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<b>Doctoral (PhD) Regulation</b>		

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**Doctoral (PhD) Regulation****SCOPE OF THE REGULATION****1.§**

- (1) The scope of the University Doctoral Regulation (hereinafter UDR) shall cover:
  - a) rules on the admission procedure to doctoral programmes,
  - b) rules on the transfer procedure to doctoral programmes,
  - c) doctoral programmes,
  - d) the doctoral degree acquisition procedure (hereinafter doctoral procedure),
  - e) the awarding of doctoral (PhD) degrees,
  - f) the conferral of doctoral titles with distinction,
  - g) the awarding of honorary doctor titles,
  - h) the awarding of honorary doctor and professor titles,
  - i) the nostrification of academic degrees obtained abroad,
  - j) the persons, organisational units and bodies involved in the activities under a)-i) above,
  - k) applicants submitting an application for admission to a doctoral programme, persons submitting a transfer request to a doctoral programme, doctoral students taking part in a doctoral programme,
  - l) the lecturers involved in the admission and transfer procedures, lecturers teaching in a doctoral programme,
  - m) staff involved in the admission and transfer procedures, staff involved in the administration of doctoral programmes.
- (2) The territorial scope of the present Regulation extends to all the places of delivery where the University offers programmes.
- (3) The requirements applicable to admission and the admission examination for applicants are contained in the present Regulation, it being understood that the provisions of the Admission Regulations must be applied mutatis mutandis in matters not regulated here.
- (4) The requirements applicable to the study and examination matters of doctoral students are contained in the present Regulation, it being understood that the provisions of the Study and Examination Regulations must be applied mutatis mutandis in matters not regulated here.

**RELATED REGULATORY DOCUMENTS****2.§**

- (1) Enabling legislation for formulating the Regulation: Act CCIV of 2011 on National Higher Education.
- (2) Related legislation and internal regulatory documents:
  - a) Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Nftv),

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- b) Act CXXXIX of 2005 on Higher Education (hereinafter referred to under the Hungarian abbreviation: Ftv.),
  - c) Govt. Decree No. 87/2015 on certain provisions of Act CCIV of 2011 on National Higher Education (9 April) (hereinafter referred to under the Hungarian abbreviation: Vhr),
  - d) Govt. Decree No. 387/2012 (19 December) on doctoral schools, doctoral procedures and habilitation (hereinafter referred to as Decree)
  - e) Government Decree 423/2012 (29 December) on the admission procedure to higher education (hereinafter referred to under the Hungarian abbreviation: Fkr.)
  - f) Act V of 2013 on the Civil Code (hereinafter referred to under the Hungarian abbreviation: Ptk,)
  - g) Act LXXXIX of 2018 on Educational Registration (hereinafter referred to under the Hungarian abbreviation: Onytv)
  - h) Government Decree No 362/2011 (30 December) on ID Cards Used in Education (hereinafter referred to under the Hungarian abbreviation: Vhr4.)
  - i) Act CL of 2016 on General Public Administration Procedures (hereinafter: hereinafter referred to under the Hungarian abbreviation: Ákr.),
  - j) Rules of Operation of the Doctoral Schools (hereinafter DS RO)
  - k) Act C of 2001 on the recognition of foreign certificates and degrees (hereinafter hereinafter referred to under the Hungarian abbreviation: Etv.),
  - l) Admission Regulations (hereinafter: AR),
  - m) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: 'SSP'),
  - n) Study and Examination Regulations (hereinafter: SER),
  - o) Regulation on Student Fees and Benefits (hereinafter: RSFB),
  - p) Student Disciplinary and Compensation Regulations (hereinafter: SDCR),
  - q) Regulation on the Conditions Ensuring Equal Academic Opportunity for Students with Disabilities,
  - r) Regulation on Study Abroad,
  - s) Code of Ethics,
  - t) Anti-plagiarism Regulations
  - u) Document Management Regulation,
- (3) Provisions and information notices related to the UDR:
- a) provisions of the Presidential Committee on the Procedure for recognising foreign certificates and diplomas,
  - b) calendar of the Academic Year,
  - c) provisions of the Vice-Rector for Research on the manner and technical details of completing the various milestones of the doctoral procedure online,
  - d) provisions of the Vice-Rector for Research on the rules of procedure for starting the semester,

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- e) rules of procedure for closing the semester, for organising the comprehensive examination and the defence,
- f) rules of procedure for scheduling the admission procedure (provisions issued by the Vice-Rector for Research).

**DEFINITIONS****3.§**

(1) Under the UDR:

- a) **doctoral student:** student participating in a doctoral programme who is subject to the rights and obligations set out in relevant legislation on higher education;
- b) **doctoral dissertation:** a written work prepared by a doctoral student in order to demonstrate his/her ability to independently solve an academic task adapted to the requirements of the doctoral degree;
- c) **doctoral degree:** an academic (PhD) degree that may be awarded by the University Doctoral Council (UDC) subject to the conditions set out in the present Regulation;
- d) **doctoral degree acquisition procedure:** the research and dissertation phase of the doctoral programme, which can be entered upon successfully completing the comprehensive examination for doctoral students who commenced their studies after 1 September 2016 and upon obtaining the *absolutorium* (final certificate) for doctoral students who had commenced their studies before 1 September 2016;
- e) **Doctoral School:** the basic organisational unit of doctoral programmes, doctoral programmes may only be offered by doctoral schools (doctoral school or DS);
- f) **Lecturer of the Doctoral School:** a lecturer or researcher with an academic degree who, following a proposal from the Head of the Doctoral School, is deemed by the Council of the Doctoral School (Council of Doctoral School or CoDS) to be suitable for performing teaching, research and supervising tasks within the DS;
- g) **Council of the Doctoral School:** a body assisting the Head of the DS in his/her work;
- h) **Head of the Doctoral School:** a professor, a core member of the Doctoral School entrusted by the UDC, who is holder of a DSc of the Hungarian Academy of Sciences and/or has an outstanding international reputation for scientific excellence and is responsible for the scientific standards and teaching activities of the school;
- i) **doctoral programme:** study, research and reporting activities performed in the framework of preparing doctoral students, either individually or in groups, in a manner adapted to the specificities of the disciplines concerned and the individual needs of the students, and shall comprise a study and research phase and a research and dissertation phase;
- j) **doctoral topic:** a research subfield that is suitable for the application of scientific methods and the achievement of meaningful scientific results by the doctoral students under the guidance of the supervisor(s), making students capable of giving evidence thereof through publications, scientific lectures and finally through preparing a doctoral dissertation. The CoDS shall approve the doctoral topics to be announced;

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- k) Announcer of doctoral topic: a lecturer or a scientific researcher with an academic degree whose topics on offer were approved by the CoDS;
- l) Doctoral supervisor: A lecture or researcher with an academic degree, actively involved in research, whose topic(s) on offer were approved by the CoDS and who is responsible for guiding and assisting the doctoral student working on the topic during his/her studies, research and preparation for degree acquisition. A supervisor may not have more than six doctoral students at a time. A doctoral student may not have more than two supervisors at a time;
- m) doctoral theses: The thesis booklet of the doctoral dissertation is a paper summarising the results of independent academic work. The results must be presented in a uniform, self-sufficient manner, new findings must be itemised and the bibliography of the student's professional publications must be provided;
- n) university doctoral records: university records on doctoral students admitted to university doctoral programmes and taking part therein, as well as on persons who obtained a degree from the University and data related to the degree. The records are kept in Neptun;
- o) University Doctoral Council: body established by the Senate to organise doctoral programmes and award doctoral degrees;
- p) semester: in the case of doctoral programmes, a period from 1 September to 31 January and from 1 February to 31 August of each academic year defined for the purposes of organising education;
- q) study and research phase: a four (4)-semester student status in place between the doctoral student and the institution, made up of the rights and obligations of doctoral students and institutions as specified in relevant legislation on higher education. The fourth (4th) semester ends with the comprehensive examination;
- r) comprehensive examination: An integral part of the procedure for obtaining a doctoral degree, a summary and review-like form of assessment on the knowledge of doctoral students in the relevant branch of science. The comprehensive examination measures, evaluates progress made in study and research by the doctoral student as well as certifies his/her research aptitude;
- s) research and dissertation phase: A four (4)-semester legal relationship between the doctoral student and the institution, during which a doctoral student who has completed the study and research phase with a successful comprehensive examination may enter the four (4) -semester research and dissertation phase leading to degree acquisition. Doctoral programmes are also open to anyone who prepared for the comprehensive examination individually, provided that he/she fulfilled the requirements with respect to admission and registration for the comprehensive examination imposed on doctoral students who opted for individual preparation. In the latter case the student status shall be acquired at the time of successfully completing the comprehensive examination;
- t) non-affiliated expert: A person with at least a PhD degree who engages in activities associated with doctoral procedures and/or who holds a position in the structure of doctoral programmes. He/she is currently not, nor has been an employee of the Corvinus University of Budapest in the three (3) years prior to the invitation to get



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involved in the doctoral procedure or to perform a function in the structure of doctoral programmes.

- u) mentor-supervisor: a lecturer, researcher of the DS who holds a PhD degree and undertakes to accompany and assist the doctoral student during the admission procedure as well as in his/her onboarding at the DS until the CoDS assigns a supervisor;
- v) publication: a single-authored or co-authored scholarly publication prepared with the doctoral student's involvement, disseminating new or novel scientific results (in printed or electronic form) in the Hungarian language or in a foreign language relevant to the given discipline, recorded as a scholarly publication in the Hungarian Scientific Publications Database (MTMT), typically a journal article, a book or a book chapter, a collection of papers or a chapter in such a collection, a conference publication;
- w) academic year: in the case of doctoral studies, the academic year is a twelve (12) month period defined for the purposes of organising education, which means the period from 1 September to 31 August;
- x) calendar of the academic year: a regulatory document adopted by the Educational Committee in which the schedule of the given semester is defined by the University. The timetable of the academic year shall be established taking into account paragraphs p) and w) of this subsection, so that the provisions of the SER concerning the timetable of the academic year shall also apply to doctoral studies, with the following exceptions:
  - xa) the examination period is five (5) weeks per semester and there is no final examination period,
  - xb) the doctoral defence does not form part of the timetable of the academic year, but is scheduled individually, with no defence being organised in July and August to avoid the exclusion of publicity. Exceptions to this may be authorised by the Dean of CDS on the recommendation of the Head of the relevant DS.
- y) core member: a full-time lecturer, scientific researcher entrusted by the UDC, employed by the institution, a professor emeritus/emerita whose title was awarded by the institution or a research consultant/research professor (holder of a DSc) who is a full-time employee of a research institute cooperating with the institution. He/she specified the University in the statement referred to in Article 26(3) of the Nftv. He/she is holder of an academic degree in the branch of science of the doctoral school, pursues continuous and high-level scientific activities in the relevant research field, was the supervisor of at least one doctoral student who obtained a doctoral degree. He/she undertakes to act as a supervisor at the doctoral school.

(2) Further terms used in the present Regulation shall be understood as defined in the Admission Regulations, the SER, the RSFB and the relevant legislation.

**PRINCIPLES****4.8**

- (1) In the application of the UDR, the provisions of the SER shall apply *mutatis mutandis*, with the exceptions set out in this section.

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- (2) Should the provisions of the UDR, the SER or the ROs of the DSs or other documents setting out the students' study and examination requirements conflict with each other, or should a provision lend to several interpretations, the more favourable interpretation must be applied to the student in question.
- (3) If the person in charge for the adoption of a decision is not specified in the UDR or in the SER, the Dean of CDS is entitled to adopt a first instance decision. Copies may be certified by the Head of the University Doctoral Office.
- (4) In cases of force majeure, the Vice-Rector for Research may, within the limits of the law, adopt rules that diverge from the rules contained in this Regulation, which may be systemic or specific to a particular programme, subject, etc. The declaration of force majeure is the responsibility of the Presidential Committee. The powers of the Vice-Rector for Research granted in this subsection do not extend to decisions taken in individual student cases, i.e. the Vice-Rector for Research may not deviate from the rules of the UDR on the basis of this subsection in individual student cases. The Dean of CDS acts in accordance with the rules of equity in individual student cases.

**ADMINISTRATION OF STUDY AND EXAMINATION MATTERS****5.§**

- (1) In the case of the study and examination matters of doctoral students, the relevant provisions of the SER shall apply mutatis mutandis, it being understood that the exception that the Head of the University Doctoral Office is authorised to certify the copies of decisions in matters falling within the scope of the UDR.

**DECISION-MAKING RULES IN MATTERS COVERED BY THE UDR****Persons and bodies acting under the UDR****6.§**

- (1) Persons and bodies having competence pursuant to the provisions of the UDR:
  - a) the Senate and the Presidential Committee with regulatory powers,
  - b) the University Doctoral Council (UDC) with regulatory and decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
  - c) with consultative powers: the Doctoral Cabinet,
  - d) with decision-making and/or approval and with right of consultation with regard to the regulations, the Council of Doctoral Schools (hereinafter: CoDS),
  - e) the Vice-Rector for Research with regulatory and decision-making powers (person authorised to enter into commitments),
  - f) the Rector with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
  - g) the Dean of CDS with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
  - h) the Heads of Doctoral School with decision-making powers and/or powers of approval (hereinafter Head of DS),

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- i) the supervisor with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
  - j) the track leaders, subspecialisation leaders with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
  - k) the lecturers with decision-making powers and powers of representation,
  - l) the Head of the University Doctoral Office with decision-making powers (person authorised to enter into commitments), powers of representation (hereinafter: Head of UDO),
  - m) the UDO coordinator, appointed by the Head of UDO with powers of representation,
  - n) the Head of Legal, Administrative and Regulatory Services (hereinafter “Head of Legal Affairs”) with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval.
- (2) Organisational units having competence pursuant to the provisions of the UDR:
- a) University Doctoral Office (hereafter: UDO),
  - b) Doctoral Schools (hereinafter: DS),
  - c) Legal, Administrative and Regulatory Services (hereinafter: LARS).
- (3) Further bodies having competence pursuant to the provisions of the UDR:
- a) UDC, such as credit transfer committee (hereinafter CTC),
  - b) competent admission committees,
  - c) Habilitation committee,
  - d) Ethics Committee,
  - e) Student Disciplinary Committee,
  - f) Student Disciplinary Appeals Committee,
  - g) Student Appeals Committee,
  - h) Disability Committee.

**University Doctoral Council (UDC)****7.§**

- (1) The UDC is the supreme decision-making body in matters related to doctoral programmes and degree acquisition, which sets up and monitors the university-level system of doctoral programmes and doctoral degree acquisition, ensures the quality and international compatibility of academic degrees to be awarded in each discipline and branch of science.
- (2) Members of the UDC:
- a) With the exception of the representative of the PhD Student Union, only persons who comply with the requirements of core membership may be voting members of the UDC. At least one third of the voting members must not be affiliated with the university. When electing the members of the UDC, the aim should be to ensure the proportional representation of all branches of science and all DSs. Each doctoral school shall be represented in the UDC by three (3) voting members, of which the

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Head of the DS shall be a UDC member ex officio, in addition to him/her, one (1) member elected from among the core members of the doctoral school by the CoDS and one (1) non-affiliated member (habilitated doctor, preferably full professor) invited by the CoDS may be proposed as UDC members.

