 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	<b>VICE-RECTOR FOR RESEARCH PROVISIONS</b>	1/2024 Version number: 00. In force as of: 25.04.2024
<b>DOCTORAL PROGRAMMES PROCEDURE FOR SCHEDULING THE ADMISSION PROCEDURE programmes starting in September 2024</b>		

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**DOCTORAL PROGRAMMES  
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programmes starting in September 2024**


**Preamble**

**1.§**

- (1) Pursuant to Subsection (16) of Section 21 of the Doctoral Regulation constituting Volume VIII of the Rules of Organisation and Operation of the Corvinus University of Budapest, the following schedule for the admission procedure of doctoral programmes starting in September 2024, i.e. the programmes announced under the general higher education admission procedure, under the institutional admission procedure organised by the University, under the Stipendium Hungaricum Scholarship Programme, and under the Diaspora Higher Education Scholarship Programme, is defined as follows.

**2.§**

- (1) Persons, bodies and organisations acting under these Provisions:
- a) applicant,
  - b) Vice-Rector for Research (VRR),
  - c) Dean of CDS,
  - d) heads of the Doctoral School,
  - e) competent Admission Committee (AC),
  - f) Student Services (SS),
  - g) Legal, Administrative and Regulatory Services (hereinafter: "LARS"),
  - h) University Doctoral Office (hereafter: UDO),
  - i) University Doctoral Council (hereinafter: UDC),
  - j) Communication.

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**Scheduling of the admission procedure of doctoral programmes announced under the Stipendium Hungaricum Scholarship Programme, the Diaspora Higher Education Scholarship Programme, the general higher education admission procedure and the institutional admission procedure organised by the University**

**3.§**

serial No.	Task	Person/unit in charge of the task	Admission procedure Announced by the institution (general higher education, institutional admission)			Admission procedure Announced by Tempus (SH, Diaspora)		
			Admission Type 1 Start date	Admission Type 1 End date	Admission Type 1 Hours/minutes	Admission Type 2 Start date	Admission Type 2 End date	Admission Type 2 Hours/minutes
1	Drafting and publishing the description on the rules of the admission procedure (sending it to those involved: CDS, heads of doctoral school, LARS)	VRR		20.11.2023			20.11.2023	
2	Editing the Prospectus on Admission to Higher Education	UDO	20.11.2023	24.11.2023				
3	Requesting the Endorsement Letter for Stipendium applicants	applicant				from the start date of application	10.01.2024	
4	Sending the Endorsement Letter to Stipendium applicants	UDO				10.01.2024	15.01.2024	
5	Preparing and publishing information materials on admission for applicants, defining website content, preparing draft emails for applicants, organising open days	UDO/heads of DS/Communication		25.01.2024			25.01.2024	
6	Creating the registration interface	Communication		25.01.2024				



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serial No.	Task	Person/unit in charge of the task	Admission procedure Announced by the institution (general higher education, institutional admission)			Admission procedure Announced by Tempus (SH, Diaspora)		
			Admission Type 1 Start date	Admission Type 1 End date	Admission Type 1 Hours/minutes	Admission Type 2 Start date	Admission Type 2 End date	Admission Type 2 Hours/minutes
7	Requesting model documents related to the admission procedure (model resolutions, data processing notices, information sheet on the recognition of diplomas for further studies) from LARS.	UDO		31.01.2024			31.01.2024	
8	Preparing and returning to the UDO model documents related to the admission procedure (model resolutions, data processing notices, information sheet on the recognition of diplomas for further studies).	LARS		16.02.2024			16.02.2024	
9	Disclosing the data processing notice, the information sheet on the recognition of diplomas for further studies to applicants	UDO/Communication/LARS		20.02.2024			20.02.2024	
10	Open days	Dean of CDS/UDO/heads of DS	21.02.2024	12.03.2024				
11	PhD Admission campaign	UDO/Communication	01.02.2024	18.03.2024			15.01.2024	
12	Application period	applicant	04.03.2024	25.03.2024			By the date to be set by the Tempus Public Foundation (TPF)	
13	Saving the data of Stipendium Hungaricum applicants from the TPF's DreamApply platform after nominations	UDO					20.03.2024	
14	Deadline for the electronic uploading of documents for application and admission	applicant	04.03.2024	18.03.2024	23:59	from the start date of application	18.03.2024	

