

Doctoral School of Economics and Business Informatics
RULES OF OPERATION

Person responsible for professional aspects:	Péter Csóka	Head of Doctoral School
Professional aspects checked by:	István Tamás Kónya Zsuzsanna Horváthné Krista	Dean of CDS Head of UDO
Legal aspects checked by:	Andrea Bágyi	Senior Higher Education Expert
Decision-making body:	University Doctoral Council	-
Person responsible for editing and publishing the text:	Anikó Erős	Higher Education Expert

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**Doctoral School of Economics and Business Informatics
RULES OF OPERATION****GENERAL PROVISIONS****1.§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 DSEBI or Rules) of the Doctoral School of Economics and Business Informatics (hereinafter: DSEBI).
- (2) 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 Programme Director,
 - b) the operation of the Council of the DSEBI (hereinafter: 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 the thesis proposal,
 - k) the content and format requirements of the thesis proposal and the dissertation,
 - l) any publication requirements defined for the award of the doctoral degree that are stricter than those set out in Section 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 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,

¹ Amended by: Resolution number H-294/EDT Effective from: 13 December 2023.

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- n) the quality assurance plan of the DSEBI.
- (3) The requirements related to the items listed in subsection (2) 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.§²**

- (1) The DSEBI was established as of 1 July 2020 as a result of a merger of the Doctoral School of General and Quantitative Economics on the one hand and the Doctoral School of Business Informatics on the other. Disciplines of the DSEBI: Economic Science, Computer Science and Information Technology, Business and Management Sciences.
- (2) The activities of the Head of the DSEBI (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 DSEBI offers Doctoral Programmes. A Doctoral Programme is a training path that is typically associated with one, possibly more disciplines.
- (4) The DSEBI operates the following two (2) Programmes:
- Doctoral Programme of Economics,
 - Doctoral Programme of Business Informatics.
- (5) Each Programme is managed by a Programme Director entrusted by the Head of the Doctoral School and appointed by the Dean of CDS.
- (6) The mandate of the Programme Directors is for an indefinite period.
- (7) The Programme Director shall:
- besides the professional management of the University Doctoral Office (UDO), performing administrative tasks, as well as the management, organisation and quality assurance duties
 - performing the operative management of the Programmes, in particular the preparation of proposals, recommendations (including the curriculum) required for the decisions to be taken by the CoDS and by the UDC,
 - organising the admission procedure and the comprehensive examination,
 - maintaining regular contact with the supervisors and doctoral students, and evaluating their work,
 - inviting the referees of the thesis proposal discussion,
 - recognising, calculating and certifying (research, teaching, educational organisation) credits for which they are responsible,
 - organising the content of the teaching (coordination with lecturers, checking subject descriptions).
 - organising the professional aspects of nostrification and habilitation cases.

² Amended by: Resolution number H-294/EDT Effective from: 13 December 2023.

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- (8) The Head of the DS shall be assisted in his/her work by the CoDS pursuant to the UDR. The CoDS shall have a Chair and at least five (5) members. The appointment and dismissal of CoDS members is governed by the UDR.
- (9) The CoDS meets at least once every six months, or as needed. In addition, the Head of the DS may also convene extraordinary online meetings and order electronic voting.
- (10) A quorum shall exist if the majority of the voting members of the CoDS are present.
- (11) The CoDS takes adopts decisions/resolutions by simple majority. In the event of a tie during a vote, the Chairperson shall have a casting vote.
- (12) Core members, lecturers and supervisors associated with the same Doctoral Programme may establish a Programme Council, the work of which shall be coordinated by the Programme Director. The Programme Council is a consultative, advisory body attached to the Council of the Doctoral School, whose proposals, opinions shall be transmitted by the Programme Director to the CoDS.
- (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.
- (2) In the application for admission, applicants must indicate which Programme they are applying for.
- (3) 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 Programme and these persons shall conduct the admission procedure forming subcommittees.
- (4) 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 rest of 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.
- (5) The Admission Committee shall award scores to the candidates on the basis of their past professional results, motivation letter and the oral examination as follows:
 - a) past professional achievements, former research activity, individual output, qualifications: maximum 40 points
 - b) motivation letter: max. 20 points

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- c) oral admission exam: max. 40 points.
- (6) The Admission Committee will decide on the admission ranking in proportion to the number of applicants and the number of points obtained.
- (7) The Admission Committee shall review the lists at a joint meeting, formulate its admission proposals pursuant to subsection (6) and submit its proposal to the Dean of CDS, who in turn sends them to the UDC.
- (8) The DSEBI's admission bulletin is prepared by the Head of DS in collaboration with the Programme Directors and published by the UDO on the University website.
- (9) The DSEBI also accepts applicants in the framework of an individual preparation procedure, the detailed rules thereof being set out in the UDR, it being understood that publication activities equivalent to publication output according to Section 22 (3) a) of the UDR and their details are governed by Section 10 of these Rules.