- b) The Chairperson of the UDC, who has voting rights, shall be proposed to the Rector by the Doctoral Cabinet from among the core members of the University's doctoral schools.
  - c) The representative of the PhD Student Union set out in the Statutes is a member of the UDC ex officio, he/she however does not have a voting right in the following matters: the award, revocation of the doctorl degree, the award, revocation of habilitated doctor title, the the nostrification, revocation of doctoral degrees obtained abroad.
  - d) In matters covered by the exceptionx, the representative of the PhD Student Union shall take part in an advisory capacity.
- (3) The Chairperson and the elected members of the UDC shall be proposed to the Senate by the Rector on the basis of the submission of the Doctoral Cabinet, in compliance with the requirements for core members. The Chairperson of the UDC shall be mandated by the Rector from among the members of the UDC – based on the opinion of the Senate – for a period of three (3) years, with the exception of the representative of the PhD Student Union. The Chairperson and the members may be re-elected for multiple consecutive terms.
- (4) Permanent invitees to the UDC sessions in an advisory capacity shall include the Rector, the Vice-Rector for Research and the Dean of CDS.
- (5) The UDC shall:
- a) adopt a position in general matters regarding the functioning of the DSs and set out guidelines for their operation;
  - b) deliver an opinion on proposals to establish and reshape DSs, initiate the dissolution of DSs in duly justified cases;
  - c) elect the head of the DS, appoint and dismiss the elected members of the CoS on the proposal of the Head of DS (or the Dean of CDS if the position is vacant);
  - d) take a decision on core members, taking into account the recommendation of the DSs;
  - e) regularly evaluate doctoral programmes and degree acquisition, the work of the DSs at the university for the Senate;
  - f) with the prior agreement of the Dean of CDS, take decisions on the allocation of places funded through Hungarian state scholarship as defined by the National Doctoral Council (hereinafter NDC) between the DSs of the University;
  - g) on a proposal from DSs, discuss admission rankings and decide on their adoption, as well as on the admission of students applying for programmes through individual preparation and of foreign applicants;
  - h) adopt the RO of the DS at the proposal of the Head of the DS;
  - i) establish the examination board of the comprehensive examination;

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- j) in case of doctoral students who had commenced their programme before 2016 and obtained their absolution, grant admission to the doctoral degree acquisition procedure at the joint request of the doctoral student and the supervisor, on a proposal from the DSs;
  - k) decide on awarding doctoral degrees and habilitated doctor titles, on the nostrification of doctoral degrees obtained abroad and on the revocation of degrees, titles previously granted by it;
  - l) deliver an opinion for the Senate on the proposals of the Rector with regard to granting titles of honorary doctor as well as honorary doctor and professor;
  - m) decide on the curriculum of the DSs and on its modification on the basis of the proposal of the Head of DS;
  - n) decide on credit recognition;
  - o) decide on the requirements for the comprehensive examination herein and in the RO of the DSs;
  - p) appoint the members of the doctoral admission board and the dissertation's board of referees on the recommendation of the Head of the DS; as well as approve the doctoral supervisors and the lecturers of the doctoral school;
  - q) define the language requirements for the award of a degree herein and in the RO of the DSs;
  - r) on the proposal of the Head of the DS, decide on the composition of the board of referees involved in the public defence of the doctoral dissertation, on the acceptance of applications for habilitation and on habilitation boards of referees;
  - s) decide on the basis of the opinion of the board of referees on applications for a closed defence (in particular on the possibility of a closed defence in principle, if such a possibility is provided, on the principles and on the application in accordance with those principles;
  - t) within the limits of relevant legislation and the present regulation, authorise the extension of the degree acquisition procedure of doctoral students at the joint request of the doctoral student and the supervisor, supported by the CoDs.
- (6) Convening the meetings of the Council, defining their agenda, appointing the presenters of the various agenda items, inviting ad hoc committees, chairing the sessions and signing decisions as well as representing the UDC at ceremonial events of the University shall fall under the competence of the Chairperson of the UDC. In making preparations for the meeting of the Council, the Chairperson of the UDC shall consult with the Head of the UDO who is also the secretary of the UDC, with the Dean of CDS who is also the Chairperson of the Doctoral Cabinet, actively involved in preparing the session. The Chairperson of the UDC shall represent the University in the National Doctoral Council.
- (7) The UDC meets at least twice in each semester, in addition to regular sessions, extraordinary sessions may also be convened. The agenda items and the associated presentations shall be sent to the participants by the Secretary of the UDC not later than three (3) calendar days prior to the meeting. In exceptional cases the UDC meetings may also be held online on a digital platform, the conditions under which online meetings are conducted being similar to those required for presential sessions. In exceptionally urgent

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cases and subject to a sufficiently detailed written presentation, the Chairperson of the UDC, upon consultation with the Dean of the CDS may order decisions by written procedure. The adoption of decisions by written procedure is considered an extraordinary meeting.

- (8) The quorum for any meeting of the UDC shall be subject to the presence of more than half of its members. If voting is related to matters listed under 4(2)d, the representative of the PhD Student Union (DÖK) shall not be considered as a voting member when establishing quorum. A decision of the UDC shall be valid if the simple majority of the members present vote with „yes” or „no”. In the event of a tie during an open vote, the Chairperson shall have a casting vote. The Chairperson should call a vote by secret ballot in HR matters (leaders of the DSs, doctoral degrees, nostrified doctoral degrees, habilitated doctor title etc.) and if a vote by secret ballot is initiated by any of the UDC members and is supported by more than half of the members present. A tie during a secret ballot shall mean that the matter is rejected. Voting on the same matter may only be called once during the same meeting.

**The Doctoral School****8.§**

- (1) The basic organisational unit of doctoral programmes is the doctoral school. Doctoral programmes may only be offered by DSs.
- (2) The following doctoral schools shall operate within the institution (the name of the branch of science in which each doctoral school is entitled to issue doctoral [PhD] degrees and conduct procedures for obtaining the habilitated doctor title is included in brackets):
- Doctoral School of Business and Management (business and management); DSBM
  - Doctoral School of Economics and Business Informatics (economics; computer sciences, business and management); DSEBI
  - Doctoral School of International Relations and Political Science (economics, political sciences); DSIRPS
  - Doctoral School of Sociology and Communication Science (sociological sciences, media and communication sciences); DSSCS
- (3) When establishing a DS, the discipline and within that the branch of science shall be defined in which the University wishes to offer doctoral programmes.
- (4) The establishment of a new DS is subject to an initiative taken by at least seven (7) core members. The majority of the core members shall be full professors. One person may only be a core member of one doctoral school at a time. There shall be at least eleven (9) core members in (interdisciplinary) doctoral schools covering two branches of science, at least four (3) core members in each branch whose majority is a full professor and conducts research in the given branch of science. There shall be at least three (3) core members by branch of science in (multidisciplinary) doctoral schools covering at least three (3) branches of science.
- (5) The Head of the DS shall be elected by the UDC on the proposal of the majority of the core members and appointed by the Rector for a maximum term of five (5) years from among those core members of the DS who are holders of a DSc and/or have an outstanding



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international reputation for scientific excellence. The appointment may be extended to multiple terms.

- (6) Members of the DS shall be lecturers and researchers with an academic degree who, following a proposal from the Head of the Doctoral School, are approved by the Council of the Doctoral School to be suitable for performing teaching, research and supervising tasks within the DS.
- (7) The core members shall prepare the documents necessary for establishing the DS, including the following:
  - a) The specification of the discipline, branch of science of the DS;
  - b) The master-level study programmes on the basis of which the higher education institution meets the conditions required by legislation;
  - c) the specification of the research area of the DS;
  - d) the name of the doctoral degree issued upon the completion of the degree acquisition procedure;
  - e) the name of persons nominated as Head of the DS, core members and supervisors of the DS, further lecturers, invited domestic and foreign lecturers, researchers of the DS, documentation on the major scientific achievements and works of the previous five (5) years;
  - f) the education plan of the DS;
  - g) the international relations of the DS that can be relevant for the functioning of the school;
  - h) the RO of the DS as well as its quality assurance plan;
  - i) cooperation agreements concluded by the University that are related to the activities of the DS.
- (8) The preliminary opinion of the UDC, as well as that of the Presidential Committee shall be necessary for the person recommended as Head of the DS to submit the request for the establishment of the DS to the Senate via the Rector.
- (9) Any decision on the dissolution, merger of a DS shall be decided by the Senate on the proposal of the UDC or the Rector, taking into account the preliminary opinion of the Presidential Committee. If the proposal is made by the Rector, the Senate shall obtain the UDC's opinion before taking the decision.

**Head of the Doctoral School****9.§**

- (1) One of the duties of the Head of the DS shall be the general representation the DS. The Head of the DS shall be responsible for the academic standards and the teaching activities of the school. The Head of the DS shall be a full-time employee of the university, who is a full professor, a core member of the DS, who is a DSc of the Hungarian Academy of Sciences and/or who has an outstanding international reputation for scientific excellence.
- (2) The Head of the DS shall be approved by the UDC on the proposal of the CoDs. The Head of the DS shall be appointed by the Rector for a maximum term of five (5) years. The appointment may be extended to multiple terms.

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- (3) The Head of the DS shall be assisted in his/her work by the CoDS.
- (4) The Head of DS shall:
- a) manage the DS and represent it in the Doctoral Cabinet and the University Doctoral Council as a voting member;
  - b) make a proposal with regard to the core members of the DS, and if necessary, their replacement;
  - c) make proposals to the UDC for the members of the CoDS and to the Dean of CDS for the track directors and heads of specialisation of the DS;
  - d) appoint the members of the doctoral admission board;
  - e) make a proposal with regard to the composition of the comprehensive examination board and the doctoral dissertation's board of referees, as well as to the official referees;
  - f) appoint the thesis proposal discussion committee;
  - g) make a recommendation for granting admission to the degree acquisition procedure on the joint proposal of the doctoral student and the supervisor;
  - h) take a position on the nostrification of foreign academic degrees;
  - i) propose to the CoDS a supervisor from among those identified by the UDC;
  - j) after coordination with the Track Directors, Heads of Specialisation, entrust the subject leaders, the lecturers, the supervisors approved by the CoDs as well as monitor their work;
  - k) following the public defence, make a proposal with regard to awarding the doctoral degree or conferring the doctoral title with distinction on the basis of the evaluation and vote of the Board of Referees of the dissertation as well as the doctoral student's academic and research performance, scientific profile. Make proposals on contributing to the costs of study and/or research-related conferences, study visits on the basis of individual requests (applications) on the recommendation of the supervisor and the Track Director, Head of Specialisation;
  - l) in collaboration with track directors, heads of specialisation and relevant heads of institute, draw up and present the DS's curriculum to the UDC and maintain it;
  - m) get involved actively in drafting the RO of the DS as well as in drafting, amending university-level regulatory documents related to doctoral programmes;
  - n) as a person providing professional support, get involved in the seamless administration of the DS in close cooperation with the Head of UDO;
  - o) represent the doctoral school at the ceremonial events of the University.
  - p) get involved in the preparation and implementation of the DS's budget.
- (5) The Head of the DS may invite a Track Director/Track Directors, a Head of Specialisation/Heads of Specialisation to perform the administrative, management, organisational and quality assurance tasks of the school,
- (6) The activities and responsibilities of the Track Director are governed by the RO of the DS. The appointment and dismissal of the Track Director shall be initiated by the Head of the



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DS with the Dean of the CDS. The Dean of CDS decides on the entrustment and its revocation.

**Council of the Doctoral School (CoDS)****10.§**

- (1) The Head of the DS shall be assisted in his/her work by the CoDS. The Chairperson of the CoDS shall be the Head of the DS, the number of its members shall be at least five (5). When setting up the CoDS, efforts should be made to ensure the proportional representation of doctoral tracks. The representative of the PhD Student Union (DÖK) set out in the Statutes is an ex officio member of the CoDS.
- (2) The CoDS's duties shall be as follows:
  - a) to approve candidates for the roles of supervisors, doctoral topic announcers, as well as the lecturers of the DS;
  - b) to make a proposal with regard to doctoral topics to be announced;
  - c) to approve the announced doctoral topics;
  - d) to approve the doctoral topics of the PhD students;
  - e) to carry out performance assessment during the programme;
- (3) The functioning of the CoDS shall be regulated in the RO of the DS.

**The core member****11.§**

- (1) Professional-scientific and employment law requirements with regard to core members:
  - a) Shall hold an academic degree relevant to the branch of science and/or the discipline of the doctoral school, shall have publications in high-ranking domestic and international journals proving their achievements in research;
  - b) Shall perform continuous and high-standard scientific activity in the branch of science and/or the discipline of the doctoral school, which is to be examined on the basis of MTMT, the Hungarian Scientific Publications Database. With respect to their entire career, shall have at least ten (10) publications that meet the accreditation criteria of the Hungarian Accreditation Committee (MAB) for core members, of which at least five (5) were published during the five (5) years preceding the accreditation procedure.
  - c) Shall prove their suitability to manage doctoral students by the fact that at least one (1) doctoral student supervised by them obtained a doctoral degree or by having acted as the co-supervisor of at least two (2) students who earned a degree;
  - d) Core members shall meet the criteria of core membership for at least one education cycle and during the degree acquisition procedure associated with that cycle;
  - e) Shall also undertake to act as supervisors at the doctoral school (shall have a supervised doctoral student or an ongoing topic announcement);
  - f) Shall keep monitoring and updating their profile (datasheet) in the doctoral database (doktori.hu) in accordance with legislation in force and the requirements of MAB; shall keep their publications, references up-to-date in MTMT;

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- g) Shall be lecturers or scientific researchers, who are full-time employees of the University and have specified the University in their statement referred to in Article 26(3) of the Nftv used for the purposes of the assessment of operating conditions;
- h) If they meet the conditions set out in paragraphs a)-e) above, a Professor Emeritus or a Professor Emerita (hereinafter jointly Professor Emeritus) may also become a core member of the doctoral school of the University by which their title was awarded, subject to the approval of the UDC. Only one (1) of the Professors Emeriti may be taken into account for each branch of science as a core member involved in the establishment of the school;
- i) If they meet the conditions set out in subparagraphs a)-e) above, research consultants or research professors with a DSc under a full-time employment or public service employment contract at a research institute may also become core members in case the University has concluded an agreement with the research institute in that regard. Among them a maximum of two (2) members may be taken into account as core members of doctoral schools involved in one branch of science, and one (1) member may be taken into account as a core member for each branch of science at doctoral schools involved in multiple branches of science;
- j) One person may only serve as a core member at one doctoral school at a time.

