

UNIVERSITY OF DEBRECEN

**DOCTORAL SCHOOL OF MANAGEMENT AND
BUSINESS
(UD-DS-MB)**

OPERATIONAL REGULATIONS

**(for doctoral students starting after 1 September 2016 and for doctoral students starting
after 1 September 2024 in a phasing out system)**

The Regulations of the Doctoral School are based on the Doctoral Regulations of the University of Debrecen, the Regulations of the Social Sciences Doctoral Council, the decisions of the Hungarian Doctoral Council and the Hungarian Accreditation Committee (HAC), and are valid in consideration of the latter.

**Debrecen
effective: from 1 January 2025 until withdrawn**

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Definitions

The terms related to doctoral training and obtaining a degree are defined in the Doctoral Regulations of the University of Debrecen as applicable at the time. These Regulations contain only specific, additional provisions relating to the operation of the UD-DS-MB.

General provisions

Section 1

(1) Name of the Doctoral School: University of Debrecen, Doctoral School of Management and Business - hereinafter referred to as the Doctoral School (DS).

(2) Priority objective for doctoral training and obtaining a degree at the Doctoral School:

- a) To continuously improve education/training standards and maintain them at a high level even by international standards.
- b) To contribute directly to the sustainable development and international competitiveness of Hungarian society, and more broadly of the European Union, and indirectly to the improvement of social welfare by conducting high quality, effective primary and secondary research.
- c) To impart research methodological knowledge and develop scientific ethics that meet the standards of national and international science education.
- d) To increase the satisfaction of students, teachers-researchers, university staff, social actors (employers of graduates, people and companies associated with the university, etc.), and to maximise the effort to meet social needs.
- e) To increase the efficiency and effectiveness of all operations.

Establishment of the doctoral school

Section 2

(1) The Doctoral School was established on the recommendation of the University's Doctoral and Habilitation Council, on the recommendation of the Rector of the University, by transforming its legal predecessor, a type A accredited doctoral programme entitled "*Agricultural Business and Rural Development Economics*". The Hungarian Accreditation Committee accredited the Doctoral School by its decision 2002/2/III. According to the decision, "*the University of Debrecen is entitled to award doctoral degrees and conduct habilitation procedures in the field of Social Sciences, including the Multidisciplinary Social Sciences (Management and Business, Crop and Horticultural Sciences, Animal Husbandry Sciences)*".

(2) The Plenary Assembly of the HAC modified the classification of the Doctoral School by its Decision 2003/5/II/1: Interdisciplinary 4. Agricultural Sciences 4.1. Crop Production and Horticultural Sciences 4.3. Animal Husbandry Sciences), 5. Social Sciences (5.1. Management and Business).

(3) On the basis of HAC Decision No 2008/3/VII/2/019, the Doctoral School was awarded the "**approved**" rating in the accreditation procedure. Under the conformity procedure, the doctoral school's right to award degrees covers the discipline of **Management and Business**.

(4) Decision No. 2014/10/XIV/38/2 of the HAC **confirms** the accreditation of the Doctoral School until 31/12/2019, subject to the continuous provision of the operating conditions, with a monitoring examination on 01/10/2015.

(5) Decision No. 2017/5/IX/4/2 of the HAC **accredits** the accreditation of the Doctoral School until 31/12/2019, subject to the continuous provision of the operating conditions.

(6) Decision No. 2021/6/IX/1/2 of the HAC **accredits** the accreditation of the Doctoral School until 25/06/2026, subject to the continuous provision of the operating conditions.

(7) The research area builds on the tradition of the predecessor of the DS (*macro- and micro-economics of agribusiness and rural development*), and more broadly: business/management. "The DS operates independently of the Faculties and the Doctoral Schools of the University of Debrecen, but takes into account the academic traditions of the Faculty of Economics and Business."

Organisation of the doctoral school

Section 3

(1) The University of Debrecen (UD) has a University Doctoral and Habilitation Council (UDHC), which supervises the education and procedures of the Doctoral School of Management and Business at the University of Debrecen. The DS is directly supervised by the Social Sciences Doctoral Council (SSDC). The decision-making body of the DS is the Doctoral School Council (DSC).

(2) The DSC elects a new core member on the proposal of the Head of the Doctoral School. The Head of the Doctoral School informs the Social Sciences Doctoral Council (SSDC) and the Vice-Rector for Scientific Affairs of the new member.

(3) The scope of the core members is confirmed by the accreditation and periodic review of the HAC.

(4) The head of the DS is elected by the University Doctoral and Habilitation Council and appointed by the Rector in accordance with Section 1(7) of the University Doctoral Regulations, from among the core members of the professors of the DS, on the recommendation of the majority of the core members, after having consulted the Social Sciences Doctoral Council, for a term of up to five years. The head of the DS is a university professor with an academic degree who is employed by the University.

(5) The mandates pursuant to Section 3 shall cease:

- a) at the end of the mandate,
- b) by means of the same procedure as when giving the mandate,
- c) by the resignation of the appointed person,
- d) by the permanent incapacity or death of the appointed person.

(6) Information on the Doctoral School:

- a) Hungarian name: **Debreceni Egyetem Gazdálkodás- és Szervezéstudományok Doktori Iskola**
- b) English name: **University of Debrecen Doctoral School of Management and Business**
- c) short name in Hungarian: **DE Gazdálkodás- és Szervezéstudományi Doktori Iskola**

(DE-GSzDI)

- d) Short name in English: **UD Doctoral School of Management and Business (UD-DS-MB)**
- e) operating location: **4032 Debrecen, Böszörményi út 138. building "A", ground floor, office 34**
- f) code number: **D54**
- g) tel./fax: **+36 52 508-482 88044/88044**
- h) e-mail: de.gszdi@econ.unideb.hu

(7) The responsibilities of the Head of the DS, in addition to those set out in the University Doctoral Regulations:

- a) Responsible for guiding the work of the Council of the Doctoral School and for implementing the Council's decisions.
- b) Coordinates the professional work and is responsible for its quality.
- c) Represents the Doctoral School.
- d) Compilation of the accreditation materials of the DS, successful management of accreditation work.
- e) Invites and mandates the Director of Scientific Methodology to carry out ad hoc and regular work.
- f) Setting standards and requirements.
- g) Manages the ongoing maintenance of the operational rules and procedures and is responsible for their full enforcement.
- h) Participates in the work of the SSDC.
- i) Responsible for the use of the doctoral training grant allocated to the school and of other financial resources received by the doctoral school in accordance with the University's management regulations
- j) Approval of minutes/reminders of the Council meetings.

(8) Responsibilities of the Director of Scientific Methodology of the DS:

- a) Coordinates the teaching of research methodology modules and the necessary revision of the module thematics at the request and on behalf of the Head of the DS.
- b) In the case of research plan defences and Doctoral Forums, reviews the qualitative and quantitative methods used (intended to be used) in the field of management and business, and make proposals for modifications if necessary.

(9) Duties of the Secretary of the DS:

- a) Preparation of DSC meetings.
- b) Organising doctoral conferences and forums.
- c) Preparation of curriculum changes.
- d) The organisation of education.
- e) Keeping records of the DS's "alumni" programme.
- f) Preparing the admission procedure.
- g) Finalising the minutes/reminders of the Council meetings.
- h) Uploading doctoral theses, doctoral dissertations at the Doctoral school and invitations to doctoral defences to the University's electronic archive (UEA).

- i) Regular updating of the data and documents of the doctoral school in the national doctoral database (doktori.hu); inclusion and deletion of students, lecturers, supervisors and core members as decided by the competent bodies; publication of subject announcements; publication of doctoral defences.

The use of the official circle stamp of the Doctoral School is the responsibility of the Head of the Doctoral School and the Secretary(ies). The circle stamp is locked up exclusively with the secretary/secretaries and its use is also their responsibility/authority.

(10) Duties of the Administrator of the DS:

- a) Keeping student, teacher and training records.
- b) The publication of the subjects included in the doctoral school's curriculum in the University's standard academic system (Neptun);
- c) Administration of education-related matters and accounts
- d) Uploading doctoral theses, doctoral dissertations at the Doctoral school and invitations to doctoral defences to the University's electronic archive (UEA).
- e) Regular updating of the data and documents of the doctoral school in the national doctoral database (doktori.hu); inclusion and deletion of students, lecturers, supervisors and core members as decided by the competent bodies; publication of topic announcements; publication of doctoral defences.
- f) Regular updating of the Doctoral School's website
- g) Preparation of the doctoral acts (inhouse defences, comprehensive exams, public debates)
- h) Financial management.
- i) Database management: regular updating of DS data and documents.
- j) Setting up class schedules.
- k) Compiling minutes/reminders of Council meetings.

(11) The details of the persons performing the functions of the DS are set out in *Annex 1*.

(12) The DS's core members are listed in *Annex 2*.

(13) The Doctoral School Council (DSC). The voting members of the DSC are: the head of the DS, the DS core members and the elected representative of doctoral students. At the request of the Head of the DS, the Secretary(ies) of the DS, the Assistant of the DS, the Heads of the Institutes and Centres of the Faculty of Economics and Business and the Professors Emeritus are members with consultative rights. Heads of the predecessor programme and school of the DS may be honorary members of the DS Council in perpetuity and, if not core members, may attend DSC meetings with consultative rights. The list of members of the DSC is set out in *Annex 3*. The competences of the Council depend on the regulations of the UD University Doctoral and Habilitation Council and the Social Sciences Doctoral Council.

(14) The DS Forum. A Research Forum, convened once every six months, bringing together members of the DSC, scientific supervisors, PhD teachers and PhD students, as well as DS doctoral graduates.

(15) The DS's registration and administrative system is managed by the DS's administrator and the administrator of the discipline. All the financial records are kept by the Chancellery and the Dean's Office of the FEB, and the DS's administrator keeps parallel records of the development of each framework. Internal administration and correspondence is the responsibility of the Secretary of the DS and the DI's Administrator.

Operation of the Doctoral School

Section 5

The DS is managed by the Head of the DS.

Section 6

(1) The DSC evaluates all topics and contributes to the publication of those topics for which the intellectual and infrastructural background of the research is assured and for which it is realistic to expect a high-quality dissertation to be submitted within 4-5 years. Supervision at an external research place is possible in institutions with a cooperation agreement with the doctoral school, where the student's employment status is regulated and the student's rights and obligations are clearly defined. Each academic year, the DS invites proposals for topics and announces PhD topics. Topic publishers are expected to meet the requirements for supervisors. The DSC decides on the topics and the person of the supervisor. The topics are published on the DS and the Hungarian Doctoral Council (HDC) websites. *By evaluating the previous supervisory activities of topic publishers*, it is important to avoid students being under the guidance of lecturers who have provided before a series of ineffective supervision.

Successful	In progress	Unsuccessful
Pre-degree certificate: within 4 years, Start: within the period of obtaining pre-deg. cert. + 1 year, Obtaining degree: within 5 years.	Pre-degree certificate: within 4 years, Start: within the period of obtaining pre-deg. cert. + 1 year, Obtaining degree: 5-year period still in progress.	Not successful and not in progress.

(2) The **supervisors** must have a doctoral degree (DSc, CSc, PhD) and, as of 1 January 2014, at least a habilitation or equivalent international higher education teaching and research experience. The supervisors must also be an internationally recognised representative in the field of management and business with an outstanding scientific and research contribution. On the basis of their experience in teaching, research/creative work and research organisation, they are able to supervise the academic and scientific work of students, doctoral students and teaching assistants, publish in foreign languages, conduct seminars and give lectures.

Those topic publishers may become supervisors for whose advertised topic a student is accepted and enrolls in the doctoral school. When approved for the appointment to become a supervisor, the Doctoral Council of the discipline takes into account the effectiveness of the previous supervisory activity.

Tasks of the supervisor:

- announces the doctoral topic (on the doctoral school website and in the national database);
- proposes the doctoral student's training and research plan and is responsible for its quality and implementation;
- provides regular professional consultation, certifies the completion of research tasks every semester;
- reports annually in writing to the head of the doctoral school on the doctoral student's achievements;
- assists doctoral students in writing scientific publications, preparing their doctoral dissertation, and supports them in obtaining scholarships abroad;
- certifies that the candidates have made a significant contribution to the results of the thesis through their independent creative work and recommends that the thesis be accepted.

A maximum of 3 new doctoral students may be admitted to one supervisor during an admission period, and a maximum of 8 doctoral students may be admitted to one supervisor at the same time. When approved for the appointment to become a supervisor, the Doctoral Council of the discipline takes into account the effectiveness of the previous supervisory activity.

(3) A doctoral student may have up to two supervisors at the same time. Having two supervisory is possible for multi- and interdisciplinary research topics. One of the supervisors should be appointed as the **responsible supervisor** to ensure accountability. The DSC (like the HAC) does not consider the consultant supervisor activity to be a supervisory activity. The "*joint degree*", also promoted in EU programmes, usually requires two supervisors. The restriction that one supervisor can supervise up to 6 doctoral students at the same time is lifted by obtaining the pre-degree certificate. The DS removes doctoral students from the system if they do not obtain a diploma within 7 years of starting their doctoral studies.

(4) Each doctoral student's work shall be supervised and supported by one supervisor (in case of different disciplines, in particularly justified cases up to two supervisors), who shall be fully responsible for the studies and research work of the student working on the subject and for the preparation of the doctoral candidates for obtaining a degree (in the case of two supervisors, at least one supervisor must have a habil. title). The supervisor may be a full-time staff member of the University of Debrecen with at least a habil. title (from 1 January 2014), or a Professor Emeritus or a staff member of an institution that has a cooperation agreement with the DS for doctoral education. In addition to the external supervisor, the DSC also appoints an internal supervisor, who assists the supervisor and monitors the student's professional progress.

(5) Doctoral students and their responsible supervisors (even if they are employed by another institution) are registered with the DS and the doctoral degree is awarded by the parent institution. *The two supervisors may be in the same DS, or in two DSs of the same institution, or in two DSs of two institutions, the latter including not only Hungarian higher education institutions.*

(6) The studies and research work of the doctoral student shall be supervised by the supervisor. The doctoral student may, on the basis of appropriate reasons, initiate the appointment of a new supervisor once during the entire training period with the head of the doctoral school (or, if the head of the doctoral school is the supervisor, with the chair of the doctoral council of the discipline). **Supervisors** may be **changed** (or withdrawn) for various objective (departure, death, etc.) and subjective reasons (change of interest, deterioration of the relationship, etc.), at the initiative of both the supervisor and the doctoral student. It is the right and responsibility of the DSC to deal with problems. The Head of the Doctoral School, after consulting the Council of the Doctoral School and, if the reasons are found to be justified, must submit the application with the name of the proposed a new supervisor to the Doctoral Council of the discipline, which decides whether to accept or reject it.

(7) **Uncompleted** supervisory work may still be recognised. The *combined* prerequisite for successful, i.e. also quantifiable, supervision is at least one full year of supervisory activity documented in advance and continuously at the institution, and the *doctoral student's* evaluable performance (thesis, communication, presentation, posting, etc.) delivered with the contribution of the supervisor(s). (General teaching activities within the framework of the DS are not part of the supervision, this is a teaching task, not a supervisory task.) *A maximum of three supervisors can be recognised for a degree awarded on the basis of such "sequential" (i.e. not just parallel) events.* In addition to continuous institutional documentation, the recognition of all three of them is subject to their names being listed as a supervisor in the candidate's dissertation (on the

title page). This demonstrates that the candidate also recognises the substantive role of the supervisors indicated. The same recognition option applies if doctoral students obtain their degree from another university, e.g. abroad, on the basis of the previous substantial (as certified by the DS) and documented contribution of a domestic supervisor. Accreditation credit for *unfinished* supervisory activity is possible if the supervisor can demonstrate at least *one year of* meaningful, documented activity, recorded and documented at the beginning of the activity. In the case of dual supervision, this means a minimum of two years per supervisor.

