

**UNIVERSITY OF DEBRECEN**

**Faculty of Economics**

**KÁROLY IHRIG DOCTORAL SCHOOL OF  
MANAGEMENT AND BUSINESS ADMINISTRATION  
(IK-GSZT-DI)**

# **RULES OF PROCEDURE**

The Rules of Procedure of the Doctoral School were put together on the basis of the Doctoral Code of the University of Debrecen, the Code of the Doctoral Council of Social Science and the resolutions of the Hungarian Doctoral Council and the Hungarian Accreditation Committee and are valid in consideration of these documents.

**Debrecen  
2016**

## Table of contents

<b>Definitions</b> .....	<b>4</b>
<b>General provisions</b> .....	<b>6</b>
<b>Establishment of the doctoral school</b> .....	<b>7</b>
<b>Organisation of the doctoral school</b> .....	<b>7</b>
<b>Operation of the doctoral school</b> .....	<b>9</b>
<b>Legal status of PhD students</b> .....	<b>16</b>
<b>Legal status of full-time students in the organised doctoral training</b> .....	<b>16</b>
<b>Financial assistance to doctoral candidates and fees to be paid by them</b> .....	<b>16</b>
<b>Part-time organised training</b> .....	<b>18</b>
<b>Individual preparation</b> .....	<b>18</b>
<b>Study requirements</b> .....	<b>19</b>
<b>Duties of the DS in relation to the research activity of doctoral candidates</b> .....	<b>23</b>
<b>Publication requirements of the DS regarding doctoral candidates</b> .....	<b>23</b>
<b>The complex exam</b> .....	<b>24</b>
<b>The PhD degree process</b> .....	<b>25</b>
<b>Concluding the PhD degree procedure, rating the PhD degree, content of the PhD certificate, graduation</b> .....	<b>30</b>
<b>Duties of the DS during the habilitation procedures</b> .....	<b>31</b>
<b>Quality assurance policy of the DS</b> .....	<b>31</b>
<b>Alumni policy of the DS</b> .....	<b>33</b>
<b>Management of the DS</b> .....	<b>33</b>
<b>ANNEXES</b> .....	<b>34</b>
<i>Annex 1</i> .....	<b>35</b>
<i>Annex 2</i> .....	<b>36</b>
<i>Annex 3</i> .....	<b>37</b>
<i>Annex 4</i> .....	<b>39</b>
<i>Annex 5</i> .....	<b>40</b>
<i>Annex 6</i> .....	<b>43</b>
<i>7. melléklet</i> .....	<b>47</b>

<b>8. melléklet</b> .....	<b>50</b>
<b>9. melléklet</b> .....	<b>52</b>
<b>9/1. melléklet</b> .....	<b>53</b>
<b>11. melléklet</b> .....	<b>61</b>
<b>12. melléklet</b> .....	<b>63</b>
<b>13. melléklet</b> .....	<b>66</b>
<b>14. melléklet</b> .....	<b>69</b>
<b>15. melléklet</b> .....	<b>72</b>
<b>16. melléklet</b> .....	<b>73</b>
<b>17. melléklet</b> .....	<b>75</b>
<b>18. melléklet</b> .....	<b>76</b>
<b>19. melléklet</b> .....	<b>79</b>
<b>20. melléklet</b> .....	<b>81</b>

## Definitions

The Doctoral Code of the University of Debrecen uses the concepts related to doctoral training and obtaining a PhD degree in accordance with the following definitions:

**doctoral council:** a body established for organising doctoral training and awarding PhD degree which has decision making authority in relation to doctoral training, with special regard to admission to training, launching the PhD degree process and awarding the degree. At the University of Debrecen, the university doctoral council is elected by the Senate and the doctoral councils of various fields of science are elected by the university doctoral council.

**doctoral school:** a training organisation involving various organisational units of the university which is approved by the Senate. Doctoral schools perform preparation training for obtaining a PhD degree. Academic or other research groups supported by the Hungarian Academy of Sciences or other external research institutes may also cooperate with the doctoral school.

**core members:** teachers or researchers with a PhD degree employed part- or full time by the University of Debrecen or as civil servants, performing constant, high profile scientific activity in the doctoral school's field of science, who, based on section 3 of paragraph 26 of the Act CCIV of 2011 On National Higher Education, indicated the University of Debrecen in terms of budget support. Following the approval of the doctoral council, a Professor Emeritus of the University of Debrecen may also become a core member in accordance with section 1 of paragraph 32 of the Act CCIV of 2011 On National Higher Education. Furthermore, scientific advisors or research professors with DSc (Doctor of Sciences) and PhD degree in the scientific field of the doctoral school, performing constant and high profile scientific activity in the scientific field and research field of the doctoral school, employed part- or full time by a research institute or as civil servants may also become core members if the university entered into a specific agreement with the given research institute. Core members shall comply with the above specified conditions for at least five years and they shall undertake to perform supervisory activity in the doctoral school. In addition, it is a prerequisite of becoming a core member to perform supervisory activities for at least one PhD candidate (two in the case of co-supervising) who successfully obtained a PhD degree.

**head of the doctoral school:** a university professor of the University of Debrecen who is responsible for the scientific standard and training activity of the doctoral school, a regular or correspondent member of the Hungarian Academy of Sciences or a Doctor of Sciences (DSc) (hereinafter referred to as academic doctor).

**council of the doctoral school:** a body which holds regular sessions, assisting in the activity of the head of the doctoral school and whose members are elected by the core members of the core members of the doctoral school, while they are commissioned and withdrawn by the doctoral council of the scientific field.

**teachers of the doctoral school:** teachers and researchers with PhD degree who, at the suggestion of the head of the doctoral school, are acknowledged by the doctoral council of the scientific field to perform training, research and supervisory activities within the doctoral school.

**doctoral program:** a training and research organisation within the doctoral schools which operates based on the approval of the doctoral council of the scientific field if the conditions specified by the Doctoral Code are met.

**doctoral candidate:** students participating in the doctoral training who are entitled to rights and obliged to perform duties specified in the regulations related to higher education.

**student status of doctoral candidates:** the legal status between doctoral candidates and the higher education institution, the content of which is made up of the rights and obligations of the institute as specified in the regulations related to higher education. The university legitimates student status by issuing and validating Student's IDs.

**state doctoral scholarship:** financial support to doctoral candidates who are Hungarian citizenship and take part in full time organised doctoral training, as well as to foreign students who are treated as Hungarian citizens based on certain regulations or international agreements.

**doctoral training:** a training, research and reporting activity performed within the framework of individual or team preparation based on the peculiarities of the given scientific field and the needs of the doctoral candidate. Doctoral training has a training and research stage, as well as a research and dissertation stage. MSc degree is a prerequisite of doctoral training. At least 240 credits have to be obtained in the course of doctoral training and the duration of training is eight semesters.

**doctoral topic:** a partial research field which is suitable for doctoral candidates to attain the use of scientific methods and obtain valuable scientific findings under the guidance of their supervisors. The doctoral candidates publish their findings in the form of various scientific publications, presentations and their doctoral dissertation (creation, work).

**complex exam:** during the doctoral training, at the end of the fourth semester, doctoral candidates take a complex exam to conclude the training and research stage of PhD training, as well as to start the research and dissertation stage. The complex exam is meant to measure and evaluate the study and research progress.

**supervisor of the doctoral thesis:** teachers or researchers with a PhD degree whose topic announcement is approved by the council of the doctoral school and; therefore, supervise and help the studies and research work of doctoral candidates and support them in their preparation for obtaining a PhD degree.

**credits:** the measurement unit of work performed to attain the specified knowledge, to meet various subject requirements, research work and training duties during doctoral training. In general, one credit can be obtained with 30 work hours of performance.

**foreign partial training:** part of the doctoral training in which doctoral candidates participate based on a thesis-related work program approved by their supervisor which guarantees the validity of the given training period in the doctoral training program of the university. The council of the doctoral school decides about accepting the work program of foreign partial training.

**PhD degree process:** the research and dissertation stage of doctoral training, following the successful complex exam.

**doctoral dissertation:** the written work produced by the student taking part in the PhD degree process which proves that the doctoral candidate is able to independently perform the scientific task required for obtaining the degree; the dissertation may be written either in Hungarian or English, or any other language which is required by the topic of the dissertation.

**doctoral dissertation abstract:** a summarised work for the scientific public, prepared on the basis of the doctoral dissertation in which doctoral candidates present the scientific findings based on which they give proof during the PhD degree process that they are prepared for obtaining the PhD degree. Dissertation abstracts may be prepared in Hungarian or English (or in other languages, subject to the peculiarities of the given branch of science).

**PhD degree:** a degree awarded by the university doctoral council based on the participation in the organised training program of the university, or individual preparation. PhD degrees are awarded within the framework of a PhD degree process.

## **General provisions**

### **1§**

(1) These rules of procedure were put together on the basis of the Government Decree 387/2012 (XII.19.) on Doctoral Schools, doctoral procedure and habilitation. Furthermore, Act CCIV of 2011 on National Higher Education, the Doctoral Code of the University of Debrecen, the Code of the Doctoral Council of Social Science, the Study and Examination Regulations of students participating in doctoral training (Doctoral SER of the Faculty of Economics of the University of Debrecen) and the statement of the Hungarian Accreditation Committee on establishing and operating doctoral schools (Annex 4 of the Rules of Operation of the Hungarian Accreditation Committee) are also taken into consideration.

