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**ON THE IMPLEMENTATION OF THE INSTITUTIONAL TASKS
ASSOCIATED WITH THE COOPERATIVE DOCTORAL PROGRAMME
(CDP)**

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**ON THE IMPLEMENTATION OF THE INSTITUTIONAL TASKS
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(CDP)****Preamble****1. §**

Pursuant to the authorisation granted in Sections 32(2)o) and 81(3)d) of the Organisational and Operational Procedures, the preparatory and implementation tasks related to the Cooperative Doctoral Programme are defined as follows.

Subject matter, purpose of the provisions, related documents**2. §**

- (1) The present provisions set out the institutional tasks associated with the University Cooperative Doctoral Programme (hereinafter referred to as: CDP).
- (2) The rules of the CDP are set out in the Call for Applications for the CDP issued by the National Research, Development and Innovation Office and the implementing documents. The rules with regard to the cooperative doctoral grant (hereafter: CDG) are included in the Regulation on Student Fees and Benefits (RSFB) within the framework of the documents set out in this subsection.
- (3) The purpose of these provisions is to define the institutional tasks associated with the CDP, the persons responsible for them, the powers of those responsible and the main rules for their implementation.

Persons in charge of the CDP at the institutional level**3. §**

- (1) The Dean of Corvinus Doctoral Schools (hereafter: CDS) is responsible for implementing the institutional tasks associated with the CDP. In this respect, the Dean of CDS:
 - a) shall determine, within the framework prescribed by the National Research, Development and Innovation Office and subject to the provisions herein, the procedure and timetable for the institutional evaluation of the applications as well as the rules and schedule of submitting institutional decisions;
 - b) is responsible for issuing the letter of acceptance of the doctoral student or the person admitted to the doctoral programme as a student with a cooperative doctoral grant, issues the letters;
 - c) is responsible for the proper conclusion of grant contracts/grant documents related to the CDP, and represents the University in these contracts and documents together with the Head of the CDS University Doctoral Office;
 - d) defines the content requirements of the contracts to be concluded with students who have been awarded a grant, as well as with the supervisors and corporate partners, and represents the University in these contracts together with the Head of the CDS University Doctoral Office;
 - e) defines the university's rules for reporting by the grantees, within the framework of the rules set by the National Research, Development and Innovation Office;

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- f) determines, within the limits and subject to the conditions set by the National Research, Development and Innovation Office, the procedure for the settlement of accounts with the National Research, Development and Innovation Office;
 - g) is responsible for providing a supervisor for the grantee, monitors whether the supervisor is fulfilling the obligations of the grant contract, and takes action if necessary;
 - h) is responsible for the content of the report to be submitted to the National Research, Development and Innovation Office in accordance with the grant award document/grant contract, and represents the University in the submission of the report.
- (2) The person responsible for the institutional management of the CDP is the Head of the CDS University Doctoral Office. The Head of the CDS University Doctoral Office:
- a) is responsible, within the limits set by the Dean of CDS, for the proper performance of all administrative tasks of the CDP, for the compliance of documents with the regulations of the National Research, Development and Innovation Office and with the internal regulatory documents of the University;
 - b) liaises with the National Research, Development and Innovation Office on all matters related to the CDP;
 - c) together with the Dean of CDS, represents the University in grant contracts/grant award documents related to the CDP, in contracts with students pursuing a doctoral programme who have been awarded a grant, as well as with supervisors and corporate partners, and in reports to be submitted to the National Research, Development and Innovation Office;
 - d) is responsible for the contractual payment of grants, supervisor and corporate expert fees, and initiates action with the Dean of CDS, if necessary;
 - e) is responsible for monitoring the fulfilment of the grantees' obligations under the grant contract, for verifying the eligibility of grant holders, and, if necessary, initiates action with the Dean of the CDS;
 - f) coordinates contacts with grantees, answers questions, consults on legal issues, and, if necessary, in agreement with the Head of Legal Affairs, initiates a request for a professional opinion from the National Research, Development and Innovation Office;
 - g) the Head of the CDS University Doctoral Office may represent the University in all other non-committal declarations and other documents relating to the CDP.
- (3) The CDP administrators, appointed by the Dean of CDS, are involved in the administrative tasks of the CDP as defined in their job descriptions.

Application phase**Monitoring the application****4. §**

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The Head of the CDS University Doctoral Office is responsible for monitoring the national rules of the CDP and the call for applications, the guidelines and regulations issued by the National Office for Research, Development and Innovation, for monitoring changes, for drawing the attention of the organisational units involved in the institutional tasks of the CDP to these rules and their changes, and for planning and coordinating the preparation and implementation within the framework of the information bulletins and implementation guidelines issued by the Dean of CDS as required.