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) The supervisor(s) - selected from the list of doctoral supervisors endorsed by the UDC- are approved by the CoDS at the proposal of the Programme Directors by the end of the first academic year at the latest. In the event that a student has no supervisor at the time of commencing the programme, the Programme Director shall appoint a mentor-supervisor in agreement with the concerned parties by 30 September. 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) For the first two semesters of the Doctoral Programme of Economics, students can only have a mentor, after which they are assigned a supervisor.
- (4) Both the supervisor and the doctoral student may request a change of supervisor in writing an electronic letter addressed to the Programme Director, sent to the e-mail address of the DS Programme Coordinator. After the necessary consultations and in accordance with the rules defined in the UDR, the Programme Director shall submit the proposed change to the CoDS for decision, which shall take its decision after having heard the parties and obtained the opinion of the Head of DS.
- (5) Formal tasks of the supervisor(s) in addition to what is specified in the UDR:
- a) In coordination with the Programme Director, 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) The supervisor oversees and, in agreement with the Head of the Institute, coordinates the activities through which the doctoral student acquires teaching and service credits.

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- (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) Rules for obtaining study credits:
 - a) For doctoral students admitted to organised instruction, the DS teaches compulsory and compulsory elective subjects and may also announce free elective subjects within the study and research phase.
 - b) The students of a given Programme must take the compulsory subjects announced for the given Programme. The concerned Programme Directors may decide to announce a compulsory subject jointly.
 - c) In each Programme, the number of compulsory elective subjects laid down in the relevant sample curriculum must be completed.
 - d) In each Programme, the number of completed free electives must be sufficient to ensure that the student obtains the required number of credits when taken together with the compulsory and compulsory elective subjects.
 - e) The curriculum is drawn up, maintained and submitted for decision to the UDC by the Head of DS in collaboration with the Programme Directors, no later than 30 June of the previous academic year.
 - f) Equivalence in regard to individually organised study abroad under the Regulation on Studies Abroad (RSA) shall be assessed by the Programme Directors based on the opinion of the supervisor. The relevant decision is taken by the Credit Transfer Committee. The doctoral student may have a maximum of four subjects recognised from such studies.
 - g) With the approval of the subject's instructor, the doctoral students of the Programmes and of the doctoral schools of CUB may take the subjects of each other in the scope of offered free elective subjects.
 - h) The subjects may be announced as intensive courses (one-week course) and in the form of even workload spread over a trimester/semester. The syllabi and assessment systems for the announced subjects are approved by the Head of DS and the Programme Directors and submitted to the UDC for decision as part of the curriculum by the Head of DS. The uploading and updating of subject syllabi are monitored by the Programme Directors.
 - i) The doctoral students evaluate the subjects in the myView system of the Corvinus University of Budapest. The evaluations shall be available to the Head of DS and the concerned Programme Directors.
- (4) Research credits can be obtained according to the rules set out in the UDR, it being understood that the detailed conditions for obtaining research credits are set out in Annex 1.

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- (5) The rules for teaching and service credits are defined in the UDR.

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 has a theoretical-methodological and a dissertation part.
- (3) The main rules for the comprehensive examination 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) The Programme Directors shall involve the supervisors in defining minimum two topics for every examinee in the theoretical-methodological examination part. The deadline is 31 March.
- (5) In the theoretical part of the comprehensive examination, the theoretical and methodological competence of each doctoral student is tested in writing and/or orally in relation to his/her research topic. In the theoretical part, each candidate shall give strong evidence of his/her knowledge of the methodological background of the dissertation as well as of his/her proficiency in the research topic in the context of the relevant branch of science.
- (6) In the course of the dissertation exam part, the examinee presents his/her work, results, the tasks still to be performed during the remainder of the phase and the expected results in the form of a presentation. This part of the examination is public, questions, however, may only be asked by the board members. The participation of the supervisors in the dissertation part is required.
- (7) Comprehensive examination requirements shall be published at the time of announcing a Doctoral Programme. 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.)

