

 CORVINUS UNIVERSITY of BUDAPEST	RULES OF OPERATION OF THE DOCTORAL SCHOOLS OF THE CORVINUS UNIVERSITY OF BUDAPEST	Version Number: 01. File number: JISZ-SZ/21-1/2023
Rules of Operation of the Doctoral School of International Relations and Political Science RULES OF OPERATION		

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**Rules of Operation of the Doctoral School of International Relations
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RULES OF OPERATION****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 DSIRPS or Rules) of the Doctoral School of International Relations and Political Science (hereinafter: DSIRPS).
- (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 Programme Director,
 - b) the operation of the council of the DSIRPS (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 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,

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- n) the quality assurance plan of the DSIRPS
- (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) The DSIRPS was established as of 1 July 2020 as a result of a merger of the International Relations Multidisciplinary Doctoral School on the one hand and the Doctoral School of Political Science on the other. The disciplines of the DSIRPS: Political Science and Economic Science
- (2) The head of the DSIRPS (hereinafter: The activities of the Head of the DSIRPS (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 DSIRPS offers various Doctoral Programmes. A Doctoral Programme is a training path that is typically associated with one, possibly more disciplines.
- (4) The DSIRPS has the following four Programmes:
- Geopolitics and Sustainable Development (GSD),
 - International and Security Studies (ISS),
 - Political Science (PS),
 - World Economy (WE).
- (5) Each Programme is managed by a Programme Director entrusted by the Head of the Doctoral School and appointed by the Dean of the CDS.
- (6) The mandate of the Programme Directors is for an indefinite period.
- (7) The Programme Directors shall be in charge of:
- performing administrative, management, organisation and quality assurance tasks with professional involvement of the UDO and under the direction of the Head of the Doctoral School,
 - 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,

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- g) organising the content of the teaching (coordination with lecturers, checking subject descriptions).
- h) organising the professional aspects of nostrification and habilitation cases.
- (8) The Head of DS shall be assisted in his/her work by the CoDS pursuant to the UDR.
- (9) The CoDS is made up of Head of DS and its Programme Directors as well as a doctoral student representative.
- (10) 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.
- (11) Core members, lecturers and supervisors associated with the same Doctoral Programme may establish a Doctoral Council, the work of which shall be coordinated by the Programme Director. The Doctoral 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.
- (12) The Head of the DS shall convene the full meeting of the core members at least once a year.
- (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 UDC 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. The UDC may also designate a chairperson to coordinate the work of the Committee or delegate this task to a member of one of the 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,

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- 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.
- (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:
- previous research, individual outputs: max. 25 points
 - written research plan and motivational letter: max. 35 points
 - oral admission exam: max. 40 points
- (6) In order to be invited to the oral admission exam by the Admission Committee/Subcommittee, the candidate must have obtained at least 40 points under the conditions set out in (5) a) and b). Otherwise, the Admission Committee/Subcommittee will not invite the applicant to the oral admission examination and will recommend that the application for admission be rejected.
- (7) The Admission Committee shall review the lists in a joint meeting and formulate its joint admission proposal in such a manner that the admission ranking is established according to the applicant's performance, the number of available places and the obtained admission points, ensuring that there is a sufficient number of future students for each Programme. The proposal is sent to the Dean of CDS, who in turn submits it to the UDC for approval.
- (8) The professional content of the DSIRPS's admission bulletin is defined by the Head of DS and published by the UDO on the University's website.
- (9) The DSIRPS also accepts applicants in the framework of an individual preparation procedure, the detailed rules thereof being set out in the UDR. Applicants 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:
- at least one Q1 publication or
 - at least one book chapter published by a publisher listed in Annex 5 and one journal article of at least category Q3.

STUDY MATTERS**Supervision****4.§**

- The detailed rules regarding supervision are set out in the UDO and the QAR, with the additions contained in this Section.
- At the time of admission but not later than by 30 September, the CoDS designates a lecturer with an academic degree, who shall in the first semester help the doctoral student's onboarding at the DS, his/her adaptation to the scientific community, the identification of a properly focused topic, the building of contacts and the selection of an

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appropriate supervisor. Two mentors can be assigned if necessary. Any mentor-supervisor must be a lecturer of the Corvinus University of Budapest. The relevant Programme Director will inform the doctoral student of the identity and contact details of the mentor.