Submission of applications, institutional letter of acceptance**5. §**

- (1) Students enrolled in or admitted to a doctoral programme can apply for the CDG by submitting an application.
- (2) The application is compiled by the student, but the Head of the CDS University Doctoral Office will support students as necessary by explaining the university and/or national rules and regulations for submitting applications.
- (3) If the student wishes to apply for the CDP, he/she must request a letter of acceptance from the University (hereinafter referred to as the "institutional letter of acceptance").
- (4) The request for the institutional letter of acceptance (hereinafter referred to as the "application") must be submitted to the CDS at least fourteen (14) working days before the deadline for submission of the application.
- (5) The request must be accompanied by:
 - a) research proposal;
 - b) the recommendation of the supervisor;
 - c) a recommendation from a corporate expert.
- (6) Requests are assessed by a four-member evaluation committee (hereafter referred to as the Committee), composed of:
 - a) The Vice-Rector for Research;
 - b) The Chairperson of the UDC;
 - c) The Dean of CDS;
 - d) the Head of the doctoral school concerned or the person delegated by him/her.
- (7) The committee takes its decisions by simple majority. The decision of the committee is subject to legal remedy under the general rules.
- (8) Institutional letters of acceptance are issued by the Dean of CDS in accordance with the decision of the Committee.

**Conclusion of the grant contract, acceptance of the grant award
document**

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- (1) After the end of the respective application period of the CDP, the Head of the CDS University Doctoral Office will receive notification from the National Research, Development and Innovation Office about the number of students participating in the doctoral programme who have been awarded the grant, as well as information about the tasks related to the provision of the grant and the establishment of the grantee status.
- (2) The Head of the CDS University Doctoral Office will contact the competent organisational units in order to perform the tasks necessary for the establishment of the grantee status between the University and the National Research, Development and Innovation Office (issuing the grant award document, signing the grant contract), subject to the deadlines set by the National Research, Development and Innovation Office. In this context, he/she ensures the preparation of the necessary documentation (cost plan, collecting and issuing the necessary declarations) and the initiation of the necessary legal and financial measures. The Head of the CDS University Doctoral Office is responsible for initiating the necessary procedures in a timely manner and involving the relevant organisational units in the process.
- (3) Under the CDP, a grant contract can only be concluded or a grant award document accepted after legal and financial verification.
- (4) The registration and delivery of contracts is carried out by the Legal, Administrative and Regulatory Services unit.

Grant award document, establishment of a grantee status**7. §**

- (1) The Head of the CDS University Doctoral Office will contact the relevant organisational units, subject to the deadlines set by the National Research, Development and Innovation Office, in order to conclude contracts and cooperation agreements with the grantees, supervisors, corporate experts and the corporate partners employing the grantee.
- (2) Under the CDP, a contract can be concluded on the basis of a legally verified and approved model contract in accordance with the procedure laid down in the relevant internal rules.
- (3) The Head of the CDS University Doctoral Office is responsible for the professional coordination of contracts with the supervisors, corporate experts and the corporate partners employing the grantees, as well as for the conclusion of contracts with the students.
- (4) The registration and delivery of contracts is carried out by CDS.

**Disbursement of grants, supervisor's and experts' fees, use of the
material costs****8. §**

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- (1) The grant awarded to CDP grantees may be used by the grantee to cover research-related expenses in the proportion specified in the application documents, with the University having the right to dispose of the remaining amount as it sees fit, in accordance with the grant award document/grant contract.
- (2) The grant may be used by the grantee in particular for:
 - a) purchase of a laptop,
 - b) missions - domestic or foreign conferences, research trips,
 - c) purchase of office supplies, paper, printing services,
 - d) book purchase,
 - e) translation, proofreading,
 - f) purchase of software,
 - g) other material costs (training, language courses, etc.)
- (3) The CDP grantee is entitled to use the grant, to make purchases and to settle accounts in this respect in accordance with the internal regulatory documents of the University. Settlement is subject to invoices made out in the name and address of the University. The grant amount allocated for a given year can be used during the grant period.
- (4) Equipment acquired under the CDP shall constitute the property of the University in accordance with the University's accounting policy in force and is included in the University's inventory in accordance with the accounting policy in force.
- (5) Purchased laptops and other equipment are recorded and may be moved as follows: the equipment is placed in the CDS inventory. The student will receive the equipment for use during the grant period on the basis of a handover report (portability permit). The student takes financial responsibility for the equipment. The equipment given for use must be returned to CDS no later than the end date of the grant period.

Miscellaneous and final provisions**9. §**

- (1) Legal support for the CDP is provided by the Legal, Administrative and Regulatory Services unit.
- (2) The Dean of Corvinus Doctoral Schools is authorised to issue the necessary information bulletin and implementation guidelines related to these provisions.
- (3) The present provisions shall enter into force on the day of their publication. At the same time, Provisions No. 2/2021 of the Vice Rector for Education previously issued on the subject shall be repealed.