	<p style="text-align: center;">RULES OF OPERATION OF THE DOCTORAL SCHOOLS OF THE CORVINUS UNIVERSITY OF BUDAPEST</p>	<p style="text-align: center;">Version Number: 01.</p> <p style="text-align: center;">File number: JISZ-SZ/18-1/2023</p>
<p>DOCTORAL SCHOOL OF SOCIOLOGY AND COMMUNICATION SCIENCE RULES OF OPERATION</p>		

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**DOCTORAL SCHOOL OF SOCIOLOGY AND COMMUNICATION
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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 DSSCS or Rules) of the Doctoral School of Sociology and Communication Science (hereinafter: DSSCS).
- (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 DSSCS (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 DSSCS.
- (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 DSSCS was established as of 1 July 2020 as a result of a merger of the Doctoral School of Sociology on the one hand and the Doctoral School of Social Communication on the other. Disciplines of the Doctoral School: Social Science, Sociological Science, Communication and Media Science.
- (2) The activities of the Head of the DSSCS (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 DSSCS offers Doctoral Programmes. A Doctoral Programme is a training path that is typically associated with one, possibly more disciplines.
- (4) The DSSCS operates the following two (2) Programmes (individually, in cooperation with each other):
- a) Doctoral Programme of Sociology,
 - b) Doctoral Programme of Communication Science.
- (5) Taking into account the specificities of their respective discipline, the Programmes offer their own subjects within the DS's educational programme.
- (6) Each Programme is managed by a Programme Director entrusted by the Head of the Doctoral School and appointed by the Dean of the CDS.
- (7) The mandate of the Programme Directors is for an indefinite period.
- (8) The Programme Directors shall be in charge of:
- a) under the professional management of the UDO, performing administrative tasks in addition to management, organisation and quality assurance duties
 - b) assisting the Head of the DS (shall be involved in developing strategies and international co-operations),
 - c) preparing the admission procedure in cooperation with the Head of DS;
 - d) compiling the Programme's education plan, operational curriculum and timetable in cooperation with the Head of DS,
 - e) recording the teaching and service activities of doctoral students, approving research and teaching and service credits,
 - f) checking that the minimum publication requirement is met,

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- g) participating in the assessment of requests and applications submitted by students,
 - h) setting up the boards in charge of the comprehensive examination, of the thesis proposal discussion and the defence,
 - i) maintaining contact with the Programme's students, lecturers and supervisors,
 - j) collecting and analysing data relating to the progress of the individual students of the Programme and, as far as possible, the students who obtained a degree, as well as information related to the implementation of the educational programme and its professional standards,
 - k) participating in the preparation of the annual report of the DS,
 - l) performing other duties defined by the Head of DS.
- (9) The Head of DS shall be assisted in his/her work by the CoDS pursuant to the UDR .
- (10) Both Programmes are represented in the CoDS, the scientific goals of the DS being set uniformly. Aligned with the dates of the sessions of the UDC, the CoDS holds its meetings at least twice in a semester and adopts its decisions in matters falling within its remit by majority voting. In exceptional cases, it may be convened more than once. The quorum of the CoDS shall be constituted 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) The DS may set up an Advisory Board based on the proposal of the Head of DS, the members of which are entrusted by the Head of DS based on the proposal of the CoDS. The members of the board may not have an employment relationship with the University. Using international benchmarks, the Advisory Board will evaluate at least every two years the following:
- a) the educational programme of the DS,
 - b) the quality of doctoral topics and dissertations,
 - c) the publication record of the lecturers and students of the DS, and
 - d) give its opinion on the strategic development tasks of the DS.
- (12) 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, it being understood that the applicant shall write and submit the research proposal defined in the UDR in English. The expected length is: at least 10,000, not more than 20,000 characters with references.
- (2) In the application for admission, applicants must indicate which Programme they are applying for. If an applicant selects both Programmes, the Head of DS and the Admission Sub-committees shall decide which Programme is competent to conduct the admission

