot act as either referees or Chairpersons of the committee. The secretary may be a person without a doctoral degree, who already obtained an absolutorium, without the right to vote.
- d) The secretary shall draw up the minutes.
- e) Prior to the discussion, the referees shall prepare a written opinion about the thesis proposal, which they shall submit at the beginning of the discussion at the latest. The written opinion shall be attached to the minutes. Further rules and the conduct of the discussion are set out in Annex 3 hereto. The committee shall evaluate the discussion at a closed session after the discussion and enter one of the following positions in the minutes
 - i. *recommending the thesis proposal for approval (submission) without changes,*
 - ii. *recommending the thesis proposal for approval (submission) with the listed changes,*
 - iii. *not recommending the thesis proposal for approval (submission) and recommending the preparation of a new thesis proposal.*

The decision of the committee shall be communicated after the closed session. A new thesis proposal may only be submitted on one occasion, the deadline being 31 August (31 March for those admitted during the February intake). The procedure for obtaining a doctoral degree shall be terminated if the new proposal is unsuccessful.

- f) The minutes signed by the Chairperson and the secretary, the attendance list, the opinion of the referees shall be sent to the Head of the DS and the secretariat of the CoDS.
- g) In the event of a failed thesis proposal discussion, the CoDS shall take a decision on the earliest date for submitting a new/modified thesis proposal. The decision on the composition of the committee evaluating the newly submitted thesis proposal shall be taken by the CoDS.

8.4 SUBMISSION AND DEFENCE OF THE DOCTORAL DISSERTATION

The conditions of submitting the doctoral dissertation, the rules of the defence procedure and the conditions of the doctoral degree acquisition are set out in the UDR. Further provisions specified in the present rules shall be as follows:

- The DS shall accept dissertations in the Hungarian and English languages.
- The value expressed in points of publications is determined by the requirements set out in the UDR. The Track Directors shall perform the scoring. (The values expressed in points are included in the UDR.)
- Based on the dissertation duly submitted to the Corvinus Doctoral Office, the CoDS shall propose the official launch of the defence procedure and the composition of the *Board of Referees* to UDC. The rules concerning the constitution of the board are included in the UDR.
- The referees shall receive the minutes of the thesis proposal discussion and prepare a written opinion on the dissertation within two months (except for the summer months), in which they recommend the approval or rejection of the dissertation. Subject to receiving the opinions (if they are supportive), the defence shall preferably be staged within two months (with the exception of the summer months).
- 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 discipline and the recognised theoretical and practical experts of the area shall be invited to the discussion.
- Subject to the outcome of the defence, the CoDS shall decide if it recommends the approval of the degree to the UDC. Any negative decision taken by the Board of Referees may only be

overruled by the CoDS if an ethical abuse or irregularity (affecting the outcome of the defence) is detected.

9 SUPPORT FOR RESEARCH

Forms of support according to priority (to be requested based on the opinion of the Head of the DS and the Track Directors):

- a) participation in international conference (eligible costs in the case of giving a presentation, contribution (correferatum) only: travel, accommodation, registration fee, primarily within Europe);
- b) summer/winter university abroad;
- c) participation in a domestic conference (eligible costs in the case of giving a presentation, contribution (correferatum): travel, accommodation, registration fee);
- d) support for data collection, other aspects of the research activity (e.g. software procurement, database procurement);
- e) support for publication (proofreading and other costs).

Special scholarships are governed by the Regulation on Student Fees and Benefits.

A preliminary annual plan of the other support types is prepared, a decision on which is made by the Head of the DS and the Track Directors.

10 ALUMNI ACTIVITY OF THE DOCTORAL SCHOOL

The DS shall maintain organised and institutional contacts with the colleagues who obtained a degree. The DS shall keep a record of degree holders and their employment with reference to every doctoral school. The DS shall stage an informal forum for colleagues who obtained a degree. This allows the DS to follow the professional career of the persons with an academic degree and to consult them concerning the doctoral programme, to facilitate professional support for the empirical studies of doctoral candidates.