**The supervisor****12.§**

- (1) Under the present Regulation, the CoDS shall invite a supervisor to attend to an admitted doctoral student. A lecturer or a scientific researcher with a PhD degree who performs continuous research in his/her branch of science at a high standard and publishes his/her results in high-ranking scholarly publications may be approved as a supervisor. The procedure of assigning supervisors to doctoral students is regulated in the RO of the DSs.
- (2) One lecturer may act as the supervisor of not more than six (6) doctoral students at a time. One doctoral student may not have more than two (2) supervisors at a time. Acting as a co-supervisor constitutes a 50% exercise of supervisory functions.
- (3) If justified by the research topic of the doctoral student, the CoDS may appoint a non-affiliated supervisor (co-supervisor) to assist the doctoral student. If the doctoral student participates in a joint doctoral programme with a research centre outside the University or with another university, the CoDS shall also assign to the doctoral student a supervisor under a full-time employment contract with the University.
- (4) The duty of the supervisor shall be in particular to:
  - a) Develop a personal working relationship with the doctoral student in the scope of which he/she shall supervise, assist and if necessary, direct the candidate's research;
  - b) Assist the doctoral student in developing his/her research proposal, maintain a working relationship with him/her pursuant to the jointly agreed timetable;
  - c) Regularly call the doctoral student to account with regard to the progress in research, encountered problems, difficulties and the way of addressing them;
  - d) Issue an opinion on the report made by the doctoral student for the doctoral school, on his/her publication output; the supervisor must signal any delay, time lag in the

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- doctoral student's work or if he/she judges that the student will not be able to successfully complete the research proposal within the required deadline;
- e) Issue a written opinion on the thesis proposal and doctoral dissertation of the doctoral student as well as issue a statement on their admissibility;
  - f) Take part in the doctoral student's comprehensive examination, at the discussion of his/her thesis proposal and the public debate of his/her doctoral dissertation;
  - g) Continuously monitor, update his/her profile (datasheet) in the doctoral database in accordance with legislation as well as the requirements of the HAC.
- (5) Irrespective of the existence of an employment relationship with the University, the Supervisor shall be expected to maintain a regular professional relationship with his/her doctoral student.
- (6) Each year the doctoral student and the supervisor shall mutually evaluate their cooperation and the progress made.
- (7) The CoDS shall call the supervisors to account with regard to the progress made and the research work performed by the doctoral student.
- (8) The replacement or the discontinuation of a supervisor may occur for various objective (departure, death) and subjective (changed interests, deterioration of relationship, deficiency of professional help etc.) reasons. These may occur on the side of both the supervisor and the doctoral student. It shall be the right and obligation of the Head of the DS to manage the replacement of a supervisor. A new supervisor or a co-supervisor shall be appointed if necessary.
- (9) The replacement may be initiated on the side of either the supervisor and the doctoral student. The CoDS, after having consulted with both parties and having sought the opinion of the Head of the DS, shall decide on the request for dismissal from supervision and the appointment of the new supervisor.
- (10) The supervisor's duties are either carried out under a separate agreement or counted towards teaching workload. The exact nature of the entrustment and the set of conditions governing entitlement shall be laid down in an engagement contract. The entrusted supervisor may forego remuneration, such decision shall be expressed in a declaration included in the entrustment agreement or personal service contract.
- (11) Remuneration may be paid to supervisors on not more than two (2) occasions during the degree acquisition procedure
- a) After the successful thesis proposal discussion at the conclusion of which the doctoral student is advised to move forward,
  - b) After the successful defence of the doctoral dissertation leading to the award of the degree.
- (12) The maximum amount of the remuneration with regard to supervisor entrustments commencing in the coming year shall be defined by the Dean of the CDS (with the preliminary consent of the Chancellor) until 1st December each year. The level of remuneration defined for ongoing thesis supervision shall not be affected by any such change in the amount of remuneration.

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- (13) In case of co-supervision, each of the co-supervisors shall be entitled to 50% of the remuneration, unless otherwise specified. Any remuneration that is different from the above, or that is necessitated by the replacement of the supervisor prior to the discussion of the thesis proposal or the defence of the doctoral dissertation, or by the entrustment of a co-supervisor along with the single supervisor, shall be defined pro rata for each supervisor according to their contribution by the Dean of the CDS on the proposal of the CoDs, taking into account the circumstances of the entrustment with supervisory tasks. The relevant performance certificate shall also be issued by the Director General of CDS. Any recognition of and remuneration for unfinished supervisory activity shall be subject to at least one entire year of supervisory activity, documented in advance and continuously at the institution, that results in the meaningful performance of the doctoral student (paper, presentation, publication etc).

**Corvinus Doctoral Schools****13.§**

- (1) Corvinus Doctoral Schools (CDS) is an organisational unit which is responsible for managing, coordinating doctoral programmes at the University and for actively participating in quality assurance.
- (2) It shall perform its activities in accordance with the Order of Business of Corvinus Doctoral Schools as well as the Organisational and Operational Procedures of Corvinus Doctoral Schools.
- (3) Its head is the Dean of Corvinus Doctoral Schools, who is responsible for performing management, study-related, administrative and quality assurance tasks associated with doctoral programmes at the University.
- (4) The Doctoral Cabinet (DC) is the consultative and opinion-giving forum of Corvinus Doctoral Schools. The members of the DC shall be the Heads, the Track Directors of the Doctoral Schools, the Legal Director, the President and Vice-President of the PhD Student Union, the Head of the CDS Office, the Dean of CDS, the Chairperson of the UDC and the Vice-Rector for Research. The meetings of the DC are held prior to the sessions of the UDC, but it may be convened in any matter affecting doctoral programmes if required.
- (5) The agenda items of the DC shall be defined by the Director General of CDS in consultation with the Chairperson of the UDC and the Head of Office of CDS, its meetings shall be chaired by the Dean of CDS. In case a vote is called in any matter, the simple majority of those present shall be sufficient for an opinion in favour or against.

**University Doctoral Office****14.§**

- (1) The university-level administration of doctoral programmes is performed by the University Doctoral Office.
- (2) The duty of the UDO is to perform management and organisation tasks related to doctoral programmes and to the various milestones of the doctoral procedure, as well as to coordinate between the DSs as set out in the Organisational and Operational Procedures of Corvinus Doctoral Schools.

**Doctoral (PhD) Regulation****UDC as credit transfer committee****15.§**

- (1) In doctoral programmes, the functions of the credit transfer committee are carried out by the UDC, it being understood that the representative of the DÖK is an ex officio member of the UDC.
- (2) When the UDC acts in a credit transfer case, no separate credentials need to be issued to the chairperson and members of the CTC.
- (3) The administrative tasks shall be carried out by the Secretary, who is the Head of the UDO or a member of UDO staff designated by him or her in writing.
- (4) When the UDC is acting on a credit transfer matter, it may set up subcommittees to assist it in its work, depending on the discipline. The subcommittees shall consist of three (3) members. The Chairperson and the members are elected by the UDC for every subcommittee. The subcommittees provide the UDC with an opinion on requests for credit recognition.
- (5) The relevant credit transfer decision is to be taken by the UDC.
- (6) The decisions of the UDC on credit transfer and their period of validity shall be made accessible to all students and lecturers via Neptun.
- (7) When the UDC acts in credit transfer matters, it has the power to:
  - a) benchmark and assess the knowledge that serves as the basis for defining credits;
  - b) recognise previously acquired non-formal, informal competences acquired through learning, of previous work experience as the fulfilment of a study requirement, or with credit, including work experience that may be recognised in the context of a practice period;
  - c) thus recognition of credits obtained in the framework of courses taken at another higher education institution, training with the purpose of acquiring specialised knowledge and credit recognition related to transfer procedures.

**Student Appeals Committee****16.§**

- (1) The Student Appeals Committee (hereinafter: 'SAC') is the second instance body to deal with appeals in matters falling within the scope of the UDC.
- (2) The composition and detailed rules of operation of the SAC are contained in the SSP.
- (3) The general rules on proceedings at second instance, as well as the rules on the form and content of decisions, and likewise the rules on correcting, supplementing, modifying or revoking decisions and their delivery either upon request or ex officio, are included in the SSP, except if the UDR sets out special requirements. In this case the requirements of the UDR shall be applied and SSP shall be applied as a subsidiary rule.

**Doctoral (PhD) Regulation****Admission Committee****17.§**

- (1) Admission committees (referred to in this Section as: Committee) shall be set up to conduct the admission examinations.
- (2) Committees should be set up for each doctoral school.
- (3) The number of the committee members is set out in the DS's RO. The chairperson of the Committee is a staff member of the University employed as a lecturer/researcher/teacher, it being understood that in the case of oral exams at least two (2) members of the Committee, including the Chairperson, shall be involved in conducting the examination. External lecturers may be entrusted as members.
- (4) The Committees are set up by the UDC and the decision on their members (including the Chairperson) is taken by the UDC on the basis of a proposal from the Head of the DS. Aggregated data on the composition of the Committee shall be sent to the UNO from the Head of the DS's office e-mail address. The data shall be kept by the UDO.
- (5) In the case of oral admission examinations, in addition to the two (2) members referred to in subsection (3), one (1) doctoral student pursuing his/her studies in the research and dissertation phase of the doctoral programme may be delegated by the Student Union to each of the Committees at the request of the Head of the competent DS, but the oral examination may be validly arranged without the delegate of the PhD Student Union.
- (6) The administrative tasks of the Committee shall be performed by the member designated by the chairperson.
- (7) The rules of operation of the Committee shall be defined by the chairperson, taking into account that:
  - a) The admission examination is conducted in the language of the programme.
  - b) The sessions are convened and chaired by the chairperson.
  - c) Members may not be replaced at the meeting, but if a member is unable to attend the entrance examination, an alternate member will take his/her place. If neither of the alternate members is not able to take part, the Head of the competent DS shall designate a new member and shall notify the UDC as specified in subsection (2) above.
  - d) A quorum shall exist if every member is present, it being the absence of the delegate of the PhD Student Union shall not corrupt the validity of the admission procedure.
  - e) The committees shall take decisions by simple majority, in the event of a tie the chairperson's vote shall be decisive.
  - f) Minutes of the Committee's sessions shall be drafted. The minutes may be prepared as paper-based or electronic documents. The chairperson shall be responsible for preparing the minutes. The chairperson shall send the minutes from his/her official university e-mail to the official university e-mail address of the Head of the UDO. The minutes shall be signed by the Chairperson of the Committee, but shall be certified by the Head of the UDO on behalf of the Chairperson. The content of the minutes shall be governed by the provisions of the Admission Regulations, it being understood that they shall also contain the decisions of the committee. The minutes shall be handed



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over on paper or forwarded to the UDO within five (5) working days of the admission examination, in the manner indicated in the present subsection.

- g) The chairperson of the Committee shall be responsible for the legality and professionalism of the committee's work.

**Further committees dealing with the study matters of students****18.§**

- (1) The Disability Committee acts on student disability matters.
- (2) In student disciplinary matters, the Student Disciplinary Committee acts at first instance, and the Secondary Student Disciplinary Appeals Committee at second instance.
- (3) In matters of student ethics, the Ethics Committee acts at first instance and the decision-maker specified in the Code of Ethics at second instance.
- (4) The composition and detailed rules of operation of the committees are set out in the following regulations:
  - a) Disability Committee: Regulations on the Conditions Ensuring Equal Academic Opportunities for Students with Disabilities,
  - b) Student Disciplinary Committee, for second instance proceedings the Student Disciplinary Appeals Committee: SDCR;
  - c) Ethics Committee: Code of Ethics.

**THE SYSTEM OF DOCTORAL PROGRAMMES****19.§**

- (1) Doctoral programmes at the University may be offered:
  - a) in daytime delivery mode,
- (2) Programmes at the University may be offered in the following languages:
  - a) Hungarian,
  - b) English,
- (3) Programmes at the University may be offered in the following forms of funding:
  - a) funded through (partial) Hungarian state scholarship,
  - b) self-funded.
- (4) The rules of reclassification from a programme funded through (partial) Hungarian state scholarship to a self-funded programme, as well as the procedure for entering and leaving the Corvinus Scholarship programme are set out in the RSFB.
- (5) The University also provides doctoral education for persons under guest student status, as well as for persons who do not have a student status at the University in a self-funded form for the purpose of acquiring specialised knowledge.
- (6) The programmes of the University are included in the official public register of FIR.
- (7) Doctoral schools may operate doctoral tracks and/or specialisations. Whereas a doctoral programme is a training path that is typically associated with one, possibly more branches

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of science, a specialisation is a training path associated with a professional field within the same branch of science.

- (8) An academic or a professional path are available for doctoral students at the University. Both paths constitute an integral part of the doctoral programme and offer the opportunity to obtain a doctoral (PhD) degree according to the same programme and outcome requirements. The fundamental difference between the paths are the target groups of the programme, its objectives and the manner in which education is organised.
- (9) Upon application to a doctoral programme, the applicant has the opportunity to indicate his/her preferences for the path and the method of funding. The detailed rules are set out in the ROs of the DSs in accordance with the principles defined by the UDC.

**DURATION OF PROGRAMME, PERIOD OF STUDIES****20.§**

- (1) Doctoral programmes shall consist of the study and research phase on the one hand, and the research and dissertation phase on the other. The study and research phase lasts for four (4) semesters, the research and dissertation phase, i.e. the degree acquisition procedure, also lasts for four (4) semesters. The duration of the programme shall be eight (8) semesters.
- (2) By default, the student's period of studies is the same as the period of the programme duration.
- (3) Both active and passive semesters are included in the period of studies, except for the semester in which the student's student status is suspended due to childbirth, accident, illness or any other unexpected cause, without any fault on the part of the student.
- (4) The period of studies – the combined number of active and passive semester, taking into account the provisions of subsection (3) – may be a maximum of ten (10) semesters, with the number of active semesters not exceeding a total of eight (8) semesters
- (5) If the student establishes a student status at the University based on a transfer, or changes his/her programme within the institution, the programme duration and the period of studies shall be calculated as follows:
  - a) the programme duration is identical with the duration of the given study programme, since the programme duration restarts with the transfer or with a change of programme within the institution,
  - b) the maximum period of studies is identical with the maximum programme duration of the given doctoral programmes, since the maximum period of studies restarts with the transfer or with the change of programme within the institution.
- (6) The period of funding is that part of the period of studies during which the student pursues studies funded through a Hungarian (partial) state scholarship. The funding period is maximised. In the case of a programme funded through Hungarian (partial) state scholarship, the rules with regard to the funding period are set out in the Nftv, the Vhr and the RSFB.
- (7) All semesters for which the student has registered as a student funded through Hungarian (partial) state scholarship (active semester) are considered to be part of the funding period used by the student. Any semester for which the student has registered (active semester)



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but for which he/she later requested the suspension of the student status is also considered to be part of the funding period, provided that such request is submitted after 15 October for the autumn semester and after 15 March for the spring semester. Any semester for which the student submits his/her request for suspension before 15 October in the case of the autumn semester or before 15 March in the case of the spring semester, citing any reason, or if the student submits the request after these dates in case he/she is unable to complete the semester due to childbirth, accident, illness or other unexpected cause without any fault on his/her part, shall not be considered as a funded semester.