(8) The SSDC may change the doctoral topic or the person of the supervisor/consultant supervisor upon request of the student concerned, on the basis of a proposal of the DSC.

Section 7

(1) **Topic publication policy.** The titles of PhD research topics and the names of the supervisors are announced on the DS website and on the Hungarian Doctoral Council's website *by 15 April and 15 November* each year, based on written proposals received by 31 March of the year in question, following a resolution of the DS Council. The supervisors submit a short and detailed topic description, which is published on doktori.hu and decided by the DSC. A short topic description should be summarised in up to 500 characters, including a short title, the area of research and the hypothesis. A detailed topic description should be written in up to 2 000 characters and should include:

- a) the title of the topic;
- b) the definition of the hypothesis under study;
- c) the expected method of the research;
- d) the estimated resource requirements of the research.

(2) **There are two forms of institutional doctoral training:** full-time and part-time. The admission options and conditions of admission are also published on the doctoral school's website. The information sheet includes:

- the number of students to be admitted;
- information on self-funding, reimbursements and allowances;
- the requirements for admission, in particular the assessment of the admission test and the principles of the ranking applied;
- the amount of the admission fee and information on how to pay it;
- any other information specified in the relevant regulation and required for applicants;
- the specific expectations for admitted full-time students.

(3) The admission application form (University of Debrecen Doctoral Regulations, Annex 2) is available in electronic form on the University's website (*Annex 4*). *The deadline for applications is 15 May for semesters starting in September and 15 December for semesters starting in February.* The Social Sciences Doctoral Council is responsible for the supervision of the admission examinations, while the doctoral school is responsible for the organisation and administration of the examinations.

(4) Application for doctoral studies may be possible only by applying via the nationally advertised call for applications on www.doktori.hu, after a successful interview with the admission committee. To attend the admission examination, you must have written invitation from your supervisor and from the hosting unit (department or external institution). The professional habitus points awarded in the admission test are partly based on your knowledge of the chosen subject. The formal requirements for admission are a degree with at least a "good" grade and proof of knowledge of the language(s) required for the discipline, as specified by the

DSC. In the case of a satisfactory grade degree, the limitation period is 5 years from the date of graduation (in this case, the previous academic record is not taken into account in the admission scoring, in which case the maximum score for professional knowledge and academic work is increased by 15 points in each case). The admission tests for the published topics are organised by the DS. The admissions committee is composed of the current core and committee members of the doctoral school. For full-time and correspondence training students, admission is conditional on obtaining at least 60 out of 100 points. The scoring for the doctoral admission procedure is set out in *Annex 5*. For correspondence training students, internships may also be taken into account. After the interviews, the AC ranks the applicants. In accordance with the record of the AC, the DSC makes a proposal to the head of the DS for admission and the award of state scholarships, who then makes a proposal to the SSDC.

(5) General requirements concerning the content and format of applications for admission.

I. General requirements:

- a) The preparation of an application according to pre-defined criteria is a prerequisite for the oral interview. The aim of the application is to demonstrate the applicant's aptitude, knowledge of the chosen topic and commitment to the development of the topic and the fulfilment of the doctoral requirements.
- b) The DS selects the topics for the prospective doctoral students in consultation with the relevant institutes/departments, so that they are in line with the training objectives and meet the needs of the discipline, while at the same time giving the doctoral students the opportunity to carry out the necessary research, data collection and processing.
- c) Once the research topic has been chosen, the applicant should prepare a preliminary draft topic plan in collaboration with the prospective supervisor. The application should describe the aim and background of the research, the problem to be studied, the research methods to be used and the expected results.
- d) One hard copy of the application must be submitted or sent electronically to the Scientific Directorate's administrator by the deadline set by the DS. Failure to meet the deadline results in exclusion from the admission procedure. It is possible to submit missing documents in the application procedure by the date of the admission interview.
- e) The application is assessed by the AC on the basis of the criteria set. During the interview, the doctoral candidates present the problem to be investigated, their preliminary topic plan and demonstrate their knowledge of the literature.

II. Formal requirements:

- a) The application must be submitted in coil binding.
- b) Hardcover: white hardback cardboard; size: A4; Inscription (in black letters, centred): University of Debrecen / Doctoral School of Management and Business / APPLICATION / Name of the doctoral candidate / Place (Debrecen) and year of application.
- c) Inner title page inscriptions: University / faculty / doctoral school / name of the head of DS / title of the chosen topic (long and short title: maximum 250 and maximum 150 characters respectively) / name of the doctoral candidate / department (full-time / correspondence training / individual) / name and position of the supervisor(s) / place (Debrecen) and year of submission.
- d) The application must be submitted on A/4 white paper, 1.5 line spacing, with a margin of 3 cm on the left side, 2.5 cm on the right side and 2.5 cm at the top and bottom. Font to use: Times New Roman, font size: 12.

III. Content Requirements.

- a) The application must contain the necessary chapters and documents in the order given.

b) The order and sequence in which applications are to be drawn up:

- Table of contents (The table of contents should be published in decimal numbering on the page following the inner title page).
- Completed application form.
- Proof of payment of the admission fee.
- Preliminary topic plan (A brief description of the planned research topic of max. 5 pages: problem statement, research history, objectives, research concept and methodology, expected results).
- Professional CV (with photo).
- Cover letter (including personal reasons for choosing the topic).
- List of publications.
- A professional recommendation from the proposed supervisor.
- Notarised copy of the university degree (not required if the degree was issued by the University of Debrecen or its predecessor institution). In the case of final year students, a copy of the transcripts.
- Notarised copies of documents proving knowledge of foreign languages.
- Employer consent form (Required for self-funded correspondence training students or individual programme. Includes: consent to continue the studies; a statement on the provided conditions of the research, method of payment of the costs).

(6) The application for admission requires at least one state-recognised language certificate of at least intermediate level (level B2 of the Common European Framework of Reference for Languages of the Council of Europe), complex (including oral and written proficiency, previously "C" level) or equivalent, or proof of language proficiency in the field of study. During the admission procedure and at the interview by the members of the admission committee, the Doctoral School assesses the knowledge of the language(s) necessary for the study of the given discipline.

- In all cases, a B2 intermediate level in a foreign language is acceptable, but language tests in languages not used in economics and law (e.g. Esperanto and Vlax Romani) are not acceptable.
- For doctoral candidates from Hungarian-inhabited areas outside Hungary, the language of the country of origin is acceptable.
- If the candidate's mother tongue is not Hungarian, it is accepted as fulfilling the requirement level for that language.

(7) Interview rules. The Admission Committee(s) is (are) appointed by the DS Council from among the core members of the current DS Council. The criteria and scoring system for the admission assessment is established in accordance with the DS Doctoral Regulations. At the interview, applicants must present the research question and their research ideas in accordance with the submitted research plan, and must also demonstrate their knowledge of the literature in the field.

(8) According to the Doctoral Regulations of the University of Debrecen, it is also possible to obtain a doctoral degree on the basis of an individual programme. The aim of the individual programme is to enable professionals with a Master's degree and a certificate of vocational qualification (or a university degree attesting an equivalent qualification or vocational training) from a Hungarian or foreign university, with significant teaching and/or research experience and with a documented academic record (sufficient number and quality of publications) to obtain a doctoral degree (PhD). As an exceptional procedure, it may be used in particularly justified cases. The DS expects the applicant pursuing an individual programme to meet the

requirements for the complex examination(dissertation draft, scientific publications and language tests).

(9) Criteria for the selection of applicants:

- a) The applicant must have the personal qualities required for scientific and creative work.
- b) Motivation (dedication) to a career in research, teaching and scientific work.
- c) The supervisor, department, institute or faculty should have a professional, relational, economic or scientific advantage in developing the topic by the applicant.
- d) For whose work and professional and personal development the supervisor can take responsibility.
- e) Be able to integrate into a departmental community.
- f) Skills required: good communication skills, creativity, problem-solving skills.
- g) Competences required: English language skills, excellent academic record, ability to analyse literature; computer skills essential for successful research.

(10) Responsibilities of the supervisor:

- a) Formulating the research question, publishing the topic.
- b) Contribute to the final research plan, the signing of which means its approval.
- c) Communicating DS standards, scientific requirements.
- d) Managing and monitoring the research work. In case of unsatisfactory performance, informing the head of the DS.
- e) Participation in the reporting of the doctoral student in each semester, monitoring of the fulfilment of the commitments set out in the research plan (the signature of the “Research Work” is conditional on the fulfilment of the set indicators and targets).
- f) Propose the composition of the comprehensive exam board, the workplace assessment committee and the public debate assessment committee.
- g) Full compliance with formal requirements (including language requirements) in the preparation of the doctoral thesis.
- h) The supervisor signs a declaration of recognition of the doctoral student's performance, certifying that the work meets the content requirements set by the DS.
- i) Preparing the student for workplace and public debate.

Section 8

(1) Admission decisions shall be made public at the university in a manner accessible to all interested parties. Applicants are notified by the SSDC in writing of the decision within 8 days, and reasons must be given if the decision is rejected. In the case of admission, the notification must state the date of enrolment, the documents required for enrolment and the start of the school year. Reference should be made to the costs of the training and how they should be borne.

(2) Upon enrolment, the admitted students must sign a declaration that they have read the DS regulations and the DS requirements and are aware of their rights and obligations.

(3) In all cases where the costs of the training or research are reimbursed by the doctoral student, their employer or other committed party, the detailed conditions shall be laid down in a separate contract.

(4) The DSC decides on the acceptance of modules for inclusion in the training and the renewal of thematics. The thematics are reviewed by the DSC at least every three years. The DSC adopts a list of proposed modules and the lecturers of the modules before the start of each academic

year. The accepted modules are announced in the faculty Neptun system and published on the DS website.

(5) DS lecturers shall be academics and researchers with a habilitation or equivalent national and international higher education teaching experience. Furthermore, they should be internationally recognised figures in the field of management and business who have made an outstanding scientific and research contribution to education. On the basis of their experience in research and research organisation, they are qualified to supervise the academic and scientific work of students, doctoral students and teaching assistants, to publish in foreign languages, to give seminars and lectures.

The DS's lecturers may be full-time employees of a domestic or foreign (external lecturers) research institution, university, company or other institution that has signed a written cooperation agreement with the DS to achieve the objectives of the doctoral programme. Doctoral school lecturers are listed in the school's HDC database, and if someone teaches at more than one doctoral school, they declare on the HDC form the percentage of their teaching affiliation to each school.

(6) The DS shall define the expectations and the level of autonomy required for the research work carried out during the doctoral studies. Doctoral students must give at least one professional presentation of their research results per year in Hungarian and/or in a foreign language (PhD conference). The doctoral school is also responsible for facilitating the students' access to a foreign university/institution where research related to their topic is being carried out.

Section 9

(1) The current curriculum, modules and lecturers of the Doctoral School are regularly updated and publicly available on the Doctoral School's website. The DS's duties of record-keeping, administration and providing information are carried out by the DS.

Status of PhD students

Status of full-time students in organised training

Section 10

Based on the Doctoral Regulations of the University of Debrecen applicable at the time.

Grants and fees for doctoral students

Section 11

Based on the Doctoral Regulations of the University of Debrecen applicable at the time.

The correspondence training (part-time) form of organised training

Section 12

Based on the Doctoral Regulations of the University of Debrecen applicable at the time.

Individual programme

Section 13

Based on the Doctoral Regulations of the University of Debrecen applicable at the time.

The DS expects the applicant pursuing an individual programme to meet the requirements for the complex examination, i.e. to have fulfilled 50% of the output requirement (dissertation draft, scientific publications) and to have the minimum of 120 credits, which the DS recognises on the basis of the previous scientific, research and teaching activity at the value listed in Section 14 (11) of these regulations. In addition, the following may be accepted as additional prior performance:

- experience in teaching, teaching organisation in a higher education institution 15 credits
- thesis, degree thesis or SSA dissertation supervisory or other mentoring activity 10 credits
- organisation of scientific events 5 credits
- contractual participation in an international scientific competition 10 credits
- contractual participation in a Hungarian scientific competition 5 credits
- patent registration related to a research area 30 credits
- academic scholarships, other awards, prizes and distinctions 20 credits

Academic requirements¹

Section 14

(1) In order to obtain the pre-degree certificate in the doctoral training, doctoral students must complete a minimum of 30±3 credits per semester and a minimum of 240 credits during the entire training (1 credit can be obtained by completing 30 working hours). If doctoral students, through no fault of their own, fail to obtain the required number of credits in a given semester, the Social Sciences Doctoral Council decides whether the doctoral scholarship should be suspended. If doctoral students fail to make up the deficiencies within one year, the doctoral council of the discipline may decide to terminate the students' student status. If doctoral students have fully met all their academic obligations and have acquired at least 240 credits, they may be awarded the pre-degree certificate on the basis of their application even before the end of the 8th semester.

(2) Study (**training**) **credits** may be obtained by studying and passing examinations. Normally 1 credit is obtained by attending one hour of lectures per week for one semester and passing an exam. (*The calculation is based on 1 hour per week of the 12-14 teaching weeks plus 18-16 hours of preparation, which equals 30 working hours.*)

(3) The number of **compulsory** study (training) credits **to be obtained** during the first two semesters of doctoral studies is 19. The completion of credits is certified by the lecturer in the electronic academic system on the basis of the examination, essay, report, etc. required for the module taken. Credit can only be awarded for modules that are graded on a five-grade scale with a mark. **Compulsory elective credits:** In order to enable doctoral students to receive

¹ The revised academic requirements in the DS Operational Regulations apply in a phasing out system from the autumn semester of the academic year 2020/2021 (DS-MB decision).

training in their chosen field of research beyond the level of their Master's degree, the Doctoral School may offer compulsory elective academic credits. Doctoral students are required to complete at least two compulsory elective modules, the successful completion of which is a prerequisite for passing the complex examination. The completion of credits is certified by the lecturer in the electronic academic system on the basis of the examination, essay, report, etc. required for the module taken. Credit can only be awarded for modules that are graded on a five-grade scale with a mark.

(4) Doctoral students earn the majority of the 240 credits (max. 221 credits) required during the course of the training **as research and teaching credits** (1 credit = 30 working hours). During the first four semesters, the completion of credits is verified every semester by the supervisor and the section leader of the research forum on the basis of a written report submitted by the doctoral student. After the end of each semester, the supervisor submits the doctoral student's semester reports to the head of the DS. Following the complex examination, research credits are awarded on the basis of scientific publication performance and the degree of completion of the doctoral dissertation, which is approved by the head of the Doctoral School on the basis of the opinion of the Research Forum.

From the third semester of the doctoral programme onwards, the doctoral student may earn 8 credits per semester from the credit value of the research work by participating in national or international scientific conferences or professional or scientific programmes organised by the Doctoral School (in particular national or international guest lecturer courses, workshops, doctoral conferences, alumni conferences, etc.), which the head of the Doctoral School may certify upon submission of supporting documents.

