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DOCTORAL SCHOOL OF BUSINESS AND MANAGEMENT RULES OF OPERATION		

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GENERAL PROVISIONS

1.§

- (1) All the provisions set out in the University Doctoral Regulation (hereinafter: UDR) of the Corvinus University of Budapest shall apply to the Rules of Operation (hereinafter: RO of DSBM or Rules) of the Doctoral School of Business and Management (hereinafter: DSBM).
- (2) All the provisions set out in the UDR also apply to these Rules.
- (3) Based on the framework and rules set out in the UDR, its provisions and the applicable legislation, the detailed rules as listed below are set out in these Rules:
 - a) the rules with regard to the activities and responsibilities of the Track Director,
 - b) the operation of the council of the DSBM (hereinafter referred to as: CoDS),
 - c) the number of members of the admission committee, the content and the way in which the selection procedure is conducted and, where relevant, the submission of additional documents, other than those specified in the UDR, required for the assessment of the professional qualifications of candidates, the range of and points associated with the performance components, the method of ranking the candidates,
 - d) the process of assigning (a) supervisor(s) to doctoral students,
 - e) the detailed regulation of the tasks and requirements associated with the study and research phase,
 - f) the detailed regulation with regard to the research tasks and requirements associated with the research and dissertation phase,
 - g) in the research and dissertation phase, the criteria for obtaining twenty additional credits (20 credits) that may be awarded once in recognition of the doctoral student's research-related performance above the expected level,
 - h) the requirements of being admitted to the comprehensive examination, the requirements of the comprehensive examination,
 - i) the scholarly publications, published or approved for publishing, and documentation of creative artwork that is required from the doctoral student at the time of submitting the doctoral dissertation,
 - j) the procedural rules for the discussion of thesis proposal,
 - k) the content and format requirements of the thesis proposal and the dissertation,
 - l) any publication requirements defined for the award of the doctoral degree that are stricter than those set out in Section 44(1)b)bb) of the UDR (if relevant),
 - m) the language requirements defined for the award of the doctoral degree and the method for proving language proficiency, a list of all the foreign languages accepted

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for the purposes of meeting the language requirements, as well as the designation of one foreign language that is necessary for obtaining the doctoral degree and that is indispensable for performing academic activity in the given branch of science,

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

ORGANISATIONAL STRUCTURE AND OFFICE HOLDERS OF THE DOCTORAL SCHOOL

2.§


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

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

ADMISSION PROCEDURE**3.§**

- (1) The documents to be submitted and the conditions to be met by every applicant in the admission procedure are specified in the UDR.

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- (2) In the application for admission, applicants must indicate which track they are applying for.
- (3) Applicants for the admission examination must consult the head of the track in question in advance (before submitting the application file), and a written recommendation confirming his/her support must be attached to the application file.
- (4) The CoDS shall set up the Admission Committee pursuant to the provisions of the UDR and at the proposal of the Head of DS. A minimum of two (2) persons shall be elected from each track and these persons shall conduct the admission procedure forming subcommittees.
- (5) The committees referred to in subsection (3) shall:
 - a) organise the oral examination (online platform or physical presence),
 - b) conduct the admission exam in English pursuant to the UDR,
 - c) formulate their recommendations for the admission decision following the admission exams:
 - ca) recommend the application of those who fail to reach the minimum level to be rejected,
 - cb) place the applicants taking part in the admission examination in an order of ranking, except for the applicants referred to in subparagraph ca), compiling a different list of those recommended for Hungarian state scholarship, for Stipendium Hungaricum scholarship and for a self-funding status.
- (6) Admission to the Doctoral School is based on the assessment of prior professional and academic performance and on a written and oral entrance examination. The written examination focuses on competence in the area of Business and Management Sciences, especially the skills in research methodology and in the domain of the specialisation selected by the applicant.
- (7) The oral exam serves to assess the applicant's motivation, commitment in his/her field of study, and abilities to complete the teaching and research tasks.
- (8) The scoring system for admission is set out in Annex 1.
- (9) Applicants for the admission examination must consult the head of the track in question in advance (before submitting the application file), and a written recommendation confirming his/her support must be attached to the application file.
- (10) The Admission Committee will decide on the admission ranking in proportion to the number of applicants and the number of points obtained.
- (11) The Admission Committee shall review the lists in a joint meeting and formulate its admission proposal on the basis of subsection (9) and shall send the proposal, along with the opinion given by the CoDs, to the Dean of CDS, who shall in turn send it to the UDC for approval in such a manner that a sufficient number of future students for each track. Rejected applicants cannot be recommended.