- (8) If the student joins the doctoral programme on the basis of individual preparation after having passed the comprehensive examination, and starts his/her studies in the research and dissertation phase, the programme duration shall be four (4) semesters, in which case the period of studies – the combined number of active and passive semesters, taking into account the provisions of subsection (3) – shall not exceed six (6) semesters, with the total number of active semesters not exceeding four (4).
- (9) In the framework of studies pursued under a guest student status or for the purpose of acquiring specialised knowledge, the programme duration is included in the admission decision.
- (10) In the case of programmes offered under interstate or state scholarship programmes, the programme duration may not differ from the programme duration of the study programme included in the scheme.

**ADMISSION TO ORGANISED DOCTORAL INSTRUCTION****21.§**

- (1) Application to the doctoral programmes of the University is open to Hungarian nationals, nationals of the EU and the EEA enjoying equal treatment with Hungarian nationals as well as non-Hungarian nationals who do not belong to the group of nationals enjoying equal treatment with Hungarian nationals and
  - a) who have a diploma obtained during a master-level programme (MA or MSc) or following an earlier university programme certifying a tertiary qualification and professional qualification,
  - b) whose professional and scientific competence is deemed to be suitable by the competent admission committee,
  - c) whose language proficiency is deemed to be suitable by the competent admission committee,
  - d) if they have scholarly publications, they have recorded and approved them in MTMT and have accepted liability for the accuracy of the information by signing the author's declaration.
- (2) The rules for determining the scope of the programmes to be advertised, the number of students and the programme costs to be charged are set out in the Admission Regulations and the RSFB, it being understood that the Vice Rector for Education shall be understood as the Vice Rector for Research and the Dean as the Dean of CDS. Deadlines for application for admission to a doctoral programme under the given admission procedure as well as for submitting all the required documents for application shall be defined and published by the UDO in the Higher Education Admission Bulletin and on the website of the University.

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- (3) The following documents shall be submitted for application to a doctoral school:
- completed application form;
  - a simple copy of the diploma certifying a university/master degree;
  - a simple copy of the transcript of studies in a university/master programme, a simple copy of the credit certificate or diploma supplement;
  - professional CV with list of publications;
  - preliminary research plan;
  - professional letter of recommendation with substantial justification; In case of applying for an academic doctoral path, the grant documentation of the Corvinus Doctoral Scholarship in accordance with the provisions of the Regulations on Student Fees and Benefits and the relevant call for applications;
  - proof of payment of the administrative fee in accordance with Annex 3 of the RSFB;
  - declaration of responsibility assuming liability for all submitted documents and the authenticity of the information contained therein;
- (4) In addition, applicants seeking admission to a doctoral programme shall make a declaration on whether they are applying for a Hungarian state scholarship and whether they request admission if they are not granted the Hungarian state scholarship.
- (5) The competent admission committee may also require further documents to be submitted in order to judge the occupational fitness of the applicants, these shall be set out in the RO of the DS.
- (6) Applicants who have submitted applications in conformity with the requirements and within the specified deadline shall undergo an admission procedure. The admission procedure shall be conducted by an admission board, the content and manner of its conduction being set out in the RO of the DS. The language of the admission procedure is English.
- (7) A one-hundred (100) point evaluation scale shall be used during the admission procedure. Only applicants who earn at least eighty (80) points may be admitted to the academic doctoral path. Only applicants who earn a minimum of sixty-seven (67) points out of the total one hundred (100), that is  $\frac{2}{3}$  of the obtainable points may be admitted to doctoral programmes. The requirements set out in subsection (1) should also be met in all cases.
- (8) During the doctoral admission procedure points may be earned in the following areas:
- Prior performance (compulsory)
  - Submitted paper (compulsory)
  - Written examination (as required by the DS)
  - Oral examination (compulsory)
- (9) The various performance components within each area and the points attributable to them shall be set out in the RO of the DSs.
- (10) The applicants shall be ranked by the Admission Committee.
- (11) Decision on admission shall be taken by the Dean of CDS on the proposal of the relevant DS, with the approval of the UDC, taking into account the quota defined by the NDC and the scholarship budget granted to the doctoral school in question. Deviation from point-

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based ranking shall only be allowed in case the Hungarian state scholarship budget of the DS is depleted and the next applicant in the ranking requested admission only with a Hungarian state scholarship and the applicant in question reached two-thirds of the maximum admission score. The DSs may regulate through their RO that the admissions ranking of the DS in question may also emerge as a result of the performance achieved by each of the specialisations, provided that the applicant in question reached two-thirds of the maximum admission score.

- (12) During the admission procedure, the provisions of the Admission Regulations shall be applied mutatis mutandis to the rules of the admission examinations, legal remedy, with the exceptions set out in the present Regulation, in which case the Dean shall be understood as the Dean of CDS, SS as the UDO, the Head of Study Matters at SS as the Head of the UDO, the SS administrator/coordinator as the UDO administrator.
- (13) The provisions of the SER and the Admission Regulations apply to the admission of guest students, it being understood that guest students may only be admitted to a doctoral programme on the basis of an exchange agreement.
- (14) Admission to training with the purpose of acquiring specialised knowledge is not possible in doctoral programmes.
- (15) There is no equity in the admission procedure, except for equity opportunities under the Admission Regulation.
- (16) The timetable and deadlines for the admission procedure are set out in provisions issued by the Vice-Rector for Research for doctoral programmes.

**ADMISSION IN CASE OF INDIVIDUAL PREPARATION****Application for doctoral degree acquisition in case of individual preparation****22.§**

- (1) Doctoral programmes are also open to anyone who prepared for degree acquisition individually, provided that he/she fulfilled the requirements with respect to admission under this section. In this case the student status shall be acquired following the successful completion of the comprehensive examination, the decision by the Dean of CDS on admission to the degree acquisition procedure and the subsequent enrolment.
- (2) In the case of an application for individual preparation, the applicant must meet the admission requirements set out in subsection (1) of Section 21 and the requirements for doctoral studies, the rules of which are set out in subsection (3) below.
- (3) Requirements for the completion of doctoral studies for applicants in case of individual preparation:
  - a) at least 2 publications of at least category Q3 according to the Scimago classification of the relevant field, or equivalent publication activity, the details of which are specified in the ROs of each doctoral school; or relevant study and research credits obtained during previous doctoral studies, the recognition of which shall be decided by the UDC as credit transfer committee. To set off the publication requirement, a total of 120 credits must be recognised, in a configuration determined by the relevant doctoral school.

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- b) In addition to meeting the admission requirements set out in subsection (1) of section 21, candidates may be admitted to the comprehensive examination if they meet the requirements of the doctoral programme as set out in paragraph a). Afterwards, 120 credits are awarded by the UDC as credit transfer committee for successful completion of the comprehensive examination.
- (4) Documents to be attached to the application:
- Documents listed in Section 21 above with regard to application to organised instruction, as well as
  - documents certifying prior research activities;
  - one electronic copy of each of the own publications deemed to be the most important;
  - further documents required by the relevant DS;
  - the declaration of acceptance of the supervisor agreed in advance.
- (5) In the case of candidates preparing individually in a given admission procedure, the deadlines for applying for the comprehensive examination, and thus for the degree acquisition procedure, as well as for submitting all the documents required for the application, are fixed and published by UDO on the University's website.
- (6) The application for the doctoral degree acquisition procedure (i.e. application for admission) and its annexes may also be submitted in a foreign language preauthorised by the relevant DS. The language of the admission procedure is English.
- (7) In the case of individual preparation, the form of funding may only be self-financed.
- (8) In case of individual preparation there is no admission committee. The fulfilment of the admission criteria shall first be examined by the Head of DS. The decision on acceptance or rejection of the application shall be taken by the Dean of the CDS with the agreement of the UDC, on the basis of the proposal of the head of the relevant DS.
- (9) In the case of individual candidates, the provisions of subsection (12) of Section 21 shall apply to the rules of the admission procedure and the legal remedies.

**TRANSFER****23.§**

- In the case of transfer from another institution of higher education, the rules of the SER shall apply, with the exceptions provided for in this section.
- A doctoral student who commenced his/her doctoral programme at another higher education institution may only be granted admission to a doctoral programme at the University on the basis of the opinion of the CoDS in question and following individual consideration by the UDC, on the basis of the Dean of CDS and based on the proposal of the UDC provided that the request for transfer is justified by the dissolution of the institution and/or the doctoral school or any other objective obstacle arising with respect to continuing or completing the studies and if the maximum capacity of the given doctoral programme allows for it.
- The (graded) subjects completed in the former doctoral school may only be accepted in accordance with the rules of the SER on credit recognition.

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- (4) A student may only be transferred from a programme offered in the same discipline (branch of science) after documented consultations with the person in charge of the programme at the institution offering the programme. The document should prove the existence of the conditions set out in subsection (2).
- (5) The request for transfer shall be submitted by 15 July at the latest for the autumn semester and by 10 January at the latest for the spring semester as specified on the website of the university by the UDO.
- (6) The transfer is only possible for a self-funded programme – an exception to this is if the transferring higher education institution also transfers the Hungarian state scholarship place – if the doctoral student
  - a) submitted the request for transfer by the deadline and in the manner specified, together with the annexes,
  - b) has continuous (doctoral) student status at the transferring higher education institution until enrolment to the University, and
  - c) he/she has paid the fee set out in the RSFB and
  - d) the maximum student capacity of the given programme allow for it.
- (7) The decision on the transfer shall be taken by the Dean of CDS by 10 September at the latest for the autumn semester and by 10 February at the latest for the spring semester at the proposal of the UDC.
- (8) If the transfer is granted, the Head of UDO or the administrator/coordinator designated by him/her sends the resolution on the transfer and the information on the date of enrolment to the transferring higher education institution, once the enrolment of the transferred student has taken place.
- (9) Equity is not available for the transfer procedure.

**DOCTORAL PROGRAMMES****Establishing student status, enrolment, registration****24.§**

- (1) Doctoral programmes constitute training, research and reporting activities aligned with the specificities of the relevant branch of science and the research interests of doctoral students that is offered in the framework of organised instruction or individual preparation. It is divided into the study and research phase on the one hand, and the research and dissertation phase on the other.
- (2) Within the framework of organised instruction, doctoral students receive professional help in order to prepare for the comprehensive examination, to complete the dissertation and to earn a doctoral degree.
- (3) The admission criteria, curriculum, progress checking rules of doctoral programmes as well as the exact examination, credit, and other requirements necessary for obtaining a diploma as the formal completion of the programme shall be defined and included in the RO of the competent DS, in keeping with the provisions and the credit regulatory framework defined in the present Regulation. The curriculum of the doctoral programmes

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is adopted by the UDC. At least two hundred and forty (240) credits shall be acquired in doctoral programmes.

- (4) Only students who have acquired student status (hereinafter doctoral student status or student status) may commence their doctoral studies at the University.
- (5) Doctoral student status may be established at the University by enrolment:
  - a) following admission or in exceptional cases, following transfer in the case of organised instruction,
  - b) following the acquisition of a simultaneous student status in addition to an existing student status,
  - c) following the acquisition of guest student status to take courses in addition to student status existing at another higher education institution, as well as
  - d) following the completion of the comprehensive examination in the case of individual preparation.
- (6) Student status is established with enrolment for the first semester. No enrolment is required for the subsequent semesters, in these semesters the student shall register for an active or passive semester via Neptun. For enrolment and registration, the provisions of the SER shall apply, it being understood that SS shall mean the UDC, the Head of Study Matters at SS shall mean the Head of the UDO, and SS Administrator/Coordinator shall mean the UDO Administrator.

**Legal status of persons participating in doctoral programmes and in the degree acquisition procedure****25.§**

- (1) The rights and obligations of the doctoral students shall be governed by the provisions of the SSP, supplemented by the present regulation.
- (2) The doctoral student shall create his/her profile in the MTMT database until the end of the first semester, and use this platform to register the publications that certify his/her scientific output achieved during the programme (manuscripts and published publications shall be uploaded to the Corvinus Repository maintained by the Corvinus University Library), as well as keep the bibliographical data up-to-date. One of the criteria for registering for the comprehensive examination, for the degree acquisition procedure and for the public defence of the dissertation shall be to have the publications recorded and approved in the MTMT database as well as to assume liability for the accuracy of the information by signing the author's declaration.
- (3) The doctoral student shall feature the Corvinus University of Budapest in the affiliation box of each of his/her scholarly publications during the period ranging from enrolment to degree acquisition.
- (4) With respect to their academic socialisation, doctoral students taking part in doctoral programmes shall belong to the research centre that matches their potential research topic or is involved in the programme, shall be the members of the teaching and research community there, as well as participants of professional, scientific and other events. The institutes and research centres involved in the programmes shall help ensure the infrastructure needed for the purposes of the doctoral student's research work.



**Doctoral (PhD) Regulation****Suspension of student status****26.§**

- (1) Any suspension of student status shall be governed by the provisions of the SER with the following derogations:
- a) SS shall mean the UDO, Dean shall mean the Dean of CDS,
  - b) during the study and research phase, student status may only be suspended in cases set out in Article 45 (2) of Nftv once the Dean of CDS has taken note of the proof of existence of the required conditions. Studies may only be resumed by joining the programme based on the sample curriculum, derogations therefrom may not be allowed even on grounds of equity,
  - c) during the research and dissertation phase (the degree acquisition procedure) the suspension of student status is possible if a request is submitted in Neptun in the registration period. Suspension may not exceed two (2) semesters without the reason being given. The request shall be approved by the Head of UDO within five (5) days of submission, further suspension not being allowed even on the grounds of equity. Derogation from this is only possible on the basis of 40(2),
  - d) an active semester can be declared passive only in the research and dissertation phase, taking into account paragraph c),
  - e) a passive semester may not be declared active even on the grounds of equity.