11 QUALITY ASSURANCE SYSTEM OF THE DOCTORAL SCHOOL

- Through its activity, the DS guarantees quality education and research conditions in every field, applying and respecting the University Doctoral Regulations and the provisions of its own Rules of Operation.
- The school is in full compliance and requires full compliance with the rules of CUB concerning scientific citation and science ethics.
- Boards are used in the admission procedure and the applicants are offered opportunities for preliminary consultation and introduction.
- The structure of subjects is reviewed annually.
- The key criterion for selecting supervisors and lecturers is professional competence. Supervisors are controlled on a regular basis.
- Doctoral students shall present their research at three research forums and during the dissertation part of the comprehensive examination. The research proposals and reports submitted for the forums are subjected to prior review under the framework developed by the DS. Participation in the forums is mandatory for every doctoral student.
- Doctoral students shall prepare annual reports and work plans in writing.
- The Track Director shall monitor the scientific research, publication and teaching activities of the doctoral students. The School requires the doctoral students and doctoral candidates to take part in at least one domestic or international conference with an accepted presentation.

- The comprehensive examination and the discussion of the thesis proposal are organised pursuant to strict rules (involvement of independent and non-affiliated referees and board members, minutes, written evaluation).
- The general rules of the University shall apply to the doctoral defence.
- Doctoral students shall evaluate the subjects in the student evaluation system of the University. The lecturers and supervisors provide regular reports to the Council of the Doctoral School. The Council also has a member representing the doctoral students, via whom the opinion of the doctoral students is represented.

12 ENTRY INTO FORCE OF THE RULES

(1) The present Rules were adopted by the Council of the Doctoral School of Economics and Business Informatics on 11 October 2022 and approved by the University Doctoral Council on 12 October 2022 with the addition that the new rules cannot cause disadvantage to the doctoral students who had commenced their studies under the effect of the previous rules. In cases of dispute, the interpretation of the rules shall be initiated with the Head of the DS who shall contact the University Doctoral Council in respect of any remaining issues.

(2) In the case of conflict with the University Doctoral Regulations, the UDR shall prevail

(3) In the case of conflict with the SER and the RSFB, the SER and the RSFB shall prevail.

13 ANNEXES

Annex 1

Doctoral Track of Business Informatics

Requirements for the acquisition of credits during semesters 1-7:

- a) submission of the semestrial report and the work plan for the next semester 1 week after the start of the examination period. The work plan should include the following: research activity planned for the semester (along with the schedule); any problems arising during research, support expected from the supervisor, expected results of research (e.g. publication, conference presentation). The semestrial report covers the following: description of the research activity carried out during the semester, progress in doctoral research, research and publication achievements (e.g. participation in conference, publications), any deviation from the plans. The report should be accompanied by supporting documents, e.g. proof of conference attendance, publication in MTMT, declaration of acceptance (for articles).
- b) Favourable assessment from the supervisor. A supervisory assessment is deemed favourable if the supervisor confirms regular consultations and progress made by the student and accepts the semestrial report.
- c) Presentation of at least one paper at the annual research forum in the first seven semesters. After the forum, the doctoral student should write a report (1-2 pages) listing the points raised by the participants and whether they will be included in the dissertation.
- d) participation in at least two doctoral events (thesis proposal discussion or public doctoral defence).

In the 8th semester, the 25 research credits can be obtained only if the following publications are certified (the publications included in the list must be obtained during the 1st-8th semester):

- a) at least one journal article submitted to a Scimago Q1-Q4 or MTA A-C journal and
- b) at least one Hungarian or international conference presentation with accepted/published article or
- c) at least one published conference abstract or
- d) at least one book chapter.

Doctoral Track of Economics

The **Doctoral Seminar** is a seminar organised by the Doctoral School where doctoral students present their research. The seminar has two sections, a theoretical and an empirical one. The seminar will typically be attended by the Head of the Doctoral School and the Track Director, the student's supervisor and, if possible, researchers who are experts in the doctoral student's research topic. The aim of the Doctoral Seminar is to give doctoral students feedback from the scientific community on their research. After the seminar, the doctoral student must write a report listing the points raised by the participants and whether they will be incorporated into the dissertation. The Head of the Doctoral School or the Track Director shall approve the report.