- (3) By the commencement of the second semester at the latest, the CoDS, on the proposal of the Programme Directors, will approve the supervisor(s) from the list of doctoral supervisors approved by the UDC. The UDO will inform the doctoral student of the name and contact details of the supervisor(s).
- (4) The CoDS aims to keep the number of supervisors to a minimum.
- (5) 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.
- (6) The Programme Directors control the supervisors' work and provide support to the newly assigned supervisors, relying on the trainings and consultation forums offered by CDS.
- (7) 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 Programme Director (with the exception of evaluations by his/her own supervised students).
- (8) Both the supervisor and the doctoral student may request a change of supervisor from the Programme Director in writing (paper or electronic letter) including the justification therefor. 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.
- (9) 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.
 - 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 Programme Director.

Study and research phase**5.8**

- (10) After the successful entrance examination, the doctoral student must register in the Hungarian Scientific Publications Database (hereinafter: MTMT).
- (11) 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.

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- 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. Before such a decision, the opinion of the head of the concerned institute of the university shall be sought.
- 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. In the framework of such studies, the doctoral student may offset up to two subjects.
- g) With the approval of the subject's instructor, the doctoral students of the Programmes and of the doctoral schools of Corvinus University of Budapest 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) 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 Programme Directors.

(13) Rules for obtaining research credits:

- a) As a general rule, research credits can be obtained in accordance with the provisions of the UDR, as specified in subsection (13) herein.
- 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.

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- c) 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) The table below provides some guidance for determining the value of additional research activities:

Activity	credit value
Publication	at the supervisor's discretion
Presentation given in a world language at a competitive conference of international-regional significance (the location can be Hungary):	6-8
Presentation given in mother tongue at a competitive conference of local-national significance:	4-6
Participation as speaker in an event of smaller significance (workshop, round table discussion, professional interview, etc.). High profile invitee status can earn further credits.	2-3
Study visit abroad (subject to the research content):	max 15
Participation in a summer / winter university	max 6
Independent research, activity related to a research career based on the report submitted to the supervisor (e.g. compiling databases, conducting an interview, reviewing academic literature, analysing data, performing simulation, organisational work of an academic nature, book editing, journal editing, revision, acting as a referee)	max. 15 (per semester, per form of activity, general rule: 30 working hours / 1 credit)
Participation in discussion of thesis proposal or public defence	1
Research activity announced under the title of Prospectus Seminar II	6
Research proposal prepared in English at the end of the third semester and presented within the framework of the research forum, mandatory for every Programme!	6
Research proposal prepared in English during the fourth semester before the comprehensive examination and presented within the framework of the research forum (mandatory for every Programme!)	10

- e) At the end of the semester, the supervisor checks and certifies to the Programme Director the completion of the research activities undertaken in the work plan and proposes the completion of the subject to be certified, which is the responsibility of the Programme Director and must be recorded in Neptun.

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- 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.
- g) For the preparation of research proposals to be submitted in the 3rd and 4th semesters, see Annex 1.
- h) After consultation with the supervisor, the Programme Director shall make a decision on accepting the research proposal following its presentation. In the case of a negative decision, upon the recommendation of the Programme Director, the Head of the DS may give an opportunity to submit a new proposal within a deadline of 30 days. The credit cannot be granted if the new proposal is not accepted, either. The comprehensive examination board shall be notified of the rejection of any research proposal that is due in the 4th semester.

(14) 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, as specified in subsection (14) herein.
- 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. Until 30 September each year, the doctoral students may provide the topics in which they offer consultation opportunities to graduate students.
- 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.
- 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) Credits for teaching and service are certified by the Programme Director. The following points provide guidance for the evaluation of each activity:
 - ea) for teaching a full semester subject, 6 credits
 - eb) correction of written homework/classroom test/written examination, (points may vary)
 - ec) thesis supervision (2 points/semester),
 - ed) thesis evaluation (1 credit),
 - ee) consulting activity with respect to papers approved by TDK (Students' Scientific Association) (3 credits),
 - ef) classroom visit/job shadowing (2 credits for a complete semester),
 - eg) organisation of education activity (field work, etc.) (2 credits).