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- b) Outstanding, high-quality publication performance, as decided by the Programme Director.
 - c) Research assistantships with the prior authorisation of the Programme Director.
 - d) Conference presentation at a prestigious international conference at the discretion of the Programme Director.
- (3) Awarding additional credits under subsection (2) shall be at the discretion of the Programme Director.

DEGREE ACQUISITION PROCEDURE

The thesis proposal and the dissertation

8.§

- (1) 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 goal and method must be clear; it must prove the ability of the doctoral candidate to perform independent research work, his/her critical and innovative abilities,
 - e) and it must comply in all respects with science ethics norms,
 - 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.
- (2) Thesis proposal in the Economics Programme:
- a) As regards length, the expected length of the thesis proposal: 80-120 pages, expected length of dissertation: 100-150 pages.
 - b) The thesis proposal shall include:
 - ca) the research methodology,
 - cb) a review/processing of the academic literature,
 - cc) the main research problems and issues,
 - cd) the data (in the case of empirical research) and results used.
 - c) The dissertation can take the form of a book or a series of papers. The book-length dissertation is a separate 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.
- (3) Thesis proposal and dissertation in the Business Informatics Programme:
- a) As regards length, the expected length of the thesis proposal: 100-120 pages, expected length of dissertation: 100-150 pages. The thesis proposal and the dissertation may also be article-based.
 - b) The thesis proposal shall include:
 - ca) the research methodology,
 - cb) a review/processing of the academic literature,

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- cc) the main research problems and issues, and
 - cd) the (preliminary) answers and findings.
- (4) An article-based thesis proposal and dissertation must consist of at least three published (or accepted for publication) Scimago Q1-Q2 articles on a related topic that meet the content requirements (see previous subsection). As regards format aspects, the requirements relating to dissertations shall apply.

The thesis proposal and its discussion**9.§**

- (1) The declaration of (the) supervisor(s) on whether the thesis is suitable for discussion shall be attached to the thesis proposal. If two supervisors are not in agreement, the Head of DS and the Programme Director together shall decide on the conditions of holding the discussion.
- (2) The thesis proposal should be sent electronically (in pdf format) to the email addresses of the Programme Director and the Programme Coordinator. The cover page must feature the name(s) of the supervisor(s).
- (3) The discussion is public. 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 Programme Director to the Head of DS, after consultation with the supervisor of the doctoral candidate.
- (5) The secretary of the TPEC shall be responsible for drawing up the minutes.
- (6) Prior to the discussion, the referees shall prepare a written opinion about the thesis proposal, which they shall submit no later than ten (10) days prior to the date of the discussion and hand in the original copy to the Programme Coordinator of the DS no later than one working day prior to the date of the discussion. The written 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. A new thesis proposal may only be submitted on one occasion, the deadline being 31 August (31 March for those admitted during the February intake). The procedure for obtaining a doctoral degree shall be terminated if the new proposal is unsuccessful.
- (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.

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- (10) In the case of an unsuccessful thesis proposal discussion, the doctoral candidate may resubmit his/her thesis proposal on one occasion.
- (11) Content and format requirements with regard to the thesis proposal, other rules related to its discussion are included in Annex 2 to the present Rules.

Submission and defence of the doctoral dissertation**10.§**

- (1) The conditions of submitting the doctoral dissertation, the rules of the defence procedure and the conditions of the doctoral degree acquisition are set out in the UDR.
- (2) The publication requirement to be met for the degree can be fulfilled by a publication in a journal ranked as Q3 by Scimago or a publication in an equivalent MTA Section IX Hungarian and international A category journal. A publication with a declaration of acceptance is accepted by the Programme Director.
- (3) In the case of the Economics Doctoral Programme, only one student may submit the same paper to fulfil the publication requirement.
- (4) In the Business Informatics Programme, if the publication certified for the purposes of the degree is co-authored, the ratio per author for publications is as follows, taking into account that the supervisor is not taken into account in the calculation of the authorship ratios:

	Scimago Q3	Scimago Q2 and MTA A Hungarian	Scimago Q1 and MTA A International
Authorship ratio in case of 2 authors	75%	100%	100%
Authorship ratio in case of 3 authors	60%	80%	100%
Authorship ratio in case of 4 or more authors	40%	60%	80%

- (5) ³The content and format requirements of the dissertation and the thesis booklet are contained in Annex 3.