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- (12) The professional content of the DSBM's admission bulletin is defined by the Head of DS and published by the UDO on the University's website.
- (13) The DSBM accepts applicants through an individual preparation procedure as well, the detailed rules of which are set out in the UDR, it being understood that the applicant must have at least 2 publications of at least category Q3 according to the Scimago classification relevant to the field, as defined in Section 22 (3) a) of the UDR, which may be offset by:
- a) at least one Q1 publication

STUDY MATTERS

Supervision

4.§

- (1) The detailed rules regarding supervision are set out in the UDO and the QAR, with the additions contained in this Section.
- (2) By 30 September at the latest, the CoDS, on the proposal of the track directors, will approve the supervisor(s) from the list of doctoral supervisors approved by the UDC. The student will be informed of the name of the supervisor(s) via an e-mail message sent to his/her e-mail address.
- (3) The CoDS aims to keep the number of supervisors to a minimum.
- (4) The DS expects the supervisor to closely monitor the doctoral student's work and academic activities, to assist in publication, to involve the student in the scientific community and to evaluate the student's work at the end of each semester.
- (5) The Track Directors provide the new supervisors with support through the trainings and consultation forums offered by the CDS.
- (6) The doctoral students evaluate the supervisor's work on the dedicated interface of the University. The evaluation shall be available to the Head of DS and the concerned Track Director (with the exception of evaluations by his/her own supervised students).
- (7) Both the supervisor and the doctoral student may request the replacement of the supervisor with the track director in writing (paper or e-mail), including the justification therefor, by addressing the track director in the electronic letter sent to the address of the DS's track coordinator. After the necessary consultations and in accordance with the rules defined in the UDR, the Track Director shall submit the proposed change to the CoDS for decision, which shall take its decision after having heard the parties and obtained the opinion of the Head of DS.
- (8) Formal tasks of the supervisor(s) in addition to what is specified in the UDR:
- a) Acceptance and evaluation of the doctoral student's progress at the end of the semester based on the report prepared by the supervised doctoral student.
- b) Written evaluation of the comprehensive examination.

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- c) Brief report on his/her work at the end of the academic year. This should include the frequency of meetings with doctoral students, the intensity of professional interactions, the quality of the supervisory work in general, and the relationship with the track director.


Study and research phase

5.§

- (1) After the successful entrance examination, the doctoral student must register in the Hungarian Scientific Publications Database (hereinafter: MTMT).
- (2) The doctoral student shall collect study, research as well as teaching and service credits in each semester of the study and research phase as stipulated in the UDR and the present section.
- (3) The doctoral student must collect study, research and teaching credits in each semester and must participate in at least one (preferably track-related) thesis proposal discussion or public dissertation defence per academic year (participation is certified by the track director on the basis of the attendance sheet attached to the minutes).
- (4) Rules for obtaining study credits:
 - a) For doctoral students admitted to organised instruction, the DS teaches compulsory and compulsory elective subjects and may also announce free elective subjects within the study and research phase.
 - b) The students of a given track must take the compulsory subjects announced for the given track. The concerned Track Directors may decide to announce a compulsory subject jointly.
 - c) In each track, the number of compulsory elective subjects laid down in the relevant sample curriculum must be completed.
 - d) In each track, the number of completed free electives must be sufficient to ensure that the student obtains the required number of credits when taken together with the compulsory and compulsory elective subjects.
 - e) The curriculum is drawn up, maintained and submitted for decision to the UDC by the Head of DS in collaboration with the track directors, no later than 30 June of the previous academic year.
 - f) Equivalence in regard to individually organised study abroad under the Regulation on Studies Abroad (RSA) shall be assessed by the Track Directors based on the opinion of the supervisor. The relevant decision is taken by the Credit Transfer Committee. In the framework of such studies, the doctoral student may offset up to two (2) subjects.
 - g) With the approval of the subject's instructor, the doctoral students of the tracks and of the doctoral schools of the Corvinus University of Budapest may take the subjects of each other in the scope of offered free elective subjects.