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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) Other rules for the comprehensive examination:
 - a) On the basis of the Programme Directors' proposals and depending on the number of applicants, the CoDS proposes to the UDC examination boards of three or five members for each Programme.
 - b) Having more than eight doctoral students taking the exam before the same board shall be avoided.
 - c) The Programme Directors shall involve the supervisors in defining minimum two topics for every examinee in the theoretical-methodological examination part. The deadline is 30 April.
 - d) The data recorded in MTMT shall be approved by the competent librarian of CUB before the examination. The applicant shall authenticate and sign the list. The publication list shall be attached to the minutes taken during the examination.
 - e) theoretical-methodological examination part of writing two written essays.
 - f) Under the coordination of its Chairperson, the examination board formulates one question or thesis from each of the two previously recorded themes. These are kept by the secretaries of the boards who communicate them to the examinees at the beginning of the examination, after which the examinees prepare their short argumentative essays. The essays prepared online are sent to the members of the examination boards by the secretaries.
 - g) The members of the examination board shall then evaluate the essays, taking into account the assessments of the supervisors delivered in writing that shall be attached to the minutes.
 - h) In the course of the dissertation exam part, the examinee presents his/her work, results, the tasks to be performed in the next phase, 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.
 - i) 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.

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- (5) 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 the rules are identical with those specified in Section 5 herein, with the addition that at the end of
- the sixth semester, doctoral students should present one chapter of the dissertation under preparation in the framework of the research forum.
 - the Programme Director shall make a decision about the approval after consulting the supervisor. In the case of rejection, the doctoral student must undertake to present the chapter in the work plan for the seventh semester and at the expense of his/her research credit, failing which the credit will not be granted.
 - at the end of the 6th and 8th semesters, no research credit can be awarded if the doctoral student has not participated in any thesis proposal discussions during the year.
- (3) at the end of the 8th semester, twenty additional credits (20 credits) may be awarded once for the doctoral student's research-related performance above the expected level:
- submission of the thesis proposal (with a recommendation from the supervisor) by 31 May of the 8th semester,
 - scholarly publications (based on the MTMT) published since the start of doctoral studies beyond the publication achievements specified in Section 10 (6),
 - certified conference attendance (with presentation) not included in the semestrial work plans and research credits.
- (2) Awarding additional credits under subsection (3) shall be at the discretion of the Programme Director.

DEGREE ACQUISITION PROCEDURE

The thesis proposal and the dissertation

8.§

- (1) The dissertation must reach at least a 75% rate of completion when it is submitted for the thesis proposal discussion (supplementary data, appendices, details, chapters, calculations fundamentally not affecting the train of thought/structure may be missing

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from this version). In the case of an article-based dissertation, Annex 4 to these Rules shall apply. As regards length, the rules of Section 10(3) shall apply.

- (2) 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.

The thesis proposal and its discussion**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 doctoral student still insists on the discussion, the Head of the DS shall, after having consulted with the competent Programme 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 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 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) The referees shall prepare a written opinion on the thesis proposal prior to the discussion and send it to the tack director. 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

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- 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 of the TPEC, 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.

Submission and defence of the doctoral dissertation**10.§¹**

- (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 Head of DS may authorise Hungarian language dissertations in professionally justified cases (eg. relevance) at the beginning of the research and dissertation phase. The doctoral student may also choose to write the dissertation in English at a later stage.
- (3) The main text of the dissertation (excluding appendices and annexes) should preferably be between 40-45 thousand words (in Hungarian) or 45-55 thousand words (in English).
- (4) Only dissertations recommended for acceptance at the discussion of the thesis proposal may be submitted for defence.
- (5) Publications are evaluated by the Programme Directors.
- (6) 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 paper or a paper co-authored with the supervisor in an international journal of at least category C according to the list of the relevant Section/Scientific Committee of MTA or ranked Q3 by Scimago, or
 - b) at least one paper in an A and one in a C category domestic journal, or
 - c) at least one paper published in a B and two in a C category domestic journal. In cases b) and c), one of the papers can be written by two authors.
- (7) A book chapter published in English or German by a prestigious scientific publisher, or a dedicated study in a book that fulfils the condition set out in paragraph a) of subsection

¹ Amended by: Resolution number H-295/EDT Effective from: 13 December 2023.