**Cessation, termination of student status****27.§**

- (1) The student status shall be terminated
- a) if the doctoral student fails to pass the comprehensive examination, on the day of the failed obligation or unsuccessful examination (on the day of the failed comprehensive examination or on the day of the comprehensive examination missed by the student);
  - b) on the last day of the semester in which the student obtained the final certificate (absolutorium) (the last day of the semester is included in the calendar of the academic year as defined in the relevant legislation);
  - c) at the end of the eighth semester of a doctoral programme for which a doctoral student has registered ((the last day of the semester is included in the calendar of the academic year as defined in the relevant legislation);
  - d) in the event of the doctoral student's transfer to another higher education institution, on the day of the completion of transfer (the date of the transfer is the day preceding enrolment at the acquiring institution);
  - e) if the doctoral student gives notice of termination of student status, on the day that the notice is given, except if he/she withdraws such notice within eight (8) working days;
  - f) if the doctoral student who cannot continue a programme funded through a full or partial Hungarian state scholarship does not wish to continue it in a self-funded form (the doctoral student shall declare whether he/she wishes to continue his/her studies

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in a self-funded form by signing the training contract), on the last day of the registration period;

- g) if the doctoral student's student status is terminated by the Dean of CDS – under powers delegated to him/her by the Rector – due to arrears of payment after an unsuccessful demand for payment and the examination of the social situation of the doctoral student by the Social Committee, on the day that the decision on the termination of student status becomes final;
  - h) on the day that the disciplinary decision on expulsion as a disciplinary sanction becomes final;
  - i) in programmes offered in the framework of the Stipendium Hungaricum scholarship programme or other inter-state, state scholarship programme, if a doctoral student's status as a scholarship holder ceases and he/she does not undertake to fund his/her studies (the doctoral student shall declare whether he/she wishes to undertake his/her own costs by signing the training contract), on the last day of the registration period;
  - j) in the framework of a guest student status, on the last day of the semester;
  - k) upon the death of the doctoral student, the day of which shall be established by the Dean of CDS on the basis of a copy of the death certificate;
  - l) if the Dean of CDS unilaterally terminates the student's student status because the Dean requires a one-off medical fitness assessment for registration for the academic term and the student is found to be medically unfit to continue and complete his/her studies. This paragraph does not apply to Hungarian nationals, students having the right of free movement and residence, students with an immigrant or permanent resident status.
- (2) Student status shall be terminated of any student who
- a) fails to register for the semester in the study and research phase and it is officially not possible to take a passive semester or he/she submits a request to take a passive semester when he/she has already exhausted the maximum number of passive semesters;
  - b) fails to fulfil the obligations relating to progress in studies laid down in the present Regulation, it being understood that:
    - ba) the student exceeds the maximum period of studies available for completing his/her studies,
    - bb) he/she does not earn at least fifty (50) credits in two consecutive active semesters,
    - bc) in the case of a doctoral student commencing his/her studies in the autumn semester of the academic year 2021/2022 or thereafter, in any form of study and in any work schedule, he/she shall not acquire at least eighteen (18) credits per semester in all active autumn semesters of any stage of their studies.
- (3) In cases where the student status is terminated by operation of law – referred to in paragraphs b)-e), i) -k) of subsection (1) – a separate decision does not need to be issued on the termination of student status. The Head of UDO or a UDO colleague designated by him/her shall notify the doctoral student thereof via a Neptun message. In the case



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referred to in paragraph k), the fact that the student status was terminated shall be recorded in Neptun.

- (4) In the cases referred to in paragraphs f)-h) and l) of subsection (1) and in subsection (2), the decision on the cessation of the student status shall be taken by the Dean of CDS, while in any case referred to in paragraph k), it shall be made by the Student Disciplinary Committee or the Student Disciplinary Appeals Committee.
- (5) The resolution on the termination of the student status shall be issued in the form of a paper-based document and shall be delivered by post or by hand, or shall be issued in the form of an electronic document and shall be delivered to the student via Neptun or via the Customer Port of Entry.
- (6) The resolution shall lay down the rules for bearing the programme cost and/or the foreign language contribution.
- (7) With regard to documents related to the termination of student status, the rules of the SER shall apply, it being understood that SS shall mean the UDC, the Head of Study Matters at SS shall mean the Head of UDO, and SS Administrator/Coordinator shall mean the UDO Administrator.

**Legal remedy, handling complaints****28.§**

- (1) The doctoral student may appeal against the University's decision, action or failure to take action.
- (2) The legal remedy request shall be assessed by the Student Appeals Committee.
- (3) The legal remedy request shall be assessed within thirty (30) working days of receiving the request, taking into account the detailed rules of the SSP.
- (4) In addition to subsection (1), the doctoral student may submit a complaint concerning his/her studies, in which he/she may request the termination of an individual violation of rights or interests in cases where the settlement of such violation does not fall within the scope of other procedures, in particular the Student Appeals Committee or judicial procedures.
- (5) The complaint is assessed by the Dean of CDS.
- (6) The complaint shall be assessed within thirty (30) working days of receiving the request, taking into account the detailed rules of the SSP.

**Educational programme, curriculum, syllabus, announcement of subjects****29.§**

- (1) Education at the University is based on the approved educational programme. The definition of educational programme is defined in the SER. The educational programme programme shall be published on the University's website, this being the responsibility of UDO.
- (2) With regard to the educational programme, curriculum and syllabus, the provisions of the SER shall apply with the exceptions set out in this Regulation, whereby the Dean shall be understood to mean the Dean of CDS.

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- (3) Subjects may be announced, taken and dropped during the period specified in the calendar the academic year. The provisions of the SER shall apply to late subject registration and late subject deregistration.

**Credit recognition****30.§**

- (1) The UDC as a credit transfer committee may also recognise knowledge acquired through formal, non-formal, informal learning and work experience through granting credits. The rules of the SER shall apply to the recognition of credits, it being understood that:
- a) the rule set forth in subsections (7)-(8) of Section 53 of the SER with regard to acquiring at least 1/3 of the credit value of the programme in the University's relevant programme shall be applied for doctoral programmes,
  - b) credit transfer committee shall be understood as the UDC also as the committee acting in the credit transfer matters of the doctoral programmes.

**Attending sessions, preferential study schedule****31.§**

- (1) Attending the sessions is compulsory for doctoral students, except if the Head of the DS, in coordination with the course lecturer, exempts a doctoral student in exceptionally justified cases.
- (2) During the study and research phase, the doctoral student may request a preferential study schedule for a given semester in the case of study abroad or in other justified cases. The preferential study schedule is governed mutatis mutandis by the rules of the SER, it being understood that the completion of at least eighteen (18) credits is compulsory, and the study committee shall be understood as the Head of the DS.

**Participation in studies abroad****32.§**

- (1) A doctoral student may take courses at a higher education institution abroad on the basis of a work plan that ensures the validity of the relevant study period within the university's doctoral programme and has been approved by the supervisor, by the Track Director and/or the Head of Specialisation. The duration of and the performance during such study abroad, as approved by the Head of the competent DS, shall wholly count towards doctoral studies, student status not being suspended during the period of courses taken at a higher education institution abroad. The rules of the SER and the RSA shall also apply to studies abroad.

**Milestones of the doctoral procedure held online****33.§**

- (1) As a rule, the various milestones of the doctoral programme (discussion of the thesis proposal, defence, comprehensive examination) are completed in person.

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- (2) In justified cases, the Dean of CDS may authorise the student to complete the given doctoral milestone online, upon a request submitted to the UDO in Neptun at least seven (7) working days prior to the given doctoral milestone.
- (3) The manner and technical details of completing the various milestones of the doctoral procedure online are defined by the Vice-Rector for Research in the form of Provisions.

**Financial support accessible to doctoral students****34.§**

- (1) The various benefits that may be granted to doctoral students shall be set out in the RSFB.

**Fees and charges payable by doctoral students, reclassification****35.§**

- (1) Fees and charges payable by doctoral students are set out in the RSFB.
- (2) The provisions on reclassification between the different forms of funding (Hungarian state scholarship/self-funded) are set out in the RSFB.

**Teaching activity of the doctoral students****36.§**

- (1) Students taking part in doctoral programmes may undertake teaching tasks and tasks related to the organisation of education, the manner of which is set out in the present Regulation. The doctoral student shall receive credits for performing these tasks.
- (2) The doctoral student shall be remunerated by the University for the teaching activity in accordance with the relevant rules.
- (3) Should the doctoral student deem that the task and obligations imposed on him/her by the institute (research centre) jeopardise the progress expected in the doctoral programme, he/she may file a complaint with the Head of the DS, which shall be forwarded to the Dean of CDS. The Dean of CDS will act on the complaint in accordance with the rules of the SSP.

**REGULATORY FRAMEWORK WITH REGARD TO DOCTORAL PROGRAMMES  
IN THE TWO PHASES OF EDUCATION****Study and research phase****37.§**

- (1) During the four (4)-semester study and research phase the doctoral student shall complete subjects, conduct research, he/she shall publish the results thereof during conferences (research forums staged by the DS) and in scholarly publications, shall preferably get involved in teaching, shall attend various events associated with the doctoral procedure, shall take the comprehensive examination;
- (2) In the autumn semester the doctoral student shall obtain a minimum of eighteen (18) credits, at least fifty (50) credits per academic year (in two consecutive semesters if the student status is suspended). The maximum number of credits that may be obtained during one academic year shall be seventy (70);

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- (3) A total of one hundred and twenty (120) credits shall be acquired during the four (4) semesters: This is the requirement of registering for the comprehensive exam.
- (4) The doctoral student shall collect study, research as well as teaching and service credits in each semester of the study and research phase as follows:
- a) Study credits are acquired by the doctoral student according to an individual schedule based on the sample curriculum. Credits shall be recorded on the basis of the subjects taken in Neptun and completed.
  - b) Teaching and service credits are acquired by the doctoral student according to an individual schedule drawn up in accordance with this Regulation. Teaching and service credits are approved and recorded in Neptun by the Track Director/Programme Director as certified by the subject leader or lecturer of the given subject and/or the person managing the given activity,
  - c) Research credits are acquired by the doctoral student according to an individual schedule drawn up on the basis of this Regulation. Research credits certified by the supervisor shall be approved and recorded in Neptun by the Track Director/Programme Director.
  - d) The detailed regulation of the tasks and requirements with regard to the study and research phase are set out in the RO of the DSs.
- (5) Study credits:
- e) The number of study credits in the study and research phase shall be a minimum of forty-eight (48) credits; a maximum of sixty (60) credits.
  - f) To obtain study credits, the doctoral student must take the relevant subjects in Neptun.
  - g) The doctoral student shall earn study credits by completing the required subjects, fulfilling the requirements set by the lecturers on the basis of the subject syllabus, by earning grades. The doctoral student shall complete the compulsory, compulsory elective and elective subjects set out in the sample curriculum.
  - h) The doctoral student may also take an elective subject offered by any other DS and may also take as elective subject any compulsory or compulsory elective subjects that were made available by the doctoral schools to their own doctoral students or to doctoral students of other doctoral schools.
- (6) Research credits
- i) The number of research credits in the study and research phase shall be a total of sixty (60) credits.
  - j) The research credits are fixed for each semester, their number being 15 credits per semester.
  - k) To obtain research credits, the doctoral student must take the technical subjects advertised in Neptun.
  - l) Research credits may primarily be obtained by performing scientific research, by participating in conferences, by presenting at the research forums and by publishing. The detailed conditions for obtaining research credits shall be set out in the RO of the DSs.

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- (7) Teaching and service credits:
- a) The total number of teaching credits in study and research phase shall be a minimum of six (6); a maximum of eighteen (18) credits.
  - b) Teaching and service (TS) credits can be earned in two ways:
    - with a regular teaching load of one (1) slot per week, or:
    - a consultancy, educational support and service activity during one (1) semester, agreed with the Track Director. This shall be carried out and completed at the Corvinus University of Budapest.
  - c) According to the activity undertaken, one semester of teaching and service is worth six (6) credits for a regular teaching load of one (1) slot per week and two (2) credits for service activities.
  - d) In order to obtain teaching and service credits, the doctoral student must take the teaching and service technical subjects in Neptun.
  - e) Teaching and service credits are counted towards the activity completed in that semester.
  - f) A maximum of two (2) TS subjects per semester may be taken.
  - g) Within the framework of his/her study obligations, the doctoral student may be required to engage in the teaching and research activities of the University for a period equivalent to 20% of his or her full weekly working time, any such need shall be communicated by the Director of the Institute to the Head of the DS and the Track Director/Programme Director not later than two (2) months ahead of the commencement of the semester. The doctoral student may be required to teach up to four (4) hours (2 time-slots) a week per semester averaged over an academic year.
  - h) The doctoral student may obtain teaching and service credits for teaching (course conducting) activities at another domestic or foreign higher education institution if the relevant written notification is provided to the Track Director/Programme Director prior to the commencement of the semester and verifiable documentation on the performed work is submitted within two (2) weeks of the end of the study period.
- (8) As of the 2021/2022 academic year, all doctoral students taking part in a doctoral programme in any funding form or delivery mode shall be required to earn a minimum of eighteen (18) credits in the autumn semester in the study and research phase, at least fifty (50) credits per academic year or in two consecutive active semesters, it being understood that a maximum of seventy (70) credits may be obtained per academic year.
- (8) A doctoral student who does not obtain 120 credits by the end of the fourth (4th) active semester and therefore cannot take the comprehensive examination, shall have his/her student status terminated pursuant to the provisions of Section 27 (1) b).

**Comprehensive examination****38.§**

- (1) The comprehensive examination shall measure, evaluate progress made in study and research by the doctoral student as well as shall certify his/her research aptitude. The comprehensive examination shall be completed at the end of the fourth (4.) active

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semester as the conclusion of the study and research phase. Admission to the research and dissertation phase is subject thereto.

- (2) The doctoral student may only register for the fifth (5.) semester of the programme if he/she has successfully completed the comprehensive examination.
- (3) Doctoral students applying for individual preparation may be admitted to the comprehensive examination if they meet the requirements set out in this Regulation and if the UDC has supported their application for admission to a doctoral programme.
- (4) Criteria for being admitted to the comprehensive examination:
  - a) Acquiring at least one hundred and twenty (120) credits (with the appropriate ratio of credit types) in the study and research phase of the doctoral programme in organised doctoral instruction, the supporting resolution of the UDC as set out in subsection (3) in the case of candidates preparing individually,
  - b) recording and approving the doctoral student's publications in the MTMT Database,
  - c) Evaluation of the work performed in the study and research phase by the supervisor as well as his/her declaration on recommending the commencement of the degree acquisition procedure.
- (5) 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.
- (6) The comprehensive examination shall be taken before an examination board appointed by the DS and approved by the UDC. The examination board shall consist of at least three (3), but not more than one (1) members shall be employees of the University in the case of committees consisting of three members and not more than two (2) members in the case of committees consisting of five members.
- (7) The chairperson of the examination board shall be a full professor, a habilitated associate professor, a Professor Emeritus or a lecturer, a scientific researcher holding a DSc. Each member of the examination board shall hold an academic degree (with the exception of the secretary, a non-voting member who shall at least have acquired an *absolutorium* in a doctoral programme). The supervisor of the doctoral student may not be a member of the examination board, but is expected to attend the event.
- (8) During the theoretical part of the comprehensive examination, the doctoral student shall demonstrate his/her theoretical-methodological competence in at least two areas of expertise in writing and/or orally. The areas of expertise shall be defined by the DS in consultation with the supervisor, taking into account the research topic of the doctoral student.
- (9) During the dissertation part of the comprehensive examination, the examinee shall give a lecture (presentation) to demonstrate his/her knowledge of the academic literature, to report his/her research results, to share his/her research proposal with regard to the second phase of the doctoral programme as well as shall outline the schedule for preparing the doctoral dissertation and for publishing the results on the basis of a paper submitted to the DS beforehand.