SUPPORT GRANTED FOR RESEARCH**11.§**

- (1) Forms of support according to priority (to be requested based on the opinion of the Head of DS and the Programme Directors):
- a) participation in international conference (eligible costs in the case of presentation, poster session only: travel, accommodation, registration fee, primarily within Europe),

³ Introduced by: Resolution number H-294/EDT Effective from: 13 December 2023.

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

THE ALUMNI ACTIVITY OF THE DSEBI**12.§**

- (1) The DS shall strive to 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.

THE QUALITY ASSURANCE SYSTEM OF THE DSEBI**13.§**

- (1) Through its activity, the DS guarantees quality education and research conditions in every field, applying and respecting the University Doctoral Regulations and the provisions of its own Rules of Operation.
- (2) The school is in full compliance and requires full compliance with the rules of CUB concerning scientific citation and science ethics.
- (3) Committees are used in the admission procedure and the applicants are offered opportunities for preliminary consultation and introduction.
- (4) The structure of subjects is reviewed annually.
- (5) The key criterion for selecting supervisors and lecturers is professional competence. Supervisors are controlled on a regular basis.
- (6) Doctoral students shall present their research at three research forums and during the dissertation part of the comprehensive examination. The research proposals and reports submitted for the forums are subjected to prior review under the framework developed by the DS. Participation in the forums is mandatory for every doctoral student.
- (7) Doctoral students shall prepare reports and work plans in writing each semester.
- (8) The Programme Director shall monitor the scientific research, publication and teaching activities of the doctoral students.
- (9) The comprehensive examination and the discussion of the thesis proposal are organised pursuant to strict rules (involvement of independent and non-affiliated referees and board members, minutes, written evaluation).
- (10) The general rules of the University shall apply to the doctoral defence.
- (11) Doctoral students shall evaluate the subjects in the student evaluation system of the University. The lecturers and supervisors provide regular reports to the Council of the Doctoral School. The Council also has a member representing the doctoral students, via whom the opinion of the doctoral students is represented.

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

TRANSITIONAL PROVISIONS

14.§

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

CLOSING PROVISIONS

15.§⁴

- (1) These Rules were adopted by the University Doctoral Council at its meeting on 25 October 2023 under Resolution No. H-229/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 Economics and Business Informatics adopted by the University Doctoral Council at its meeting of 7 June 2023 under resolution number H-115/EDT shall be repealed.
- (3) The provisions set out in these Rules shall apply subject to the entry into force defined in the UDR effective from 1 September 2023.
- (4) Annexes:
- Annex 1: Detailed conditions for obtaining research credits
 - Annex 2: Content and format requirements with regard to the thesis proposal, other rules related to its discussion
 - Annex 3: The content and format requirements of preparing the dissertation and the thesis booklet
- (5) The Rules were adopted by the University Doctoral Council at its meeting of 13 December 2023. The amendments shall be effective as of 14 December 2023.

⁴ Amended by: Resolution number H-294/EDT Effective from: 13 December 2023.

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- (1) Requirements for the acquisition of credits during semesters 1-7:
 - a) a) submission of the semestrial report and the work plan for the next semester 1 week after the start of the examination period. The work plan should include the following: research activity planned for the semester (along with the schedule); any problems arising during research, support expected from the supervisor, expected results of research (e.g. publication, conference presentation). The semestrial report covers the following: description of the research activity carried out during the semester, progress in doctoral research, research and publication achievements (e.g. participation in conference, publications), any deviation from the plans. The report should be accompanied by supporting documents, e.g. proof of conference attendance, publication in MTMT, declaration of acceptance (for articles).
 - b) b) favourable assessment from the supervisor. A supervisory assessment is deemed favourable if the supervisor confirms regular consultations and progress made by the student and accepts the semestrial report.
 - c) c) presentation of at least one paper at the annual research forum in the first seven semesters. After the forum, the doctoral student should write a report (1-2 pages) listing the points raised by the participants and whether they will be included in the dissertation.
 - d) d) participation in at least two doctoral events (thesis proposal discussion or public doctoral defence).
- (2) In the 8th semester, the 25 research credits can be obtained only if the following publications are certified (the publications included in the list must be obtained during the 1st-8th semester):
 - a) at least one journal article submitted to a Scimago Q1-Q4 or MTA A-C journal and
 - b) at least one Hungarian or international conference presentation with an accepted/published article or
 - c) at least one published conference abstract or
 - d) at least one book chapter.