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- procedure. If both Programmes are deemed competent, the applicant may participate in both admission procedures. In that case the applicant may submit two research plans.
- (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 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:
- organise the oral examination (online platform or physical presence),
 - conduct the admission exam in English pursuant to the UDR,
 - review and evaluate past achievements documented in the application materials (educational achievements, research experience, publication output, whether the completed education matches the Programme's field of study),
 - review and evaluate the submitted research plan (maturity, relevance of research topic, whether it matches the Doctoral Programme's professional profile),
 - conduct face-to-face or online interviews as a means to assess the language skills, communication skills and professional competence of each applicant,
 - formulate their recommendations for the admission decision following the admission exams:
 - recommend the application of those who fail to reach the minimum level to be rejected,
 - 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 fa), 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(s) will evaluate and score the candidates on the basis of the criteria set out in Annex 1.
- (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 (7) and submit its proposal to the Dean of CDS, who in turn sends it to the UDC in such a manner that a sufficient number of future students for each Programme.
- (8) The DSSCS's admission bulletin is prepared by the Head of DS and published by the UDO on the University website.
- (9) ¹The DSSCS also accepts applicants in the framework of an individual preparation procedure, the detailed rules thereof being set out in the UDR.

¹ Amended by: Resolution number H-296/EDT Effective from: 13 December 2023.

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RULES OF OPERATION****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) Following the decision on admission, no later than 30 days after approval by the UDC, the CoDS shall approve the supervisor(s) - proposed by the Programme Directors on the basis of the application documents - from the list of doctoral supervisors approved by the UDC. The Programme Director shall inform both the student and the supervisor thereof.
- (3) The DS expects the supervisor to closely monitor the work and scientific activity of the doctoral student, assist him/her in publishing, introduce him/her to the scientific community, and evaluate his/her activities.
- (4) The Programme Directors control the supervisors' work and provide support to the newly assigned supervisors.
- (5) 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).
- (6) ²Both 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 opinion of the CoDS member designated to interview the parties and obtained the opinion of the Head of DS. The supervisor and the student shall then provide a written (electronic letter) statement as to whether they request the CoDS to withdraw the supervisor, and appoint a new supervisor. Upon receipt of such request, the Programme Director or the Head of DS shall recommend a new supervisor. The CoDS will decide on the proposal within seven (7) working days and will inform the student and the supervisor by post or e-mail.
- (7) 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) The supervisor oversees and, in agreement with the Head of Institute, coordinates the activities through which the doctoral student acquires teaching and service credits.

² Amended by: Resolution number H-296/EDT Effective from: 13 December 2023.

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Study and research phase

5.§

- (1) After the successful entrance examination, the doctoral student must register in the Hungarian Scientific Publications Database (hereinafter: MTMT).
- (2) The doctoral student shall collect study, research as well as teaching and service credits in each semester of the study and research phase as stipulated in the UDR and the present section.
- (3) The curriculum includes a list of compulsory and elective subjects, the number of hours and credits associated with the subjects, and the programme's outcome competences. Once approved by the UDC, the education plan will be published on the website of the DS. The UDO shall be responsible for such publication.
- (4) Rules for obtaining study credits:
 - a) To obtain study credits, the requirements set out in the subject syllabus must be met.
 - b) 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.
 - c) 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.
 - d) In each Programme, the number of compulsory elective subjects laid down in the relevant sample curriculum must be completed.
 - e) 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.
 - f) 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.
 - g) 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 2 subjects recognised from such studies.
 - h) With the approval of the subject's instructor, the doctoral students of the Programme 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.
 - i) 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

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by the Head of DS. The uploading and updating of subject syllabi are monitored by the Programme Directors.

- j) 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.
- (5) Research credits can be obtained according to the rules set out in the UDR, in case of fulfilling the criteria listed below:
- a) Submission of work plan for the given semester upon consultation with the supervisor, within 30 days of the commencement of the study 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),
 - b) Submission of the semestrial report two (2) weeks before the end of the examination period. 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), teaching activity carried out, assessment of working relationship with the supervisor, any personal or material problems and any assistance required to address them,
 - c) favourable assessment from the supervisor A supervisory assessment is deemed favourable if the supervisor confirms regular consultations and progress made by the student,
 - d) presentation held at the research forum,
 - e) participation in a thesis proposal discussion or a public defence at least once in every semester.
- (6) The rules for the acquisition of teaching and service credits are set out in the UDC, it being understood that the following may constitute education support-service activities: thesis or TDK paper supervision, thesis review, mentoring, teaching assistance (e.g. correcting home assignments, exam papers, developing teaching materials, compiling exam questions), participation in committee work (e.g. admission, TDK, final exams), assistance in conference organisation.