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			Admission Type 1 Start date	Admission Type 1 End date	Admission Type 1 Hours/minutes	Admission Type 2 Start date	Admission Type 2 End date	Admission Type 2 Hours/minutes
15	Checking applicants' application documents, requesting them to correct deficiencies (request for correcting deficiencies).	UDO	on an ongoing basis from the display of applicants' data	30.04.2023		on an ongoing basis from the display of applicants' data	30.04.2023	
16	Making available to LARS the documents submitted by applicants for their recognition for further studies	UDO	on an ongoing basis from the display of applicants' data	on an ongoing basis, but within 2 working days of the request being displayed in DreamApply		on an ongoing basis from the display of applicants' data	on an ongoing basis, but within 2 working days of the request being displayed in DreamApply	
17	Checking the documents submitted by applicants for their recognition for further studies and, if necessary, requesting applicants to correct deficiencies	LARS	From the date of receipt from the UDO	3-5 working days after receipt from the UDO		From the date of receipt from the UDO	3-5 working days after receipt from the UDO	
18	Forming the Admission Committees, appointing their members	UDC		06.03.2024			06.03.2024	
19	Assigning applicants to committees, notifying applicants of the dates and venues	UDO		26.03.2024			26.03.2024	
20	Organising and conducting doctoral admission examinations	Heads of DS/Admission Committees	01.04.2024	24.04.2024		01.04.2024	24.04.2024	
21	Ranking of applicants by the Admission Committees	Admission Committees,		25.04.2024			25.04.2024	
22	Setting the cut-off score			30.04.2024			30.04.2024	
23	Adopting the admission decision (based on admission results)	UDC/Dean of CDS		30.04.2024			30.04.2024	

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			Admission Type 1 Start date	Admission Type 1 End date	Admission Type 1 Hours/minutes	Admission Type 2 Start date	Admission Type 2 End date	Admission Type 2 Hours/minutes
24	Recording the decision for Stipendium Hungaricum applicants in the TPF's DreamApply system	UDO					30.04.2024	
25	Sending final resolutions on the rejection of admission to students who do not achieve the minimum score	UDO		10.05.2024			10.05.2024	
26	Sending the request to correcting deficiencies to applicants	UDO		10.05.2024			10.05.2024	
27	Notifying students who have applied of (conditional) admission, sending information to eligible applicants on the possibility of withdrawing their application for admission	UDO		10.05.2024				
28	Withdrawing applications for admission	applicant		31.05.2024				
29	Notifying applicants of (conditional) admission who may be admitted in place of eliminated applicants in proportion to the number of applications for admission or sending the final resolution on the rejection of admission	UDO		07.06.2024				
30	Sending documents associated with the recognition of diplomas for further studies	applicant	on an ongoing basis	07.06.2024		on an ongoing basis	07.06.2024	
31	Importing admitted students into the Neptun system	UDO/SS		17.06.2024			17.06.2024	
32	Generating final resolutions on admission (for all eligible applicants), sending them out (to eligible	UDO/SS		25.06.2024			25.06.2024	

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			Admission Type 1 Start date	Admission Type 1 End date	Admission Type 1 Hours/minutes	Admission Type 2 Start date	Admission Type 2 End date	Admission Type 2 Hours/minutes
	applicants who have fulfilled all admission requirements)							
33	Final deadline for sending the documents required for admission and for the recognition of a diploma for further studies (deadline for correcting deficiencies)	applicant	on an ongoing basis	01.08.2024		on an ongoing basis	01.08.2024	
34	Adopting resolutions on recognition for further studies of applicants' diplomas and forwarding them to the UDO in electronic form	LARS	from the date on which deficiencies are corrected	3-5 working days from the date on which deficiencies are corrected		from the date on which deficiencies are corrected	3-5 working days from the date on which deficiencies are corrected	
35	Forwarding resolutions on the further studies of applicants to applicants (by email, electronically in DreamApply, with the original handed over in person at the time of enrolment).	UDO	From the date on which it was sent by LARS	within 5 working days		From the date on which it was sent by LARS	within 5 working days	
36	Handing over 1 original paper copy of the resolutions on applicants' further studies to IRA.	LARS		no later than 3 working days before the enrolment period			no later than 3 working days before the enrolment period	
37	Sending the final resolution on admission to those who have sent in a document for the purposes of correcting deficiencies	UDO		23.08.2024			23.08.2024	
38	Submitting a legal remedy request	applicant		within 15 days of communicating the final resolution on admission			within 15 days of communicating the final resolution on admission	

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			Admission Type 1 Start date	Admission Type 1 End date	Admission Type 1 Hours/minutes	Admission Type 2 Start date	Admission Type 2 End date	Admission Type 2 Hours/minutes
39	Processing requests for legal remedy	UDO/LARS		30 days from their receipt			30 days from their receipt	



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**Final provisions**

**4.§**

- (1) The present Provisions shall take effect on the day following their publication and shall remain in force until 31 August 2024.