Doctoral Programme of Economics

- (1) The Doctoral Seminar is a seminar organised by the Doctoral School where doctoral students present their research. The seminar has two sections, a theoretical and an empirical one. The seminar will typically be attended by the Head of the Doctoral School and the Programme Director, the student's supervisor and, if possible, researchers who are experts in the doctoral student's research topic. The aim of the Doctoral Seminar is to give doctoral students feedback from the scientific community on their research. After the seminar, the doctoral student must write a report listing the points raised by the

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participants and whether they will be incorporated into the dissertation. The Head of the Doctoral School or the Programme Director shall approve the report.


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

 BUDAPESTI CORVINUS EGYETEM	RULES OF OPERATION OF THE DOCTORAL SCHOOLS OF THE CORVINUS UNIVERSITY OF BUDAPEST	Version Number: 01. File number: JISZ-SZ/20-1/2023
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Annex 2

CONTENT AND FORMAT REQUIREMENTS WITH REGARD TO THE THESIS PROPOSAL, OTHER RULES RELATED TO ITS DISCUSSION

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

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Annex 3⁵


The content and format requirements of preparing the dissertation and the thesis booklet

Documents required for the defence of the doctoral thesis, to be submitted by the candidate to the UDO in their preliminary and final forms

1.§

- (1) The scope of documents required for the defence of the doctoral dissertation, which the candidate must submit to the UDO in their preliminary and final forms, is also available on the University's website at the following address:
<https://www.uni-corvinus.hu/fooldal/egyetemunkrol/corvinus-doktori-iskolak/a-corvinus-doktori-iskolakrol/dokumentumok/>
- (2) A statement from **the supervisor**, addressed to the Head of the DS, declaring that the dissertation is suitable for defence (only for students in organised instruction).
- (3) The candidate's **declaration of independent intellectual creation**.
- (4) In case of publishing the results of joint works, **declaration from the co-authors**.
- (5) **All documents** (dissertation, thesis booklet, CV, list of publications) must be sent to the UDO desk officer **in electronic** format (pdf) by email. The dissertation and the thesis booklets must also be submitted in printed form (see point 5).
- (6) **A hard copy of the dissertation and the English-language thesis booklets** must **also** be submitted to the UDO within 2 weeks of receipt of the Resolution on appointing the Dissertation Board (as required by the modifications proposed therein), as follows:
 - a) the doctoral dissertation in A/4 format (with double-sided printing) **in a black leather or clothbound** format, with gold lettering (including on the spine);
 - b) The **English version of the thesis booklet** (A/5 size) is required in **5** copies,
 - c) The **structure of the thesis booklets** is as follows: I. Research background and justification for the selection of the topic; II. The methods used; III. Scientific results of the dissertation (in bullet points); IV. Main references; V. List of own (or co-authored) publications on the topic. The thesis booklet is 10-20 pages long.
- (7) **Professional curriculum vitae** (a detailed and a very short version of the curriculum vitae to be read at the defence)
- (8) **List of publications:** MTMT summary table. If not already published: confirmation of acceptance of the papers accepted for publication from the publisher (signature, stamp).

⁵ Introduced by: Resolution number H-294/EDT Effective from: 13 December 2023.

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- (9) The UDO also attaches the following documents sent by the DS for the preparation of the defence: the minutes of the rigorosum/comprehensive examination, the minutes of the thesis proposal discussion and the referees' reviews.