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

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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, which shall be approved by the Chair of the examining board of the comprehensive exam. 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.
- (6) During the comprehensive examination the student shall prove that
- He/she is aware of the scientific problems, theories, results and methodological dilemmas and solutions related to his/her research field,
 - He/she is able to formulate relevant researchable questions based on the theoretical, methodological and research background related to his/her research field,
 - He/she has thought over the schedule, process and feasibility of the doctoral research,
 - ³He/she is capable of publishing and presenting his/her research in the form of a dissertation.
- (7) Further criteria for the comprehensive examination in the Sociology Doctoral Programme:
- in the theoretical-methodological part, the examinee shall present and defend his/her paper reviewing literature (including relevant theories, research results and methodological solutions), or the theoretical and methodological part of his/her own publication,
 - in the research part of the examination, the examinee shall present and defend his/her research proposal, reviewing the questions (and any hypotheses), the methodology, the relevance and the schedule of the doctoral research.
- (8) Further criteria for the comprehensive examination in the Communication Science Doctoral Programme:
- during the theoretical-methodological part the examination, the board shall raise two subjects relating to the review of the academic literature of the research proposal, formulating a question or thesis for each. The examinee shall demonstrate his/her knowledge of the academic literature in a brief argumentative presentation, and shall answer to any further questions of the board.
 - the research part covers the defence of the research proposal. The doctoral student shall present and defend his/her research proposal, reviewing the questions (and any hypotheses), the purpose, the methodology, the relevance and the schedule of the doctoral research.

³ Amended by: Resolution number H-296/EDT Effective from: 13 December 2023.

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- (9) The questions raised during the comprehensive exam are related to the research proposal. The research proposal should cover the following:
- delimitation of the research topic, research questions/purposes and potential hypotheses,
 - arguments to prove the scientific relevance of the research questions/purposes referring to the literature review,
 - a review and summary synthesis of the relevant literature, theoretical and research background,
 - detailed presentation and justification of the research methods to be used in the research, arguments for choosing the method in question, any ethical dilemmas, manner of handling research ethics issues,
 - expected results, significance and implications of research, limitations of the research,
 - schedule of planned research activities,
 - publication strategy and ideas.
- (10) The substantive part of the research proposal should be at least 55,000 and no more than 75,000 characters long (including spaces).
- (11) Doctoral degree acquisition through individual preparation is governed by the relevant provisions of the UDR.
- (12) 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.§

- 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.
- 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 journal article with a Q1-Q3 rating in Scimago's list that is relevant for the given branch of science, or
 - in the Sociology Programme, a journal article that has a domestic A-B rating in the list of journals of the Committee on Sociology of the Hungarian Academy of Sciences, or
 - in the Communication Science Programme, a journal that has a domestic A-B rating in the applicable journal list of the Communication Science Programme, or

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- d) a book chapter published by a publisher named in the Corvinus Research Excellence competition, or
 - e) additional research credits can be obtained through the thesis proposal discussion in the last active semester of the study and research phase.
- (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) The thesis proposal and the dissertation may take the form of a book or a series of papers. As regards its format, both the dissertation and the thesis proposal must comply with the requirements of the specific branch of science. As regards length, the expected length of the thesis proposal and the dissertation: 100-150 pages.
- (3) The thesis proposal shall meet all the content requirements that are defined for the dissertation:
- a) the research methodology,
 - b) a critical review/processing of the academic literature,
 - c) the main research problems and issues,
 - d) the data used (in the case of empirical research), the results and their discussion,
 - e) demonstration of the novelty of the research.
- (4) ⁴The 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.

⁴ Amended by: Resolution number H-296/EDT Effective from: 13 December 2023.