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- h) The subjects may be announced as intensive courses (one-week course) and in the form of even workload spread over a trimester/semester. The syllabi and assessment systems for the announced subjects are approved by the Head of DS and the track directors and submitted to the UDC for decision as part of the curriculum by the Head of DS. The uploading and updating of subject syllabi are monitored by the track directors.
- i) Doctoral students are assessed on the basis of the subjects set out in the QAR. The evaluations shall be available to the Head of DS and the concerned Track Directors.
- (5) Rules for obtaining research credits:
- a) As a general rule, research credits can be obtained in accordance with the provisions of the UDR.
- b) After taking the technical subject for research credit, the student prepares his/her own research activity plan in agreement with the supervisor, which he/she records in the manner specified in the QAR.
- c) The DSBM defines as a criterion requirement that the results of the dissertation be presented and reviewed annually in a research forum in the first and third year. Detailed rules for the Research Forum are set out in Annex 5. Participation in the research forums is compulsory in the semester concerned, in case of failure to attend, the subject is considered as not completed and no credit can be awarded.
- d) Research credits may be acquired through independent research (e.g. individually reviewing academic literature, attending literature review seminars). Progress is monitored in the form of interim checks after each semester (written reports, assignments to be submitted, research proposals, conference presentations, working papers). The maximum value of research credits per semester is included in Annex 3.
- e) At the end of the semester, the supervisor checks and certifies to the track director the completion of the research activities undertaken in the work plan and proposes a certificate of completion of the subject, which is the responsibility of the track director and must be recorded in Neptun.
- f) At the end of the 2nd and 4th semesters, no research credit can be awarded if the doctoral student has not participated in any thesis proposal discussions during the year.
- (6) Rules for obtaining teaching and service credits:
- a) Teaching and service credits can, as a general rule, be obtained in accordance with the provisions of the UDR.
- b) The DS also expects the doctoral student to carry out teaching and service activities during the doctoral studies, within the framework set out in the UDR.
- c) Teaching and service credits are also taken in Neptun as technical subjects. If the minimum number of credits is not achieved, the partial completion may be taken into account in the following semester.

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- d) Doctoral students may undertake teaching, thesis supervision, thesis review activities at other universities. This shall be certified with an official document (NQR trainings, i.e. trainings listed in the National Qualification Register and other vocational trainings shall not be recognised).
- e) Other detailed rules for the acquisition of teaching credits are set out in Annex 3.
- f) Credits for teaching and service are certified by the track director. The following points provide guidance for the evaluation of each activity:

Comprehensive examination


6.§

- (1) The comprehensive examination ends the study and research phase (at the completion of which the candidate wishing to obtain a degree through individual preparation may be admitted to the doctoral procedure).
- (2) The comprehensive examination consists of two main parts: an assessment of the doctoral student's theoretical-methodological preparedness ("theoretical part") and a report by the doctoral student on his/her scientific progress ("dissertation part").
- (3) The main rules for the comprehensive exam are set out in the UDR, it being understood that the UDO issues a detailed timetable for the comprehensive examination in January each year, which is published on the University's website and sent to the students concerned by e-mail.
- (4) Other rules for the comprehensive examination:
 - a) On the basis of the track directors' proposals and depending on the number of applicants, the CoDS proposes to the UDC examination boards of three or five members for each track. Although the supervisor is not a member of the examination board, he/she is obliged to evaluate the doctoral student's work in writing beforehand, and to attend the comprehensive examination of his/her own doctoral student.
 - b) The supervisor's preliminary written assessment shall be attached to the registration form for the comprehensive examination (constituting an annex thereto). The assessment presents the doctoral student's work to date, his/her most important scientific achievements, the quality of cooperation with the supervisor, and briefly describes the strengths and weaknesses of the paper submitted for the examination. The supervisor declares whether the PhD student's continued participation in the doctoral programme is recommended. The length of the supervisor's assessment shall be minimum half and maximum one page of A/4 size. The student shall be in charge of collecting and submitting the supervisor's evaluation to the University Doctoral Office until May 31.
 - c) The theoretical part of the comprehensive examination consists of a written and an oral module. Whereas the written module involves a pre-submitted essay demonstrating the doctoral student's research methodological proficiency in his/her

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own research topic, the oral module implies a contribution to professional-scientific discourse with a specific focus on research methodology. In the dissertation part, the PhD student gives a presentation to demonstrate his/her knowledge of the relevant academic literature, reports on his/her research results, shares his/her research schedule for the second phase of the doctoral programme and outlines the schedule for preparing the dissertation and publishing the results.