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- (6). The list of prestigious scientific publishers referred to in this subsection is set out in Annex 5.
- (8) In exceptional cases, journals published in the home country of the doctoral student that are not included in the lists of the MTA may be assigned to the 'domestic' category if the Programme Director recommends this to the CoDS. The same applies to similar publications in the student's own and other languages, which will be matched to categories A-B-C by the Programme Directors.
- (9) The dissertation must be defended within the framework of a public discussion. The lecturers of the University, the doctoral students of the DS, other doctoral schools of the discipline and the recognised theoretical and practical experts of the area shall be invited to the discussion.
- (10) The content and format requirements of the dissertation and the thesis booklet are contained in Annex 8.

SUPPORT GRANTED FOR RESEARCH**11.§**

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

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ALUMNI ACTIVITIES OF THE DSIRPS

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.
- (2) The DS shall stage an informal forum for colleagues who obtained a degree. This allows the DS to follow the professional career of the persons with an academic degree and to consult them concerning the doctoral programme, to facilitate professional support for the empirical studies of doctoral students/doctoral candidates.

QUALITY ASSURANCE SYSTEM OF THE DSIRPS

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 the Corvinus University of Budapest 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, as required.
- (4) The subject structure 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 must 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 by referees. Participation in the forums is mandatory for every doctoral student.
- (7) Doctoral students shall prepare written annual reports and work plans in writing, which shall be countersigned by the supervisor.
- (8) The Programme Director shall monitor the scientific research, publication and teaching activities of the doctoral students. The DS requires the doctoral students and doctoral candidates to take part in at least one domestic or international conference with an accepted presentation each year.
- (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 CoDS. The CoDS

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also has a member representing the doctoral students, via whom the opinion of the doctoral students is represented.

- (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 UDC 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.§**

- (1) These Rules were adopted by the University Doctoral Council at its meeting on 25 October 2023 under Resolution No. H-230/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 International Relations and Political Science adopted by the University Doctoral Council at its meeting of 7 June 2023 under resolution number H-116/EDT shall be repealed.
- (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: Considerations for preparing research proposals
 - Annex 2: Rules of preparing the semestrial study-research report and work plan
 - Annex 3: Content and format requirements with regard to the thesis proposal, other rules related to its discussion
 - Annex 4: Detailed rules on the content requirements of article-based dissertations and the applicable assessment criteria
 - Annex 5: Evaluation of publication activity
 - Annex 6: Application for travel support, conference participation
 - Annex 7: Outline of the thesis proposal discussion
 - ²Annex 8: The content and format requirements of preparing the dissertation and the thesis booklet
- (5) ³The Rules were amended by the University Doctoral Council at its meeting of 13 December 2023. The amendments shall be effective as of 14 December 2023.

² Introduced by: Resolution number H-295/EDT Effective from: 13 December 2023.

³ Introduced by: Resolution number H-295/EDT Effective from: 13 December 2023.



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DOCTORAL SCHOOLS OF THE
CORVINUS UNIVERSITY OF
BUDAPEST

Version Number: **01.**

File number:
JISZ-SZ/21-1/2023

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**Rules of Operation of the Doctoral School of International Relations
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RULES OF OPERATION**Annex 1****Considerations for preparing research proposals**

- (1) The doctoral students must be well-informed in their research areas by the third semester and must prepare their first research proposal (approx. 20 pages). Submission deadline: 30 November. The thorough preparation of the research proposal is of key importance as it is likely to induce positive suggestions by the referees as well as critical comments that serve to prevent research dead ends and errors. A good research proposal shall substantiate applications for study visits, scholarships, which is also in the student's interest. Please find the 'checklist' proposed by us below.
- (2) Unsolved problems to which an answer is sought should be specified in the research proposal! The clearly outlined scientific problem should be presented.
- (3) Hypothetical answers should be formulated to clarify the direction in which the answers are sought.
- (4) Difficulties, problems, doubts should be boldly put forward as by doing so the supervisor and other colleagues can provide useful and expedient advice!
- (5) The research proposal to be prepared for the dissertation part of the comprehensive examination shall be presented at the 2nd research forum. The research proposal must be submitted for such purposes until 30 April. This proposal (30-35 pages) must already include
 - a) proof of familiarity with the relevant academic literature, sources read-reviewed and planned,
 - b) details of the fundamental question,
 - c) proposed methodological tools, databases to be used.
- (6) Within the framework of the research forum taking place in the sixth semester one chapter of the dissertation must be presented.