Study requirements of the UD-DS-MB

Description	Credits
Academic credits	19
<i>Compulsory modules</i>	17
<i>Compulsory elective modules</i>	2
Research and teaching credits	max 221
Total:	min. 240

Modules to be completed at the UD-DS-MB

Compulsory modules	Semester	Credits	Total
General Research Methodology - Quantitative Methodology (Module Owner: Dr. Péter Balogh)	1.	2	17
General Research Methodology - Qualitative Methodology (Module Owner: Dr. András István Kun)	1.	2	
Macroeconomics (Module Owner: Dr. Róbert Magda)	1.	2	
Business Economics (Module Owner: Dr. András Nábrádi)	1.	2	
Literature and Scientific Publication (Module Owner: Enikő Pergéné Szabó)	1.	2	

Financial Management (Module Owner: Dr. Patrícia Becsky-Nagy)	2.	2	
Leadership-organisation and Human Resources Management (Module Owner: Dr. Krisztina Dajnoki)	2.	2	
Microeconomics (Module Owner: Dr. László Erdey)	2.	2	
General Research (Module Owner: Dr. László Csernoch)	2.	1	

Compulsory elective modules	Semester	Credits
Rural and Regional Policy (Module Owners: Dr. Károly Pető, Dr. Mónika Rákos)	3.	1
Sectoral Economics (Module Owner: Dr. István Szűcs)	3.	1
Distribution and Supply Chain Management (Module Owner: Dr. Tímea Gál)	3.	1
Decision Support Systems and Information Management (Module Owners: Dr. Róbert Szilágyi, Dr. László Várallyai)	3.	1
Development Economics (Module Owner: Dr. László Erdey)	3.	1
Marketing and Marketing Research (Module Owner: Dr. Zoltán Szakály)	3.	1
Professional English Skills (Module Owner: Dr. Troy Wiwczarowski)	3.	1
Sports Economics and Management (Module Owner: Dr. Éva Bácsné Dr. Bába)	3.	1
Health Economics and Management (Module Owner: Dr. Klára Kalasné Dr. Bíró)	3.	1
Corporate Performance Assessment, Performance Measurement Systems (Module Owner: Dr. Veronika Fenyves)	3.	1
Managerial Accounting and Controlling (Module Owner: Dr. Zoltán Bács)	3.	1
Leadership Competency Development (Module Owner: Dr. Krisztina Dajnoki)	3.	1

(5) Attendance and participation in the timetabled classes of the modules is compulsory. In case of the tutor's unavailability, the proposed substitution or replacement must be agreed with the head of the DS. For each module, students should be informed of the module thematics and the output requirements, including the required and recommended reading and course material. At the same time as the announcement of the module, in the case of a complex examination, the module owner/tutor presents the 8-10 topics to be presented by the applicant within the framework of a free presentation.

(6) The curricula of the module shall not be identical to those of the MA/MSc courses, as the DS requires a higher level. If a module is highly differentiated in terms of the students' prior qualifications, it can only be taken up after the completion of a course leading to the required level, without credit value, and its certification by examination (60% completion).

(7) For each module, it is compulsory to develop the module thematics and the output requirements, which shall be subject to a prior opinion of the DS Council and the adoption of which shall be decided on the basis of the opinions. For each non-methodological module, in addition to the theoretical aspects, the specialisations in the relevant primary and secondary research within the discipline should be mentioned. The DSC decides on the form and content of the module thematics and publishes it on the DS website.

(8) The training plan shall include at least 100 credits (research and supervised teaching) for the first four semesters and at least 120 credits for the second four semesters, with a total number

of credits per semester of 30 ± 3 . These also include specific publication requirements and specifications that partly guide doctoral students to start the degree procedure and then to fulfil the publication requirements for obtaining the degree.

(9) Doctoral students may receive the following credits for the research activities and their results during the training period (the number of credits is divided by the number of authors, except for journal articles classified as Q1 and Q2 and other publications published exclusively with the co-authorship of the supervisor):

- publication published or peer-reviewed in an international impact factor journal 35 credits
- publication published or peer-reviewed in an international, referred journal or book 25 credits
- publication published or peer-reviewed in a Hungarian, referred journal or book 15 credits
- publication published or peer-reviewed in an international, other journal or book 15 credits
- publication published or peer-reviewed in a Hungarian, other journal or book 10 credits
- presentation based on international conference publication, paper 10 credits
- presentation based on a Hungarian conference publication, paper in Hungarian language 5 credits
- presentation at an international conference 5 credits
- presentation at a conference in Hungarian language 3 credits
- contractual participation in an international research programme (in a team) 10 credits
- contractual participation in a Hungarian research programme (in a team) 5 credits

The *Research Book* is a work published as a book if it has one or more editors, the pieces of research have been proofread, has the appropriate bibliographic attributes (ISBN number, publisher, year and place of publication) and the pieces of research are clearly distinguished, with the author clearly identified and labelled.

The *Book* is considered scientific if it contains new scientific results, synthesises new findings or summarises a subject in a new way. Acceptance of the Research Book (or part of the book) as an academic achievement is decided by the DS Council. The basic condition is that the book is proofread and officially distributed. The book must have all the bibliographic attributes: ISBN number, name of publisher, place of publication, year of publication. Non-scientific books are included in the category of other achievements.

(10) Conditions of continuous student status:

- a) per semester: obtaining 30 credits ($\pm 10\%$);
- b) in the first two active semesters: obtaining at least 55 credits;
- c) in the first four active semesters: obtaining at least 120 credits and successful completion of the complex examination.

(11) The assignment taken up and completed by the student shall be graded at the end of the semester, except for the teaching activity:

- a) module with a examination mark (rating 1-5),
- b) research work (rating 1-5),
- c) educational activities (signature)

The end-of-semester grade is determined and signed in the electronic learning system by:

- a) in the case of modules, the module owner,
- b) in the case of research work, by the Scientific Directorate's Disciplinary Administrator, on the basis of a confirmation from the supervisor and the section leader of the research forum,
- c) in the case of teaching activities, by the supervisor and/or the responsible institute director, on the basis of a confirmation from the Scientific Directorate's Disciplinary Administrator.

(12) First-year students are required to prepare a **“Training plan”** (*Annex 6*) by 15 October (15 March in the first half of the year). The DS Council formulates its position on the appropriateness and adoption of the plan and notify students of any changes by 30 November (30 April in the cross semester).

(13) The doctoral student shall be awarded a pre-degree certificate upon successful completion of eight semesters and a minimum of 240 credits. The pre-degree certificate certifies that the doctoral student has fulfilled the academic and research obligations of the doctoral programme. On the basis of the completion of the academic and research obligations (including the submission of the *Final Report* and the *Supervisor's Declaration*), the DS issues the pre-degree certificate to the doctoral students in accordance with their request. The detailed arrangements for the award of the pre-degree certificate are determined by the Social Sciences Doctoral Council. No pre-degree certificate is issued to students with individual programme.

(14) The interruption of the period of study may be authorised by the Chairperson of the Social Sciences Doctoral Council on the proposal of the supervisor, for a maximum of 3 times, but for a maximum of 3 years, on the basis of appropriate reasons. The first time the request has to be accepted. The student status may be suspended only for a full semester. The period of continuous suspension of student status may not exceed two semesters. No state scholarships are paid during the period of suspension. *After 72 months from the date of admission, the doctoral student's status as a student shall be terminated by removal from the student register, of which the chairperson of the Doctoral Council of the discipline shall notify the person concerned in writing.*

(15) The doctoral council of the discipline may, at the request of the student, authorise the suspension of the student's status for a continuous period longer than the period specified in Section (14), provided that the student is unable to fulfil the obligations arising from the student's status due to childbirth, accident, illness or other unforeseen circumstances beyond their control. The student status may be suspended only for a full semester. No state scholarships are paid during the period of suspension.

(16) Student status shall be terminated

- at the end of the fourth semester of doctoral studies, if the doctoral student fails the complex examination;
- on the last day of the semester in which the student obtained the pre-degree certificate;
- at the end of the 14th semester after admission;
- at the end of the eighth semester of the doctoral programme for which the student is registered.

The Chairperson of the Doctoral Council of the discipline shall notify the person concerned in writing of the termination of the student's status.

(17) Doctoral students may attend terms abroad. The doctoral student can attest terms abroad on the basis of a work programme approved by the supervisor, which ensures the validity of the given period of study in the doctoral training programme of the university. The duration of the terms abroad counts towards the duration of the doctoral programme, the student status is not interrupted, and the state scholarship is paid.

Tasks of the DS in relation to the research activities of doctoral students

Section 15

(1) First-year doctoral students are required to prepare a "**Research Plan**" (*Annex 7*) by 15 October of the year concerned. The research plan submitted by the doctoral students is submitted to the expert committee set up by the DS Council for an opinion. They then finalise their Research Plan by 31 March in collaboration with their supervisor. The DS Council, taking into account the written opinions, approves them and decides on any necessary amendments. Students and their supervisors are informed in April. For students starting their studies in a cross semester, these deadlines are *16 March, 30 October and 30 November*.

(2) Primary and secondary research on approved topics is the most important part of doctoral training. Each doctoral student is assigned a supervisor, who has full responsibility for guiding and supporting the studies and research work of the doctoral student working on the topic and for preparing the doctoral candidate for the degree. In the case of certain special topics, the Doctoral and Habilitation Council may appoint a co-supervisor to assist the supervisor and monitor the student's professional progress.

(3) At the biannual Research Forum organised by the DS, the doctoral students present their results in the form of a draft scientific article (not a partial report of the research plan, but the research related to the manuscript) to a committee appointed by the DS Council. The manuscript is peer-reviewed (pre-opposition and final opposition) by experts appointed by the head of the DS.

(4) Doctoral students shall submit a self-report on their semester performance and research progress by the last day of the academic term-time. The items in this list are confirmed by the supervisor. During the research plan defence at the end of the 1st active semester of their studies and on the basis of the grading of their participation in the Research Forum at the end of the 2nd to 3rd active semesters, Students confirm (or deny) the credit value of their research work on the basis of the confirmation. The quality of academic progress in the 4th semester is assessed in the complex examination.

(5) The Research Forum is a qualifying event held at the end of each semester throughout the doctoral programme, providing continuous feedback to the doctoral student or candidate. The Research Forum may also be organised in sections, in which case the section shall be composed of at least three voting members of the Doctoral School Council and a secretary invited from among the participants in the training. The secretary does not participate in the assessment, but only performs administrative tasks and contributes to the observance of the ethical standards of the University of Debrecen at all times. If necessary, the Doctoral School also nominates an expert in the field of research or applied methodology from the university, or outside the university, with an academic qualification to participate in the section. Based on the proposal of the Head of the Doctoral School, the composition of the sections is finalised by the Doctoral School Council, with the proviso that (co-)supervisors may not be members of the section of their doctoral students or doctoral candidates, but are obliged to participate in the professional

presentation of the doctoral student(s) or doctoral candidate(s) assigned to them within the framework of the Doctoral Research Forum. The Research Forum is a public event.

(6) Participation in the Research Forum is compulsory for all doctoral students and doctoral candidates, except for the first and fourth semesters of their studies. This obligation ends when the dissertation is submitted for a workplace discussion.

(7) PhD students are obliged to participate in at least 5 workplace or public debates announced by the DS-MB during the training period (8 semesters), which is indicated in the certificate of research work.

(8) If a doctoral student fails to complete a compulsory or compulsory elective module, or if a doctoral student/candidate fails to attend a research forum or fails to fulfil other obligations, the head of the doctoral school shall issue a written warning and set a suitable deadline for the completion of the obligation. If a student fails to fulfil their obligation within the deadline, despite the notice, the student's semester will be assessed with a result and credits without the completion of the given module. In the case of doctoral candidates, the work cannot be submitted for an inhouse defence until the missed research forums have been made up. A similar procedure should be followed if the doctoral student/doctoral candidate does not attend at least 50 percent of the events required by the Doctoral School as compulsory attendance or the doctoral acts (workplace and public debate). The latter performance must be assessed every academic semester.

(9) Doctoral students shall submit a final report by 31 August at the end of the fourth year (31 March for those starting in the first half of the year) in accordance with *Annex 8*.

DS publication requirements for doctoral students

Section 16

(1) The DSC is responsible for the production of high quality dissertations in all disciplines accredited by the higher education institution. The DS publication requirements are also published on www.doktori.hu. The external management of doctoral students' publication activities is primarily the responsibility of the supervisors.

(2) The provisions of the SSDC Doctoral Regulations shall be considered as the guiding principles for the proof of independent scientific work.

(3) Taking into account the specificities of the discipline and, within it, of the scientific field, the minimum publication requirements for obtaining a degree are as follows, with the condition that co-authored articles indexed by Scopus with a Q1-Q2 ranking and works published with the sole co-authorship of the supervisor are considered single-authored-equivalent. If the co-authors of Q1-Q4 articles include several PhD students, they must declare how the author-equivalent should be shared on the basis of their contribution:

- a) The candidate must have at least two publications in international journals, indexed by Scopus at Q1-Q4, published or accepted for publication (single-authored or single-authored equivalent, divided by the number of authors, in %).
- b) The candidate must have at least one publication in an international journal, indexed by Scopus at Q1-Q4, published or accepted for publication, and at least two additional Hungarian scientific articles, published or accepted for publication (single-authored or single-authored-equivalent - divided by the number of authors, in %).
- c) The candidate has at least four scientific articles, published or accepted for publication,

of which at least one has been published in a foreign language.

- d) In the case of co-authored publications, co-authors must declare the proportion of the candidate's contribution and that the publication will not be used for obtaining another PhD degree. The minimum publication requirement can be met by aggregating the co-authorship ratios.
- e) Hungarian publications must be published in recognised journals in the discipline, listed on the academic lists. At least two of the Hungarian scientific articles should be published in a periodical not affiliated with the University of Debrecen.

(4) Only scientific publications with a minimum length of 0.5 author's sheet (at least 8 pages or 20 000 characters with spaces) are accepted as publications, with the exception of journals of category "A" or "B".

- No more than two articles from the same journal are accepted, with the exception of journals classified as "A" and "B" by the committees of the Hungarian Academy of Sciences (Division IX), and of impact factor journals.
- Up to two different parts of the research book may be accepted as scientific publications, provided that they are peer-reviewed, include references and ISBN numbers, and are at least 0.5 author's sheet (at least 8 pages or 20 000 characters with spaces).

(5) The formal and substantive fulfilment of the publication requirements is subject to the full uploading of the publication list to the HSB (Hungarian Science Bibliography) database and its acceptance as a scientific communication. Check using the science metrics table of the HSB. In addition, all PhD students are required to upload their publications to the University of Debrecen researchers' profile database, the iDEa Academic Profiles.

(6) The appointment of the assessment committee is subject to the formal and substantive fulfilment of the publication requirements.

The complex examination

Section 17

(1) The complex examination is an examination to be taken at the end of the fourth semester of the doctoral programme, at the end of the training and research phase of the programme and as a prerequisite for the start of the research and dissertation phase, to measure and evaluate the progress of the studies and research.

(2) To be admitted to the complex examination, the candidate must have completed at least 90 credits in the "training and research phase" (first four semesters) of the doctoral programme and all the "academic credits" required by the doctoral school's curriculum (except for individual programmes for the doctoral degree), as well as the minimum publication requirements for the degree (Section 16). This means obtaining at least 35 credits (see Section 14 (11)) for the research activities and their results carried out by the doctoral student during the training period, of which at least 1 was published or accepted for publication in a national, referred journal or a journal with a higher credit value. Application for the complex test must be in writing (*Annex 9*). As the student enters the procedure for obtaining their degree after passing the complex examination, the application for the complex examination is also the application for the degree award procedure.