Outer cover of the doctoral dissertation

2.§

- (1) The cover material. The doctoral dissertation should be bound in a black cloth binding that is durable and capable of securing the pages together perfectly. As a doctoral dissertation is both a document to be preserved in the long term and a source work, the binding must guarantee the integrity and completeness of the pages of the doctoral dissertation.
- (2) The spine of the outer cover shall bear the following in gold letters of 5 mm:
 - a) the candidate's family name and given name in the order customary in the Hungarian language (in the case of foreign candidates, with authentic spelling),
 - b) separated from this with a colon, the main title of the doctoral dissertation,
 - c) in the case of a doctoral dissertation comprising several volumes, the volume number in Roman numerals followed by the word "volume",
 - d) the year of submission of the doctoral dissertation.
- (3) The following information must appear on the front of the outer cover:
 - a) at the top of the cover, 30 mm below the top edge, in 5 mm capital letters, aligned in the centre, the name of the Corvinus University of Budapest,
 - b) the title (featured at least 7 mm from the top edge of the cover in large letters) and the subtitle (featured 5 mm from the top edge of the cover in large initials) must appear approximately 90 mm from the top edge of the cover, centred, in separate lines. (The subtitle should also be displayed as a separate heading, i.e. it does not need to be enclosed in brackets or in square brackets.),
 - c) leaving a space of about 20 mm, the words "Doctoral dissertation" must appear below the title, in capital letters of at least 5 mm in width,
 - d) below this, the name and academic degree of the supervisor(s) should be indicated in 7 mm (not all caps) letters, leaving a space of about 20 mm, (Supervisor: XY DSc, CSc, PhD),
 - e) below this, the name of the author as it appears on his/her identity documents, in 7 mm (not all capital letters), at least 70 mm from the top, aligned to the right,
 - f) and 30 mm from the bottom of the cover, centred, the place of defence of the doctoral dissertation (Budapest) and the year of the dissertation must be featured in 5 mm letters,
 - g) all text on the front cover must be written in gilt type.

Paper size, typography, page numbering

3.§

- (1) Figures and drawings in the text do not have to be in black and white.

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- (2) Margins: a minimum margin of 40 mm should be left on the left edge of the binding and a minimum margin of 20 mm on the right edge. The text may be double-sided, in which case the margins should be set accordingly. (There should be a wider margin on the side facing the binding.)
- (3) The doctoral dissertation should be typed in Times or Times New Roman font. The font size is 12.
- (4) In tables, footnotes and bibliography, a font size of 10 is also acceptable.
- (5) The lines must be separated with 1.5 line-spacing. Single line spacing is acceptable in tables, footnotes and the bibliography.
- (6) Except for internal title pages, where there is no page numbering, page numbering should be continuous throughout the doctoral dissertation, including pages containing figures, tables, and appendices, chronology, other accessories.
- (7) Page numbers can be placed either in the header or footer, about 10 mm from the edge of the page.

Accessories

4.§

- (1) In addition to the pages of text that form the content of the dissertation, the following accessories are included in the dissertation (indicated separately if the accessory in question is conditional):
- (2) Internal front pages: a total of four internal pages precede the table of contents.
- (3) The first, odd page contains only the author's name and title, aligned approximately 90 mm from the top of the page, while the second (even) page, preceding the actual inner title page, should contain the following information:
 - a) the name of the doctoral school that is professionally competent with respect to the doctoral dissertation (at the top of the page, about 30 mm from the top edge of the page),
 - b) the name and academic title of the supervisor must be featured (at the top of the page, about 70 mm from the top edge) for candidates participating in organised instruction (and generally for those working under the direction of a supervisor,
 - c) the name of the members of the Board of Referees s affixed to the doctoral dissertation by the University Doctoral Office after the defence,
 - d) the copyright notice (starting 80 mm from the bottom edge of the page).
- (4) The following information must appear on the inner front page (page 3 - odd numbered page) in the following order:
 - a) name of the institution (Corvinus University of Budapest),
 - b) Name of the Doctoral School (and optionally, name of the Doctoral Programme) (avoiding abbreviations),
 - c) title of the doctoral dissertation and subtitle (if any),
 - d) in the case of a multi-volume work, the total number of volumes and the number of the volume in the series,

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- e) the type of paper: doctoral dissertation,
 - f) the author's full name as it appears in his/her personal documents, in the order customary in the Hungarian language (in the case of foreign candidates, in the authentic order),
 - g) place and year of submission of the doctoral dissertation.
- (5) Table of contents: the table of contents should come right after the inner title pages, starting on an odd-numbered page (page 5)
- (6) List of tables, figures and illustrations: These lists (separate for figures, separate for tables and separate for illustrations such as photographs) should follow the table of contents.