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RULES OF OPERATION**Annex 2****Rules of preparing the semestrial study-research report and work plan**

- (1) The objective of preparing the semestrial study-research report and work plan is to facilitate and document effective professional relationship between the doctoral students and supervisors, to record information that is necessary for the award of research credits as well as to allow the Programme Directors to monitor the information.
- (2) Submission: in electronic form, recorded on the interface provided. If there is an insuperable obstacle, postponement shall be requested from the Programme Director in writing before the expiry of the above deadline with the specification of the requested new deadline. Students who are taking a passive semester are not required to submit a work plan, but are strongly encouraged to do so.
- (3) Content requirements:
 - a) In the report details should be given of the individual or organised studies and/or research undertaken to search for the topic of the planned dissertation, to prepare the research proposal, to write the dissertation during the reporting period.
 - b) The topic of further studies, research, the reviewed academic literature and the written documents prepared on their basis should be indicated.
 - c) ⁴Details should be provided of the documented results of the achieved output (research report, paper, conference presentation, publication).
 - d) The state of the research proposal of the planned dissertation and the process of preparing the thesis proposal should be briefly evaluated as well as the date of its expected completion specified. Any material or personal problems encountered whose solution requires help, advice should be signalled. Details of teaching and publishing activities should be provided.
 - e) It is advisable to follow the forms of activity used in the present Rules.
- (4) The requirements with respect to the research reports outlined above shall be observed when drawing up the work plan. That is, the studies, the research planned during the coming academic semester, their schedule, the documented and accountable results shall be defined in concrete terms.

⁴ Amended by: Resolution number H-295/EDT. Effective from: 13 December 2023.

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RULES OF OPERATION****Annex 3****Content and format requirements with regard to the thesis proposal, other rules
related to its discussion**

- (1) Content and format requirements with regard to the thesis proposal, other rules related to its discussion are included in the present annex.
- (2) General expectations:
 - a) 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.
 - b) 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 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);
 - c) declaration from the co-authors about the degree of independent contribution of the candidate if the results of joint works are published.
 - d) brief summary ('blurb') (of max. 1.5 pages) that may be annexed to the invitation to indicate the topic of the proposal and the new results.
- (5) Organising the discussion of the thesis proposal: The DS shall seek to arrange the discussion of the proposal until 30 June of candidates submitting complete applications by 15 March.

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RULES OF OPERATION**Annex 4****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 of the dissertation shall be tasked with assessing compliance with the requirements listed above and evaluating the novelty of the results featured in the research overall. As for the articles that form the basis of the dissertation:
 - a) if the articles are categorised as Q1, Q2 or Q3 in the Scimago ranking in the branch of science in question, there is no need to evaluate them (the referee may however express criticism thereof at his/her own discretion),
 - b) for any other article, the assessment shall include an appraisal of the theoretical and methodological merits of the articles.

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- (6) The referees may make suggestions with regard to further developing any of the articles and to formulating new research directions.
- (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.

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RULES OF OPERATION**Annex 5****Evaluation of publication activity**

- (1) Only papers aligned with the accredited branch(es) of science of the DS as well as with the research topic of the doctoral student that were published in periodicals featured in the international and domestic lists of the relevant Section/Scientific Committee of MTA may be eligible as scientific publications. This does not include summaries, book reviews, essays, teaching materials, posters, abstracts, presentations (these can be counted as performance for research credits).
- (2) A peer-reviewed book chapter or a study published by a prestigious international or domestic publisher constitutes a dedicated study published in a journal.
- (3) The following can be accepted as prestigious international publishers:
 - a) Basic Books
 - b) Berghahn Books
 - c) Bloomsbury
 - d) Brill
 - e) C.F. Müller
 - f) Cambridge University Press.
 - g) CEU Press
 - h) Chapman and Hall
 - i) Cambridge University Press
 - j) Harvard University Press
 - k) Dalloz
 - l) de Gruyter
 - m) ECPR Press
 - n) Edward Elgar
 - o) Elsevier
 - p) Edward Elgar Publishing
 - q) Hart Publishing
 - r) Harvard University Press
 - s) IEEE
 - t) Indiana University Press
 - u) Manchester University Press
 - v) McGraw Hill
 - w) MIT Press