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- (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) Proposals shall be submitted/delivered in three bound copies and electronically in pdf format. The bound copy must be submitted to the UDO and the electronic copy must be sent to the electronic mail address provided by the UDO and to the electronic mail address of the Programme Director at the same time as the bound copy is submitted. The cover page must feature the name(s) of the supervisor(s).
- (3) Upon the submission of the thesis proposal, the Programme Director shall review compliance with the basic requirements with regard to format and content defined for doctoral dissertations. Following consultations with the supervisor, the Programme Director may request the student to redraft and resubmit the thesis proposal if his/her paper does not meet the expectations set out in Section 8.
- (4) 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.
- (5) 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.
- (6) The secretary of the TPEC shall be responsible for drawing up the minutes.
- (7) 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 to the TPEC. The written opinion shall be attached to the minutes.
- (8) Prior to the debate, on the basis of the referees' reviews under subsection (7,) the Chair of the TPEC shall identify the issues whose discussion is indispensable to enable the Committee to formulate its proposals.
- (9) The first part of the thesis proposal discussion begins with the student's presentation. During the presentation the student shall address the questions and suggestions of the referees in a meaningful way. The presentation will be followed by an open discussion. Referee's rejoinders should be given priority.
- (10) During the discussion, participants may ask questions, add comments and make suggestions. The Chairperson of the TPEC may also put questions to the candidate that were submitted in writing.
- (11) The Chairperson of the TPEC closes the debate when all the information is available to formulate the committee's proposals.

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- (12) The TPEC shall evaluate the discussion at a closed session after the discussion and enter one of the following positions in the minutes
- recommending the thesis proposal for approval (submission) without changes,
 - recommending the thesis proposal for approval (submission) with the listed changes,
 - not recommending the thesis proposal for approval (submission) and recommending the preparation of a new thesis proposal.
- (13) 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.
- (14) 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.
- (15) In the case of an unsuccessful thesis proposal discussion, the doctoral candidate may resubmit his/her thesis proposal on one occasion.
- (16) Content and format requirements with regard to the thesis proposal, other rules related to its discussion are included in Section 8 of the present Rules.

Submission and defence of the doctoral dissertation

10.§

- 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.
- The publication requirements for the degree (i.e. at the time of submission of the dissertation, the doctoral candidate must have at least 1 journal article, which):
 - has been published or accepted for publication in at least a Q3 journal according to Scimago's classification of the relevant field,
 - the doctoral candidate is the first author,
 - the article was written during the doctoral studies,
 - the maximum number of co-authors is 2,
 - the article reports on the results of the doctoral research.
- Articles accepted for publication must be accompanied by a statement of acceptance.
- The publication requirement may not be fulfilled by an article with which the doctoral student has earned additional research credits under subsection (2) of Section 7.
- ⁵The content and format requirements of the dissertation and the thesis booklet are contained in Annex 2.

⁵ Introduced by: Resolution number H-296/EDT Effective from: 13 December 2023.

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CLOSING PROVISIONS

11.§⁶


- (1) These Rules were adopted by the University Doctoral Council at its meeting of 25 October 2023 under resolution H-231/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 Sociology and Communication Science adopted by the University Doctoral Council at its meeting of 7 June 2023 under resolution number H-120/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: Admission scoring system
 - Annex 2: 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.

TRANSITIONAL PROVISIONS

12.§

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

⁶ Amended by: Resolution number H-296/EDT Effective from: 13 December 2023.

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Annex 1


ADMISSION SCORING SYSTEM

Criterion	Maximum score
<i>Prior achievement</i>	
1. Master-level education / professional experience consistent with knowledge and competence expected by the Doctoral School	10
2. Former research experience, publications*	10
<i>Research plan</i>	
3. Sophistication, elaborateness, quality of research plan**	20
4. Relevance of research concept to the announced subjects and to research conducted in the Doctoral School	10
5. Feasibility and relevance of research	10
<i>Oral examination</i>	
6. English language proficiency and professional communication skills	20
7. Performance during oral interview (competence, debating skills, autonomy, flexibility)	20

Comments

* Papers submitted to and rankings achieved at the competitions organised by the Students' Scientific Association (TDK) and the National Conference of Students' Scientific Association (OTDK) may be considered here

** The effort made to develop the research plan should be assessed irrespective of relevance and feasibility

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Annex 27

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).

⁷ Introduced by: Resolution number H-296/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.

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- (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:

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- 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,
 - 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.

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- (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.
- (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.

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- (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:
- author(s);
 - year of publication (in brackets, followed by a colon);
 - title - subtitle (each followed by a period);
 - volume;
 - publication (serial number of the edition and kind of publication);
 - name of the publisher or journal or periodical⁸;
 - place of publication (for books only);
 - page number (length);
 - 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.

⁸ 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.