Fixed research credits shall be approved by the Track Director. If the tasks are only partially completed, the Track Director will warn the doctoral student and may require the doctoral

student to undertake additional activities for the following semester. A doctoral student cannot complete the semester without research credits.

The student must provide evidence of the following activities.

- Participation in university research seminars (minimum 10, conference or workshop counts as one session). The student justifies his/her participation with a short (half a page) summary describing the research topic, methodology, results and a question about the research.
- Participation in a Doctoral Seminar organised by the Doctoral School (at least 50%).
- One lecture per year at the Doctoral Seminar.
- . At the end of the semester, the student submits a report on the previous semester's activities. Completion of the research credits for the semester is subject to the approval of the supervisor.

Annex 2

Supervisor's evaluation

Identification data		
Name of doctoral student		
Research topic		
Name of supervisor		
General characteristics ¹		
1. Frequency of consultations	frequent (1-2 weekly or more often)	
	rare (monthly)	
	irregular (hardly any)	
2. Professional development of the doctoral student	Excellent	
	Meets expectations	
	Falls short of expectations	
3. Progress made in reviewing the topic	Excellent	
	Meets expectations	
	Falls short of expectations	
Textual evaluation of the performance		
Professional development		
Research progress		
Publication activity		

Date : _____ (signature of supervisor)

¹ Please put a cross in the relevant box.

Annex 3

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

1. General expectations

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. The format requirements are identical to those of the final version (see the UDR).

2. Nature and objective of the thesis proposal and its discussion

The thesis proposal shall already include results with new scientific value. It shall be free of methodological, source processing, data management errors. The primary objective of discussing the 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. 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.

3. Initiating the discussion of the thesis proposal

The completed thesis proposal should be submitted to the Track 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;
- d) **brief summary** ('blurb') (of max. 1.5 pages) that may be annexed to the invitation to indicate the topic of the proposal and the new results.

The thesis proposal shall be submitted in three bound copies and shall also be forwarded to the DS in electronic format (pdf).

4. Organising the discussion of the thesis proposal

The DS shall seek to arrange the discussion of the proposal of candidates submitting complete applications until 30 June. If this is unsuccessful due to a delay in receiving the referees' opinion, the Head of the DS shall make arrangements for the postponement of the discussion in such a manner that it should take place before 30 September, or 30 April in the case of a postponed semester

Annex 4

Assessment of publication activity

a) Peer-reviewed professional journals

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

Characteristics of Journal:	<u>Category of publication as defined by the DS</u>	Score
Total		points

b) Specialist books, book chapters and papers published in peer-reviewed conference volumes (ISBN, ed. board)

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

Characteristics of publication	<u>Category of publication as defined by the DS</u>	Score
Total		points

c) Other professional output

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

Characteristics of publication	<u>Category of publication as defined by the DS</u>	Score
Total		points

Publications are shown in the aggregated table below:

Type of publication	Number of foreign language publications	Score value of foreign language publications	Number of Hungarian language publications	Score value of Hungarian language publications	Total score
Single-authored or co-authored scientific articles in peer-reviewed professional journals					
Specialist books, book chapters and papers in peer-reviewed conference volume (ISBN, ed. board)					
Other professional achievements					
Total					

14 Deadlines, key dates

February

- publication of the admissions bulletin

March

- CoDS and UDS meetings
- submission of thesis proposals

April

May

- submission of applications for admission
- submission of a semestrial research progress report and work plan for the next semester
-

June

- comprehensive examination
- admission examination
- CoDS and UDC meetings

September

- enrolment, course registration
- appointment of mentors

Beginning of October

- CoDS and UDC meetings

November

December

- CoDS and UDC meetings
- submission of a semestrial research progress report and work plan for the next semester
-

January

- finalisation of supervisors of first-year students
- submission of credit certificates for the autumn semester