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- (10) The detailed requirements with regard to the comprehensive examination, as well as the manner of its conduction, shall be set out in the RO of the DSs.
- (11) The comprehensive examination shall take place in the examination period of the spring semester. The comprehensive examination may be postponed or retaken until the end of the spring semester of the academic year in question (by 31 August at the latest). The comprehensive examination may be postponed if the postponement of the comprehensive examination is approved in advance by the Head of the DS on the basis of a request submitted by the doctoral student in Neptun ten (10) working days prior to the date of the comprehensive examination and is based on a substantiated reason. In the absence of such request, the exam may only be postponed if the doctoral student is not able to show up at the comprehensive examination due to any reason beyond his/her control (e.g. traffic obstacles, travel restrictions) or an unforeseen reason (e.g. sudden illness, death of close relative) and notifies (sends a proof thereof to) the Head of DS within 3 working days.
- (12) The examination board shall evaluate the theoretical-methodological and the dissertation part of the examination separately. It shall draw up detailed minutes of the comprehensive examination, containing a written assessment of the doctoral student's work from a scientific point of view. The result of the comprehensive examination shall be announced on the day of the last exam part.
- (13) The minutes of the comprehensive examination contain the data as stipulated in the Vhr.
- (14) Both parts of the comprehensive examination shall be evaluated by means of a written assessment (passed, failed).
- (15) The comprehensive examination is successful if the simple majority of board members considers both examination parts to be successful.
- (16) The overall evaluation of the examination shall be as follows:
  - a) Successful if the assessment of both parts is „passed”
  - b) Unsuccessful if the assessment of either of its parts is „failed”.
- (17) In case of a successful comprehensive examination the doctoral student may go on with his/her studies.
- (18) An unsuccessful comprehensive examination may be retaken by the doctoral student once, within the same examination period. If the doctoral student fails the comprehensive examination a second time, there is no further opportunity for improvement and this cannot even be granted on the grounds of equity.
- (19) The result of a successful comprehensive exam cannot be improved, nor can improvement be allowed on the grounds of equity.
- (20) In the event of justified absence, the number of opportunities available for retaking the comprehensive examination shall not be reduced and the consequences of a retaken comprehensive examination shall not apply.
- (21) In case of unjustified absence, the number of the opportunities to retake the final examination shall be reduced by one and the rules on a retaken comprehensive examination shall apply.

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- (22) If the doctoral student fails to report for the comprehensive examination, his/her performance cannot be assessed, the comprehensive examination shall be deemed to be unsuccessful;
- (23) If the doctoral student is unable to successfully complete the retake comprehensive examination, his/her student status shall be terminated pursuant to Section 27 (1) a).

**Research and dissertation phase****39.§**

- (1) A doctoral student taking part in a doctoral programme may enter the research and dissertation phase (degree acquisition procedure) upon passing the comprehensive examination.
- (2) The official date of commencing the degree acquisition procedure shall be the day of the successful comprehensive examination.
- (3) During the four (4)- semester research and dissertation phase the doctoral student shall perform intense research activities, present his/her research results at scientific forums, publish them, shall prepare his/her thesis proposal for discussion and shall submit it to the DS. The detailed rules on the research and dissertation phase shall be set out in the RO of the DSs.
- (4) A total of one hundred and twenty (120) credits shall be acquired during the four (4) semesters:
  - a) The doctoral student shall acquire at least twenty-five (25) credits in the autumn semester and at least fifty (50) credits each academic year – in case of deferment in two (2) consecutive active semesters.
- (5) Research credits certified by the supervisor shall be approved by the Track Director/Programme Director in Neptun;
  - a) the research credits are fixed for each semester (25 credits) and are linked to registering for the technical subjects taken in Neptun;
  - b) A maximum of two (2) technical subjects for research credit may be taken in a semester;
  - c) The detailed rules with regard to the research tasks and requirements of the research and dissertation phase shall be set out in the RO of the DSs.
- (6) The conditions for receiving teaching and service credits are identical to those set out in paragraphs b - and d)-e) of Section 37(7) above, with the exception that the maximum number of teaching and service credits is twenty (20) in the research and dissertation phase.
- (7) In the study and research phase, one additional credit (20) may be awarded once for the doctoral student's research-related performance above the expected level. The conditions for obtaining extra credits are regulated in the ROs of the DSs.
- (8) As of the 2021/2022 academic year, all doctoral students taking part in a doctoral programme in any funding form or delivery mode shall be required to earn a minimum of eighteen (18) credits in the autumn semester in the study and research phase, at least fifty (50) credits per academic year or in two consecutive active semesters, it being understood that a maximum of seventy (70) credits may be obtained per academic year.



**Doctoral (PhD) Regulation****Degree acquisition procedure****40.§**

- (1) Doctoral students who had commenced their doctoral studies prior to 1 September 2016 may enter the degree acquisition procedure upon obtaining the absolutorium with the support of their supervisor. This may be initiated by addressing the relevant request to the CoDS. Approval of admission into the degree acquisition procedure shall fall within the competence of the UDC on the proposal of the Head of the DS. The relevant decision shall specify the semester in which the student in question may enter the degree acquisition procedure. A doctoral student who has entered the degree acquisition procedure shall submit his/her doctoral dissertation within two (2) years of his/her admission thereto. The deadline may not even be extended on the grounds of equity.
- (2) Doctoral candidate status shall be terminated if the doctoral candidate has not submitted his/her doctoral dissertation within two (2) years from the date of the establishment of the status.

**The thesis proposal and its assessment****41.§**

- (1) The doctoral student's thesis proposal shall serve to document his/her competence and fitness as a researcher. The thesis proposal must contain all the essential elements of the dissertation to be submitted for defence, including the substantive results of the research on which the dissertation is based.
- (2) The defence of the thesis proposal may only take place after successfully completing the comprehensive examination as well as recording and approving the doctoral student's publications in the MTMT database. In order to ensure adequate publicity, thesis proposal discussions may only take place between the last day of the spring examination period and the first day of the autumn study period in exceptionally justified cases, subject to the approval of the Dean of CDS.
- (3) The doctoral student shall make a declaration on having prepared the thesis proposal on his/her own and having used the sources provided in it. He/she shall state that he/she has clearly marked all the parts - including his/her own previous work - and given the source thereof that were taken verbatim from another source or were rephrased to convey the same meaning. If the draft contains a co-authored part, the co-author must declare that the doctoral student's contribution was decisive in the part concerned. The rules on plagiarism check are set out in the SER, it being understood that if plagiarism is suspected, the supervisor, the referee or the Head of the DS shall initiate an ethical procedure against the student.
- (4) The detailed procedure of the thesis proposal discussion shall be set out in the RO of each the DS.
- (5) The thesis proposal shall be defended in a public session in the presence of experts holding an academic degree in the given field of expertise. The professional standard and the stage of completion of the thesis proposal shall be assessed by a committee designated for that purpose.

**Doctoral (PhD) Regulation**

- (6) The thesis proposal shall be evaluated by a Thesis Proposal Evaluation Committee (hereinafter: TPEC) consisting of four (4) (and in the case of co-supervision, five (5) members). The chairperson of the TPEC may be a full professor, a professor emeritus/emera or a habilitated associate professor. Besides the chairperson, the official referees and the doctoral student's supervisor (s) are members of the TPEC. One of the two referees shall be a non-affiliated expert (who is not an employee of the University). The (non-voting) secretary of the TPEC may also be a doctoral student who is involved in the research-dissertation phase and has acquired the absolutorium in a doctoral programme.
- (7) The task of the TPEC is to judge, taking into account the debate as well, whether the results included in the thesis proposal and the qualities of the candidate as a researcher guarantee the completion and submission of a successfully defensible doctoral dissertation by the required deadline as well as to assist the doctoral student by offering advice on preparing the final dissertation.
- (8) The TPEC takes a position on the changes and revisions that are required before a draft thesis can be submitted as a public dissertation. The opinion of the TPEC is recorded in minutes. The TPEC adopts its opinion unanimously.
- (9) The chairperson and secretary of the TPEC shall authenticate the minutes by signing them, then send them to the Head of the DS and the UDC.

**WITHDRAWING THE THESIS PROPOSAL****42.§**

- (1) The doctoral student may withdraw the thesis proposal after having submitted it, but not later than five (5) working days prior to the thesis proposal discussion.
- (2) In the case of withdrawal a new thesis proposal may be submitted three (3) months after the withdrawal date.
- (3) In the case of withdrawal and the submission of a new thesis proposal, the relevant DS shall appoint a new TPEC.

**FINAL CERTIFICATE (ABSOLUTORIUM)****43.§**

- (1) The provisions of the SER shall be applied to the final certificate with the following derogations:
  - a) The University shall issue the final certificate for doctoral students who earned at least two hundred and forty (240) credits in the doctoral programme in question – in case of taking part in a programme through individual preparation, one hundred and twenty (120) credits – in accordance with the present Regulation.
  - b) SS shall be understood as UDC, Dean shall be understood as the Dean of CDS.
  - c) The date of the final certificate shall be the day on which the last criterion is fulfilled that is defined as a precondition thereof.

**Doctoral (PhD) Regulation****DOCTORAL DEGREE****44.§**

- (1) In the framework of doctoral programmes, the acquisition of the doctoral degree is subject to
- a) the absolutorium;
  - b) the minimum publication requirements required for being admitted to the defence<sup>1</sup>;  
bb) at least 1 publication of at least category Q3 according to the Scimago classification of the relevant field, or equivalent publication activity, the details of which are specified in the RO of each doctoral school, it being understood that  
bc) DSs may, at their own discretion, set more stringent publication requirements than those set out above, which shall be laid down in the RO of the DS;
  - c) evaluation of independent research activity by the supervisor;
  - d) Successful completion of the discussion of the thesis proposal;
  - e) proof of payment of financial obligations (comprehensive exam fee, defence fee etc.),
  - f) the student does not have any payment obligation towards the University.

**The doctoral dissertation****45.§**

- (1) The doctoral student shall be required to submit his/her doctoral dissertation as specified in the present Regulation within three (3) years of passing the comprehensive examination. This deadline may be extended by not more than one (1) year in cases of special equity, with the exception of cases referred to in 40(1). After that, no extension is possible even on the grounds of equity.
- (2) A further condition of the submission of the doctoral dissertation shall be that the doctoral student has acquired the absolutorium, that he/she does not have a doctoral degree acquisition procedure underway in the same branch of science, that his/her application for entering the degree acquisition procedure was not rejected in the last two (2) years, nor did his/her doctoral defence conclude with an unsuccessful result in the last two (2) years. Compliance with these further conditions shall be confirmed by the doctoral student in a statement at the time of submitting the dissertation as well as upon application to enter the degree acquisition procedure.
- (3) The launch of the dissertation defence procedure shall be initiated jointly by the doctoral student and the supervisor in a request addressed to the Head of the DS and submitted in Neptun. The Head of the DS shall take the relevant decision in Neptun within fifteen (15) days.
- (4) The format and content requirements for the doctoral dissertation are set out in the RO of the DSs.

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<sup>1</sup>In the programmes offered by the Doctoral School of Sociology and Communication Science the list of journals compiled by the competent inter-sectional committee of the Hungarian Academy of Sciences (MTA) and approved by the UDC may be taken into account.

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- (5) The UDO shall be in charge of administration with respect to the doctoral dissertation as well as the organisation of the public defence.
- (6) As a general rule, the doctoral student must submit the dissertation in English. The Head of the Doctoral School may authorise Hungarian language dissertations in professionally justified cases (eg. relevance).
- (5) The dissertation, the theses (thesis booklet) shall be submitted both in printed and electronic forms along with the request. At least two chapters in the doctoral dissertation must be single-authored, autonomous works. If the draft contains a co-authored part, the co-author must declare that the doctoral student's contribution was decisive in the part concerned. A maximum of two co-authors is allowed for co-authored chapter(s).
- (6) The doctoral student shall make a declaration on having prepared the dissertation on his/her own, without any unauthorised assistance and on having used the specified sources only. He/she shall state that he/she has clearly marked all the parts - including his/her own previous work - and given the source thereof that were taken verbatim from another source or were rephrased to convey the same meaning.
- (7) The dissertation and the theses are publicly available both in printed and electronic form. Doctoral dissertations and theses become public once the decision on admitting the doctoral student to defence are taken by the UDC.
- (8) Following the defence, the bibliographical data of the doctoral dissertation shall be made available to the public in the MTMT database, with an identifier (DOI) assigned to them in accordance with generally accepted international practice. The CDS shall be tasked with initiating the publication of submitted materials. The University Library (hereinafter Library) shall make them public in such a manner that it shall deposit the electronic versions in the CORVINUS Doctoral Dissertations Electronic Archives. Following a successful defence, the CDS shall make sure that the composition of the Board of Referees and the date of the defence are attached to the dissertations deposited in the library.
- (9) The CDS shall be tasked with initiating the publication of submitted materials. The University Library (hereinafter Library) shall make them public in such a manner that it shall deposit the electronic versions in the CORVINUS Doctoral Dissertations Electronic Archives. Following a successful defence, the CDS shall make sure that the composition of the Board of Referees and the date of the defence are attached to the dissertations deposited in the library. The readers' attention shall be called to the fact that both the printed and the electronic forms are copyright protected and that they may only be read for the purposes of the defence procedure and may not be referenced until they have been defended and approved. Rejected dissertations shall be blocked by the University (their publicity shall be ended). The CDS shall keep one copy of such dissertations for five (5) years after which it shall take care of destroying them.
- (10) The dissertation is the intellectual property of the author, therefore further publication in full or in part shall be subject to his/her written consent. Accordingly, the author shall have the right to publish his/her dissertation in its original language or in another language. In this respect the publication of the dissertation on either the University's or the National Doctoral Council's website shall not constitute any restriction for either the author or the publisher.

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- (11) The defence of the dissertation in the framework of a public defence shall be part of the procedure for obtaining the doctoral degree.