(3) The complex examination must be taken in public, before a committee appointed by the Doctoral Council of the discipline. The examination board shall consist of at least three members, at least one third of whom shall not be employed by the institution operating the

Doctoral School. The chairperson of the examination board may be a university professor, habilitated associate professor, habilitated college professor, Professor Emeritus or Doctor of the Hungarian Academy of Sciences. All members of the examination board hold an academic degree. The doctoral candidate's supervisor cannot be a member of the examination board.

(4) The supervisor shall evaluate the performance of the doctoral student in writing before the complex examination and shall state whether they recommend the start of the degree award procedure.

(5) The complex examination consists of two main parts: one part assessing the candidate's theoretical knowledge ("theoretical part") and the other part assessing the candidate's academic progress ("dissertation part"). For the latter, the candidate must submit a 30-page document describing the literature part of the dissertation (or, in special cases, other part of the dissertation) at least two weeks before the complex examination.

(6) In the theoretical part of the complex examination, the candidate is tested in at least two modules/topics, the list of which is given in the training plan of the Doctoral School. The complex examination consists of a compulsory and a subsidiary module. The main module of the complex examination can only be a compulsory module, its subsidiary module can be one of the compulsory and compulsory elective modules. In the complex examination, the candidate chooses a topic from a predetermined list of modules, then gives a free presentation of their answer in the main subject and in the subsidiary module for at least 15 minutes, and then answers questions posed by the board. There may also be a written part of the theoretical examination. In the case of an oral examination, candidates are allowed a maximum of 15 minutes preparation time. The complex examination is open to the public.

(7) In the second part of the complex examination, candidates give a presentation of their knowledge of the literature, report on their research results, outline their research plan for the second phase of doctoral studies, and outline the timetable for the preparation of the dissertation and the publication of the results. The supervisor should have the opportunity to assess the candidate during the examination.

(8) The examining board marks the theoretical and dissertation parts of the exam separately. A report is drawn up on the complex examination, including a written assessment (*see. annex 9/1*). The result of the exam must be announced on the day of the oral exam. A complex examination is successful if a majority of the members of the board vote for passing both parts of the examination. In the event of failing the theoretical part of the examination, exam takers may retake the examination in the module(s) they failed on one further occasion during the examination period. If they fail the dissertation part of the examination, they are not allowed to retake it in the same examination period.

(9) Doctoral students may only enrol for the fifth semester of doctoral studies after successfully completing the complex examination.

The procedure for obtaining the degree

Section 18

Independent scientific work

(1) Candidates shall provide evidence of their scientific work by submitting the publications required in Section 16. It is a basic requirement that one of these must be made with the

candidates' decisive consent. They must submit a copy of their publications (original or copy) with their dissertation and upload it to the publication database of the UD University and National Library. Based on the publications uploaded to the database, the library prepares and validates the candidates' publication list, which is submitted to the Doctoral Council of the discipline together with the dissertation. The disciplinary requirements are set out in *Annex 6*. The requirements of the profession in terms of the place and number of articles to be published are developed by the Council of the Doctoral School and approved by the Doctoral Council of the discipline. The requirements shall be published in the rules of operation of the Doctoral School. Apart from justified disciplinary exceptions, publication in international journals is expected. Where the use of scientific metrics is justified, its results should also be taken into account.

(2) In judging the admissibility of scientific publications, the Doctoral Council in the field of the discipline shall be guided by the criteria set out in *Annex 6*.

Section 19

(1) The procedure for obtaining the degree is the second stage of doctoral studies following the complex examination, the research and dissertation stage, after a successful complex examination.

(2) They must apply for the procedure for obtaining the degree at the same time as they apply for the complex examination (*Annex 9*). Applications should be submitted to the Doctoral Council of the discipline. The procedure for obtaining the doctoral degree starts with registration for the semester following the successful completion of the complex examination.

(3) The maximum period of suspending the student status in the procedure for obtaining the degree is two semesters.

(4) The doctoral candidate must submit the final version (after preliminary discussion) of the doctoral dissertation within three years of the complex examination. This period may be extended by up to one year upon request, by decision of the Doctoral Council of the discipline, provided that the student is unable to fulfil their obligations through no fault of their own, due to childbirth, accident, illness or other unforeseen circumstances.

(5) Requirements for obtaining the doctoral degree:

- documented independent scientific work;
- proof that the student meets the language requirements;
- presenting and defending the dissertation in public debate.

(6) The doctoral dissertation must be submitted in order to obtain the pre-degree certificate. When submitting the doctoral dissertation, candidates must declare in writing that

- they are not in the procedure for obtaining the doctoral degree in the same discipline
- they have not previously submitted their dissertation at another institution and it has not been rejected;
- they have not had an unsuccessful doctoral defence in two years
- they are not subjected to a procedure of withdrawing their doctoral degree or have not been subjected to the withdrawal of their previously obtained doctoral degree within 5 years;
- the dissertation is an independent work, the references are clear and complete.

(7) In the composition of the assessment committee, particular attention should be paid to avoiding conflicts of interest. No person who is a close relative of the doctoral candidate or who cannot be expected to give an objective assessment of the case for any other reason may participate in the doctoral procedure.

(8) The costs of the procedure for obtaining the degree and the remuneration of the participants are set out in *Annex 19* to these Regulations.

(9) Minutes shall be kept of certain stages of the doctoral procedure in accordance with *Annex 10* of Government Decree No. 87/2015 (IV.9.). The data must also be recorded in the electronic academic records system.

(10) During the procedure for obtaining the degree, the Doctoral Council in the field of the discipline must take particular care to assess whether the candidates' scientific activity is truly their own and whether the candidates' scientific works and publications intended to be used for the award of the degree have not been used by others to obtain a degree in Hungary or abroad. The procedure requires obtaining declarations to this effect from both domestic and foreign co-authors.

(11) If there are reasonable grounds for suspecting plagiarism, deliberate manipulation of data, deliberate misrepresentation or fraud of any kind in connection with a candidate's scientific publication or dissertation, the chair of the competent doctoral council of the discipline concerned must initiate an ethical investigation against the candidate, including an examination of the possible responsibility of the supervisor. The procedure for obtaining the degree should be suspended for the period of the ethical review. In the light of the outcome of the ethical review, the Doctoral Council of the discipline decides on possible sanctions. When assessing the coherence of the text of the dissertation, the mandatory textual sections required by the Doctoral School (in particular, for example, the elements of the title page), the bibliography and the text of publications written with the collaboration of the doctoral candidate which have been duly referenced and not used in other doctoral procedures should not be taken into account.

(12) With regard to artificial intelligence (hereinafter AI, including generative AI and AI-enabled tools), the Doctoral School follows the guidelines of Elsevier Publishing effective as of January 2024², continuously monitoring changes in the field and amending its rules as necessary. On this basis, it has the following expectations of both doctoral students and supervisors and opponents.

For students, the policy only applies to the writing process. It is not applicable to the use of artificial intelligence tools to analyse data and use it as part of the research process.

Where authors use generative AI and AI-enabled technologies in their writing, they should use these technologies only to improve the readability and language of the work. The use of the technology must be under human supervision and control, and authors must carefully check and edit the results as AI can produce outputs that appear to be credible but may be incorrect, incomplete or biased. In all cases, the authors are responsible and liable for the content of the work.

Authors must include the use of AI and AI-enabled technologies in the manuscript and a statement to this effect shall appear in the published work. Notification of the use of such

² <https://www.elsevier.com/about/policies-and-standards/publishing-ethics> (accessed: 31 January 2024, 23:04, CET)

technologies promotes transparency and trust between authors, readers, reviewers, editors and contributors, and facilitates compliance with the terms of use of the tool or technology.

Authors should not attribute AI or AI-enabled technologies as authors or co-authors, and should not refer to AI as an author. Authorship implies responsibilities and tasks that can only be attributed to humans and can only be performed by humans. Each (co-)author has a duty to ensure that any issues relating to the accuracy or integrity of any part of the work are properly investigated and resolved. Authorship requires that the author approves the final version of the work and agrees to submit it. Authors are also responsible for ensuring that the work is original, complies with copyright and does not infringe the rights of third parties (...)

It is not allowed to use generative artificial intelligence or AI-assisted tools to create or modify the images in the submitted manuscript. This can involve enhancing, obscuring, moving, removing or introducing a particular feature to an image or figure. Adjustments to brightness, contrast or colour balance are acceptable if and as long as they do not obscure or obliterate the information in the original.

An exception to the above is where the use of AI or AI-enabled tools is part of the research plan or research methods (...)" (ibid.)

(13) The expectations of opponents are also formulated on the basis of the principles of Elsevier Publishing valid in January 2024.³

"If a researcher is asked to comment on a paper by another researcher, the manuscript must be treated as a confidential document. The reviewer must not upload the submitted manuscript or any part of it into a generative artificial intelligence application, as this may violate the confidentiality and intellectual property rights of authors and, if the document contains personally identifiable information, may also give rise to data protection violations.

The confidentiality requirement also extends to the opponent's opinion, as it may contain confidential information about the manuscript and/or the authors. For this reason, reviewers may not upload their opponent's opinion to an AI application, even if it is only for the purpose of improving language and readability.

Peer review is at the heart of the scientific ecosystem. (...) Reviewing a scientific manuscript is a responsibility that can only be taken on by humans. Generative artificial intelligence or AI-enabled technologies should not be used by reviewers to assist in the scientific evaluation of papers, as the critical thinking and original evaluation required for peer review is outside the scope of this technology and there is a risk that the technology may draw incorrect, incomplete or biased conclusions about the manuscript. The reviewer is responsible and liable for the content of the opponent's opinion." (ibid.)

(14) The language requirement for obtaining the doctoral degree is that the candidate must have at least one state-recognised intermediate level complex or equivalent adopted language exam in a living language (English, German, French, Spanish, Italian, Russian), and at least one publication in a foreign language relevant to the field of study, published or accepted for publication and uploaded to the Hungarian Science Bibliography, and at least one presentation in a foreign language at a scientific conference.

(15) It is the responsibility of the supervisor to organise the workplace and public debate once the opposition and response have been received. The finalised date must be sent to the official e-mail address of the Doctoral School at least 21 days before the debate, together with the names of the invited committee members, as agreed in advance by the Doctoral Council (DC/DC+SSDC). If the deadline is shorter, the Doctoral School is not in a position to announce the date of the debate.

³ <https://www.elsevier.com/about/policies-and-standards/publishing-ethics#3-duties-of-reviewers> (accessed: 31 January 2024, 23:21, CET)

(16) The opponents are required to prepare and submit the evaluation of the dissertation to the Doctoral School within 7 to 60 days after receipt of the formal request. The Doctoral School only considers documents received at the official e-mail address as valid and forwards them to the Candidate after receiving the evaluation.

The procedure for the **inhouse defence** follows the scenario in *Annex 12*. The course of the debate and, in particular, the opinions and findings relating to the amendment of the dissertation must be recorded in the minutes. The opposing opinion is annexed to the minutes. In the case of a major revision of the dissertation, the inhouse defence should be repeated. The opponents for the inhouse defence are proposed by the Candidate's supervisor to the DS leader. If the supervisor and the DS leader do not reach a consensus on the opponents, the DSC decides on the persons to be invited. According to the regulations, the chairperson should be nominated from among the DS's core members, university professors, and in the case of opponents, at least one external person (not an employee of the University of Debrecen, who has a scientific degree, no dependency relationship with the candidate, and no joint publications with the candidate). The members of the Assessment Committee (opponent(s)) and the chair of the debate receive the *dissertation and the thesis* electronically and, if requested, in hard copy. *When applying for the inhouse defence, these must be submitted to the head of the DS, who decides whether to submit the dissertation for assessment and invite the opponents to review it.* The secretary of the DS sends the dissertation to the University of Debrecen University and National Library for a textual consistency/plagiarism check prior to the Doctoral Council meeting. The DS Council discusses the material submitted for the inhouse defence if the degree of textual consistency does not exceed 30% (excluding the mandatory elements of the dissertation, the bibliography and the candidate's own publications, if indicated in the text). Taking into account the receipt of the opposing opinions and the responses of the Candidate, the Head of the DS shall set the date of the debate and invite the chair and their clerk to chair it. Invitations are sent electronically to DSC, Heads of Department, Professors Emeritus, Supervisor(s), Opponents. The date of the inhouse defence is also announced on the DS website.

(17) The formal requirements for the doctoral dissertation are set out in *Annex 10*. A template for the dissertation is available on the DS website. The dissertation can be written in Hungarian or English.

(18) The formal requirements for theses are set out in *Annex 11*. A template for the thesis is available on the DS website. The thesis can be written in Hungarian or English.

(19) The DS is responsible for organising the *inhouse defence*. *The date of the inhouse defence shall be announced at least two weeks in advance on the website of the Doctoral School and in the manner prescribed by the regulations of the Doctoral School, and the members of the Doctoral Council shall be invited to the debate by electronic means.* At the debate, at least one copy of the dissertation should be available to the participants. As a minimum, the inhouse defence must involve at least 5 colleagues with an academic degree and expertise in the relevant discipline. The inhouse defence must be minuted. It is expected that active (full-time and part-time) students (also) participate in the inhouse defence. Students must receive a confirmation of this.

(20) After consultation with the supervisor, the head of the DS shall propose the committee for the **public debate** to the DSC, which shall submit them to the SSDC for adoption after having concluded their opinion.

The chairperson and members (and alternates) of the **Assessment Committee** are appointed by the Doctoral Council. The *Assessment Committee* is composed of the chair, the official assessors and two to four other members. The committee is chaired by a competent university professor or professor emeritus, and all members of the committee hold an academic degree. At least two of the members of the committee and at least one of the assessors shall be external experts not employed by the University.

One bound copy of the dissertation and 10 copies of each the theses of the dissertation must be submitted in Hungarian and English to the Doctoral Council of the discipline . In accordance with the provisions of the University Doctoral Regulations, doctoral candidates must also upload their publications to the University's publication database to prove their independent scientific work, on the basis of which the University and National Library validates the candidate's publication list. This validated list of publications must be included at the end of the doctoral thesis (in Hungarian and English).

After the submission of the dissertation, the members of the Assessment Committee receive the dissertation and the thesis in both printed and electronic format. At the request of the Doctoral Council, the two assessors shall, *within two months of the submission of the dissertation, prepare a written evaluation of the dissertation* and state whether they recommend that it be submitted for defence at a public debate. The dissertation can only be submitted for public debate if there are two supporting proposals. If the recommendation of one of the assessors is negative, the Doctoral Council of the discipline invites a third assessor. In the event of two negative assessments, the procedure for obtaining the doctoral degree is terminated by the Doctoral Council of the discipline. In the case of two negative assessments or an unsuccessful defence, a new defence procedure can be initiated at the earliest after two years, and at the latest once for the same doctoral topic. The amount of the procedural fee to be paid in the event of the initiation of a new defence procedure is determined by the Doctoral Council for the given discipline. The dissertation must be submitted for public debate within two months of the two supporting reviews received in the academic term-time.

One signed copy of the assessment must be sent to the Social Sciences Doctoral Council. Candidates receive the assessments in advance and send their answers to the questions asked in them in writing to the SSDC organising the defence at least 15 days before the public debate. The Social Sciences Doctoral Council ensures that *the members of the Assessment Committee receive the opponent's comments electronically after receipt of both assessments and the candidate's responses to them no later than 15 days before the defence*. The dissertation sent to the assessors cannot be modified afterwards. If the Assessment Committee finds misstatements in the dissertation or does not accept certain thesis points, the relevant part of the Committee's minutes is appended to the dissertation (also in electronic form) and the defended dissertation is published with this appendix (library, repository). The chairperson of the SSDC sets the date for the debate, taking into account the opponents' opinions and the candidate's replies, and invites the chairperson, the clerk and the members of the committee.