- d) If the student is the first author of an article with at least category B by the Doctoral Certification Committee on Economics of MTA, or a Q4 article, he/she will be exempted from the theoretical part of the exam, i.e. this part of the exam will be graded *passed*.
- e) In the "theoretical part" of the comprehensive examination, the candidate must convincingly demonstrate his/her knowledge of the methodological background of the dissertation to be written and his/her knowledge of the scientific context of the research topic. In the fourth semester of the programme, the candidate prepares a research design for the dissertation in the form of a study, in which he/she formulates the personal reasons for the choice of the topic, its topicality, social, economic and environmental context, the research objectives and the research questions. In addition, he/she also discloses his/her basic ideas on research methodology, justifies the selected methodology, supported by academic literature, seeks to present the full array of methodological tools he/she wishes to use later (qualitative, quantitative or mixed methods, data recording and data analysis tools etc.), and prepares a critical literature review of his/her research topic. 1 hard copy of the 20-30 page paper and its electronic version shall be submitted to the University Doctoral Office (written module) by 15 May at the latest. Based on the written assignment to be submitted, in the oral module of the theoretical part of the examination, the examination board formulates questions, and encourages the candidate to engage in a debate and professional consultation, during which the wide-ranging expertise of the candidate in methodological and scientific areas can be tested.
- f) The comprehensive examination paper is a document that lays the foundations of the so-called thesis proposal. The length of the body text shall be a minimum of 20 pages (+ title page, table of contents, bibliography, annexes) of A/4 size, with 2.5 cm margins, using single spacing, font size 12 TNR, paragraphs separated by indentation, printed on one side of the page, with page numbers in the bottom right corner. The research methodology section of the comprehensive examination paper must be at least 10 pages long. The comprehensive examination paper should be explicitly suitable for a substantive discussion of the methodological adequacy of the dissertation in the context of the comprehensive examination. During the discussion, the student should demonstrate convincing knowledge of the skills acquired during the qualitative and/or quantitative methodology courses and to be used in the dissertation in progress, as well as should be able to adapt that knowledge to the field of specialisation.


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- g) The candidate uploads the comprehensive examination paper by 1 April to the platform defined by the DSBM. The methodological representatives of the comprehensive examination, give their preliminary opinion on the document by 30 April, which the candidate must upload in the final format, after corrections, by 15 May to the platform defined by the DSBM.
 - h) When registering for the comprehensive examination, candidates must declare on the registration form whether they intend to use predominantly qualitative or quantitative methods, or a combination of both (mixed method) in the comprehensive examination paper.
 - i) In the "dissertation" part of the comprehensive examination, the candidate will give a 15-20 minute presentation on his/her research activities and results, the research schedule for the second phase of doctoral studies, and the timetable for the preparation and publication of the doctoral dissertation.
 - j) The board asks questions about the contents of the presentation. In this phase, the supervisor is allowed to assess the candidate's work completed so far in a length not exceeding 5 minutes, and to state whether he/she has found the candidate suitable to successfully complete the doctoral programme, and whether he/she judges the schedule and the publication plan to be realistic.
 - k) The comprehensive examination must be taken in English.
 - l) The examination boards shall evaluate the two examination parts according to the rules of the UDR and shall notify the examinees of the result immediately.
- (5) Comprehensive examination requirements shall be published at the time of announcing a doctoral track. Professional content is provided to the UDO by the Head of DS. The UDO is responsible for publishing it on the University website.

Research and dissertation phase

7.§

- (1) In keeping with the provisions of the UDR, doctoral students may enter the research and dissertation phase upon fulfilling the requirements of the study and research phase and passing the comprehensive examination.
- (2) The rules on research credits as well as on obtaining teaching credits and credits for the organisation of education are included in the UDR, it being understood that twenty additional credits (20 credits) may be awarded once to the doctoral student's research-related performance above the expected level.
 - a) Successful thesis proposal discussion by the end of the 8th active semester (Subject to the fact that the thesis proposal is submitted in the 8th semester until 31 March and until 31 October in the case of postponement. Failure to do so will result in the loss of these credits.)
 - b) Outstanding, high-quality publication performance.

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- c) Research assistantships with the prior authorisation of the Track Director.
 - d) Conference presentation at a prestigious international conference.
- (3) Awarding additional credits under subsection (2) shall be at the discretion of the Track Director.
- (4) The rules of awarding credits are included in Annex 3.

DEGREE ACQUISITION PROCEDURE

The thesis proposal and the dissertation

8.§

- (1) The thesis proposal and the dissertation can take the form of a single monograph or a series of different papers (articles). As regards length, both the dissertation and the thesis proposal must comply with the requirements of the specific branch of science (usual length of thesis proposal: 80-120 pages, usual length of dissertation: 100-150 pages).
- (2) The thesis proposal should include: the research methodology, the literature review/analysis, the main research problems and questions, the data used (in the case of empirical research) and the results.
- (3) The dissertation can take the form of a monograph or a series of papers. The monograph is a stand-alone work. The dissertation taking the form of a series of papers consists of three or more closely or loosely related papers and a short introduction. The papers are stand-alone, not necessarily published academic works. In the case of an article-based dissertation, Annex 7 to these Rules shall apply.
- (4) Principles governing the dissertation and the thesis proposal:
 - a) the dissertation must be relevant to the discipline,
 - b) it should include new scientific findings,
 - c) it should be up to date with the latest scientific findings of the chosen field,
 - d) its purpose and method must be clear; it must prove the ability of the doctoral candidate to perform independent research work, his/her critical and innovative abilities,
 - e) it must comply in all respects with the norms of science ethics,
 - f) it must furthermore contain a full reference list and the schedule of the remaining work, if necessary, shall be included in the thesis proposal.