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- x) Mohr Siebeck
- y) Nomos Verlag
- z) Oxford University Press
- aa) Palgrave Macmillan Ltd.
- bb) Pearson (Prentice Hall)
- cc) Penguin (Allen Lane)
- dd) Peter Lang
- ee) Polity Books
- ff) Princeton University Press
- gg) Routledge
- hh) Rowman & Littlefield
- ii) SAGE Publishing
- jj) Springer Verlag
- kk) Suhrkamp Verlag
- ll) Stanford University Press
- mm) The Johns Hopkins University Press
- nn) Taylor and Francis / Ashgate
- oo) Transcript
- pp) University of California Press
- qq) University of Chicago Press
- rr) University of Notre Dame Press
- ss) University of Toronto Press
- tt) Wiley-Blackwell
- uu) Wolters Kluwer
- vv) Yale University Press.

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Annex 6:

Application for travel support, conference participation

Student's name:

Student'Neptun code:

Purpose of the travel (title of conference, form of participation):

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Date: Venue:

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Requested cost type and amount (registration fee, accommodation, travel expenses):

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Other support:

Connection with the research topic (to be completed by doctoral students):

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Brief report in the case of support granted:

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Annex 7

Outline of the thesis proposal discussion

- (1) The discussion is chaired by the Chairperson of the TPEC, the minutes are drafted by the secretary. The minutes shall include the questions, remarks put forward during the discussion as well as the candidate's replies. The Chair of the TPEC introduces the members of the TPEC Committee. The candidate may request an audio recording of the discussion to be made, which might be authorised by the Chairperson.
- (2) Subsequent procedure:
 - a) The candidate shall outline his/her thesis proposal in the form of a 20-minute presentation.
 - b) The supervisor(s) may share comments on the thesis proposal.
 - c) The referees shall present their review.
 - d) Any questions and opinions received in writing shall be read aloud.
 - e) Plenary discussion: Any participant (with the exception of the candidate and the supervisors(s)), shall be entitled to ask questions and get involved in the discussion. This shall be moderated by the Chairperson. It should be sought to first address questions that can be easily clarified. After having collected such questions, the Chairperson may ask the candidate to respond to them before moving to the actual discussion.
 - f) The candidate responds to the critical remarks put forward during the discussion. He/she is required to address only points with which he/she disagrees.
 - g) The supervisor(s) will be given the opportunity to respond.
 - h) The Chairperson of the TPEC shall decide on the necessity to reopen the discussion.
 - i) The Chairperson of the TPEC closes the thesis proposal discussion. The committee withdraws to closed session to deliberate on the modifications that are recommended for the final version, or refuses acceptance due to the reasons referred to and the committee recommends that a new thesis proposal be prepared.
- (3) (The minutes shall consist of two parts: the first part provides a concise and factual summary of the remarks heard during the discussion, stating the name of the contributors; the second part gives an account of the closed session following the discussion, highlighting the suggested changes that the candidate is urged to consider when revising the text.)

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Annex 8⁵

**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-295/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:
- the candidate's family name and given name in the order customary in the Hungarian language (in the case of foreign candidates, in the authentic order),
 - separated from this with a colon, the main title of the doctoral dissertation,
 - in the case of a doctoral dissertation comprising several volumes, the volume number in Roman numerals followed by the word "volume",
 - the year of submission of the doctoral dissertation.
- (3) The following information must appear on the front of the outer cover:
- 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,
 - 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.),
 - 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,
 - 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),
 - 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,
 - 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,
 - all text on the front cover must be written in gilt type.

Paper size, typography, page numbering

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3.§

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

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- 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,
 - 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, with authentic spelling),
 - 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.

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- (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.
- (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

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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);
 - 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.