The Vice-Rector for Academic Affairs of the University of Debrecen and the Chairperson and Secretary of the Social Sciences Doctoral Council shall be invited to the public debate at least two weeks before the date of the public debate by a printed invitation and theses sent through the Scientific Directorate. Invitation is sent electronically to the members of the Social Sciences Doctoral Council. The Chairperson of the committee chairs the public debate. At the beginning of the debate, the Chairperson shall establish the quorum. The debate may be held if at least one of the assessors is present and the other assessor has stated in writing that they accept the

answers to the questions; and at least two thirds of the total number of assessors, including at least one external expert, are present.

After the debate, the Committee decides on the doctoral dissertation, the candidate's independent scientific work and the candidate's performance in the doctoral defence by secret ballot in a closed session. Each voting member of the Committee rates the dissertation, the candidate's independent scientific work, and the candidate's performance in the defence on a four-point scale (summa cum laude, cum laude, rite, fail). The Committee shall take a separate decision in each of the three categories, the result being determined by the votes of the members of the Committee, as set out in *Annex 14*. The Chairperson shall publicly announce and justify the result of the public debate after the vote.

The public debate shall be minuted (*Annex 13*). The minutes are public and a copy may be issued by the Doctoral Council of the discipline upon written request. The decisions of the Assessment Committee and the reasons for them must be recorded on the candidate's registry sheet. At the request of the candidate, the Chairperson of the Doctoral Council of the discipline may issue a certificate on the outcome of the public debate.

Within 30 days of the successful doctoral defence, the Doctoral Council of the discipline makes a hard copy of the dissertation available to the University and National Library. The University and National Library ensures the cataloguing of printed dissertations.

In the case of two negative assessments or an unsuccessful defence, a new defence procedure can be initiated at the earliest after two years, and at the latest once for the same doctoral topic. The amount of the procedural fee to be paid in the event of the initiation of a new defence procedure is determined by the Doctoral Council for the given discipline.

Documents required for the approval of the Assessment Committee of the public debate:

- a) the doctoral dissertation and the theses (Hungarian-English) (1 copy each),
- b) proof of language skills (1 copy of each cert.),
- c) professional curriculum vitae (1 copy),
- d) publication list (1 copy),
- e) uploading publications to the HSB and the iDEa Academic Profiles,
- f) a list of publications in foreign and Hungarian languages, certified by the library,
- g) co-authors' declaration for eligible publications (*Annex 15*),
- h) Confirmation sheet (1 copy) (*Annex 16*),
- i) Declaration bound with the dissertation (*Annex 17*).

Except in the case of a public debate, those may be excluded from the doctoral procedure and may not participate in the examination of the merits of the case or be present at the hearing,

- who are the applicant's immediate workplace supervisor or subordinate, or a member of staff in the same organisational unit (the same organisational unit is considered to be the same faculty, institute division, research group or tender research group, but not the university, its department, research institute, museum or other institution); and
- In addition to the above, the applicants' co-authors in any work used in the doctoral dissertation on which the procedure is based cannot be official assessors or members of the Assessment Committee.

(21) When the public debate is announced, the dissertation and the thesis are to be made public on www.doktori.hu, as indicated on the website of the Doctoral School. The public debate is organised by the DS. The dates of the defences are published on the DS and the Hungarian Doctoral Council (HDC) websites at least 2 weeks before the defence. The procedure for the public debate is according to the scenario describes in *Annex 18*.

(22) In order to send the invitation and the invitation letters, candidates must send their doctoral dissertation and, in Hungarian and English, the theses, abstracts and keywords to the DS administrator, who arranges for their uploading to the electronic archive of the University and National Library.

(23) Requirements for obtaining the doctoral degree:

- documented independent scientific work;
- proof that the student meets the language requirements;
- presenting and defending the dissertation in public debate.

Completion of the procedure for obtaining the degree, qualification of the doctoral degree, content of the doctoral degree, awards ceremony

Section 20

(1) With regard to the award and grading of doctoral degrees (PhD), the Doctoral Committee of the discipline makes a proposal to the UDHC on the basis of the report of the Assessment Committee and the grades obtained by sending them the complete documentation (copy of the university degree, copy of the documents confirming the language skills, list of publications of the candidate, official assessments and the candidate's replies, minutes of the doctoral defence, decision of the Doctoral Committee of the discipline). The procedure for obtaining the doctoral degree is concluded by the decision of the UDHC, which awards the doctoral degree in a decision, which is also recorded on the candidate's registry sheet.

(2) The procedure for obtaining the degree is successful if the Assessment Committee considers the candidate's dissertation, independent scientific work and performance in the defence to be satisfactory.

(3) The qualification for the doctoral degree (PhD) is determined by a) the thesis, b) the independent scientific work and c) the qualification of the public debate. Degree qualification: summa cum laude if all three grades are summa cum laude, rite if at least two of the three grades are rite; cum laude in all other cases.

(4) The Scientific Directorate shall prepare the doctoral degree certificate within 30 days of the decision of the UDHC and issue an official copy upon request. The date of the certificate is the date of the UDHC decision, from which date the doctoral (PhD) degree holder can use the title Dr. (PhD). The certificate sheet is a press-printed, paper-based security document issued by the Educational Authority with a unique form number, consisting of two A4 sheets, one for the Hungarian version and one for the foreign language version.

(5) The certificate is a public document bearing the coat of arms of Hungary and contains the name, institutional identification number, stamp of the University of Debrecen, the serial number of the certificate, the name, date and place of birth of the certificate holder, the qualification of the doctoral degree, the field of study, including the discipline, the place, year, month and date of the award of the degree. The certificate can only be awarded in one discipline. The name of the doctoral school and/or the doctoral programme in which candidates obtained their degree may be given in brackets next to the discipline, if required. The certificate is signed by the Rector and the Chairperson of the UDHC (*Annex 20*).

(6) The certificate is issued by the University in Hungarian and English.

(7) Doctoral degree holders are awarded their doctorate at a public ceremony organised by the University. At the doctoral ceremony, candidates take a pledge. The text of the pledge is contained in *Annex 10* of the Doctoral Regulations of the University of Debrecen.

Tasks of the DS during the habilitation procedures

Section 21

(1) The Habilitation Committees and the Doctoral Councils of the disciplines at the UD operate as independent bodies, so the DS has no institutionalised tasks in relation to the habilitation procedures.

DS's quality assurance policy

Section 22

(1) The aim of doctoral training is to enable doctoral students to carry out high-quality scientific work. They should be able to design and carry out primary and secondary research and to analyse and synthesise relevant literature. It is expected to learn and apply scientific methodology in research work. Doctoral students must demonstrate all these skills and abilities through the preparation and defence of the dissertation.

(2) The DSC decides on the adoption of the modules of the doctoral studies and the renewal of the range of modules before each academic year. *The module thematics are reviewed at least every three years.*

(3) The competence of DS tutors is continuously monitored by the DSC. *DS tutors may only be academics and researchers with a habilitation or equivalent international higher education teaching and research experience who, on the recommendation of the Head of the DS, are considered by the DSC to be suitable to carry out teaching, research and supervisory duties within the DS for a given period.*

(4) The DSC also specifically monitors the components of the students' academic performance that will be required for the award of the degree. The Doctoral School's council informs the Social Sciences Doctoral Council of the results of the periodic evaluation or of any cases that may arise that go beyond the scope of the DS's competence, and, if necessary, proposes changes to the supervisor or the reclassification of doctoral students on a state-funded programme or state scholarship to a self-funded/self-financed programme.

(5) In addition to the continuous monitoring of the quality of the complex examination, the DS requests the curriculum of the complex examination modules from the module owners and make it available to the students electronically.

(6) In connection with the teaching activities of the DS, a student evaluation of the teaching work shall be carried out every semester. The aim of the student evaluation of the teaching work is to contribute to the improvement of the quality of teaching in the DS, to increase the efficiency of training, to provide an opportunity for the DS management and teachers to assess the work of the DS and to help eliminate any errors or shortcomings identified. *Reviewers* are doctoral students in training who are students of the DS, *reviewed persons* are the DS module owners, whereas *reviews* are the evaluations by doctoral students in training who are students of the DS, on the quality of the teaching provided at the DS. The anonymity of the reviewers shall be preserved in the review procedure. The persons giving the review shall not suffer any disadvantage for giving or not giving an opinion, which is guaranteed by the head of the DS.

The student evaluation of the teaching work should be organised in such a way that the review is carried out no more than once a semester - by means of a report and in terms of completed modules. Student review of teaching work includes:

- a) the quality and standard of education;
- b) the curriculum taught;
- c) the methods of education;
- d) the material and technical conditions of education;
- e) the relationship between teachers and students;
- f) other aspects that determine the quality of education.

The evaluation should be done methodologically by printed or online questionnaires. The questionnaires are processed by the PhD students' representative under the coordination of the DS. The Head of the DS and the Dean are entitled to use the evaluation to raise the quality of teaching at the DS and to improve the teaching work of the Faculty's educational departments. Reviewed module owners have the right to consult the aggregate results of the evaluation concerning them with the head of the DS. Alternatively, the evaluation can be carried out using the module of the Electronic Academic System (Neptun). The method of the survey is in accordance with the principle of the "Regulations for student feedback on teaching work", which is Annex 23 of the UD's Organisational and Operational Regulations.

(7) In connection with the DS's supervisory activity, a student review of the supervisor's work must be carried out every semester in the Neptun system. The aim of the student review of the work of the supervisors is to contribute to the improvement of the quality of the supervisory activity at the DS, to increase the efficiency of the research work, to provide an opportunity to assess the work of the DS management and the supervisors, and to help eliminate any errors and shortcomings that are identified.

(8) The DS operates in accordance with the following principles:

- a) The principle of *professional control* and quality focus: the control of international and national scientific public opinion should be enforced throughout the whole process of doctoral training and obtaining degrees.
- b) The principle of *publicity*: the main stages of the quality assurance system are widely open to the professional and scientific public, i.e. publicity must be ensured throughout the whole process of doctoral training and obtaining the degrees (opponents' opinions are posted on the DS website before the public debate).
- c) All the events of the process of obtaining the degrees are displayed on the DS website (dates of the final examination, inhouse defence and public debate). The DS website also provides access to the theses and dissertations submitted for public debate, as well as the opponents' opinions. The dates of the public debates are announced on the Hungarian Doctoral Council website and the theses and dissertations of the graduates are uploaded.
- d) Taking account of *scientific ethical* requirements by keeping abreast of technological changes.
- e) The *feedback* principle: the stakeholders of the DS, i.e. the doctoral tutors, the supervisors and the members of the various bodies of the Doctoral School, receive continuous feedback on the quality of their activities and have the opportunity to give feedback on their experiences.
- f) The principle of intellectual property protection: the doctoral programme is fully in line with the legislation of the European Union and Hungary on the protection of intellectual property.

- g) Principle of *individual responsibility*: in doctoral training, there is clear transparency about who has what tasks and responsibilities.
- h) The principle of *documenting* processes: While all decisions related to doctoral training and degree awarding are documented, the DS aims to minimise the administrative burden on the teachers and researchers involved in the training and degree awarding procedures by operating a quality management system.

(9) Any questions of scientific ethics shall be dealt with in accordance with the provisions of the Code of Ethics of the University of Debrecen.

(10) The Doctoral School of Management and Business of the University of Debrecen awards a Commemorative Medal in recognition of outstanding work in the interests of the Doctoral School.

DS alumni policy

Section 23

(1) The registration of graduates is carried out by both the Secretary of the DS and the Administrator of the DS. The annual Doctoral Conference and Alumni Conference also invite former doctoral students who completed a degree at the Doctoral School to present a paper or give a talk. The scientific events are accompanied by an alumni meeting. This also provides an opportunity to ensure that feedback from previously graduated PhD students is an integral part of quality assurance, and supervisors and lecturers are informed of this.

Financial Management of the DS

Section 24

(1) The DS manages its finances from two sources: on the one hand from the educational normative for state scholarship holders, and on the other hand from the amount received from special procedure fees, fees related to obtaining the degrees, the fees paid by correspondence training students and individual programme takers, etc. (hereinafter referred to as own income).

(2) In accordance with Government Decree 51/2007 (III.26.) and the DS Doctoral Regulations, the allowances and fees payable are set out in *Annex 19*.

(3) The head of the DS is authorised to certify the accounts relating to the financial management of the DS.

(4) The DS shall act with "good stewardship" in its management activities.

ANNEXES

Head of the DS:

name: **Prof. Dr. András Nábrádi, professor, CSc, PhD**
postal address: **4002 Debrecen Pf. 400.**
e-mail: de.gszdi@econ.unideb.hu

Director of Scientific Methodology at the DS:

name: **Prof. Dr. Péter Balogh, professor, DSc**
postal address: **4002, Debrecen, Pf. 400.**
e-mail: de.gszdi@econ.unideb.hu

Secretaries of the DS:

name: **Dr. Laura Mihály-Karnai, assistant professor, PhD**
postal address: **4002, Debrecen, Pf. 400.**
e-mail: de.gszdi@econ.unideb.hu

name: **Dr. Dániel Fróna, assistant professor, PhD**
postal address: **4002, Debrecen, Pf. 400.**
e-mail: de.gszdi@econ.unideb.hu

Administrator of the DS:

name: **Mónika Varga**
postal address: **4002, Debrecen, Pf. 400.**
e-mail: de.gszdi@econ.unideb.hu

**CORE MEMBERS OF THE DOCTORAL SCHOOL OF MANAGEMENT
AND BUSINESS OF THE UNIVERSITY OF DEBRECEN**

Name	Scientific degree	Year of habilitation	University classification
Zoltán Bács	Economics (PhD), Business and Management (habil.)	2008	professor
Éva Bácsné Bába	Business and Management (PhD, habil.)	2016	professor
Attila Bai	Economics (PhD) Business and Management (habil.)	2009	professor
Péter Balogh	Doctor of the Hungarian Academy of Sciences (DSc)	2014	professor
Patricia Becsky-Nagy	Economics (PhD), Business and Management (habil.)	2017	associate professor
Csaba Berde	Economics (PhD), Business and Management (habil.)	2000	professor emeritus
Krisztina Dajnoki	Business and Management (PhD, habil.)	2012	professor
László Erdey	Economics (PhD), Business and Management (habil.)	2020	associate professor
Veronika Fenyves	Business and Management (PhD, habil.)	2016	professor
László Huzsvai	Agricultural Sciences (PhD, habil.)	2009	university associate professor
Anetta Müller	Business and Management (PhD, habil.)	2009	professor
András Nábrádi	Candidate of Economics (CSc), Business and Management (habil.)	1998	professor
Adrián Szilárd Nagy	Business and Management (PhD, habil.)	2020	associate professor
Károly Pető	Candidate of Agricultural Sciences (CSc), Business and Management (habil.)	2007	professor
Mónika Rákos	Business and Management (PhD, habil.)	2019	professor
Zoltán Szakály	Candidate of Agricultural Sciences (CSc) Economics (habil.)	2002	professor
László Szöllösi	Business and Management (PhD, habil.)	2015	university associate professor
Edit Szűcs	Business and Management (PhD, habil.)	2008	professor
István Szűcs	Economics (PhD), Business and Management (habil.)	2013	professor