(2) The name of the doctoral school is Károly Ihrig Doctoral School of Management and Business Administration – hereinafter referred to as Doctoral School (DS) – and it is operated within the Faculty of Economics of the University of Debrecen.

(3) The following aspects are of chief importance during the doctoral training and PhD degree process in the DS:

- a) Constant improvement of the education/training standards and maintaining a high quality level even in international terms.
- b) By performing high standard and successful primary and secondary research, the DS can directly contribute to the sustainable development of both Hungary and the European Union, while also increasing international competitiveness and indirectly improving social wellbeing.
- c) Conveying research methodological knowledge and developing science ethical values which conform to the standards of both Hungarian and international training of scientists.
- d) Increasing the satisfaction level of students, university employees and social players (employers of graduated students, people and enterprises cooperating with the university, etc.), making efforts to fulfill social demand.
- e) Increasing the efficiency and successfulness of operation at all times.

## **Establishment of the doctoral school**

### **2§**

(1) The doctoral school was established at the recommendation of the Doctoral and Habilitation Council of the University of Debrecen and the proposal of the rector of the university by reorganising the its legal predecessor, the accredited type “A” doctoral program entitled “*The economics of agricultural enterprises and rural development*”. The Hungarian Accreditation Committee (HAC) accredited the Doctoral School with its resolution no. 2002/2/III. According to this resolution, “*The University of Debrecen is entitled to perform doctoral training, award doctoral degrees and carry out habilitation procedures in the field of social sciences, and, more specifically, multidisciplinary social sciences (business and management sciences, crop production and horticultural sciences, animal husbandry sciences)*”.

(2) The plenum of HAC modified the classification of the Doctoral School in terms of field of science and branch of science with its resolution no. 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. Business and management sciences).

(3) Based on the HAC resolution no. 2008/3/VII/2/019, the Doctoral School was classified as “**compliant**” in the accreditation procedure. According to the compliance procedure, the degree awarding right of the doctoral school covers the branch of science of **business and management sciences**.

(4) The HAC resolution no. 2014/10/XIV/38/2 **upholds** the accreditation of the doctoral school with the monitoring performed on 01/10/2015 until 31/12/2019 if the conditions of operation are constantly provided.

(5) The research field of the DS is built on the traditions of its legal predecessor (*the macro- and microeconomics and rural development-related questions of agribusiness*), or, in the wider sense of the word: the DS performs its activity in the field of business/management/organisation sciences.

## **Organisation of the doctoral school**

### **3§**

(1) The University Doctoral and Habilitation Council (UDHC) of the University of Debrecen (UD) supervises the training and procedures of the doctoral school of the Faculty of Economics (FE). The operation of the DS is directly supervised by the Doctoral Council of Social Science (DCSS). The decision-making body of the DS is the Council of the Doctoral School (CDS).

(2) The core members and the personal constitution of the DS have to be in conformint with the related requirements of the regulations listed in paragraph 1.

(3) The head of the doctoral school may recommend a new core members by asking for the opinion of the CDS and the Doctoral Council of Social Science (DCSS) and with the apprcol of UDHC.

(4) The range of core members is confirmed by the accreditation and periodical revision of the HAC.

(5) The head of the DS is commissioned by the Rector at the recommendation of the CDS and with the approval of the UDHC and the Senate, in accordance with point 7 of paragraph 1 of the University Doctoral Code. The head of the DS is a university professor with a PhD and DSc (doctor of science) degree, or, in accordance with the decision of the UDHC in exceptional cases, equivalent scientific performance who is employed full-time by the university.

(6) The commissions specified in paragraph 3 terminate in the following cases:

- a) the commission ends,
- b) withdrawal by means of the same procedure as commission,
- c) the commissioned person resigns,
- d) the permanent hindrance or death of the commissioned person.

(7) Data of the Doctoral School:

- a) name: **Ihrig Károly Gazdálkodás- és Szervezéstudományok Doktori Iskola**
- b) name in English: **Károly Ihrig Doctoral School of Management and Business**
- c) short name: **Ihrig Károly Doktori Iskola (IK-DI)**
- d) short name in English: **Károly Ihrig Doctoral School (KI-DS)**
- e) place of operation: **H-4032 Debrecen, Böszörményi út 138.**
- f) code: **D54**
- g) tel./fax: **+36 52 508-482 88044/88104**
- h) e-mail: [rakos.monika@econ.unideb.hu](mailto:rakos.monika@econ.unideb.hu)

#### 4§

(1) In addition to the University Doctoral Code, the duties of the head of the DS include the following:

- a) Putting together the accreditation material of the DS and the successful management of the accreditation process.
- b) Establishing norms and requirements.
- c) Management of the constant maintenance of the rules of operation and codes of procedure and taking responsibility for meeting these rules and codes completely.
- d) Taking part in the work of the DCSS.
- e) Putting together and presenting annual reports.
- f) Putting together and presenting the annual budget plan.
- g) Approving the minutes/reminders of council sessions.

(2) Duties of the secretary of the DS:

- a) Preparing CDS meetings.
- b) Preparing exams and closed dissertation defenses.
- c) Organising conferences and forums for doctoral candidates.
- d) Preparing modifications in the curriculum.
- e) Organising training.
- f) Launching the “alumni” program of the DS and updating its records.
- g) Preparing the admission procedure.
- h) Finalising the minutes/reminders of council sessions.



(3) Duties of the administrator of the DS:

- a) Keeping the student, teacher and training records, maintaining the archives.
- b) Administrative tasks of students.
- c) Administration of financial affairs.
- d) Education-related administration, settling accounts.
- e) Website management and maintenance.
- f) Supervision and management of the online student interface “Neptun”.
- g) Database management: regular updating of the data and documents of the DS.
- h) Management of the national doctoral database.
- i) Putting together time-tables.
- j) Putting together the minutes/reminders of council sessions.

(4) The data of the people performing DS duties are shown in *Annex 1*.

(5) The core members of the DS are listed in *Annex 2*.

(6) Council of the Doctoral School (CDS). Members of CDS with voting rights: head of the DS, core members of the DS and the elected representative of doctoral candidates. The secretary of the DS, heads of institute and professor emeriti are members with a right of discussion at the invitation of the head of the DS. The heads of the legal predecessor doctoral program of the DS and its school are permanent honorary members of the CDS and, unless they are core members, they have the right to participate in the sessions of the CDS with a right of discussion. The members of the CDS are listed in *Annex 3*. The scope of the Council depends on the regulations of the University Doctoral<sup>1</sup> and Habilitation Council and the Doctoral Council of Social Science.

(7) DS forum. A Scientific Forum which is gathered once per year with the participation of the members of the CDS, supervisors, teachers of the PhD training, PhD students and students graduated from the DS.

(8) The registration system of the DS is managed by the administrator of the DS. During the maintenance of financial records, the administrator of the DS keeps parallel records of each budget in addition to the Finance Department. Taking care of internal affairs and mailing belong to the duties of the secretary and the administrator of the DS.

## **Operation of the doctoral school**

### **5§**

The operation of the DS is managed by the head of the DS.

### **6§**

(1) The CDS evaluates all topics and approves their announcement only in the cases when the intellectual and infrastructural background is provided and they consider it realistic to submit a high-standard dissertation in the given topic. Supervision at an external research location is possible in institutions which entered into an agreement with the doctoral school and where the legal employment status of the student is arranged and the rights and obligations of students are clearly laid down. In each year, the DS requests topic suggestions and announces PhD topics. Those proposing a PhD topic are expected to be suitable as supervisors. The CDT decides about accepting topics and supervisors. Topics are announced on the website of the

---

<sup>1</sup> <http://unideb.hu/portal/sites/default/files/szabalyzatok/doktszab2016apr28.pdf>

DS and the Hungarian Doctoral Council (HDC). The *evaluation of the previously supervised topics* of supervisors is meant to keep students from being assigned to supervisors constantly providing unsuccessful supervision.

Successful	In process	Unsuccessful
Final exam: within four years, Start: final exam + within one year, PhD degree: within five years.	Final exam: within four years, Start: final exam + within one year, PhD degree: the five years have not passed yet.	Unsuccessful and not in process.

(2) **Supervisors** shall have doctoral degree (DSc, CSc, PhD) and at least a habilitation degree or equivalent international higher education teaching and research practice from 1<sup>st</sup> January 2014. In addition, supervisors shall be internationally renowned scientists in the field of business and management sciences, performing outstanding scientific and research activity. Based on the experience supervisors have in education, research/creation and research management, they are able to manage the work of students, those participating in doctoral training, as well as assistant lecturers, they publish in foreign languages and they hold seminars and lectures.

Anyone who proposes a topic becomes a supervisor if a student applying for the announced topic is admitted and enrolls into the doctoral school. A maximum of two doctoral candidates may be applied to a supervisor in an enrolment period and one supervisor shall not have more than six doctoral candidates at a time. During the approval of the commission of supervisors, the doctoral council of the scientific field considers the successfulness of the previous supervisory activity of the given supervisor.