Structuring and headings

5.§

- (1) Introduction: the text should begin with an introductory chapter in which the author locates his/her work within the coordinates of the research conducted on the topic, highlighting how it relates to and goes beyond the research history. The introduction should emphasise the methods used in the paper, the new findings of the doctoral dissertation, the new correlations discovered by the author, and methodological innovations. The introduction should also include, where available, practical suggestions drawn from the author's research.
- (2) Inner titles. Structuring: the doctoral dissertation should be structured into chapters, subchapters, etc. The units must be given numbered titles. The following levels of title may be used in a doctoral dissertation:
- a) chapter title,
 - b) subchapter title,
 - c) section title,
 - d) paragraph title.
- The depth of structuring should be in line with the length of the paper. The paragraph-level depth is only necessary for very long papers or special topics.
- (3) Chapter titles should be left- or centre-aligned and in all capital letters. Two or three blank lines should be left after the chapter title. Lower-levels of title should be left-aligned.
- (4) Notes. It is customary to include information and minor comments that would break the train of thought of the main text.
- (5) Positioning the notes. Notes should be placed as footnotes at the bottom of the text pages, but may also be placed at the end of the paper for certain considerations.
- (6) Numbering of notes. Notes should be numbered in Arabic numerals, preferably consecutively throughout the paper, rather than by chapter.
- (7) Longer digressions, case studies and examples should be placed in small print between the text, not as notes.

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- (8) Inline citations. Brief references to works by other authors should be placed inline, immediately after the passage or sentence to which they refer. In the case of inline citations, the surname of the author cited, the year of publication of the work cited (in brackets) and, in the case of verbatim citations, the page number or numbers of pages, preceded by the p. or pp., should be provided in brackets. A detailed reference with all the necessary bibliographical information should be included at the end of the dissertation. (See Section 7.2)

Figures, maps and tables:**6.§**

- (1) Figures and tables should have a margin of at least 40 mm on both sides and should be placed as close as possible to the text to which they refer. At this point, a clear reference to the accessory in question must be provided in brackets (with a number) within the text. If there are so many accessories in the paper that they would interfere with the continuous reading of the text, they can be placed at the end of the paper.
- (2) Numbering of figures and tables: Figures and tables should be numbered consecutively in Arabic numerals (Figure 1, Figure 2, Table 1, Table 2, etc.) A blank line is required between the title and the inserted figure or table.
- (3) Additional material that cannot be included in the paper (data carriers, photographs, large maps, etc.) should be included as a separate package according to their nature. These should be clearly referred to in the table of contents of the paper or, if necessary, in a separate list after the table of contents. The cover of such separate packages should contain the same information as the outer cover of the paper itself. (See Section 2.3)
- (4) Illustrations and photographs should also be numbered in Arabic numerals, but, unlike tables and figures, these should be placed below the image before the caption

Appendix, List of references**7.§**

- (1) Appendix. An appendix is used to provide additional information that supports or supplements the main text of the paper, but which has no logical place within the main text. Questionnaires, discussion papers, summary tables, references supporting the research and a chronology may be included in the appendix. Any mathematical appendix is included at the end of the paper.
- (2) List of References The list should follow the so-called Harvard system (see below for details), but - adapting to the Hungarian language - the reference items should be listed in the Hungarian alphabetical order of the authors' names. Each item must start in a new line. If several items by the same author are listed, their order is determined by the year of publication. (Works from earlier editions are given priority.) If there is more than one item by the same author in the same year, they are distinguished by the small letters a, b, c, etc. next to the year. Each reference should include the following bibliographic data in the order given:
 - a) author(s);



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- b) year of publication (in brackets, followed by a colon);
 - c) title - subtitle (each followed by a period);
 - d) volume;
 - e) publication (serial number of the edition and kind of publication);
 - f) name of the publisher or journal or periodical⁶;
 - g) place of publication (for books only);
 - h) page number (length);
 - i) DOI number of the cited work (for journal articles).
- (3) The underlined bibliographic data is mandatory for each reference, the communication of other data is left to the author or depends on whether it is needed for the reference in question (e.g. volume number).
- (4) Glossary of terms (Glossary). The terminology used by the candidate - with short 2-3 line definitions - can be included at the end of the paper. Although it greatly increases the practicability of the paper, it is not compulsory.
- (5) A separate list of the author's publications on the topic must be included at the end of the doctoral dissertation, and in the case of an article-based dissertation, bibliographic data of the published texts.

Submission of the doctoral dissertation

8.§

- (1) The doctoral dissertation may be submitted between 1 September and 30 June each year, as specified in the UDR and in these Rules.

⁶ If there is no publisher or periodical name, the paper should be referred to as a discussion paper or conference publication, or, if these designations are uncertain, as a manuscript.