**MEMBERS OF THE DOCTORAL SCHOOL OF MANAGEMENT AND
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Zoltán Bács	Economics (PhD), Business and Management (habil.)	2008	professor	voting member
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Attila Bai	Economics (PhD) Business and Management (habil.)	2009	professor	voting member
Péter Balogh	Doctor of the Hungarian Academy of Sciences (DSc)	2014	professor	voting member
Patrícia Becsky-Nagy	Economics (PhD), Business and Management (habil.)	2017	university associate professor	voting member
Csaba Berde	Economics (PhD), Business and Management (habil.)	2000	professor emeritus	voting member
Krisztina Dajnoki	Business and Management (PhD, habil.)	2012	professor	voting member
László Erdey	Economics (PhD), Business and Management (habil.)	2020	associate professor	voting member
Imre Ertsey	Candidate of Agricultural Sciences (CSc) Economics (PhD)	-	professor emeritus	member with consultative rights
Veronika Fenyves	Business and Management (PhD)	2016	professor	voting member
Dániel Fróna	Business and Management (PhD)	-	assistant professor	member with consultative rights
Miklós Herdon	Economics (PhD), Business and Management (habil.)	2006	professor emeritus	member with consultative rights
László Huzsvai	Agricultural Sciences (PhD, habil.)	2009	university associate professor	voting member
Klára Kalasné Bíró	Economics (PhD)	-	university associate professor	member with consultative rights
Sándor Kovács	Business and Management (PhD)	2015	university associate professor	member with consultative rights
Laura Mihály-Karnai	Business and Management (PhD)	-	assistant professor	member with consultative rights
Anetta Müller	Business and Management (PhD, habil.)	2009	professor	voting member
András Nábrádi	Candidate of Economics (CSc), Business and Management (habil.)	1998	professor	voting member
Adrián Szilárd Nagy	Business and Management (PhD, habil.)	2020	associate professor	voting member
Géza Nagy	Candidate of Agricultural Sciences (CSc)	-	professor emeritus	member with consultative rights

Kevin Németh	-	-	PhD student representative	voting member
Judit Oláh	Doctor of the Hungarian Academy of Sciences (DSc)	2014	professor	member with consultative rights
Károly Pető	Candidate of Agricultural Sciences (CSc), Business and Management (habil.)	2007	professor	voting member
Mónika Rákos	Business and Management (PhD, habil.)	2019	professor	voting member
Mihály Soós	Business and Management (PhD, habil.)	2021	associate professor	member with consultative rights
Zoltán Szakály	Candidate of Agricultural Sciences (CSc) Economics (habil.)	2002	professor	voting member
László Szöllősi	Business and Management (PhD, habil.)	2015	university associate professor	voting member
Edit Szűcs	Business and Management (PhD, habil.)	2008	professor	voting member
István Szűcs	Economics (PhD), Business and Management (habil.)	2013	professor	voting member
Eszter Valnerné Török	-	-	language teacher	member with consultative rights

1. Professional CV and list of publications;
2. Copy of a university transcripts
3. Copy of the university degree or a declaration of the expected date of obtaining it;

4. Copy of language proficiency certificate;
5. Planned research topic and research plan;
6. Supervisor's recommendation.

SCORING OF THE DOCTORAL ADMISSION PROCEDURE

The single admission scoring system consists of **100 points**, which can be earned in 3 categories.

- **In the first category**, the Admission Committee assesses the applicant's professional knowledge, the research plans to be carried out during the doctoral training and their soundness. This may be assessed by oral examination and/or written application, research plan, and may include a short communication in a foreign language *Maximum 40 points*.
- The **second category** assesses the applicant's previous academic achievements. This may be an indicator based on the average of the completed semesters and/or the evaluation of the degree obtained in the university/master's programme. *Maximum 30 points*.
- The **third category** is for the evaluation of the academic "track record", these are points awarded on the basis of documented products (publications, SSA thesis, etc.). The achievements eligible for points are the same as the products that can be recognised with performance credits as described in Section II.2. c) of the UD Talent Management Programme Regulations. *Maximum 30 points*. The scoring is determined by the Doctoral Admission Committee taking into account the following bands:

20-30 points:

- lead-authored, referred journal publication ("in extenso")
- NSSAC award-winning presentation, 1st-3rd place
- National Design Competition, 1st-3rd place (or purchase of the design)
- proven participation in national or international artistic or professional competitions

10-20 points:

- non-lead-authored, referred journal publication
- lead-authored, non-local and non-SSA presentation, poster
- NSSAC presentation (and/or essay), non-awarded
- National Design Competition, non-awarded

0-10 points:

- non-lead-authored, non-SSA presentation, poster
- presentation at a local, student (non-SSA) conference
- exhibition of plans at a public exhibition
- certified concert performance

Performance in the language exam can be rewarded with the following points:

- intermediate level C, or higher level A or B, 3 points each, while
- an upper level C is worth 5 points.

You can only obtain points for language exams taken at different levels in the same language under a single eligibility.

THE SCORING SYSTEM USED IN THE UD-DS-MB DOCTORAL ADMISSION PROCEDURE

In the admission procedure, the Admission Committee awards points in the following categories:

1) Professional awareness, soundness of the research plans for the doctoral programme	max. 40 points
2) Previous educational achievements (degree, qualification, etc.)	max. 30 points
3) Previous academic experience, language skills in the field of the scientific discipline concerned	max. 30 points
Total:	max. 100 points

Description	Type of training (points)	
	Full-time	Correspondence training and individual
(1) Professional knowledge		
Research plan (structure, soundness, candidate's knowledge of the subject)	20	20
Professional intelligence (the candidate's expertise in the relevant discipline)	20	20
(1) Maximum 40 points	40	40
(2) Previous academic achievements		
A) University/MSc; MA degree (If the degree is more than 10 years old, the degree is not scored, in which case the maximum score for professional knowledge and academic work is increased by 15-15 points.)		
Distinction	30	30
Merit	25	25
Pass	20	20
B) Accredited post-graduate degree from a university/college course (max. 3 can be considered for full-time and correspondence training/individual programme students)	4	4
C) Terms abroad at a foreign university/college (BSc/BA; MSc/MA) (e.g. Erasmus, etc.)	5	5
(2) Maximum 30 points	30	30
(3) Previous academic experience, language skills		
A) Publications (In case of multiple author publications, the score is divided by the number of authors.)		
Scientific textbook	25	25

Referred scientific journal article	20	20
Non-referred article	10	10
Textbook/university notes	10	10
Scientific conference publication (except SSA, NSSAC)	10	10
B) Departmental/institutional demonstrator activity	3	3
C) At least one year of certified university/college activity in a talent college for advanced studies (e.g. Béla Tormay, Kálmán Kerpely CAS, etc.)	3	3
D) Professional distinction	5	5
E) Participation in professional life	5	5
F) Study trips, conferences	5	5
G) SSA activity (For NSSAC activities, only the best result can be scored. In the case of multiple-author SSA and NSSAC activities, the score is divided by the number of authors)		
D1. National Scientific Students' Associations Conference (NSSAC)		
1st place	30	30
2nd place	25	25
3rd place	20	20
D2. Students' Scientific Association Conference		
1st place	20	20
2nd place	15	15
3rd place	10	10
H) Language proficiency (Language exam performance (<i>except Esperanto, Vlax Romani, dead languages</i>) can be rewarded with the following scores.)		
Intermediate C	3	3
Advanced A	3	3
Advanced B	3	3
Advanced C	5	5
(3) Maximum 30 points	30	30
Total: max 100 points	100	100

STRUCTURE OF THE TRAINING PLAN

The training plan consists of three pages: title page; timetable of modules; complex examination modules and language skills.

1. The **title page** contains

- the name of the institution;
- the name of the doctoral school;
- the name of the head of the doctoral school;
- the designation "Training plan";
- the title of the research topic;
- the name of the research site;
- the name of the supervisor;
- the date.

(See attached template.)

2. The **timetable of modules** includes

- the title of the research topic;
- the name of the student and the name of the supervisor;
- the compulsory and compulsory elective modules (with the names of the tutors, broken down by semester and the value of the credits);
- the date.

This form must be signed separately by the student and the supervisor, and finally by the head of the DS. *(See attached template.)*

3. On a separate sheet, the student must indicate the **proposed modules for the complex examination**. The complex examination consists of a compulsory and a subsidiary module. The main module of the complex examination can only be a compulsory module, its subsidiary module can be one of the compulsory and compulsory elective modules.

4. You also need to provide information about **your language skills**(what language certificates you have).

The third page of the training plan must be signed by the student and their supervisor, and finally by the head of the DS.

Cover page of the “Training plan”
Template!

UNIVERSITY OF DEBRECEN

Doctoral School of Management and Business

Head of the Doctoral School: Prof. Dr. András Nábrádi, professor, CSc, PhD

TRAINING PLAN

TITLE OF THE DOCTORAL RESEARCH TOPIC

Ibolya Sample
PhD student

Research site:
University of Debrecen
Faculty of Economics and Business
Institute of Economics

Supervisor:
Dr. Milán Minta
associate professor
Candidate of Economics

Debrecen
2024

(A/4 size without frame)

UD DOCTORAL SCHOOL OF MANAGEMENT AND BUSINESS
Training plan - schedule of modules

Research topic title:

Name of PhD student:

Name of the supervisor(s):

Form of training: *(underline)* Full-time
 Correspondence training

Module		Name of tutor	Semesters				Credits
form	name		I.	II.	III.	IV.	
number of classes							
Compulsory modules	General Research Methodology - Quantitative Methodology	Dr. Péter Balogh	14				2
	General Research Methodology - Qualitative Methodology	Dr. András Kun	14				2
	Macroeconomics	Dr. Róbert Magda	14				2
	Business Economics	Dr. András Nábrádi	28				2
	Literature and Scientific Publication	Enikő Pergéné Szabó	28				2
	Financial Management	Dr. Patrícia Becsky-Nagy		28			2
	Management Organisation and Human Resource Management	Dr. Krisztina Dajnoki		28			2
	Microeconomics	Dr. László Erdey		14			2
	General Research	Dr. László Csernoch		28			1
Total			119	84			19
Compulsory elective modules	Compulsory elective modules 1.	Name of module owner			28		1
	Compulsory elective modules 2.	Name of module owner			28		1
Total					56		2
	Research and teaching activity						MAX. 221
Grand total			112	84	56		240

Debrecen, 20....

.....
 PhD student

.....
 supervisor

Approval:

Head of the DS:

Modules of the planned complex examination

Main module:

Secondary module:

Language exam

Debrecen, 20.... ..

.....
PhD student

.....
supervisor

Approval:

Head of the DS:

Cover page of the "Research Plan"
Template!

UNIVERSITY OF DEBRECEN

Doctoral School of Management and Business

Head of the Doctoral School: Prof. Dr. András Nábrádi, professor, CSc, PhD

RESEARCH PLAN

TITLE OF THE DOCTORAL RESEARCH TOPIC

Ibolya Sample
PhD student

Research site:
University of Debrecen
Faculty of Economics and Business
Institute of Economics

Supervisor:
Dr. Milán Minta
associate professor
Candidate of Economics

Debrecen
2024

(A/4 size without frame)

STRUCTURE OF THE RESEARCH DESIGN

1. Research topic title

Please think carefully about the title, and make sure it is clear and simple. Please avoid foreign words as much as possible. (The topic title is not necessarily the same as the title of the dissertation.)

2. Objectives

What scientific question(s) do you want to research, what is the aim of the research? Define and delimit the scientific question to be studied. What questions do you want answers to? Based on what we know so far, what is the research hypothesis? Justify the timeliness, scientific significance, research background and rationale of the chosen topic (min. 1 page)

3. Scientific concept and methods

Describe your ideas for developing the topic, the methodology of the primary and secondary research (data collection, data processing, analysis, etc.) The scientific tools you intend to use in your research (e.g. mathematical models, econometric methods, questionnaire surveys, comparative analysis, etc.). Justification and purpose of the chosen method. Describe the source of the research and study data, define precisely in time, space, scope, etc. the areas under study and describe the database you expect to obtain as a result of the primary research carried out (min. 3 pages)

4. Structure of processing the research topic

We consider it necessary that the work plan contains 3-5 points (chapters) that form the framework of the research. Please indicate two or more subsections within each chapter. Justify your ideas on structural proportions. (min. 1 page)

5. Ideas for literature processing

An introduction to the literary background of the topic. Include at least 10 Hungarian and 10 foreign sources of literature relevant to the topic, with precise bibliographic references. Literature sources should be relevant to both the topic and the methodology. Among the resources, priority is given to scientific articles. Here you should present the areas you intend to cover based on the literature review and provide a textual justification for your ideas.

6. Research schedule

It is recommended to plan the progress of the research work using a Gantt chart with a quarterly schedule. Include in the timetable checkpoints (milestones) in which you demonstrate the progress of your research by presenting some research results (publication, conference presentation, dissertation completion, etc.). Include in the Gantt chart the institutions, national and international experts, conferences and events to be visited and their planned dates (year, semester).

7. Expected results of the research

Clause

The dated research plan must be signed by the supervisor and the doctoral student to confirm that they accept and agree with it.

Debrecen, 20.... ..

doctoral student

supervisor

The title page of the research plan is the same as that of the training plan (see *Annex 6*).

Final (partial) report on the PhD student's activities

I. PERSONAL DETAILS

Name: Neptune code:

Doctoral School: UD DOCTORAL SCHOOL OF MANAGEMENT AND BUSINESS

Student status: from: until:

Name of the research topic:

.....

Supervisor(s):

II. EXAM RESULTS

Module name	Exam result		Credits
	in letters	in numbers	
Total:			

III. LANGUAGE EXAM RESULTS (Please attach copies of the language exam certificates!)

Foreign language	Language examination level, type	Document date	Document no.

IV. PUBLICATIONS (Please attach a detailed list of publications!)

Publication title	Co-author	Place of publication (journal, conference)	Meets min. requirements

(the table can be expanded)

V. INFORMATION ABOUT OBTAINING THE DEGREE

The planned date of the workplace dispute (if relevant):

Status of research work, completion of dissertation (%):

Planned date of the public debate:

VI. AFTER OBTAINING THE PRE-DEGREE CERTIFICATE

Place of work, work postal address and telephone number:

.....

Private address, telephone number, e-mail address:

.....

Debrecen, 20.... ..

.....
 supervisor

 PhD student

UNIVERSITY OF DEBRECEN
FI 17198

.../20.....

APPLICATION FORM
for the complex examination and obtaining the doctoral (PhD) degree

I. Personal information

Name: Student ID:
Participated in organised training: Yes, full-time Yes, correspondence training No
(individual)
Place and date of birth:
Mother's name:
ID number:
Permanent address:
Mailing address:
Email address:
Place of work:
Major of the university degree: grade:
issuing institution: number/year:

II. Details of previous scientific activity:

published article - . . . critical review - presentation - other:
.....

III. Language skills and level (date of documents):
.....

IV. The scientific discipline of the doctoral degree:
scientific field:

Doctoral School..... :

Doctoral programme:

Topic of the dissertation:
.....

Supervisor: (Tutor ID:)

Requested complex examination modules:
.....

Annexes: .. (number)

(signature of the applicant)

Debrecen,

UNIVERSITY OF DEBRECEN
FI 17198

.../20.....

COMPLEX EXAMINATION REPORT

Name: Student ID:
Supervisor: Tutor ID:
Co-supervisor: Tutor ID:
Scientific discipline:
Scientific field:

Complex Examination Committee:

NAME	SUPERVISOR identifier	SIGNATURE
chairperson:	Dr.
members:	Dr.
Dr.
Dr.
Dr.