(3) A doctoral candidate shall not have more than two supervisors at a time. Dual supervising is possible in the case of multi- and interdisciplinary research topics. For the sake of accountability, one of the supervisors have to be commissioned as the **responsible supervisor**. The CDS (similarly to the HAC) does not consider consultancy to be supervising. “*Joint degrees*” also proposed in EU programs usually call for dual supervising. Passing the final exam terminates the restriction that a supervisor shall have a maximum of six doctoral candidates at a time. The DS deletes the doctoral candidate from the system if he/she does not pass the final exam in seven years after starting his/her studies.

(4) Therefore, the work of doctoral candidates is managed by one supervisor (or two in especially grounded cases if there are differences in the covered scientific fields) with full responsibility, helping candidates in their studies, research work and preparation for obtaining a PhD degree (if there are two supervisors, one of them must have a habilitation degree). Supervisors shall have at least habilitation degree (from 1<sup>st</sup> January 2014) and be employed full-time by the University of Debrecen as a teacher or researcher or Professor Emeritus, or employed as a teacher or researcher by an institute which entered into a doctoral training agreement with the DS. In addition to an external supervisor, the CDS shall also appoint an internal supervisor who helps the work of the external supervisor on behalf of the UD and keeps track of the professional advancement of the student.

(5) Doctoral candidates and their responsible supervisors are registered in the DS (even if they are employed by a different institution) and the doctoral degree is issued by the mother institution, too. *The two supervisors may be in the same DS or two different doctoral schools of the same institution or two different doctoral schools of two different institutions, the latter also including non-Hungarian higher education institutions.*

(6) The supervisor manages the studies and research work of the doctoral candidate. The doctoral candidate may request the appointment of a new supervisor from the head of the doctoral school due to well-grounded reasons on one occasion during the whole doctoral training (if the head of the doctoral school is also the supervisor, the doctoral candidate shall request a replacement from the president of the doctoral council of the scientific field). The **replacement of the supervisor** is possible for various objective (change of the place of residence, death) subjective reasons (changing interests, deteriorating relationship with the supervisor), initiated either by the doctoral candidate or the supervisor. The handling of problems is the right and responsibility of the CDS. The head of the doctoral school is obliged to present the request to the doctoral council of the scientific field after asking for the opinion of the council of the doctoral school and, if the reasons are found to be grounded, coming up with a recommendation of a new supervisor. The council then decides about the approval or rejection of this recommendation.

(7) It is possible to acknowledge **incomplete** supervisory activities. The *common* requirement of successful supervision which can be acknowledged in a quantifiable way is for the *supervisor* to provide continuously documented previous activity in the institute *for at least one full year* and *for the doctoral candidate* to provide valuable performance (thesis, publication, presentation, poster, etc.) which was created in cooperation with the supervisor(s). (The general education activity performed within the framework of the DS is not part of supervision, as it is the duty of teachers and not supervisors.) *The activity of a maximum of three supervisors can be acknowledged for an obtained degree* based on such “*sequential*” (i.e. non only parallel) events. In addition to continuous documentation on behalf of the institution, the prerequisite of acknowledging all three supervisors’ activity is that they are indicated as supervisors in thesis (on the cover page) of the doctoral candidate. Consequently, the doctoral candidate also acknowledges the meaningful role of the indicated supervisors. The same acknowledgement option is valid if a doctoral candidate obtains a degree at a foreign university as a result of the previous meaningful and documented cooperation with a Hungarian supervisor (as declared by the DS). The accreditation-related consideration of *incomplete* supervisory activity is possible if the supervisor is able to show at least *one year long* meaningful activity which is fully documented from the beginning. As a matter of course, the length of this period increases to at least two years in the case of dual supervising.

(8) The DCSS may change the doctoral topic or replace the supervisor/consultant at their request or at the request of the affected doctoral candidate and based on the recommendation of the CDS.

## 7§

(1) The **order of topic proposals**. The titles of PhD research topics and the name of supervisors are announced until *15<sup>th</sup> April* of the given year on the website of the DS and the Hungarian Doctoral Council (doktori.hu) based on the proposals submitted in writing until 31<sup>st</sup> March and following the declaration of the Council of the Doctoral School. Supervisors present short and detailed topic proposals. Short proposals should not be more than 500 characters, which include a short topic, the examined research field and issue. A detailed topic proposal should not be more than 2000 characters and include the following:

- a) topic;
- b) definition of the examined issue;
- c) expected research method;
- d) estimated need of sources.

(2) There are **two forms of organised doctoral training**: full-time and part-time. Admission opportunities and the condition of admission are also published on the doctoral school's website. The published information includes the following:

- the number of students planned to be admitted;
- information on reimbursement and allowances;
- conditions of admission, with special regard to the evaluation of the entrance examination, as well as the principles of ranking;
- the fee of the admission procedure and the necessary information regarding its payment;
- other information specified in decrees and the information necessary for applicants.

(3) The application form (Annex 2 of the Doctoral Code of the University of Debrecen<sup>2</sup>) can be accessed electronically on the website of the university (*Annex 4*). The *deadline for application is 15<sup>th</sup> May*. It is the duty of the doctoral school of social sciences to supervise entrance examinations, while the doctoral school takes care of organising and arranging them.

(4) Students can take part in doctoral training only by means of applying for a proposal published on [www.doktori.hu](http://www.doktori.hu) and following a successful hearing in front of the admission committee. It is the prerequisite of taking the entrance examination to provide a written declaration of receptiveness on behalf of both the supervisor and the unit where the doctoral candidate plans to be admitted to (department or external institution). The professional habitus score reached during the entrance examination are partially meant to evaluate the doctoral candidates' experience in the selected topic. The formal requirement of admission is to have a university degree with at least good grade and a certificate of language skills needed for performing the given branch of science, as per required by the CDS. In the case of a university degree with average grade, the period of prescription is 5 years after obtaining the degree (in this case, the previous school achievement will not be evaluated during admission, but the maximum score of professional knowledge and scientific work increases by 15-15 points, respectively). The DS organises entrance examination for the proposed topics. The CDS puts together the Admission Committee(s) (AC). The prerequisite of admission to full- and part-time training is to obtain at least 60 out of 100 points. The scoring of the doctoral admission procedure is shown in *Annex 5*. Professional practice can also be taken into consideration in the case of students applying for part-time training. Following admission discussions, the AC ranks the applicants. Based on the minutes of the AC, the CDS makes a recommendation to the head of the DS for admission, as well as the awarding of state scholarships. Accordingly, the head of the DS submits a proposal to the DSCC.

(5) General content and format requirements of the application to be submitted during the admission procedure.

I. General requirements:

- a) Preparing an application based on the aspects provided in advance is a prerequisite of oral entrance examination/discussion. The purpose of this application is to show the suitability of the applicant, the proper knowledge of the selected topic, as well as the commitment of the candidate to work out the topic and to fulfill the doctoral requirements.
- b) The topics of future doctoral candidates are selected by the DS after consulting the competent institutes/departments in order to verify that these topics are in accordance with the training purpose and they meet the requirements of the scientific field, while the candidates also have the chance to perform the necessary analyses and to collect and process the necessary data.

---

<sup>2</sup> <http://unideb.hu/portal/sites/default/files/szabalyzatok/doktszab2016apr28.pdf>

- c) After the research topic is selected, the doctoral candidate prepares a preliminary research plan in cooperation with the future supervisor. In this research plan, it is necessary to show the aims and preliminaries of research, while the examined problem also needs to be addressed in addition to describing the planned research methods and expected results.
- d) The application shall be submitted in two copies to the DS administrator until the deadline specified by the DS. Not meeting this deadline results in exclusion from the admission procedure. Deficiencies can be remedied until the date of the admission discussion.
- e) Applications are reviewed by the AC based on the provided aspects. During the admission discussion, the applicant presents the problem to be examined, as well as the preliminary research plan and outlines his/her knowledge in terms of the relevant technical literature.

## II. Format requirements:

- a) The application has to be bound.
- b) External cover page: white hardbound paperboard; size: A4; Inscriptions (black letters, center-aligned): University of Debrecen / Károly Ihrig Doctoral School of Management and Business Administration / APPLICATION / Name of the doctoral candidate / Place of submitting the application (Debrecen), year of submission.
- c) Inscriptions of the internal title page: Name of the university / faculty / doctoral school / head of the DS / title of the selected topic (long and short topic: 250 and 150 characters maximum, respectively) / name of the doctoral candidate / indication of full-time or part-time training or individual preparation) / name(s) and position(s) of supervisor(s) / place of submitting the application (Debrecen), year of submission.
- d) The application has to be prepared on white A4 sheets with 1.5 line spacing, 3 cm margin on the left, 2.5 cm margin on the right and 2.5 cm margin on the top and bottom. Font type to be used: Times New Roman, font size: 12.