**The Board of Referees evaluating the public defence****46.§**

- (1) The Board of Referees invited to evaluate the dissertation (hereinafter Board) shall consist of one chairperson, two official referees, one secretary and one further member. Every member of the Board shall hold an academic degree. The supervisor(s) of the doctoral student may not be (a) members(s) of the Board.
- (2) The composition of the Board:
- The chairperson shall be a full professor, a professor emeritus/emera or a habilitated associate professor. The chairperson may not be identical with either of the referees of the thesis proposal;
  - in the first place, the referees of the thesis proposal should be invited to act as referees;
  - one of the referees and the further member shall not be employed by the university.
- (3) The fulfilment of the criteria necessary for being admitted to the defence shall first be checked by the UDO. If these are found in order, the Head of the DS shall address a written proposal to the UDC with regard to the official launching of the defence procedure as well as to the composition of the Board of Referees. If the candidate fails to meet the criteria necessary to be admitted to the defence as set out in the present Regulation and the relevant legislation, the UDO shall reject the application.
- (4) The UDC shall adopt a position on the proposal of the Head of the DS, shall modify it if required and shall approve it. The UDC shall take a decision on the official commencement of the defence procedure.
- (5) The official referees shall be invited by the UDO. The referees shall prepare an official written assessment on the dissertation within 60 (sixty) calendar days of receiving the invitation. Their assessment shall include a statement on whether they recommend the dissertation to be debated in public.
- (6) The UDO shall send the doctoral dissertation, the thesis booklet, the minutes of the discussion of the thesis proposal and the assessments of the dissertation to the electronic mailing address of the members of the board of referees electronically and if requested, in a paper version as well. Should the referee reject the invitation to assess the dissertation, the UDO shall automatically invite the alternate referee and set a deadline of sixty (60) calendar days. Should the referee fail to meet the deadline available for the assessment, an automatic one-off deadline extension of thirty (30) days shall apply after sending the relevant reminder. Should the referee fail to send the assessment by the ninetieth (90th) calendar day, the invitation shall be cancelled, the referee shall receive a written notification thereof and the alternate referee shall be invited. If neither the referee nor the alternate referee prepares the assessment for the given deadline, the UDC shall appoint a new referee and alternate referee on the proposal of the CoDS.
- (7) The doctoral dissertation may be admitted to public defence if at least two (2) referees are in favour. In the case of one (1) proposal in favour and one (1) against, the UDO shall in consultation with the Head of the Doctoral School appoint a third (3rd) referee from

**Doctoral (PhD) Regulation**

among the alternate referees whose status is identical with that of the dismissive referee. If both alternate referees have already been invited, the UDC shall appoint the third (3rd) referee on the new proposal of the CoDS whose status shall be identical with that of the dismissive referee. In the case of securing two (2) opinions in favour, the dissertation may be admitted to public defence. In the case of two (2) dismissive opinions, the doctoral procedure shall be declared inconclusive and shall be terminated.

- (8) In the case of two dismissive opinions, a new doctoral dissertation on the same doctoral topic may be submitted at the earliest after two (2) years, up to a maximum of one (1) time, for which no equity may be claimed.
- (9) Only dissertations that fully comply with the provisions of the SER on plagiarism and the Anti-plagiarism Regulation may be admitted to public defence.
- (10) If the official referees or others indicate a suspected plagiarism, the UDC shall suspend the doctoral procedure and shall, in accordance with the Anti-plagiarism Regulation, request an ethical inquiry and in view of the outcome shall authorise the procedure to be continued or shall terminate it.

**Withdrawing the doctoral dissertation****47.§**

- (1) The doctoral student may withdraw the dissertation after having submitted it, but not later than 5 (five) working days prior to the public defence of the dissertation.
- (2) In the case of withdrawal, a new dissertation may be submitted six (6) months after the withdrawal date, it being understood that the deadline of submitting the dissertation defined in Section 45 (1) shall remain unchanged.
- (3) In the case of withdrawal and the submission of a new dissertation, the UDC shall appoint a new board of referees.

**The public defence of the doctoral dissertation****48.§**

- (1) The doctoral dissertation shall be admitted to public defence within sixty (60) calendar days of receiving the second opinion in favour. In order to ensure publicity, public defences may only take place between the last day of the spring examination period and the first day of the autumn study period in exceptionally justified cases, subject to the approval of the Dean of CDS.
- (2) The doctoral student shall receive the assessments electronically within seven (7) calendar days of the receipt of all the assessments (if at least two opinions are in favour), to which he/she shall reply within thirty (30) days. The assessments shall be forwarded by the UDO and the replies shall also be sent to the UDO.
- (3) The assessment of the referees and the written replies of the candidate as well as the doctoral dissertation and the thesis booklet shall be sent out electronically to each member of the Board of Referees not later than one (1) week ahead of the date of the defence coordinated by the UDO.
- (4) The quorum of the Board of Referees shall be constituted if the chairperson, the secretary and two (2) other members are present throughout the public debate. If a dismissive



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- opinion was submitted during the assessment process, at least two (2) referees shall be present at the defence, including the one who formulated a dismissive opinion.
- (5) A referee in favour who might not be able to attend the defence may communicate his/her rejoinder to the candidate's reply in writing, which shall be read out by the secretary of the Board at the public defence.
- (6) The Board of Referees shall be tasked with:
- Assessing the doctoral dissertation submitted by the doctoral student, formulating an opinion on the follow-up to the dissertation;
  - Summarising the evaluations formulated in the referees' assessments and comments;
  - Formulating two questions that shall be put to the doctoral student on the basis of written comments received in advance;
  - Examining whether the doctoral student is in possession of all the knowledge that might be expected from anyone performing research in the given topic. To verify this, they may put questions to the candidate with regard to the content of bibliographic references as well as to literature that is not included in the dissertation, but in the board's view is considered as important background material in the given topic;
  - Identifying the new and novel scientific results of the dissertation.
- (7) In case of justified absence, the defence may be repeated according to the general rules.
- (8) In the case of an unjustified absence, the doctoral student's performance cannot be evaluated and the defence is considered inconclusive.
- (9) During the public debate, the doctoral student shall introduce his/her theses in the form of a free twenty (20)-minute presentation, highlighting in particular the new scientific results of the dissertation. The referees shall present their assessments, the secretary of the board shall read out the preliminary written comments as well as the questions of the board. The public may put questions to the doctoral student, make comments. The doctoral student shall in turn react to the comments and questions of the referees, the board members and those present.
- (10) Minutes containing the data as stipulated in Vhr shall be drawn up of the defence and the decision of the Board. The minutes are signed by the chairperson and members of the Board. The minutes shall constitute an annex to the master data sheet.

**Grading of the doctoral dissertation****49.§**

- (1) When the debate comes to a close, the members of the Board shall decide on accepting the doctoral dissertation in a closed session by secret ballot, as well as shall make a recommendation with regard to the grading of the defence, which shall also constitute the grading of the degree, as follows:
- Only those members of the Board (including the secretary) shall have a right to vote who are present throughout the defence and the closed session. Members who are absent may not vote.
  - It shall be at the discretion of the board to decide whether the decision is taken on the basis of a discussion between its members or without that.

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- c) Each member of the board shall grade the defence by allocating a score on the four-grade scale.
- *Summa cum laude*
  - *Cum laude*
  - *Rite*
  - *Insufficiente*
- d) Grading of the defence, taking into account the contents of paragraph c)
- da) *insufficiente* (inadmissible) if at least two members of the committee grade it as insufficiente
  - db) *summa cum laude*, if all votes are at least cum laude and the majority of votes (at least 2 votes in the case of 4 votes) are summa cum laude
  - dc) *cum laude* if no more than one vote is rite, all other votes are at least cum laude
  - dd) *rite* in all other cases
- (2) The board shall communicate and justify its position publicly at the debate.
- (3) The Board of Referees shall draw up the minutes of the defence including its position and the justification thereof. The minutes shall contain the answer given by the doctoral student to each of the questions as well as the new or novel scientific results included in the dissertation.
- (4) The Board shall forward the minutes of the defence and the voting results to the CDS.
- (5) The UDC shall decide on awarding the degree on the proposal of the Board of Referees.

**Awarding the doctoral degree****50.§**

- (1) The UDC has decision-making powers with respect to awarding doctoral degrees.
- (2) A doctoral student taking part in a joint foreign and domestic degree acquisition process may be awarded the degree by the University, provided that he/she complies with the present Regulation. Prior to awarding the degree, the UDC may invite domestic referees and may also require the dissertation to be defended at the University.
- (3) Following degree acquisition, a (printed and electronic) copy of both the doctoral dissertation and the theses shall be forwarded to the University Library. Whereas the electronic version of the accepted dissertation and theses along with their DOI identifier shall be deposited and durably preserved in the CUB Doctoral Dissertations electronic archives, the same shall apply to preserving the catalogued printed versions in the library. The author shall take care of depositing the data of the accepted doctoral dissertation and theses in the database and linking it to the electronic version with a DOI. The University Library shall inform the degree holder of the access data of the electronic version and of the DOI through the University Doctoral Office.
- (4) The doctoral student may appeal a decision taken in the procedure for obtaining the doctoral degree in accordance with SSP in the event of infringement of the law or the breach of the university Doctoral Regulation.

**Doctoral (PhD) Regulation****Revoking doctoral degrees****51.§**

- (1) The UDC has decision-making powers with respect to revoking doctoral degrees.
- (2) The doctoral degree may be revoked pursuant to the decision of the UDC if it is established that the conditions for awarding the degree were not fulfilled or it is demonstrated that the degree was acquired as a result of presenting someone else's intellectual property, either partially or entirely, as if it belonged to the person acquiring the degree or he/she used false or falsified data in his/her dissertation, thereby misleading or deceiving the body or person acting in doctoral matters. The UDC shall initiate ethical proceedings in case the relevant conditions are met. The procedure to revoke the doctoral title may only take place if the holder of the title is alive when the procedure is launched.
- (3) The procedure to revoke the doctoral degree may be initiated by anyone with the UDC Chairperson issuing the degree, who is able to substantiate the provisions set out in subsection (2) above or provides substantiated presumption thereof.
- (4) If a final ruling was handed down on the infringement of copyright in court proceedings initiated by the original author prior to launching the procedure, the UDC shall not be required to undertake the inquiry, the final ruling being sufficient to revoke the degree.
- (5) An appeal against the decision on the revocation of the degree may be lodged in accordance with SSP in the event of infringement of the law and/or the breach of the present Regulation.

**The doctoral diploma****52.§**

- (1) CDS shall issue a diploma relating to the doctoral degree awarded by the UDC and shall also record the relevant decision in the university doctoral register and in Neptun. Information on the awarded doctoral degrees shall be reported to the higher education information system, FIR, within fifteen (15) days of issuing the diploma.
- (2) The doctoral diploma is a secure document printed on the form issued by the Education Authority, the contents of which are stipulated in Nftv and Vhr, it being understood that the text of the diploma is annexed to the present Regulation.
- (3) The grade of the diploma shall be identical with the grading of the successful defence:
- (4) The university shall issue the diploma in the Hungarian and English languages.
- (5) A graduation ceremony shall be held to confer the doctoral degree upon persons who obtained a degree at the University. Persons who obtained a doctoral degree may use the abbreviation Dr. or PhD with their name as specified in the Nftv.
- (6) Under the Decree and with the prior consent of the President of the Republic, the University shall confer a doctoral title with distinction called "Promotio sub auspiciis praesidentis Rei Publicae" on students whose performance has been consistently evaluated as excellent throughout their secondary school, university and doctoral studies.
- (7) The diploma is signed by the Chairperson of the UDC and the Rector.
- (8) The rules of the SER shall apply to the issue of diplomas, the registration of diploma forms and issued diplomas, and the certified copies, it being understood that in the case of the

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issue of diplomas and issued diplomas, SS means the UDO, the Head of Study Matters at SS means the Head of the UDO, the SS administrator/coordinator means the UDO administrator.

- (9) The UDO will issue a duplicate diploma on the student's request for lost, stolen or destroyed doctoral diplomas, subject to a fee according to the RSFB.
- (10) The UDO, ex officio or at the request of the student, withdraws and destroys the incorrectly issued diploma and issues a corrected diploma in accordance with the rules of the SER, in which case the Dean shall be understood as the Dean of CDS, SS as the UDO, the Head of Study Matters at SS as the Head of the UDO, the SS.
- (11) The Dean of the CDS is the signatory of a duplicate and a corrected diploma.
- (12) An honorary diploma may be requested against a fee set out in the RSFB. The honorary doctoral diploma shall be printed in Latin on A3 size paper, its text being annexed to the present Regulation.

**Dean's equity****53.8**

- (1) In justified cases, at the student's request and within his/her period of studies, the student may be granted an authorisation from the Dean of CDS on the grounds of equity once (1) during the study and research phase (Semesters 1-4) and once (1) during the research and dissertation phase (Semesters 5-8) in any matter associated with the UDC and/or the SER, with the exception of the cases listed in paragraph (2) below.
- (2) Request for Dean's equity may not be submitted in the following cases:
  - a) in the admission procedure, in addition to the equity opportunities under the Admission Regulation,
  - b) if the request for transfer was rejected,
  - c) for granting a signature at the end of a semester,
  - d) for overruling the evaluation of academic achievement,
  - e) for granting of an exemption from obligations provided in the curriculum requirements,
  - f) for cancelling the consequences of ethical or disciplinary sanctions,
  - g) for overruling the contents of an appeals resolution,
  - h) for extending the maximum study period,
  - i) against a resolution terminating the student status,
  - j) for suspending student status during the study and research phase other than as specified in Article 45(2) of the Nftv,
  - k) for suspending student status during the research and dissertation phase for more than two (2) semesters – in the case of Article 40(2) for more than four (4) semesters.
  - l) for taking a subject in a semester other than the one for which it is announced by the University, with the exception of subjects which can be taken as exam courses.
  - m) for taking a second (2nd) attempt to pass the failed comprehensive examination,

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- n) for improving the result of a successful comprehensive exam,
  - o) for exempting the student from the limitation of three (3) examination opportunities, and together with the repeated subject registrations, six (6) examination opportunities in a given semester in the same subject,
  - p) for declaring a passive semester to be active,
  - q) the submitting the doctoral dissertation beyond the fourth (4th) academic year following the comprehensive examination - in the case of Section 40(1), the fifth (5th) academic year,
  - r) in all cases in which the SER or the UDR expressly prohibit recourse to equity and/or where equity is illegal or is prohibited under legislation.
- (3) Reclassification from a programme funded through (partial) state scholarship to a self-funded programme, or from a self-funded programme to a programme funded through (partial) state scholarship, as well as disciplinary and compensation matters do not come under the UDC.
- (4) The request may be submitted by the student at any time.
- (5) The request may cover one application/subject.
- (6) The request must contain the grounds for equity and the document(s) supporting such grounds must be attached.
- (7) A request for equity may not be solely based on academic grounds. The equity decision is always individual in character and may not provide a reference for other decisions. Equal treatment rules must also be ensured when assessing equity.
- (8) The student is obliged to pay a fee according to the RSFB for the submission of such request.
- (9) The decision on the request shall be taken by the Dean of CDS.
- (10) The decision shall be taken within fifteen (15) working days of the submission of such request.
- (11) The decision shall be recorded in a resolution. A decision adopted under discretionary powers does not need to be justified. No appeal shall lie against the decision.
- (12) If the dean has rejected the student's request, the student has not resorted to an authorisation on the grounds of equity, that is, the rejected request does not reduce the number of available requests for equity.