Date of the exam: 20.... Location:

I. Theoretical part

Main module:
Secondary module:
.....

Questions asked in the exam:

Evaluation of responses:

Opinion of the members of the committee - theoretical part (*number of votes*):
Pass: ... Fail: ...

STRUCTURE OF THE DOCTORAL DISSERTATION

The dissertation must be submitted to the Doctoral Council of the discipline in 1 bound copy. The dissertation can be written in Hungarian or in a foreign language, in Times New Roman font. It should be at least 100 pages and preferably not more than 150 pages (excluding annexes). The dissertation must be submitted in double-sided print.

To be attached to the dissertation:

- 10 copies each of the theses of the dissertation, in Hungarian and English,
- a summary in Hungarian and in foreign language and 5 keywords each in Hungarian and in foreign language,

Heading and subheading of cover pages

Black, canvas hardcover. Inscription (gilded letters):

- Doctoral (PhD) Dissertation (font size 28),
- Name of the Author (font size 26),
- place and year of submission (font size 26).

Inner title page inscriptions:

- name of the university, faculty and department (font size 14),
- name of the doctoral school (font size 14),
- head of the doctoral school (font size 14),
- title of the dissertation (font size 18),
- name of the author (font size 14),
- name and title of the supervisor (font size 14),
- place and year of submission (font size 14).

After the internal title page, the names of the comprehensive exam board, the assessors and the assessment committee, and the dates of the comprehensive exam and the defence are recorded.

This page is followed by the table of contents in decimal numbering.

The template helps you to meet the formal requirements.

Required structure of the dissertation

TABLE OF CONTENTS

PREFACE (not numbered)

It addresses the theoretical and practical significance of the topic.

1. TOPIC AND OBJECTIVE

A precise definition of the topic under investigation, a description of the scientific problem to be solved, the objectives of the primary and secondary research and the research hypothesis(es).

2. LITERATURE REVIEW

The literature review should be closely related to the research topic. It is expected that all source works should be cited in the appropriate context. The candidate must also independently evaluate the literature studied.

3. MATERIAL AND METHOD

Introduction to the scientific method and methodology of primary and secondary data collection. How to create a database from primary and secondary data. A precise description of the method of the studies, with reference to the literature for known methods. Justification and purpose of the chosen method.

4. STUDY RESULTS AND THEIR EVALUATION

The results should be summarised in tables, illustrated with diagrams, and the reliability of the results should be verified by mathematical or mathematical-statistical, etc. methods. It is an expectation to explain the results and compare them with other study results.

5. CONCLUSIONS, PROPOSALS

Conclusions from the results, suggestions on the need for further studies and practical applications.

6. THE MAIN FINDINGS, NEW AND NOVEL RESULTS OF THE DISSERTATION

SUMMARY (without numbering)

A concise summary of the contents of each chapter, with particular reference to the findings and conclusions drawn.

SUMMARY (without numbering)

The translation of the SUMMARY section in English, which must also be proofread by a native speaker.

LIST OF REFERENCES (without numbering)

LIST OF OWN PUBLICATIONS (without numbering)

LIST OF TABLES (without numbering)

LIST OF FIGURES (without numbering)

ANNEXES (without numbering)

DECLARATION (without numbering)

Template
(font size 28)
DOCTORAL (PhD) DISSERTATION

(font size 26)
name of the Author

(font size 26)
Debrecen
year

**UNIVERSITY OF DEBRECEN
FACULTY OF ECONOMICS AND BUSINESS
INSTITUTE OF**

**UNIVERSITY OF DEBRECEN
DOCTORAL SCHOOL OF MANAGEMENT AND BUSINESS**

Head of the Doctoral School: **Prof. Dr. András Nábrádi, professor, CSc, PhD**

TITLE OF THE DISSERTATION

Prepared by:
IBOLYA SAMPLE

Supervisor:
MILÁN SAMPLE
academic degree

**DEBRECEN
20....**

TITLE OF THE DISSERTATION

Dissertation for the award of a doctoral (PhD) degree
in the field of Management and Business

Written by: Name Chartered

Committee for the doctoral complex examination:

	name	Scientific degree
chairperson:
members:

Date of the doctoral complex examination: 20....

Assessors of the dissertation:

	name, degree	signature

Assessment Committee:

	name, degree	signature
chairperson:
secretary:
members:

Date of the dissertation defence: 20..

Recommendation
on the structural requirements for doctoral dissertations (PhD)

1. The background, objectives and hypotheses of the research
2. Database and description of the methods used
3. Main findings of the dissertation
4. **New** and **novel** findings of the dissertation
5. Theoretical / practical applicability of the findings
6. List of publications related to the dissertation

The template helps you to meet the formal requirements.

Theses of the doctoral dissertation (PhD)

DISSERTATION TITLE

Sándor Sample

Supervisor(s):
Dr. Milán Minta
professor



UNIVERSITY OF DEBRECEN
Doctoral School of Management and Business

Debrecen
2024

Doctoral (PhD) Dissertation Abstract

TITLE OF THE DISSERTATION

Sándor Minta

Supervisors:
Prof. Dr. Imre Minta



UNIVERSITY OF DEBRECEN
Doctoral School of Management and Business

Debrecen
2024

INHOUSE DEFENCE SCENARIO

Chairperson: Opens the debate and announces that the Council of the Doctoral School of Management and Business of the University of Debrecen had set an inhouse defence on the Dissertation of

..... **doctoral student,**

.....
entitled: .

Chairperson: Announces that the Council of the Doctoral School has invited the following experts with academic degrees:

For Chairperson:

- to chair the inhouse defence,

For minute-taker:

- to act as the minute-taker of the inhouse defence,

And for opponents:

-
-
-

Legal limitation: Committee members cannot be those who are the doctoral candidate’s close relative, immediate workplace supervisor or subordinate, or a member of staff in the same organisational unit (the same organisational unit is considered to be the same faculty, institute division, research group or tender research group, but not the university, its department, research institute, museum or other institution); in addition to the above, the candidate’ co-authors in any work used in the doctoral dissertation on which the procedure is based cannot be official assessors or members of the Assessment Committee. Also, if the composition of the committee (external/internal ratio) does not meet the requirements of the UD-DS-MB Rules.

Chairperson: The debate is declared admissible because:

- a) professionals with more than five academic degrees are present;
- b) the two (three) assessors are present (one assessor is present and the other (two) assessors have a positive opinion);
- c) the candidate has fulfilled the prerequisites because:
 - they have the minimum number of publications,
 - they submitted their theses and dissertation as required.

Chairperson: They then ask those present if they have any questions or comments on the opening of the debate, and if not, the substantive work can begin.

Chairperson: The candidate is invited to give a free presentation of 20 minutes on the objectives of their thesis, the research methods and the new results of their research.

Chairperson: Invites the assessors in turn to state the substance of their opinions. (If there is only one assessor present, the opinion of the absent opponent(s) is read out by the minute-taker.)

-
-
-

Chairperson: Invites the candidate to give a direct response to the substance of the criticisms made (and to the questions, if any, asked by the assessors).

Chairperson: Asks the assessors if the candidate's answer was satisfactory?

Chairperson: Invites the minute-taker, to present the written questions raised by the Assessment Committee and other written questions received.

Chairperson: Invites the candidate to respond immediately to the questions put by the committee (and to any other written questions).

Chairperson: The question is put, do the participants in the debate wish to put a question to the candidate or to the assessors? **After the questions are asked, the candidate or the assessors answer immediately.**

Chairperson: Invites the minute-taker to present the written contributions received and then gives the floor to each contributor in the order in which they had submitted their contributions, until there are no more speakers.

Chairperson: When there are no further speakers, the candidate is invited to reply immediately to the written contributions received and those made during the debate.

Chairperson: Asks the assessors, the members of the Assessment Committee and the speakers whether the candidate's answer was satisfactory?

Chairperson: The supervisor has the last opportunity to speak.

Closing remarks by the Chairperson:

A concise evaluation of the dissertation prepared for the inhouse defence:

- the fit of the dissertation with the scientific field of the doctoral school,
- methodology,
- literature, terms,
- independent scientific achievement,
- publications.

UNIVERSITY OF DEBRECEN

FI 17198

.../20.....

**MINUTES OF THE PROCEDURE FOR OBTAINING THE DOCTORAL (PhD)
DEGREE**

Name: Student ID:

Supervisor: Tutor ID:

(Co-supervisor: Tutor ID:

Scientific discipline:

Scientific field:

Title of the dissertation:.....

.....

I. Dissertation defence

Official assessors: Dr. yes / no
 Dr. yes / no
 (Dr. yes / no)

Defence Committee:

NAME	SUPERVISOR identifier	SIGNATURE
chairperson:	Dr.
members:	Dr.
.....
Dr.
Dr.
Dr.
Dr.
Dr.

Date of the defence: 20.... Location:

1) The opinion of the members of the Defence Committee on the candidate's scientific work (number of votes):

fail: ...;rite: ...;cum laude: ...; summa cum laude: ...;

Qualification of scientific work:

fail / rite / cum laude / summa cum laude (*underline*)

2) Opinion of the members of the Defence Committee on the dissertation (number of votes):

fail: ...;rite: ...;cum laude: ...; summa cum laude: ...;

Qualification of the dissertation:

fail / rite / cum laude / summa cum laude (*underline*)

3) Opinion of the members of the Defence Committee on the candidate's performance in the defence

(number of votes):

fail: ...;rite: ...;cum laude: ...; summa cum laude: ...;

Rating the performance in the defence:

fail / rite / cum laude / summa cum laude (*underline*)

Justification (continued on a separate page):

(signature of the Chairman of the Committee)

II. Decision of the Doctoral Council of the discipline:

Decision of the Doctoral Council of the discipline on awarding the doctoral degree on 20... (decision no.): **supported / not supported.**

Qualification of the doctoral degree: **summa cum laude / cum laude / rite**

Reasons in case of refusal:

..... 20...
Doctoral Council)

(signature of the Chairperson of the

III. Decision of the University Doctoral and Habilitation Council:

Decision of the UDHC on the awarding of the doctoral degree at its meeting held on 20... (decision no.): **awarded / did not award.**

Reasons in case of refusal:

(signature of the Chairperson of the UDHC)

IV. The University awarded the doctoral degree

Date: 20....

PhD certificate number:/20...

(signature of the
Rector)

Qualification of doctoral acts and the doctoral degree

The qualification of the doctoral degree is derived from the aggregation of the grades awarded by the Assessment Committee. The qualification for the doctoral degree (PhD) is determined by a) the dissertation, b) the independent scientific work and c) the public debate. Degree qualification: *summa cum laude* if all three grades are summa cum laude, *rite* if at least two of the three grades are rite; *cum laude* in all other cases.

The members of the Assessment Committee evaluate each individual on a four-point scale (*summa cum laude*, *cum laude*, *rite*, *fail*), and the Committee's opinion is reached by summing up the votes:

- The result is *summa cum laude* if more than half of the assessors gave a *summa cum laude* grade and there was no grade lower than *cum laude*. If the Committee has at least 5 members, the result is *summa cum laude* even if all but one committee member (regardless of the grade by that one) has given a *summa cum laude* grade.
- The result is *fail* if more than half of the assessors gave a grade of *fail*. The result is also *fail* in the case of an even number of committee members if half of the votes are *fail* and the other half are *rite*.
- In all other cases, the numerical average of the grades are calculated on the basis of the grades of fail (1), rite (2), cum laude (3), summa cum laude (4). If the average is 2.5 or more, the result is *cum laude*, otherwise *rite*.
- The above principles are summarised in the following tables for committees with 3-7 members (the numbers in the table show the number of votes cast for a given qualification, while the last column shows the final qualification by the committee).

Committee of 3 members

NO	RITE	CL	SCL	result
3	0	0	0	NO
2	1	0	0	NO
2	0	1	0	NO
2	0	0	1	NO
1	2	0	0	RITE
1	0	2	0	RITE
1	1	1	0	RITE
1	1	0	1	RITE
0	3	0	0	RITE
0	2	1	0	RITE
1	0	1	1	CL
1	0	0	2	CL
0	2	0	1	CL
0	1	2	0	CL
0	1	0	2	CL
0	1	1	1	CL
0	0	3	0	CL
0	0	2	1	CL
0	0	1	2	SCL
0	0	0	3	SCL

Committee of 4 members

NO	RITE	CL	SCL	result
4	0	0	0	NO
3	1	0	0	NO
3	0	1	0	NO
3	0	0	1	NO
2	2	0	0	NO
2	0	2	0	RITE
2	1	1	0	RITE
2	1	0	1	RITE
2	0	1	1	RITE
1	3	0	0	RITE

1	2	1	0	RITE
1	2	0	1	RITE
1	1	2	0	RITE
0	4	0	0	RITE
0	3	1	0	RITE
2	0	0	2	CL
1	1	0	2	CL
1	1	1	1	CL
0	3	0	1	CL
0	2	2	0	CL
1	0	3	0	CL
1	0	2	1	CL
1	0	1	2	CL
1	0	0	3	CL
0	2	1	1	CL
0	2	0	2	CL
0	1	3	0	CL
0	1	2	1	CL
0	1	1	2	CL
0	1	0	3	CL
0	0	4	0	CL
0	0	3	1	CL
0	0	2	2	CL
0	0	1	3	SCL
0	0	0	4	SCL

Committee of 5 members

NO	RITE	CL	SCL	result
5	0	0	0	NO
4	1	0	0	NO
4	0	1	0	NO
4	0	0	1	NO
3	2	0	0	NO
3	1	1	0	NO
3	1	0	1	NO

3	0	2	0	NO
3	0	1	1	NO
3	0	0	2	NO
2	3	0	0	RITE
2	2	1	0	RITE
2	2	0	1	RITE
2	1	2	0	RITE
2	1	1	1	RITE
2	1	0	2	RITE
1	4	0	0	RITE
1	3	1	0	RITE
1	3	0	1	RITE
1	2	2	0	RITE
1	2	1	1	RITE
0	5	0	0	RITE
0	4	1	0	RITE
0	4	0	1	RITE
0	3	2	0	RITE
2	0	3	0	RITE
2	0	2	1	RITE
1	1	3	0	RITE
1	2	0	2	CL
0	3	1	1	CL
2	0	1	2	CL
2	0	0	3	CL
1	1	2	1	CL
1	1	1	2	CL
1	1	0	3	CL
1	0	4	0	CL
1	0	3	1	CL
1	0	2	2	CL
1	0	1	3	CL
0	3	0	2	CL
0	2	3	0	CL
0	2	2	1	CL
0	2	1	2	CL
0	2	0	3	CL
0	1	4	0	CL
0	1	3	1	CL
0	1	2	2	CL
0	1	1	3	CL
0	0	5	0	CL
0	0	4	1	CL
0	0	3	2	CL
1	0	0	4	SCL
0	1	0	4	SCL
0	0	2	3	SCL
0	0	1	4	SCL
0	0	0	5	SCL

Committee of 6 members

NO	RITE	CL	SCL	result
6	0	0	0	NO
5	1	0	0	NO
5	0	1	0	NO
5	0	0	1	NO
4	2	0	0	NO
4	1	1	0	NO
4	1	0	1	NO
4	0	2	0	NO
4	0	1	1	NO
4	0	0	2	NO
3	3	0	0	NO
3	2	1	0	RITE
3	2	0	1	RITE
3	1	2	0	RITE
3	1	0	2	RITE
3	1	1	1	RITE