## III. Content requirements:

- a) The application shall contain the specified sections and documents in the provided order.
- b) The order and or preparing the application:
  - Table of contents (The table of contents has to be inserted on the page following the internal title page in decimal number system.).
  - Filled out application form.
  - Proof of payment of the admission procedure fee.
  - Preliminary research plan (Brief outline of the envisaged research plan, maximum length: 5 pages, including overall topic description, research preliminaries, objective, research concept and method, expected results.).
  - Professional CV (with photo).
  - Motivation letter (including the personal reason for choosing the given topic).
  - List of publications.
  - Professional recommendation from the planned supervisor.
  - Copy of the doctoral candidate's university degree attested by notary public (attestation is not necessary if the degree was issued by the University of Debrecen or its legal predecessor). Copy of the registration book in the case of graduating students.
  - Copies of documents justifying language skills attested by notary public.
  - Criminal record (not necessary for the employees of UD).
  - Declaration of consent of the workplace (Only necessary in the case of fee-paying part-time students or individual preparation. The declaration includes

the following: consent to pursuing studies; declaration about providing the conditions of research, method of paying the tuition fee).

(6) As specified by law, the primary foreign language used in the related scientific field in economic science is English. A type “B2” intermediate state language exam in English is an admission criterion *starting from 2015*. Until 2015, the Doctoral Code of the DCSS is competent, i.e., the Doctoral Schools of the DCSS specify the following requirements of application in addition to the requirements set out in Section 4 of Paragraph 4 of the Doctoral Code:

- In the application, type “B2” intermediate language exams of a modern language can be accepted in all cases, while language exams of languages not used in the field of economic and legal sciences (e.g. Esperanto and Lovari) cannot be accepted.
- In the case of Hungarian doctoral candidates coming from neighbouring countries, the language of the country of origin can be accepted.
- If the native language of the doctoral candidate is not Hungarian, it has to be accepted as the accomplishment of the requirement level of the given language.
- Starting from 1<sup>st</sup> January 2013, the requirement of admission is an elementary language exam in English (in addition to an intermediate language exam in a modern language which is not English).

(7) The order of admission discussion. The admission committees are designated by the Council of the DS. The system of aspects and points of the admission evaluation is established in accordance with the Doctoral Code of the University of Debrecen. During the admission discussion, applicants shall present the research topic and their research ideas concerning the submitted research plan. In addition, applicants have to show their preparedness in the field of related technical literature.

(8) According to the Doctoral Code of the University of Debrecen, it is possible to obtain a doctoral degree by means of individual preparation. The aim of individual preparation is to make it possible for professionals who obtained MSc degrees in Hungarian or foreign universities (or certifications of degrees or skills of equivalent university level) and significant education and/or research practice and documented scientific performance (proper number of high standard publications) to obtain doctoral (PhD) degree. As it is an exceptional procedure, it can be used only in especially grounded cases. Doctoral candidates preparing individually are expected by the DS to conform to the requirements of complex examination (draft thesis, scientific publications and language exams).

(9) Aspects of selecting doctoral candidates:

- a) The personality of the doctoral candidate should be suitable for research work.
- b) Motivation (commitment) to the research and education career and scientific work.
- c) Undertaking the doctoral candidate and the planned doctoral topic should represent professional, networking, economic and scientific benefits for the supervisor, department, institute and faculty.
- d) The supervisor can take responsibility for the work, as well as the professional and existential advancement of the doctoral candidate.
- e) The doctoral candidate should be suitable for fitting into a department community.
- f) Expected skills: good communication skills, creativity, problem recognition ability.
- g) Expected competencies: English language skills, outstanding school achievements, ability to process and analyse technical literature sources.

(10) Duties of the supervisor:

- a) Formulating the research problem, proposing a topic.
- b) Cooperation in working out the final research plan. The research plan is approved by signing it.
- c) Conveying the standards and scientific requirements of the DS.
- d) Management and keeping track of the research work. In the case of non-compliance, the head of the DS has to be notified.
- e) Management of the reporting of the doctoral candidates, supervising the performance of obligations specified in the research plan (the requirement of signing the “Research work” is to achieve the indicators and target values undertaken by the doctoral candidate).
- f) Making suggestions to the final exam committee in relation to the composition of the evaluation committee of the closed and open dissertation defense.
- g) Supervising the complete fulfilment of formal requirements when putting together the doctoral dissertation.
- h) The supervisor signs the declaration acknowledging the doctoral candidate’s performance, thereby verifying that thesis is in conformity with the content requirements specified by the DS.
- i) Preparation of the student to closed and open dissertation defense.

**8§**

(1) Admission decisions have to be made public at the university in a way to be accessible for everyone interested. Applicants are informed about the decision by the DCSS in writing within eight days. Also, the DCSS shall provide an explanation if the admission is declined. In the case of admission, doctoral candidates have to be notified about the time of registration the documents needed for registration and the start of the school year. References shall be made to the costs related to training and information should be provided about who these expenses will be borne by.

(2) At the time of registration, admitted students have to sign a statement in which they declare that they carefully studied the Code of the DS, as well as the requirements set by the DS and that they understood their rights and obligations accordingly.

(3) In each case when the costs of the training or research are borne by the doctoral candidate, their workplace or any other entity undertaking this obligation, the detailed conditions of this obligation have to be laid down in a separate contract.

(4) The CDS decides about the acceptance of subjects in the course of training and the update of the training programme. The CDS revises the training programme at least once in three years. Before starting each school year, the CDS accepts the list of subjects recommended in the doctoral training, as well as the related teachers. The accepted subjects are announced in the online student interface “NEPTUN” and also on the website of the DS.

(5) The teachers of the DS shall be researchers or teachers with a habilitation degree, or equivalent Hungarian and international higher education training practice who are internationally acknowledged representatives of economic and business sciences, performing outstanding scientific and research activity in training. Based on their practice obtained in research and research organisation, these professionals have the necessary skills to manage the studies and scientific activities of students, those participating in doctoral training and research assistants, as well as their publications in foreign languages, holding seminars and lectures.

Full-time employees of foreign research institutes, universities, enterprises or other institutions may also become teachers of the DS (as external teachers) if their host organisation entered into a collaboration agreement with the DS in writing for the purpose of accomplishing the objectives of doctoral training. The teachers of the doctoral school appear in the database of the HDC and if a teacher carries out training activity in additional doctoral schools, they need to list these doctoral schools on their HDC datasheet, specifying their percentage of involvement in each of them.

(6) The DS determines the expectations in relation to the research activity in the course of doctoral training, as well as the expected level of independence. Doctoral candidates have to hold at least one professional lecture per year focusing on their research findings in Hungarian and/or foreign language forums (PhD conference). In addition, it is the duty of the doctoral school to support students in visiting foreign universities/institutes during their training where there are ongoing research activities related to their topics.

### **9§**

(1) The website of the doctoral school provides regularly updated, public information on their actual training plans, subjects and teachers. The DS is responsible for maintaining the registration system, administration tasks and providing information.

## **Legal status of PhD students**

### **Legal status of full-time students in the organised doctoral training**

### **10§**

(1) Students taking part in doctoral training may undertake tasks. Doctoral candidates undertaking training tasks are entitled to teacher rights in accordance with Section 1 of paragraph 35 of the Act on National Higher Education.

(2) The content, nature and duration of training activity have to be laid down in a contract (doctoral candidate contract) between the doctoral candidate and the head of the organisational unit responsible for the given training activity, countersigned by the supervisor. The fulfilment of the given task is verified by the head of the organisational unit responsible for the given training activity.

(4) Doctoral candidates are entitled to 25 days off a year and it is the task of the supervisor to keep a record of these holidays.

(5) Doctoral candidates who have income from full-time employment cannot be entitled to state scholarship.

(6) Doctoral candidates receiving state scholarship are entitled to accommodation in the dormitory in all 12 months of the year, based on the same conditions as students taking part in basic training. All other rules of accommodation in the dormitory are listed in the “Rules of procedure of the dormitories and student homes of the University of Debrecen” and the “Student payment and benefit regulation of the University of Debrecen”.

### **Financial assistance to doctoral candidates and fees to be paid by them**



## 11§

(1) Full-time doctoral candidates taking part in organised doctoral training (foreign students who are considered to be equal to Hungarian students based on a provision or an international agreement) may be entitled to scholarship provided by the government or other funding sources. Any planning unit or organisational unit of the university can use its national or international project funding sources, budget or other income to pay doctoral scholarship. The yearly doctoral scholarship amount of full-time doctoral candidates receiving state scholarship is the yearly norm determined for this purpose and 56% of the schoolbook, lecture note, sport and cultural norm. Enrolled doctoral candidates are paid one twelfth of this calculated amount each month.

(2) The following services can be freely used by students during state scholarship doctoral training:

- a) choosing lectures, seminars, consultations, practices and field exercises which are needed for meeting the training and study requirements specified in the training programme, as well as submitting reports, taking exams and one-time repetition of unsuccessful reports and exams and launching the PhD degree process as long as the student legal status is valid,
- b) workshops organised by the college for advanced studies,
- c) using the facilities of the higher education institution – the library and its services, laboratory, IT, sports and leisure facilities –, as well as its tools related to the freely available services,
- d) first-time issuing of all deeds related to the training and obtaining the PhD degree.

(3) The university is not entitled to any management service fee (e.g. enrolment fee) within the framework of the state scholarship training.