Discussion of the thesis proposal


9.§

- (1) The declaration of the supervisor(s) on whether the proposal is suitable for discussion must be attached to the proposal. Grounds for any refusal to support the proposal must be provided. In case of a refusal or if the two supervisors are not in agreement, but the

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doctoral student still insists on the discussion, the Head of the DS shall, after having consulted with the competent Track Director, invite two external experts to provide a brief preliminary assessment. The CoDS shall decide on whether the discussion may be held in the light of the experts' opinion.

- (2) The thesis proposal must be submitted/sent electronically in pdf format to the e-mail address provided by UDO. The cover page must feature the name(s) of the supervisor(s). The thesis proposal undergoes a plagiarism check.
- (3) The discussion is public. Members and doctoral students of the DS should be invited, as well as other representatives and experts in the field. The discussion shall be announced in the University's electronic newsletter. An attendance list of the participants of the thesis proposal discussion shall be drawn up.
- (4) The official referees of the thesis proposal shall be the members of the thesis proposal evaluation committee (hereinafter: TPEC), the rules for the composition of which are laid down in the UDR. The composition of the TPEC is proposed by the track director to the Head of DS, after consultation with the supervisor of the doctoral candidate.
- (5) The secretary of the TPEC shall be responsible for drawing up the minutes.
- (6) The referees shall prepare a written opinion on the thesis proposal prior to the discussion and send it to the tack director and/or submit it to the TPEC at the latest during the debate. Such opinion shall be attached to the minutes.
- (7) The TPEC shall evaluate the discussion at a closed session after the discussion and enter one of the following positions in the minutes
 - a) recommending the thesis proposal for approval (submission) without changes,
 - b) recommending the thesis proposal for approval (submission) with the listed changes,
 - c) not recommending the thesis proposal for approval (submission) and recommending the preparation of a new thesis proposal.
- (8) The decision of the TPEC shall be communicated after the closed session. If the TPEC does not recommend acceptance of the thesis proposal, a new thesis proposal may be submitted only once more (at the earliest 3 months after the discussion of the thesis proposal). The procedure for obtaining a doctoral degree shall be terminated if the new proposal is unsuccessful.
- (9) The minutes signed by the Chairperson and the secretary, the attendance list, the opinion of the referees shall be sent to the Head of DS and the secretariat of CDS.
- (10) Content and format requirements with regard to the thesis proposal, other rules related to its discussion are included in Annex 7 to the present Rules.

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Submission and defence of the doctoral dissertation


10.§

- (1) The conditions for the submission of the doctoral dissertation, the rules of the defence procedure and the conditions for the award of the degree are set out in the UDR, with the additions contained in this section.
- (2) The main body of the dissertation (excluding appendices and annexes) should not exceed 80,000 words (approximately 12 sheets).
- (3) Only dissertations recommended for acceptance at the discussion of the thesis proposal may be submitted for defence.
- (4) Publications are evaluated by the track directors.
- (5) Based on the mandate granted in the UDR, the DS sets the following conditions as minimum publication criteria (based on the information recorded in MTMT):
 - a) a single-authored or co-authored paper in an international journal of at least Q3 category according to Scimago, or
 - b) only one student may submit the same paper to fulfil the publication requirement.
- (6) The dissertation must be defended within the framework of a public discussion. The lecturers of the University, the doctoral students of the DS, other doctoral schools in the given branch of science and the recognised theoretical and practical experts of the area shall be invited to the discussion.

SUPPORT GRANTED FOR RESEARCH

11.§

- (1) Research funding options (some of which are detailed in the Regulation on Student Fees and Benefits):
 - a) institutional membership fee of international scientific associations (if already not covered by another source);
 - b) participation in competitive foreign conference (eligible costs in the case of giving a presentation, contribution (correferatum) only: travel, accommodation /max. four nights/, registration fee, primarily within Europe);
 - c) summer/winter university abroad;
 - d) participation in a domestic conference (coverable costs in the case of giving a presentation, contribution (correferatum): travel, accommodation, registration fee);
 - e) support of own conferences (catering);
 - f) data collection, supporting other conditions of the research activity (e.g. software procurement, database procurement);
 - g) support for publications (revision, purchasing open access to top journals);
 - h) invitation of foreign guest lecturers;

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- i) procurement of equipment.
- (2) To be considered for a travel grant, an application must be submitted by completing Annex 6 and submitting it to the Head of the DS, who, in the light of the opinion of the supervisor will propose the award of the grant to the Dean of CDS acting as the person into the financial commitment.
- (3) Special scholarships are provided for in the Regulation on Student Fees and Benefits.