3	0	3	0	RITE
3	0	2	1	RITE
3	0	1	2	RITE
2	4	0	0	RITE
2	3	1	0	RITE
2	3	0	1	RITE
2	2	2	0	RITE
2	2	1	1	RITE
2	2	0	2	RITE
2	1	3	0	RITE
2	1	2	1	RITE
1	5	0	0	RITE
1	4	1	0	RITE
1	4	0	1	RITE
1	3	2	0	RITE
1	3	1	1	RITE
1	2	3	0	RITE
0	6	0	0	RITE
0	5	1	0	RITE
0	5	0	1	RITE
0	4	2	0	RITE
2	0	4	0	RITE
3	0	0	3	CL
2	1	1	2	CL
2	1	0	3	CL
1	3	0	2	CL
1	2	2	1	CL
0	4	1	1	CL
0	4	0	2	CL
0	3	3	0	CL
2	0	3	1	CL
2	0	2	2	CL
2	0	1	3	CL
2	0	0	4	CL
1	2	1	2	CL
1	2	0	3	CL
1	1	4	0	CL
1	1	3	1	CL
1	1	2	2	CL
1	1	1	3	CL
1	1	0	4	CL
1	0	5	0	CL
1	0	4	1	CL
1	0	3	2	CL
1	0	2	3	CL
1	0	1	4	CL
0	3	2	1	CL
0	3	1	2	CL
0	3	0	3	CL
0	2	4	0	CL
0	2	3	1	CL
0	2	2	2	CL
0	2	1	3	CL
0	2	0	4	CL
0	1	5	0	CL
0	1	4	1	CL
0	1	3	2	CL
0	1	2	3	CL
0	1	1	4	CL
0	0	6	0	CL
0	0	5	1	CL
0	0	4	2	CL
0	0	3	3	CL
1	0	0	5	SCL
0	1	0	5	SCL
0	0	2	4	SCL
0	0	1	5	SCL
0	0	0	6	SCL

Committee of 7 members

NO	RITE	CL	SCL	result
7	0	0	0	NO
6	1	0	0	NO
6	0	1	0	NO
6	0	0	1	NO
5	2	0	0	NO
5	1	1	0	NO
5	1	0	1	NO
5	0	2	0	NO
5	0	1	1	NO
5	0	0	2	NO
4	3	0	0	NO
4	2	1	0	NO
4	2	0	1	NO
4	1	2	0	NO
4	1	1	1	NO
4	1	0	2	NO
4	0	3	0	NO
4	0	2	1	NO
4	0	1	2	NO
4	0	0	3	NO
3	4	0	0	RITE
3	3	1	0	RITE
3	3	0	1	RITE
3	2	2	0	RITE
3	2	1	1	RITE
3	2	0	2	RITE
3	1	3	0	RITE
3	1	2	1	RITE
3	1	1	2	RITE
3	1	0	3	RITE
3	0	4	0	RITE
3	0	3	1	RITE
2	5	0	0	RITE
2	4	1	0	RITE
2	4	0	1	RITE
2	3	2	0	RITE
2	3	1	1	RITE
2	3	0	2	RITE
2	2	3	0	RITE
2	2	2	1	RITE
2	2	1	2	RITE
1	6	0	0	RITE
1	5	1	0	RITE
1	5	0	1	RITE
1	4	2	0	RITE
1	4	1	1	RITE
1	4	0	2	RITE
1	3	3	0	RITE
1	3	2	1	RITE
0	7	0	0	RITE
0	6	1	0	RITE
0	6	0	1	RITE
0	5	2	0	RITE
0	5	1	1	RITE
0	4	3	0	RITE
3	0	2	2	RITE
2	1	4	0	RITE
2	1	3	1	RITE
2	0	5	0	RITE
1	2	4	0	RITE
2	2	0	3	CL
1	3	1	2	CL
1	3	0	3	CL
0	5	0	2	CL
0	4	2	1	CL

3	0	1	3	CL
3	0	0	4	CL
2	1	2	2	CL
2	1	1	3	CL
2	1	0	4	CL
2	0	4	1	CL
2	0	3	2	CL
2	0	2	3	CL
2	0	1	4	CL
2	0	0	5	CL
1	2	3	1	CL
1	2	2	2	CL
1	2	1	3	CL
1	2	0	4	CL
1	1	5	0	CL
1	1	4	1	CL
1	1	3	2	CL
1	1	2	3	CL
1	1	1	4	CL
1	1	0	5	CL
1	0	6	0	CL
1	0	5	1	CL
1	0	4	2	CL
1	0	3	3	CL
1	0	2	4	CL
1	0	1	5	CL
1	0	1	5	CL
0	4	1	2	CL
0	4	0	3	CL
0	3	4	0	CL
0	3	3	1	CL
0	3	2	2	CL
0	3	1	3	CL
0	3	0	4	CL
0	2	5	0	CL
0	2	4	1	CL
0	2	3	2	CL
0	2	2	3	CL
0	2	1	4	CL
0	2	0	5	CL
0	1	6	0	CL
0	1	5	1	CL
0	1	4	2	CL
0	1	3	3	CL
0	1	2	4	CL
0	1	1	5	CL
0	0	7	0	CL
0	0	6	1	CL
0	0	5	2	CL
0	0	4	3	CL
1	0	0	6	SCL
0	1	0	6	SCL
0	0	3	4	SCL
0	0	2	5	SCL
0	0	1	6	SCL
0	0	0	7	SCL

Coauthor's declaration

Name of the doctoral candidate:

As a co-author, I declare that I am familiar with the dissertation of the named person.

The (published) result(s) referred to

- is the result of our work with the candidate,
- and the candidate had a decisive work in achieving the result.

I have no objection to using the publication in his/her dissertation.

-
-

Publication title:	
Authors:	
Journal, year, volume, pages from/to	

	Name of co-author	Participation ratio	Signature
1.	%	
2.	%	

Date:, day month . year

CONFIRMATION SHEET*

We confirm that.....(name/birth name)
 student at the University of Debrecen, attending the

DOCTORAL SCHOOL OF MANAGEMENT AND BUSINESS

has met the following conditions:

1. obtained the pre-degree certificate;
2. successfully completed a doctoral comprehensive exam;
3. has publications that meet the requirements of the Doctoral School and has submitted the required publications to the head of the Doctoral School;
4. the list of publications in the field of the Doctoral (PhD) dissertation meets the formal requirements;
5. the "Confirmation Sheet" must be accompanied by a list of publications in the field of the candidate's own research which the candidate intends to include in the thesis of the Doctoral (PhD) dissertation;
6. has a record of the successful institutional debate;
7. the Candidate has revised their dissertation in the light of the inhouse defence;
8. submitted the thesis and dissertation in accordance with the University Doctoral Regulations and the requirements of the Doctoral School;

	I agree	I disagree, my objections are below	Date
Supervisor			
Head of Doctoral School			

* The confirmation sheet is required before sending the doctoral dissertation (PhD) and thesis for assessment.

DECLARATION

I, the undersigned, (born:) , being aware of my criminal and disciplinary responsibility, declare and certify by my signature that the dissertation submitted for the award of the doctoral degree (PhD) is solely my own independent work.

I further declare that:

- I am familiar with the regulations of the Doctoral School of Management and Business at the University of Debrecen, and I acknowledge that I am bound by the regulations;
- I have handled the literature used in a correct manner, and I have complied with the laws and regulations applicable to the dissertation;
- the original source of ideas and data from other sources in the dissertation, whether published or not, is fully acknowledged in the references, bibliography and sources used, taking into account the copyright protection;
- I have not submitted any other dissertation with the same or partly the same content as the submitted dissertation to another university or doctoral school for the purpose of obtaining a degree.

Debrecen, 20... ..

Name
signature

SCENARIO OF THE PUBLIC DEBATE OF THE DOCTORAL (PhD) DISSERTATION

I. Closed session before the public debate

Chairperson: Determines whether the discussion can be held, whether the assessors and members of the Assessment Committee are present, formulates the position of the Assessment Committee as to whether the public debate should be held or, if there is a legal impediment, to postpone it and to what date.

Legal limitation: Committee members cannot be those who are the doctoral candidate's close relative, immediate workplace supervisor or subordinate, or a member of staff in the same organisational unit (the same organisational unit is considered to be the same faculty, institute division, research group or tender research group, but not the university, its department, research institute, museum or other institution); in addition to the above, the candidate's co-authors in any work used in the doctoral dissertation on which the procedure is based cannot be official assessors or members of the Assessment Committee. Also, if the composition of the committee (external/internal ratio) does not meet the requirements of the UD-DS-MB Rules.

Assessors: Declare whether they accept the candidate's written response to the opponent's comments.

Secretary: Presents the written comments received.

Chairperson: After discussion, summarises the issues to be raised or clarified in the public debate, which is noted by the Secretary.

II. The public debate

Chairperson: Opens the debate and announces that the Doctoral Council set out a public debate for the doctoral (PhD) dissertation (title:) of, candidate. The Chairperson announces that the Faculty Doctoral Council, on the recommendation of the Doctoral School Council, has appointed the following Assessment Committee for the debate: see the invitation letters.

Determines whether the dispute is admissible

- a) whether the members of the Assessment Committee are present,
- b) whether the official assessors have appeared,
- c) whether the candidate has fulfilled the prerequisites.

The Chairperson then asks the Assessment Committee if they have any questions or comments on the opening of the debate. If not, the Assessment Committee starts the work.

The Chairperson asks the Secretary of the Committee to present the scientific curriculum vitae of the candidate.

Secretary: Reads out the candidate's scientific curriculum vitae.

Chairperson: The candidate is invited to give a free presentation of 20 minutes on the objectives of their thesis, the research methods and the new results of their research.

Chairperson: Invites the assessors in turn to state the substance of their opinions in terms of the dissertation. (If there is only one assessor present, the opinion of the absent opponent(s) is read out by the secretary.)

The Chairperson invites the candidate to give a direct response to the substance of the criticisms made (and to the questions, if any, asked by the assessors).

The Chairperson asks the Secretary to present the written questions raised by the members of the Assessment Committee and other written questions received.

The Chairperson ask the members of the Assessment Committee if they wish to ask the candidate any questions (if so, the Candidate answers immediately).

The Chairperson asks if the attendees of the debate wish to put questions to the candidate or to the official assessors. **After the questions are asked, the candidate or the assessors answer immediately.**

The Chairperson asks the official assessors, the Assessment Committee and the attendees of the debate whether the candidate's answer was satisfactory.

The Chairperson invites the Secretary to present the written contributions received (including the contributions from the Assessment Committee) and then gives the floor to each contributor in the order in which they had submitted their contributions, until there are no more speakers.

When there are no more contributions, the candidate is invited to reply to the contributions.

The supervisor has the last opportunity to speak.

The Chairperson asks the official assessors, the Assessment Committee and those spoken whether the candidate's answer was satisfactory. If so, the Chairperson announces that the committee retires for a decision if the candidate does not wish to speak.

III. Closed session after public debate

The closed session starts with an evaluation of the debate. The Secretary presents the proposal for the minutes of the session, and the Chairperson orders a secret ballot, the result of which is recorded in the minutes of the meeting.

Vote: The members of the Examination Committee (chair, members, secretary, assessors) evaluate the performance in the defence in accordance with the Doctoral Regulations.

The members of the Assessment Committee sign the minutes.

IV. Closing of the public debate

Chairperson: The Chairperson announces that the committee continues the public session, and then announces and explains the result of the secret ballot and the classification of the dissertation.

Secretary: Doctoral students and doctoral candidates may appeal to the Chair of the Council of the Doctoral School, the Chair of the Doctoral Council of the discipline, the Chair of the UDHC and the Rector, in accordance with the official channels of appeal. Decisions taken in the procedure for obtaining the doctoral degree may be appealed only on grounds of infringement of the law or of the Doctoral Regulations and the Rules of Procedure. The appeal must be submitted to the Chairperson of the SSDC, who decides within 30 days. The appellant shall advance the costs of the appeal. If the Chairperson of the SSDC upholds the appeal, the faculty reimburses the costs advanced. If the appeal is dismissed, the costs are to be borne by the appellant.

Chairperson: Closes the public debate.

PROCEDURAL AND OTHER FEES OF THE UD DOCTORAL SCHOOL OF MANAGEMENT AND BUSINESS

I. PROCEDURAL FEES DURING THE TRAINING

- Admission fee (for correspondence training applicants): HUF 9 000
 - Tuition:
For Hungarian citizens:
 - for organised full-time and correspondence training courses HUF 200 000 /semester (over 8 semesters)
 - for individual programmes HUF 200 000 / semester
 - UD full-time individual programme students and doctoral students in correspondence training HUF 100 000/ semester
those in part-time programme pay proportional tuition.
- For foreign citizens with a mother tongue other than Hungarian: USD 12 500 / semester

The amount of payable tuition may change according to individual assessment.

The annual amount of tuition may increase up to the rate of the consumer price index increase of the preceding year

- Special procedural fees:
 - late registration: HUF 10 000
 - late registration of a module in Neptun: HUF 10 000 / module
 - late payment of fees:
 - overdue for less than 1 month: HUF 5 000
 - overdue for more than 1 month: HUF 10 000
 - late submission of academic materials: HUF 10 000
 - student card replacement: according to the relevant UD regulations
 - transcript replacement: according to the relevant UD regulations

If the PhD student fails to pay the procedural fees, including the special procedure fees, within two months of being notified, the DS director automatically cancels their PhD student status.

II. PROCEDURAL FEES FOR OBTAINING THE DEGREE

- Procedure fee for obtaining the degree: HUF 160 000
- Appeal fee: HUF 10 000

III. HONORARIA FOR PARTICIPANTS IN THE DOCTORAL PROCEDURE

- Complex exam and Assessment Committee external member: HUF 7 500
- External member of the review committee: HUF 20 000
- Official reviewer:
 - o Hungarian HUF 30 000
 - o English HUF 50 000

Payment of travel expenses for external committee members and opponents.

- Supervisor's fee after obtaining the degree: HUF 160 000
(In the case of two supervisors, the honorarium is paid in 50-50% split.)
- Hourly rate for tutors - including examinations with UD tutors, above the minimum mandatory number of hours: HUF 9000 /hour
- Hourly rate for external tutors HUF 13 000/hour

DOCTORAL CERTIFICATE

*We, the Rector and the Doctoral Council of the
University of Debrecen*

conclude that,

.....

*born in, in, on acting before our doctoral councils in
the scientific field of, in the discipline of, has fulfilled
the doctoral requirements set by law and the regulations of our University with
distinction summa cum laude / cum laude / rite.*

*Accordingly, the certificate holder awarded the **doctoral (PhD) scientific
degree** and thus entitled to bear the title of "**Doctor (PhD)**".*

*In witness whereof, we have issued this document to the certificate holder,
certified by our University seal and our signature.*

Debrecen, day month year

.....

.....

.....

Chairperson of the Doctoral Council

Rector

Certificate number: .../20... . PhD

PhD Degree

*The Rector and the Doctoral Council of
University of Debrecen
have conferred upon*

.....
(born: mm dd, yy)

*the degree of Doctor of Philosophy (PhD)
with summa cum laude / cum laude / rite qualification
in recognition of his/her proficiency in
..... Science
with all the rights appertaining thereto.*

*Given under the Seal of the University, in Debrecen, Hungary
on mm dd, yy.*

.....
.....
President of the Doctoral Council

.....
Rector

Registered: ... /20...