(4) In the case of the inaccurate assessment of fee, doctoral candidates may lodge an appeal to the president of the doctoral council of the scientific field within 15 workdays following notice. The appeal shall be judged within eight days from the date of delivery. The doctoral candidate may request legal remedy against the resolution from the rector within 15 workdays following notice. The rector either approves, changes or invalidates the resolution of the head of the doctoral council.

(5) The doctoral candidate is entitled to remuneration for any **training** activity which is not part of the doctoral training (i.e. no credit is awarded). This remuneration is provided by the given organisational training unit. The work is performed on the basis of a contract with the doctoral candidate. Averaged over a semester, the duration of work performed this way shall not exceed 50% of the total weekly amount of working hours. The working hours of doctoral candidates shall be scheduled in a way to be able to fulfil their obligations to prepare for examinations and take examinations. Based on the doctoral candidate contract, salary is paid to doctoral candidates, the monthly amount of which shall not be less than the lowest amount of obligatory salary (minimum wage) in the case of employment whose duration equals to 50% of the total working hours. In the case of employment of different duration, the amount of salary shall be calculated on a time proportion basis.

(6) Doctoral candidates are entitled to remuneration for performing research duties which are not part of the doctoral training (no credits are awarded). This remuneration shall be paid by the given research project or the organisational training unit providing the commission. The work is performed on the basis of a contract with the doctoral candidate. Based on the doctoral candidate contract, salary is paid to doctoral candidates, the monthly amount of

which shall not be less than the lowest amount of obligatory salary (minimum wage) in the case of employment whose duration equals to 50% of the total working hours. In the case of employment of different duration, the amount of salary shall be calculated on a time proportion basis.

(7) Doctoral candidates shall pay a fee for accommodation in the dormitory. The amount of this fee is specified by the “Student payment and benefit regulation of the University of Debrecen”.

### **Part-time organised training**

#### **12§**

(1) The employees of the university – or people in a situation which can be considered equal – may request and be admitted to the part-time organised doctoral training while keeping their employment status.

(2) The admission procedure and evaluation are the same as in the case of those applying for full-time training. Applicants may request their admission to full- or part-time organised training.

(3) Those participating in part-time training are obliged to fulfil the requirements of the same number of semesters and conform to the same conditions as full-time students.

(4) Part-time doctoral candidates are not entitled to scholarship and doctoral trainings are not entitled to budget support in relation part-time students.

(5) Part-time doctoral candidates pay tuition fee, the amount of which is determined by the council of the doctoral school and publishes it along with the admission requirements. The amount of money which the doctoral school is paid in the form of tuition fee shall be spent on the training of doctoral candidates paying the tuition fee. The specific use of this fee is decided by the council of the doctoral school.

### **Individual preparation**

#### **13§**

(1) The aim of individual preparation is to make it possible for professionals who obtained MSc degrees in Hungarian or foreign universities (or certifications of degrees or skills of equivalent university level) and significant education and/or research practice and documented scientific performance (university doctoral title and/or proper number of high standard publications) to obtain doctoral (PhD) degree. As it is an exceptional procedure, it can be used only in especially grounded cases. The reasons for individual preparation have to be laid down in writing by the doctoral council of social science during the admission procedure.

(2) The application shall only be accepted by the doctoral council of the scientific field if the applicant passes the entrance examination.

(3) By accepting the application, individually preparing doctoral candidates shall have a fee-paying student legal status. At the same time of accepting the application, the doctoral council of the scientific field puts together the committee of the complex exam and its

subjects. Following the acceptance of the application, individually preparing doctoral candidates shall take a complex exam.

(4) The doctoral council of the scientific field invites a supervisor for the individually preparing doctoral candidate from among the professionally related supervisors of the doctoral school in order to help and keep track of the doctoral candidate's preparation.

(5) Individually preparing doctoral candidates meet their study obligations by passing the complex examination, but they also have to fulfill all requirements of obtaining a doctoral (PhD) degree.

(6) Individually preparing doctoral candidates shall pay a tuition fee and the income from this fee shall be spent on the purposes of doctoral training as per the disposal of the council of the doctoral school. The council of the doctoral school decides about the extent and use of the tuition fee (the amount of tuition fee is 165 thousand HUF per semester + 160 thousand HUF (procedural fee of obtaining the PhD degree)).

(7) Individually preparing doctoral candidates may also participate in the study workshops of doctoral schools.

## Study requirements

### 14§

(1) Doctoral candidates need to obtain 30±3 credits each semester to be able to take the final exam. Consequently, doctoral candidates have to obtain at least 240 credits during the whole training (one credit can be obtained with 30 working hours of performance). If a doctoral candidate fails to obtain the prescribed number of credits during the given semester for reasons attributable to the doctoral candidate, the doctoral council of social science decides about the suspension of transferring the doctoral scholarship. If the doctoral candidate does not make up for his/her negligence within a year, the doctoral council of the scientific field may decide to terminate the student legal status.

(2) Doctoral candidates can obtain study (**training**) **credits** by studying and taking exams. Usually, one credit can be obtained in a semester by attending one hour of lecture per week and taking the respective exam. (*The basis of this measure is that one hour in 12-14 weeks of training and 18-16 hours of preparation equal 30 working hours.*)

The number of study (training) credits doctoral candidates are **obliged to obtain** is 20. The obtaining of credits is verified by the lecturer in the registration book based on taking the respective exam, writing a test, submitting a report, etc. Credits can be assigned only to subjects with a 5-grade rating system.

(3) In the course of **guided training**, doctoral candidates develop their lecturer and communication abilities by holding contact courses under the supervision of an appointed teacher based on a previously developed and properly documented curriculum from the second year. This activity usually consists of six contact classes per week in a semester, with the support and supervision of the department responsible for the given programme. Depending on the nature of the programme, one credit is awarded in exchange of two hours of teaching activity per week, performed for a whole semester. The subject and the assigned credit is determined by the supervisor/head of the consultant's department in cooperation with the supervisor and its fulfilment is acknowledged by the supervisor to the administration of

the doctoral school. During the doctoral training, the number of credits to be awarded equals to the number of classes held per week which shall not exceed 40 credits. Even part-time doctoral candidates may be involved in training, however, teaching activity performed in other higher education institutes can also be acknowledged if it is closely related to the research topic.

(4) Doctoral candidates obtain the overwhelming majority of the mandatory 240 credits as **research credits** (1 credit = 30 working hours). In the first four semesters, the fulfilment of credits is acknowledged by the supervisor every semester based on the written report submitted by the doctoral candidate. The supervisor forwards the semester reports of the doctoral candidate to the head of the DS after the end of each semester. Following the complex exam, the acknowledgement of research credits is done based on the scientific publication activity and the readiness level of the doctoral dissertation which. The obtained research credits are approved by the head of the doctoral school.

### Study requirements

Description	Number of credits
Study credit	20
Guided training	max. 40
Research work	max. 220
<b>Total:</b>	<b>min. 240</b>

### Courses to finish

Courses	Semester	Number of credits	Total
General research methodology (qualitative and quantitative methodology skills) (Course instructors: Dr. Péter Balogh, Dr. András Kun)	1.	4	<b>20</b>
Micro- and macroeconomics (Course instructor: Dr. Mária Fekete Dr. Farkasné)	1.	4	
Enterprise economics (Course instructor: Dr. András Nábrádi)	1.	4	
Financial management (Course instructor: Dr. Tibor Tarnóczy)	2.	4	
Management organisation and human resource management (Course instructors: Dr. Csaba Berde, Dr. Krisztina Dajnoki)	2.	4	

(5) It is obligatory to hold and attend classes in accordance with the timetable. In the case of hindrance of the teacher, replacement or holding the cancelled class at a later date shall be discussed with the head of the DS. In the case of all subjects, doctoral candidates have to be notified about the programme, the subject requirements, as well as the mandatory and recommended technical literature and the curriculum.

(6) The curriculum of the subjects shall not be identical to that of MA/MSc courses, as the DS represents a higher standard. If the preliminary training is strongly differentiated in the case of

a certain subject, the choice of that subject is only possible following an exam meant to bring all students to the same level (at least 60% score). No credits are awarded in relation to this intermediate subject.

(7) The programme and requirements of all subjects have to be developed. The Council of the DS requests for evaluation of the programmes and decides about accepting them accordingly. In the case of each non-methodological subject, it is necessary to cover the specialities affecting the respective primary and secondary research within the given discipline in addition to theoretical references. The CDS decides about the formal and content requirements of the subject programme and publishes this decision on the website of the DS.

(8) The training programme contains at least 100 credits (research work and guided training) for the first four semesters and at least 120 credits of research work (and guided training) for the second four semesters, while the total credit number for each semester is  $30 \pm 3$ . These rules represent specific publication requirements and prescriptions which partially lead doctoral candidates to fulfilling the publication requirements needed for launching the PhD degree process.