ALUMNI ACTIVITIES OF THE DSBM

12.§

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

QUALITY ASSURANCE SYSTEM OF THE DSBM


13.§

- (1) The quality management system of the DSBM is integrally aligned with the Quality Assurance Regulation of the Corvinus Doctoral Schools of the Corvinus University of Budapest, and the DSBM's community acts in accordance with its spirit and guidelines.

TASKS OF THE DSBM IN HABILITATION PROCEDURES

14.§

- (2) The process of the habilitation procedure is laid down in the University's Habilitation Rules.
- (3) Applications for habilitation submitted to the University in the field of business and management sciences are assessed by the CoDs primarily on the basis of compliance with the minimum requirements for habilitation in the DSBM.
- (4) The minimum habilitation requirements are set out in Annex 4.
- (5) The position of the Doctoral School is based on the opinions of two referees, one of whom is a full professor at the Corvinus University of Budapest, and the other a full professor employed by another higher education institution who is not affiliated with the Corvinus University of Budapest.
- (6) If the result of the assessments is not unequivocal, the application for habilitation shall be assigned to a third referee.
- (7) The CoDS will make a proposal for the members of the Habilitation Board of Referees if the habilitation is approved. The composition of the Board of Referees shall be approved by the UDC.

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CONFLICT OF INTEREST, ETHICS

15.§

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

TRANSITIONAL PROVISIONS


16.§

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

CLOSING PROVISIONS

17.§

- (1) These Rules were adopted by the University Doctoral Council at its meeting on 25 October 2023 under Resolution No. H-228/EDT.
- (2) The present Rules shall enter into force on 26 October 2023, at the same time the Rules of Operation of the Doctoral School of Business and Management adopted by the University Doctoral Council at its meeting of 8 March 2023 under resolution number H-36/EDT shall be repealed.

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(3) The provisions set out in these Rules shall apply subject to the entry into force defined t in the UDR effective from 1 September 2023.

(4) Annexes:

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

Annex 2: Recommendations for writing a research plan


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

Annex 4: Minimum academic, professional and scientific activities required for applications for habilitation in the DSBM

Annex 5: Research forum

Annex 6: Research activity planning and credit calculation form

Annex 7: Detailed rules on the content requirements of article-based dissertations and the applicable assessment criteria

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Annex 1

Meaningful output and points awarded in the admission procedure

Output	Maximum points
Previous performance	
certified participation in research project ¹	3
participation in conferences (speaker, co-speaker, poster)	1
Publication	10
Paper ranked I-III in the Students' Scientific Association (TDK) competition (item)	3
Paper ranked I-III in the National Conference of Students' Scientific Association (OTDK) competition (item)	6
Plus competences in foreign languages (above one intermediate-level language certificate)	2
+1 intermediate-level language certificate	4
advanced-level language certificate (item)	
professional/management experience ²	5
Total (maximum)	20
Paper to be submitted	
research plan	30
Total (maximum)	30
Written examination	
mathematical logic	5
Basics of qualitative methodology	5
Basics of quantitative methodology	5
Basics of the chosen specialisation	5
Total (maximum)	20
Oral examination	
Motivational interview	30
Total (maximum)	30
Grand total	100

¹ Participation in a research project is certified by the leader of the research project. Please attach the short description of the research project and the tasks completed by the applicant. If the applicant contributed to research reports and discussion papers, please list them (there is no need to attach the documents themselves!)


² More than 3 years of experience as a senior executive: 5 points. More than 5 years of experience as a mid-level manager: 5 points. More than 5 years of professional experience in a research or education institution: 5 points (The points are calculated on the basis of the time of the professional experience).

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Annex 2

Recommendations for writing a research proposal


- (1) The following structure is proposed for the preparation of a detailed research plan:
 - a) Background, international antecedents, problems to be solved. (Any past contributions to the project)
 - b) Hypothesis, key issues, project objectives. Describe the specific purposes of the research, with each question numbered separately and explained in a separate chapter.
 - c) The research method used
 - d) Probable outcomes
 - e) Research infrastructure (tools, etc.)
 - f) References
 - g) The maximum length of the research plan is 5 pages, excluding references.
 - h) It is advisable to follow the forms of activity used in the present Rules.