**Rector's equity****54.8**

- (1) In justified cases, and at the student's request, the student may be granted an authorisation from the Rector on the grounds of equity once (1) during the study and research phase (Semesters 1-4) and once (1) during the research and dissertation phase (Semesters 5-8) in any matter associated with the UDR and/or the SER, with the exception of the cases listed in paragraph (2) below.
- (2) Request for Rector's equity may not be submitted in the following cases:
- a) matters in which dean's equity may not be exercised, and

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- b) matters in which the Dean of CDS has already taken a decision under Dean's equity,
  - c) if the student has not previously submitted a request for Dean's equity during the entire period of his/her studies in the given study programme.
- (3) Provisions on Dean's equity shall apply mutatis mutandis for Rector's equity in all other matters.
- (4) A decision on the request shall be taken by the Vice-Rector for Research under powers delegated by the Rector.

**DOCUMENTS RELATED TO STUDY AND EXAMINATION MATTERS HANDLED BY THE UNIVERSITY****Transcript, master data sheet, master data sheet extract****55.§**

- (1) The rules of the SER shall apply mutatis mutandis to the transcript, master data sheet, master data sheet extract, it being understood that SS means the UDO, the Head of Study Matters at SS means the Head of UDO, the SS administrator/coordinator means the UDO administrator.

**Certificates related to studies, issuing and delivering documents****56.§**

- (1) The rules of the SER shall apply mutatis mutandis to issuing and delivering certificates and documents related to studies, it being understood that SS means the UDO, the Head of Study Matters at SS means the Head of UDO, the SS administrator/coordinator means the UDO administrator.

**NOSTRIFICATION OF ACADEMIC DEGREES OBTAINED ABROAD****57.§**

- (1) The nostrification of academic degrees attested by foreign diplomas shall fall under the competence of the University if they were issued in the discipline (branch of science) in which any of the schools of the University offer a programme, and if the competence of the doctoral school involved in the procedure can be clearly established.
- (2) Following a substantive discussion, the UDC shall nostrify an academic degree obtained abroad as a doctoral (PhD) degree if
- a) It was issued by a foreign educational institution that is entitled to issue academic degrees under the legal order of the foreign state, and
  - b) The requirements of the acquisition of the academic degree correspond to the requirements laid down in the present Regulation or can be matched with them through laying down additional conditions.
- (3) A request for nostrification may be submitted to the UDO. The request for nostrification shall be submitted along with the following documents:
- a) copy of diploma attesting a Master degree or equivalent constituting a precondition for entering a doctoral programme;



**Doctoral (PhD) Regulation**

- b) copy of diploma attesting academic degree earned abroad, if it is not in English, its certified translation into Hungarian;
  - c) dissertation (work) used for the purposes of earning the doctoral degree;
  - d) applicant's list of publications (optional);
  - e) proof of payment of the administrative fee.
- (4) The EDC may grant derogation from the application of Section 14/A (4)a) of the Recognition Act and Section 57(3)a) of the UDR if the nostrification of the academic degree is necessary for employment.
- (5) The Chairperson of the UDC shall appoint the doctoral school in charge of the procedure. The Head of the competent doctoral school shall invite two (2) experts holding a PhD. The invited experts shall declare in writing whether it can be duly established on the basis of the dissertation that is the subject of nostrification that the PhD degree obtained abroad is equivalent to the degree acquisition criteria set out in the University doctoral regulation.
- (6) The chairperson of the UDC shall submit the expert opinions to the UDC, which in turn decides on nostrification.
- (7) The decision of the UDC on the nostrification of the academic degree shall entitle the applicant to use the doctoral (PhD) title.

**58.§**

- (1) The Chairperson of the UDC shall submit the request for nostrification to the UDC without seeking expert opinions and the opinion of the Head of the competent DS, if the foreign educational institution concerned and the discipline named in the degree have been ranked in the top two hundred (200) places in The Academic Ranking of World Universities (ARWU) in at least one of the five (5) years preceding the request for nostrification.
- (2) A request for simplified nostrification may be submitted to the UDO. The application shall be accompanied by the documents listed in paragraphs b) and e) of Section 32(3).
- (3) Compliance with the formal requirements set out in subsection (1) shall be certified by Dean of CDS in writing.
- (4) If the formal requirements are met, the Chairperson of the UDC shall submit the application to the UDC for decision making.

**CONFERRING HONORARY DOCTOR TITLES****59.§**

- (1) On the proposal of the Rector and after consulting the UDC, the Senate may award the honorary doctor title (*Doctor Honoris Causa*) or the honorary doctor and professor title (*Doctor et Professor Honoris Causa*) University – in branches of science where the University is entitled to award doctoral degrees – to persons who are not employees of the University.
- (2) The *Doctor et Professor Honoris Causa* title may be awarded to persons who have merited it by their scientific activity, the *Doctor Honoris Causa* title may be awarded to persons who carry out internationally recognised, prominent political and public activity.

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- (3) An opinion on the proposal to award an honorary doctor title shall be given by the relevant CoDs as well as the UDC.
- (4) The awardee shall receive an honorary certificate. The certificate shall be conferred during the doctoral award ceremony.

**AWARDING THE TITLE OF HONORARY CHAIRPERSON****60.§**

- (1) On the proposal of the Rector and after consulting with the UDC, the Senate may recognise the activity of an outgoing chairperson of the UDC with the honorary chairperson title (certificate).
- (2) The awardee shall receive an honorary certificate. The certificate shall be conferred during the doctoral award ceremony.

**THE QUALITY MANAGEMENT SYSTEM OF DOCTORAL PROGRAMMES****61.§**

- (1) The quality management system of doctoral programmes shall be governed by the Quality Assurance Regulations of doctoral programmes at the Corvinus University of Budapest. The University Doctoral Council shall be responsible for designing, adopting the quality assurance regulations and reviewing them at intervals of no more than five (5) years.

**CONFLICT OF INTEREST****62.§**

- (1) Anyone who is a close relative of the candidate or cannot be expected to judge the case objectively, may not be involved in the doctoral procedure as an official referee or board member. Thus, the supervisor is in particular affected by the conflict of interest clause. Furthermore anyone with who the person submitting the document constituting the subject of the given milestone of the doctoral procedure has co-authored a paper may not be a member of the Thesis Proposal Evaluation Committee (TPEC), the comprehensive examination board or the board of referees of the doctoral dissertation, nor may he/she act as an official referee assessor. This shall be checked in MTMT by the person in charge of proposing the board members.
- (2) If the person submitting the thesis proposal or the doctoral dissertation or his/her supervisor either consults with anyone involved as an official referee or board member in the doctoral procedure in progress about the document under assessment, or urges the referee to prepare the assessment, this shall be considered as behaviour that interferes with objective assessment.

**DATA PROCESSING****63.§**

- (1) The scope of data to be registered on students on a mandatory basis are set out in Nftv. and Onytv. Any further personal or sensitive data may only be recorded with the written consent of the data subject.

**Doctoral (PhD) Regulation**

- (2) The rules on recording, processing, transferring data and data protection are laid down in the Data Processing Regulations and the Student Data Processing Notice.
- (3) The University, as the data controller, has a data processing notice pursuant to Articles 13 and 14 of the GDPR available on the NEPTUN student platform, setting out the detailed circumstances of its data processing activities within the scope of these Regulations. By signing the enrolment form or the enrolment form-training contract, the student acknowledges the contents of the notice.

**CLOSING PROVISIONS****64.§**

- (1) The present Regulation was adopted by the Senate at its meeting of 11 July 2023.
- (2) The present Regulations shall enter into force on 1 September 2023, at the same time the Doctoral Regulations adopted by the Senate at its meeting of 22 June 2021 under resolution number SZ-78/2020/2021 (22 June 2021) amended multiple times shall be revoked.
- (3) The present Regulation shall constitute Part 8 of the Student Requirements.
- (4) In the case of conflict with the SER and the RSFB, the SER and the RSFB shall prevail.

**TRANSITIONAL PROVISIONS****65.§**

- (1) By way of derogation from 45 (1), anyone who completed their comprehensive examination between 1 February 2018 and 31 August 2021 shall be required to submit their doctoral dissertation within four (4) academic years of the date of the comprehensive examination. This deadline may be extended by not more than one (1) year in cases of special equity as set out in Section 40.
- (2) Under the degree acquisition procedure of the doctoral student defined in subsection (1) above, student status may be suspended for a maximum of four (4) semesters by way of derogation from 26 (1)c).
- (3) The provisions of Section 37 of the present Regulation shall apply to students who commenced their studies before 1 September 2022, it being understood that
  - a) if the student earned more credits than the research credits specified in Section 37 before the entry into force of the present Regulation, he/she may have them fully recognised in the following semesters in the semesters determined by the Dean of CDS;
  - b) if the student earned fewer credits than the number of research credits specified in Section 37 before the entry into force of the present Regulation, he/she is not obliged to make up for them retroactively, i.e. for the semesters prior to the entry into force of the present Regulation.
- (4) The provisions of Section 39 of this Regulation shall apply to students who commenced their studies before 1 September 2022, it being understood that:
  - a) if the student earned more credits than the research credits specified in Section 39 before the entry into force of the present Regulation, he/she may have them fully recognised in the following semesters in the semesters determined by the Dean of CDS;

**Doctoral (PhD) Regulation**

- b) if the student earned fewer credits than the number of research credits specified in Section 39 before the entry into force of the present Regulation, he/she is not obliged to make up for them retroactively, i.e. for the semesters prior to the entry into force of the present Regulation.
- (5) In the cases provided for in subsections (3) - (4), the provisions of the Doctoral Regulation in force on 7 September 2022 shall apply to students who established a student status before 1 September 2022.

**Doctoral (PhD) Regulation****Annexes**  
**Annex 1/a****Text of the Hungarian-language doctoral diploma**

Oklevél sorszáma:

Intézményi azonosító szám:

MKKR szintje:

EKKR szintje:

*Mi, a Rector**és a**Budapesti Corvinus Egyetem Doktori Tanácsa**köszöntjük az Olvasót!*

*Elődeink dicséretes rendelése, hogy azok, akik alapvető ismeretekben és szaktudományokban magukat kiművelték, s erről tanúbizonyságot tettek, tudományuknak és képzettségüknek törvényes bizonyosságát elnyerjék. Mivel tehát*

.....úr/úrhölgy,

aki.....városban/községben.....

.....országban,.....év.....hó.....napján született  
(születési neve:.....)

a(z) .....tudományterületen, a(z)  
.....tudományágban való képzettségét és  
tudását.....eredményrel bizonyította, őt a ránk ruházott  
hatalomnál fogva a filozófia doktorává avattuk, részére a

**Doctor of Philosophy (PhD)**

*fokozatot odaítéltük, és ezzel feljogosítottuk a „doktor (PhD)” cím viselésére. Ennek hiteléül ezt az oklevelet részére kiszolgáltattuk és Egyetemünk pecsétjével, valamint saját kezű aláírásunkkal megerősítettük.*

*A Doktori Iskola neve:**A doktori disszertáció címe:**A doktori disszertáció minősítése:**A doktori szigorlat/komplex vizsga eredménye:*


*Kelt Budapesten, a ..... évben, ..... hónap ..... napján*

.....  
*EDT elnökének az aláírása*

*EDT elnökének a neve*  
*az Egyetemi Doktori Tanács elnöke*

.....  
*rektor aláírása*

*rektor neve*  
*rektor*

	<p style="text-align: center;">STUDENT REQUIREMENTS PART 8</p>	<p style="text-align: center;">Version number: <b>00.</b>  File number: JISZ-SZ/16/2023</p>
<p><b>Doctoral (PhD) Regulation</b></p>		

**Annex 1/b**

**Text of the English-language doctoral diploma**

Certificate number:  
Institution Identification Number:  
HUQF Level:  
EQF Level:

*We, the Rector  
and  
the Doctoral Council  
of the Corvinus University of Budapest  
greet the Reader!*

*It is a laudable custom of our predecessors that those who have perfected themselves in fundamental knowledge and in specialised branches of learning, and given meritorious proof thereof, should receive legal recognition of their knowledge and qualifications. Whereas Mr/Ms.....,*

*who was born in ..... (town, city), in ..... (country), on the ..... (day) of ..... (month), ..... (year) (birth name: .....) has given proof of his/her qualifications and knowledge in the discipline of ..... in the branch of..... with the distinction of....., by virtue of the authority vested in us, we have conferred upon him/her the degree of Doctor of Philosophy and the right to use the title*

**Doctor of Philosophy (PhD)**

*In witness whereof we have issued him/her with this diploma and endorsed it with the seal of our University and our own signatures.*

*Doctoral School: .....*

*Title of PhD Dissertation: .....*

*Grade of PhD Dissertation: .....*


*Grade of PhD Comprehensive Examination: .....*

*Given at ....., on the .....day of ..... (month) .....(year)*

.....  
*Signature of the Chairperson of the UDC*  
*Name of the Chairperson of the UDC*  
*Chairperson*  
*of the University Doctoral Council*

.....  
*Signature of Rector*  
*Name of Rector*  
*Rector*



	<p style="text-align: center;">STUDENT REQUIREMENTS PART 8</p>	<p style="text-align: center;">Version number: <b>00.</b>  File number: JISZ-SZ/16/2023</p>
<p><b>Doctoral (PhD) Regulation</b></p>		

**Annex 1/c**

**Text of the Latin-language honorary doctoral diploma**  
*Nos Rector*

*Universitatis Budapestinensis Corvinianae  
et Consilium de Promotione Doctorali in eadem Universitate  
Lecturis salutem!*

*Laudabile maiorum nostrorum institutum est, ut qui se in disciplinis fundamentalibus ac specialibus excoluerint dignaque huius rei signa praestiterint, legitimum eruditionis ac doctrinae suae testimonium consequantur.*

*Cum igitur dominus/domina*

.....  
*que/quae..... in.....  
die ..... mensis..... anno.....natus/nata.....est,  
suam in.....  
eruditionem atque doctrinam.....  
demonstravisset, eum/eam auctoritate nobis lege collata ad gradum Philosophiae Doctoris promovimus eique titulo*

**Philosophiae Doctoris (Ph.D.)**

*utendi fruendique conferimus potestatem. In cuius rei fidem hoc diploma sigillo Universitatis nostrae munitum et subscriptionibus propriis roboratum ei dari curavimus.*

*Numerus diplomatis: .....*

*Datum Budapestini, die ..... mensis ....., anno.....*

.....  
*Signature of the Chairperson of the UDC  
Name of the Chairperson of the UDC  
Praeses  
Consilii de Promotione Doctorali Universitatis*

.....  
*Signature of Rector  
Name of Rector  
Rector Magnificus*