(11) Doctoral candidates may obtain the following credits in exchange of their research activities and the related findings in the training period (credit values shall be divided by the number of authors):

- paper published in or accepted by international impact factor journals 35 credits
- paper published in or accepted by international cited journals or books 25 credits
- paper published in or accepted by Hungarian cited journals or books 15 credits
- paper published in or accepted by other international journals or books 15 credits
- paper published in or accepted by other Hungarian journals or books 10 credits
- international conference proceedings, presentation based on a paper 10 credits
- Hungarian conference proceedings, presentation based on a paper 5 credits
- presentation at an international conference 5 credits
- presentation at a conference in Hungarian 3 credits
- contract-based participation in an international research program (team) 10 credits
- contract-based participation in a Hungarian research program (team) 5 credits

*A volume of essays and studies* refers to a book with one or more editors, its studies are peer-reviewed and has the necessary book properties (ISBN number, publisher, year and place of publication). Also, each study in the book can be clearly differentiated from each other, their authors are indicated and they can be accurately identified.

*Books* can be regarded as scientific if they contain new scientific findings in a synthesising way and summarise a certain professional field based on a novel approach. The acceptance of specialised textbooks (or sections in a book) as scientific performance is decided by the council of the DS. It is a fundamental requirement that the book should be peer-reviewed and officially distributed. The book shall have all necessary book properties, such as ISBN number, the name of the publisher, as well as the year and place of publication. Non-scientific books fall into the category of other performance.

(12) The following points are the requirement of maintaining a constant student legal status:

- a) each semester: obtaining 30 credits ( $\pm 10\%$ );
- b) in the first two active terms: obtaining at least 55 credits;
- c) in the first four active terms: obtaining at least 120 credits and passing the complex exam

(13) The registration of students for a course and the fulfillment of its requirements ends with a mark at the end of the semester, except in the case of research work and training activity:

- a) subject with an exam mark (from 1 to 5),
- b) research work and training activity (signature)

The marks at the end of the semester are determined and signed in the online student interface by

- a) the course instructor in the case of subjects,
- b) the supervisor and/or the DS administration based on the verification of the competent head of institute in the case of research work and training activity.

(14) First-year students shall prepare a “**Training plan**” (*Annex 6*) until *15<sup>th</sup> October* of the given year. The Council of the DS forms its view about the appropriateness and possible acceptance of the plan and notifies students about any necessary changes until *30<sup>th</sup> November*.

(15) The doctoral candidate obtains a school leaving certificate following the successful conclusion of eight semesters and obtaining at least 240 credits. The school leaving certificate is the document which proves that the doctoral candidate fulfilled the study and research obligations related to the doctoral training. Based on the fulfillment of the study and research obligations (it is required to submit the *Final report* and the *Declaration* of the supervisor), the DS issues the school leaving certificate for the doctoral candidates at their request. The detailed rules of issuing the school leaving certificate is determined by the doctoral council of social science. No school leaving certificate is issued for individually preparing doctoral candidates.

(16) The study period can be suspended on a total of three occasions, but for not longer than three years altogether, based on grounded reasons and at the recommendation of the supervisor and the permission of the president of the doctoral council of social sciences. On the first occasion, the request shall be accepted. The student legal status can only be suspended for a whole semester. The duration of suspending the student legal status on one occasion cannot be longer than two semesters. No state scholarship can be paid during the suspension of the student legal status. *After 72 months following admission, the doctoral candidate – student legal status is terminated by removing the doctoral candidate from the list of students.* The president of the doctoral council of the scientific field notifies the given doctoral candidate about the termination in writing.

(17) The doctoral council of the scientific field may authorise the suspension of the student legal status for a longer continuous period than the specified in section 16 at the request of the doctoral candidate if the doctoral candidate is unable to fulfill the obligations arising from the student legal status through no fault of his/her own due to giving birth, accident, illness or other unexpected reasons. The student legal status can only be suspended for a whole semester. No state scholarship can be paid during the suspension of the student legal status.

(18) The student legal status is terminated in the following cases:

- at the end of the fourth semester of doctoral training if the doctoral candidate does not pass the complex exam;
- when the school leaving certificate is issued;
- at the end of the 14<sup>th</sup> semester following admission;
- at the end of the 8<sup>th</sup> semester of the doctoral training which the doctoral candidate enrolled to.

The president of the doctoral council of the scientific field notifies the affected doctoral candidate about the termination of the student legal status in writing.

(17) Doctoral candidates may also participate in partial foreign training based on a work programme approved by the supervisor which guarantees the validity of the given study period in the doctoral training program of the university. The duration of the foreign partial training is considered in the duration of the candidate's doctoral training. The student legal status is not suspended and the state scholarship shall be paid during this period.

## **Duties of the DS in relation to the research activity of doctoral candidates**

### **15§**

(1) First-year doctoral candidates are obliged to prepare a “**Research Plan**” (*Annex 7*) until *15<sup>th</sup> October*. The DS has these plans reviewed by two reviewers. As a next step, the Research Plan is finalised until 31<sup>st</sup> March in cooperation with the doctoral candidates' supervisors. The Council of the DS accepts the plans in consideration of written evaluations and decides about any necessary modifications. Accordingly, doctoral candidates and their supervisors are notified about these decisions in April.

(2) The primary and secondary research activities in the approved research topics represent the most significant part of doctoral training. A supervisor is assigned to each doctoral candidate. These supervisors have full responsibility to guide and help the studies, research work and preparation of doctoral candidates for obtaining a PhD degree. In the case of certain special research topics, the UDHC may appoint a co-supervisor in addition to the supervisor to help the work of the doctoral candidate and keep track of his/her professional advancement in cooperation with the supervisor.

(3) Doctoral candidates present their findings in form of a draft paper (which is not a partial report on the research plan, but a research in relation to the draft paper) in front of a committee appointed by the Council of the DS in a Scientific Forum organised by the DS each year. The draft paper is evaluated by the professionals appointed by the head of the DS (pre-opponency and final opponency).

(4) At the end of the fourth school-year, doctoral candidates are obliged to prepare a final report until 31<sup>st</sup> August in accordance with *Annex 8*.

## **Publication requirements of the DS regarding doctoral candidates**

### **16§**

(1) It is the responsibility of the CDS to have high standard dissertations produced in all branches of science in an accredited higher education institution. The publication requirements of the DS are also published on the webpage [www.doktori.hu](http://www.doktori.hu). The external management of the publication activity of doctoral candidates is primarily the task of supervisors.

(2) The prescriptions of the Doctoral Code of the DCSS are competent in proving the independent scientific work.

(3) Considering the peculiarities of the specific scientific field and branch of science, the following points are the minimum publication requirements of obtaining a PhD degree:

- a) Doctoral candidates have at least two published or accepted papers in international journals (independent single author or equivalent – to be divided by the number of authors in a percentage proportion).
- b) Doctoral candidates have at least one published or accepted paper in an international journal and at least two more published or accepted journals in Hungarian journals (independent single author or equivalent – to be divided by the number of authors in a percentage proportion).
- c) Doctoral candidates have at least four published or accepted papers, at least one of which was published in foreign language in a Hungarian journal and at least three are related to the topic of the doctoral dissertation (at least three papers should independent single author or equivalent papers – to be divided by the number of authors in a percentage proportion).
- d) In the case of papers with co-authors, the co-authors have to declare the proportion of the collaboration with the doctoral candidate and that the given publication was not used for obtaining other PhD degree. The minimum publication expectation can also be fulfilled by cumulating the co-authorship proportions.
- e) Hungarian papers have to be published in the most significant and acknowledged journals which are on the academic list. It is also a requirement for at least two of the Hungarian papers to not be published in periodicals related to the University of Debrecen.

(4) Only at least 0.5 author's sheet-long papers (at least 8 pages or 20 000 characters with spaces) can be accepted as scientific publications, except in the case of journals of category "A" or "B".

- Only two papers can be accepted of communications published in the same journal, with the exception of periodicals which are classified as category "A" and "B" by the specialised committees of the Hungarian Academy of Sciences, as well as impact factor journals.
- A maximum of two different specialised textbook sections can also be accepted as scientific publications if the paper is peer-reviewed, has references and ISBN number and it is at least 0.5 author's sheet long (at least 8 pages or 20 000 characters with spaces).

(5) The condition of fulfilling the formal and content requirements of publications is to upload the paper to the Hungarian Scientific Bibliography database (MTMT) and accepting it as a scientific paper. Papers can be checked using the scientific metric table of MTMT. In addition, each PhD student is obliged to upload their publications into the profile database of the researchers of the University of Debrecen in the iDEa Scientist Space.

(6) It is the prerequisite of appointing the review committee to meet the formal and content requirements of publications.

## **The complex exam**

### **17§**

(1) During the doctoral training, at the end of the fourth semester, doctoral candidates take a complex exam to conclude the training and research stage of PhD training, as well as to start the research and dissertation stage. The complex exam is meant to measure and evaluate the study and research progress.