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Annex 3

Other conditions for obtaining teaching, service and research credits

- (1) Detailed rules for obtaining teaching and service credits:
 - a) In the study and research phase, teaching one timeslot as a subject leader or lecturer is worth 6 credits (based on Neptun). Active involvement in teaching one course constituting one timeslot shall be worth 2 credits (based on the certificate issued by the subject leader). Active involvement may cover invigilating exams, correcting papers, delivering parts of a course (e.g. 1-2 seminars / semester), documented job shadowing and mentoring of students writing their thesis, taking part in the competition organised by the Students' Scientific Association (TDK). In the study and research phase (semesters 1-4), teaching minimum 1 timeslot or performing education organisation activity equivalent thereto is mandatory (worth 6 credits).
 - b) For the research and dissertation phase (semesters 5-8), no minimum teaching activity is defined; a maximum of 24 teaching credits (or equivalent education organisation) may be recognised. If the PhD student participates in teaching as the leader of a thesis seminar, then on the basis of the information recorded in Neptun, 6 credits may be recognised for 10 bachelor students or 5 master students (if there are fewer students, the number of credits shall be proportionally reduced).
- (2) The research credits to be completed in the study and research phase may be obtained as described in Annex 5, with the research credits being proposed by the supervisor. Research credits must be underpinned by actual research materials, work plans, discussion papers, conference abstracts, presentations, publications and the associated declarations of acceptance.
- (3) Research credits to be completed in the research and dissertation phase can be obtained as described in Annex 5. The credits must be supported by concrete research materials, documents, certified involvement in scientific and professional engagement activities., work plans, discussion papers, conference abstracts, presentations, publications and their declarations of acceptance.
- (4) In order to obtain fixed research credits in the research and dissertation phase, the following criteria must be met: if a successful thesis proposal discussion takes place in the research and dissertation phase, 20 credits are awarded.
- (5) A prerequisite for the completion of research credits is that the doctoral student and the supervisor personally agree at the beginning of each active semester on the research tasks to be carried out in the given semester, and agree on the minimum expectations of the supervisor from the doctoral student. The tasks should be defined in such detail that at the end of the semester their successful or unsuccessful completion can be clearly identified, and thus form the basis for the award of fixed credit. The agreement must be made in writing on a dedicated form, which is included in Annex 6, and uploaded to the dedicated interface of Moodle after being signed and scanned.

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- (6) The evaluation, the award of credits must be completed on the same form at the end of the semester, signed and scanned, and uploaded to the dedicated Moodle interface. In the event of a dispute, the Track Director and the supervisor are primarily responsible for negotiation, and if they cannot reach an agreement, the Head of DSBM decides on the credits.
- (7) It is the joint responsibility of the doctoral student and the supervisor to ensure that at each phase of the programme, the research is of an intensity and quality that anticipates the fulfilment of the publication criterion requirements. Fixed research credits may only be awarded on a semestrial basis if the doctoral student can clearly substantiate his/her publication activity and intentions to publish with research materials and documents as specified in Annex 6.

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Annex 4

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


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

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Annex 5

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


Higher education activity	
Performing regular and continuous teaching activity in a higher education institution after the acquisition of the PhD degree.	teaching at least 2 courses, for at least 10 semesters
Working on the development of teaching materials	Author or co-author of one workbook or coursebook or textbook for higher education, which is related to one of the courses ever taught by the candidate
Participating in talent fostering and/or the education of future generations of scientists (at least one of the three)	10 thesis supervisions that ended with the successful defence of the thesis
	Supervisor of 1 PhD student/doctoral candidate or a PhD student who has already obtained a degree
	Supervisor of a student who has participated in one competition of the National Conference of Students' Scientific Association (OTDK) or in any national or international study competition
Publication activity (based on the MTMT general table)	
Total number of scholarly publications	40
Articles in scholarly journals	10
of which in international scientific journals	4
Number of independent citations received for scholarly publications	50
Number of independent citations published in international specialised journals, books and conference volumes published abroad	15
Hirsch-index (If the number of independent citations received for scholarly publications reaches 100, a Hirsch-index below 5 is also acceptable)	5
Professional and scientific engagement activities	
Membership and activity in domestic and international scientific organisations (at least one of these three)	Membership in a domestic or international professional or scientific association, society, alliance (certified membership of at least 3 years, at least in 1 organisation)
	Participation in the editorial board of international and/or domestic scientific journals (3 years on the editorial board of at least one journal)
	Active involvement in the organisation and implementation of domestic and international scientific events, conferences, chairing a section (at least 2 such events)
Function or permanent mandate held in a higher education institution	study programme, subspecialisation or subject leader, in charge of coordinating Students' Scientific Student Association (TDK) competitions/alumni, study programme coordinator, head or office-holder of an organisational unit

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Annex 5

Research forum

- (1) The Research Forum aims to give students feedback on their research work once a year.
- (2) Students and their supervisors are required to attend the Research Forum.
- (3) The Research Forum is organised in the first and third years.
- (4) The exact date of the DSBM's Research Forum will be announced in the first week of the spring semester.
- (5) As each year group is at a different stage of completion of its research work, the requirements and procedures for submitting manuscripts to the Research Forum differ. Manuscripts must be uploaded to the platform defined by the DSBM at least two weeks before the Research Forum.
- (6) The language of the manuscripts is English.
- (7) First-year students are required to submit a detailed research proposal of 10-15 pages.
- (8) Third-year students are expected to present concrete research findings, incorporate them into their literature review, and formulate remaining research tasks and dilemmas. The expected length is 50-60 pages.
- (9) The Research Forum is organised by year group as follows:
 - a) Year 1. 15-minute presentation, 10 minutes for questions and comments.
 - b) Year 3. 25-minute presentation, 15 minutes for questions and comments.