- (2) The prerequisite of taking the complex exam is to obtain at least 90 credits and all “training credits” prescribed in the training plan of the doctoral school during the “training and research stage” (first four semesters) of doctoral training (except in the case of individually preparing students). Doctoral candidates shall apply for the complex exam in writing (*Annex 9*). Since the student enters the PhD degree process after passing the complex exam, the application for the complex exam is also the application for the PhD degree process.
- (3) Doctoral candidates shall take the complex exam publicly, in front of the committee appointed by the doctoral council of the scientific field. The examination committee consists of at least three members and at least one third of the members are not employed by the institution operating the doctoral school. The president of the examination committee is a teacher and researcher with either a university professor, Professor Emeritus or DSc title. All members of the examination committee have PhD degrees. The supervisor of the doctoral candidate taking the exam shall not be the member of the examination committee.
- (4) Before the complex exam, the supervisor evaluates the performance of the doctoral candidate in writing and declares whether he/she recommends to launch the PhD degree process.
- (5) The complex exam consists of two parts: the “theoretical part” focuses on theoretical preparedness of the candidate, while the “dissertation part” is meant to show the scientific advancement of the student.
- (6) In theoretical part of the complex exam, the doctoral candidate takes an exam of at least two subjects/topics which are included in the training plan of the doctoral school. Theoretical exam may also have a written part.
- (7) In the second part of the complex exam, the doctoral candidate holds a presentation, focusing on his/her technical literature knowledge, research findings, the research plan of the second stage of doctoral training, as well as the scheduling of preparing the dissertation and publishing research findings. The supervisor shall provide an opportunity to evaluate the doctoral candidate during an exam.
- (8) The examination committee evaluates theoretical and dissertation part of the exam separately. Also, a minutes is put together about the complex exam, also containing an textual evaluation (*see Annex 9/1*). The result of the exam shall be announced on the day of the oral exam. The complex exam is successful if the majority of the committee’s members considers both exam parts to be successful. If theoretical part of the exam is unsuccessful, the doctoral candidate has one more chance to repeat the exam in the given examination period, focusing on the subject(s) he/she failed to pass. In the case of unsuccessful dissertation exam, it cannot be repeated in the given examination period.
- (9) The doctoral candidate can enrol to the fifth semester of the doctoral training only after a successful complex exam.

### **The PhD degree process**

#### **18§**

- (1) The PhD degree process is the second stage of doctoral training, focusing on the performed research and the dissertation to be prepared.

(2) Doctoral candidates shall apply for the PhD degree process at the same time of applying for the complex exam (*Annex 13*). The application has to be submitted to the doctoral council of the scientific field. The PhD degree process starts with registering for the semester following the successful complex exam.

(3) The student legal status can be suspended for a maximum of two semesters during the PhD degree procedure.

(4) Doctoral candidates have to submit the final form of their doctoral dissertation (with amendments after the preliminary discussion) within three years following the successful complex exam. This deadline can be extended by a year based on a specific request and the decision of the doctoral council of the scientific field if the doctoral candidate is unable to fulfill the obligations through no fault of his/her own due to giving birth, accident, illness or other unexpected reasons.

(5) Requirements of obtaining the PhD degree:

- documented independent scientific activity;
- verification of fulfilling language requirements;
- submitting the dissertation and defending it during the open dissertation defense.

(6) At the time of submitting the doctoral dissertation, the doctoral candidate provides a written declaration that

- this dissertation was not submitted in any other institution and it was not rejected;
- there is no ongoing process against the doctoral candidate to withdraw the PhD degree and no previously awarded PhD degree was withdrawn from the doctoral candidate during the last five years;
- this dissertation is the independent work of the doctoral candidate and the references are clear and complete.

(7) During the appointment of the review committee, utmost attention has to be paid to avoid any conflict of interest. Close relatives of the doctoral candidate or those who cannot be expected to objectively review the matter for other reasons are not allowed to take part in the PhD degree process.

(8) The expenses of the PhD degree process and the fees of the participants in the process are listed in *Annex 19* of the code.

(9) In accordance with Annex 10 of the Govt. Decree no. 87/2015. (IV.9.) minutes shall be kept of each stage of the PhD degree process. These data also have to be uploaded in the online study registry system.

(10) During the PhD degree process, particular care is needed on behalf of the doctoral council of the scientific field in judging whether the scientific activity was really carried out by the doctoral candidate on his/her own and whether the scientific work and papers of the doctoral candidate intended to be used during the PhD degree process were used by others for obtaining a PhD degree either in Hungary or abroad. During the procedure, it is necessary to obtain the related declarations both from Hungarian and foreign co-authors.

(11) If the grounded suspicion of plagiarism, intentional manipulation of data, intentional misleading or any deception arises in relation to the scientific paper or dissertation of the doctoral candidate, the president of the competent doctoral council of the scientific field is

obliged to launch an ethical review, during which the potential responsibility of the supervisor also has to be investigated. The PhD degree process has to be suspended during the ethical review. Based on the outcome of the ethical review, the doctoral council of the scientific field decides about any potential sanctions.

(12) The knowledge of a second foreign language is required for the PhD degree process, verified by an elementary complex language exam of a modern language. Language exams of languages not used in the field of economic and legal sciences (e.g. Esperanto and Lovari) cannot be accepted. If the first language exam is not an intermediate complex language exam in English, it is the only accepted alternative for the second language.

The course of the **closed dissertation defense** is described in *Annex 12*. Minutes have to be kept of the course of defense and especially of the opinions and conclusions regarding the changes of the dissertation. The annex of the minutes is the opponent's review. If major corrections are made to the dissertation, the closed dissertation defense has to be arranged again. The supervisor of the doctoral candidate makes a recommendation to the head of the DS in relation to the opponents of the closed dissertation defense. If the supervisor and the head of the DS cannot agree in terms of opponents, the CDS decides about the people to invite. The members of the Review Committee (opponent, opponents) and the president of the defense receive the *dissertation and the dissertation abstract* in printed and electronic form. Five dissertations and ten dissertation abstracts have to be submitted to the DS. The dissertations and the dissertation abstracts *have to be submitted to the head of the DS at least 6 weeks before the planned date of the closed dissertation defense*. The head of the DS forms an opinion about whether the dissertation can be sent for a review and invites the opponents to perform the review. Based on the receipt of the of the opponents' reviews and the doctoral candidate's responses, the head of the DS sets a date for the defense and appoints the president and clerk. Electronic invitations are sent out to the CDS, heads of department, professor emeriti, supervisor(s) and opponents. The date of the closed dissertation defense will be announced also on the webpage of the DS.

(4) The formal requirements of the doctoral dissertation are listed in *Annex 10*. A template is provided to doctoral candidates on the webpage of the DS to prepare the dissertation. The dissertation can be prepared either in Hungarian or English.

(5) The formal requirements of the dissertation abstract are listed in *Annex 11*. A template is provided to doctoral candidates on the webpage of the DS to prepare the dissertation abstract. The dissertation can be prepared either in Hungarian or English.

(6) The organisation of the *closed dissertation defense* is the task of the DS. The supervisor is obliged to guarantee that one copy of the dissertation and the dissertation abstract is accessible for those interested *at least seven workdays* before the closed dissertation defense. During the defense, at least one copy of the dissertation should be at the disposal of participants. It is a minimum requirement that at least five colleagues with PhD degree and knowledge of the given branch of science take part in the closed dissertation defense. Minutes shall be kept of the closed dissertation defense. At least *60 days* have to pass between the closed dissertation defense and the open dissertation defense.

(7) Following the discussion with the supervisor, the head of the DS makes a recommendation to the CDS in relation to the **open dissertation defense** committee. The head of the DS presents the opinion of the CDS to the DCSS.

The *review committee* consists of the president, the official reviewers and two or four more members. The president of the committee can either be the professionally competent university professor or professor emeritus of the university and all committee members should have PhD degrees. At least one person of the committee members and at least one reviewer should be external professionals who are not employed by the University of Debrecen.

The dissertation has to be submitted to the doctoral council of the scientific field in seven bound copies, while the dissertation abstracts need to be submitted both in Hungarian and English in 20 copies each. In accordance with the prescription of the doctoral code of the university, doctoral candidates have to upload their publications to the publication database of the university in order to prove that the scientific work was performed by them. Accordingly, the University and National Library will verify the doctoral candidate's publication list. Doctoral candidates are obliged to present this verified publication list at the end of the dissertation abstracts.

After submitting the dissertation, the members of the review committee receive the dissertation and the dissertation abstract both in printed and electronic form. The identity of opponent is not public until the reviews are finished. At the request of the doctoral council, the two reviewers *prepare a written review of the dissertation during term-time within two months following the submission of the dissertation* and declare whether they recommend the dissertation can be presented for open dissertation defense. The dissertation can be presented for public dissertation defense only if there are two recommendations supporting its presentation. If either of the reviewers does not recommend its presentation, the doctoral council of the scientific field invites a third reviewer. In the case of two rejections or an unsuccessful defense, a new PhD degree process can only be launched in two years and only on one occasion in the same PhD topics. The fee to be paid in the case of initiating a new defense procedure is determined by the doctoral council of the scientific field. The dissertation has to be presented for public dissertation defense during term-time within two months following the submission of the dissertation.