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Annex 6:

Research activity planning and credit calculation form

Name of PhD student (NEPTUN code)	
Name of track	
Name of supervisor(s)	
Academic semester (thus: 2022/2023 Semester 1)	

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

Budapest,20..

PhD student's signature

signature of superviso(s)

Delivery at the end of the semester:

Opinion of the Track Director:

signature of Track Director

Proposed credit at the end of the semester (to be circled): 0 credits (semesters 1-8); 15 credits (semesters 1-4); 25 credits (semesters 5-8)

signature of supervisor(s)

Approved credit at the end of the semester (to be circled): 0 credits (semesters 1-8); 15 credits (semesters 1-4); 25 credits (semesters 5-8)

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List of activity types (planning guide)

The following list of research tasks, which should be interpreted as guidelines (or which are considered to be equivalent in the given track), are expected to be completed during the doctoral programme and constitute the minimum required for the period. The itinerary below is defined as the ideal-typical model of a linear research process, and it is recommended that the following elements are included in addressing the research topic for each of the milestones. If, however, the specificity of the topic requires, deviations may be made in consultation with the supervisor and justified at the time of planning and/or evaluating the semester.

<i>Activity types/Semesters</i>	<i>Study and research phase</i>				<i>Research and dissertation phase</i>			
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
<i>Research credit (fixed)</i>	15	15	15	15	25	25	25	25
<i>Definition of research topic</i>	1							
Collection and processing of academic literature	1							
Preparation of a literature review	1							
Research proposal (research design)		2						
Theoretical underpinning of the methodology		2						
Research Forum (paper to be submitted, participation in discussion)		2						
Participation in a thesis proposal discussion/dissertation debate	1-2							
Collection of secondary sources, database creation (optional)			3					
Preparation of test, set-up of measuring apparatus, testing			3					
Conducting test				4				
Database building, cleaning				4				
Primary analysis, evaluation				4				
Paper to be submitted for the comprehensive examination				4				
Participation in a thesis proposal discussion/dissertation debate			3-4					




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Preparation of conference abstracts, participation as a speaker at national/international conferences	1-4							
Research activity underpinning the thesis proposal, structured presentation of the results					5			
Preparation and delivery of a paper to be published						6		
Research activity underpinning the thesis proposal, structured presentation of the results							7	
Preparation and development of a paper to be published								8
Submission of the thesis proposal								8
Preparation of conference abstracts, participation as a speaker at national/international conferences					5-8			

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Annex 7

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

- (1) The dissertation should include at least three and no more than five dedicated studies/book chapters, most of which should be published texts. A maximum of two co-authored papers will be accepted, in which case the co-author must declare in writing that the doctoral student's contribution was decisive.
- (2) The introduction and the conclusions framing the paper form integral parts of the article-based dissertation.
- (3) In the comprehensive introductory study prepared for the purposes of the dissertation the author:
 - a) should clearly define the research question(s) examined in the dissertation as a whole and should provide a single theoretical and conceptual frame for the articles included. The latter should be coherent for the examined topic (coherence),
 - b) should justify the relevance of the theoretical ambition and of the research question as well as place the problem in the relevant academic literature (relevance),
 - c) should present the synergies of the theoretical and methodological approaches applied in the articles that form the basis of the dissertation; the content of the articles may not show major similarities, that is, at least either the definition of the theoretical problem or the empirical approach should be significantly different in each of them (difference).
- (4) In the conclusions the author:
 - a) should synthesise the results and findings featured in the various articles, should address them in the elaborated conceptual framework (integrity),
 - b) should resolve any contradictions between the various articles, should justify any difference in the research results on theoretical and/or methodological grounds. (consistency),
 - c) should demonstrate the novelty of the research, its contribution to addressing the question and to enriching academic literature (novelty).
- (5) The referees shall be tasked with assessing compliance with the requirements listed above and evaluating the novelty of the results featured in the research overall. For the papers on which the dissertation is based: the evaluation should include an assessment of the theoretical and methodological soundness of the articles in question.
- (6) The referees may make suggestions with regard to further developing any of the articles and to formulating new research directions.

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- (7) The author may attach the guidelines, critical remarks and opinions received from the editors and the referees in a separate annex to the dissertation if he/she thinks them relevant for the purposes of making an informed assessment.