Three signed copies of the reviews have to be submitted to the doctoral council of the scientific field. The doctoral candidate receives the reviews and sends his/her answers to the raised questions to the DCSS organising the defense at least 15 days prior to the defense. The Doctoral Council of Social Science guarantees that *the members of the review committee receive the opponents' reviews following the reception of both reviews and the doctoral candidate's responses at least 15 days prior to the defense in written form*. The dissertation sent to the reviewers cannot be modified later on. If the Review Committee objects to statements which are faulty from the professional point of view or does not accept specific points of the dissertation, the related part of the committee minutes shall be annexed to the dissertation (also in electronic form) and the defended dissertation will become public with this annex (in the library and the repository). Based on the opponents' reviews and the responses of the doctoral candidate, the president of the DCSS sets the date of the defense and invites the president, clerk and members of the committee. The supervisor is obliged to guarantee that one copy of the dissertation and the dissertation abstract is accessible for those interested *at least seven workdays* before the closed dissertation defense. The open dissertation defense is chaired by the president of the committee. At the beginning of the defense, the president states that they have a quorum. The defense may take place only if one of the reviewers is present and the other reviewer made a written statement that he/she accepts the responses to the raised questions and also if at least two thirds of the whole review committee is present, including at least one external professional.

Following the conclusion of the defense, the committee adopts a resolution in a closed session and with private vote, focusing on the doctoral dissertation, the independent scientific work of the doctoral candidate, as well as the performance of the candidate during the defense. Each committee member with voting rights rates the dissertation, the independent scientific work of

the candidate and the performance of the doctoral candidate during the defense on a four-point scale (summa cum laude, cum laude, rite, failed). The committee adopts a separate resolution in each category and the result has to be obtained on the basis of the committee members' votes in accordance with *Annex 14*. The president publicly announces and explains the results of the open dissertation defense following the vote.

Minutes shall be kept of the open dissertation defense (*Annex 13*). The minutes are public and the doctoral council of the scientific field may issue a copy of it in the case of a written request. The resolutions of the review committee and their explanations have to be included in the registry sheet of the doctoral candidate. The president of the doctoral council of the scientific field can issue a certificate of the results of the open dissertation defense at the request of the doctoral candidate.

The following documents are needed for accepting the review committee of the open dissertation defense:

- a) doctoral dissertation and dissertation abstract (in Hungarian and English) planned to be final (one copy each),
- b) proof of language skills (one copy each),
- c) professional CV (one copy),
- d) publication list (one copy),
- e) uploading all publications to the Hungarian Scientific Bibliography database (MTMT) and the iDEa Scientist Space,
- f) publication list in Hungarian and foreign languages certified by the library,
- g) presenting the conformity to publication requirements (two copies),
- h) co-authorship declaration in the case of the publications to be considered if there are several authors (one copy) (*Annex 15*),
- i) Verification sheet (one copy) (*Annex 16*),
- j) Declaration bound into the book (*Annex 17*).

The following people are excluded from the PhD degree process (with the exception of the open dissertation defense) and cannot contribute to evaluation and cannot be present during the discussion of the given matter:

- direct workplace superior or employee of the applicant, as well as their colleague at the same organisational unit (the same department, institutional unit, research team or project research team, excluding the university, university faculty, research institute, museum or other institution); and
- in addition to the above list, the co-author of the applicant in any work used in the doctoral dissertation constituting the basis of the procedure shall not be an official reviewer and the member of the review committee.

(8) At the time of announcing the open dissertation defense, the dissertation and the dissertation abstract become public on [www.doktori.hu](http://www.doktori.hu), which the doctoral school also contains a link to. The open dissertation defense is organised by the DS. The dates of defenses are announced on the website of the DS and the Hungarian Doctoral Council (HDC) at least two weeks before the actual defense. The course of the open dissertation defense is described in *Annex 18*.

(9) In order to send out the invitations to the event and invitations to join the committee, doctoral candidates shall submit their dissertations, dissertation abstracts, summaries and keywords to the administrator of the DS who will take care of their upload to the electronic archives of the University and National Library.

(10) Conditions of obtaining the PhD degree:

- documented independent scientific work;
- proof of fulfilling the requirements of language skills;
- submitting the dissertation and defending it during the open dissertation defense.

### **Concluding the PhD degree procedure, rating the PhD degree, content of the PhD certificate, graduation**

#### **19§**

(1) The doctoral council of the scientific field makes a recommendation to the UDHC about the awarding and rating of the doctoral (PhD) degree based on the report of the review committee and the obtained classifications by submitting the whole documentation (copy of the university diploma, copy of language certificates, the list of the doctoral candidate's publications, official reviews and the candidate's responses, minutes of the dissertation defense, resolution of the doctoral council of the scientific field). The PhD degree process ends with the decision of the UDHC, which adopts a resolution about the awarding of the PhD degree. This resolution is also included in the registry sheet of the doctoral candidate.

(2) The PhD degree process is successful if the review committee considered the dissertation and the independent scientific work of the candidate, as well as his/her performance in the defense to be adequate.

(3) The classification of the doctoral (PhD) degree is determined by the rating of a) the dissertation, b) the doctoral candidate's independent scientific work and c) the classification of the open dissertation defense. The classification of the doctoral degree is *summa cum laude* if the classification of all three parts are *summa cum laude*. Also, the classification of the degree is *rite* if at least two of these three parts are rated as *rite*. In every other case, the classification of the doctoral degree is *cum laude*.

(4) The Scientific Management prepares the doctoral certificate within 30 days following the UDHC resolution and provides an official copy if requested. The date of the certificate is the day the UDHC resolution was passed. Those who obtained a doctoral (PhD) degree may use the "Dr." (PhD) title from this day.

(5) This certificate is an official document with the Hungary's coat of arms on it, as well as the name of the University of Debrecen, its institutional ID, stamp, the certificate no., the name, birth name, day and place of birth of the certificate holder, the classification of the doctoral degree, as well as its scientific field, branch of science and the place, day, month and year of obtaining the degree. The certificate shall only be issued in one branch of science. In addition to the branch of science the name of the relevant doctoral school and/or the doctoral program in which the doctoral candidate obtained his/her degree may also be indicated in brackets if requested. The certificate is signed by the rector and the president of the UDHC (*Annex 20*).

(6) The university issues the certificate in Hungarian and English.

(7) Those who obtained a doctoral degree are awarded the PhD degree by the university in a public ceremony. The faculties/doctoral school contribute to the expenses of the doctoral ceremony in the proportion based on the number of candidates to whom the degree is to be

awarded. The candidates pledge a vow within the framework of awarding the PhD degree, as shown in *Annex 10*.

## **Duties of the DS during the habilitation procedures**

### **20§**

(1) The habilitation committees and the doctoral councils of the scientific field of the UD operate as independent bodies; therefore, the DS does not have any institutionalised duties in relation to the habilitation procedures.

## **Quality assurance policy of the DS**

### **21§**

(1) The aim of doctoral training is to enable doctoral candidates to perform high profile scientific activities, to plan and implement primary and secondary research, as well as to process the related technical literature sources using analytical and synthesising methods. Obtaining scientific methodological skills and using these methods are a requirement during the PhD course. Doctoral candidates have to present these skills and abilities during the preparation and defense of their doctoral theses.

(2) The CDS decides about accepting the subjects of the doctoral training and the updating of the range of offered subjects before each semester. The programme of the doctoral training can be revised at least once in three years.

(3) The suitability of teachers of the DS is constantly supervised by the CDS. The teachers of the DS shall be researchers or teachers with a habilitation degree, or equivalent Hungarian and international higher education training practice who are considered to be suitable for performing training, research and supervisory activities within the framework of the DS, at the recommendation of the head of the DS.

(4) The council of the doctoral school evaluates the advancement in doctoral training and the PhD topic, as well as the performance of the doctoral candidate. The report to be submitted each year contains the cumulated indexes of the study and research results. The doctoral candidate is obliged to electronically submit a partial report and publication list to the doctoral school until 31<sup>st</sup> August each year. The DS archives the annual reports of doctoral candidates. The CDS also keeps track of the elements of students' scientific performance which will be needed for launching the PhD degree procedure. The council of the doctoral school informs the doctoral council of social science about the result of the periodical classification and, if needed, makes a recommendation as to the replacement of the supervisor, or the change of the doctoral candidate's status from state scholarship to fee-paying student.

(5) In addition to the constant supervision of the standard of the complex exam, the CDS supervises the curriculum of the subjects in the complex exam every two years.

(6) Doctoral candidates evaluate teachers' work every semester in connection with the training activity of the DS. The aim of this evaluation of training activity is to contribute to improving the standard of training carried out in the DS by learning doctoral candidates' opinions, to increase the efficiency of training, to enable the management and the teachers of the DS to get to know how their work is evaluated, as well as to help eliminate the revealed

shortcomings and imperfections. *The evaluator* is a doctoral candidate who has a student legal status at the DS and the *evaluated* party is the course instructor of the given subject in the DS. The *evaluation* is the opinion of the doctoral candidate who has a student legal status at the DS and takes part in training at the DS. The *evaluation* focuses on the standard and quality of training performed in the DS. The anonymity of the evaluator has to be maintained during the evaluation process. The head of the DS guarantees that the evaluator does not suffer any disadvantage due to expressing or not expressing his/her opinion. The student evaluation of the training activity shall be organised once each semester in a way to focus on finished subjects. The student evaluation of training activity covers the following areas:

- a) the standard and quality of training;
- b) the curriculum;
- c) teaching methods;
- d) material and technical conditions of teaching;
- e) relationship between teachers and doctoral candidates;
- f) other aspects which are significant from the aspect of training.

As regards the performed methodology, the evaluation has to be built on paper-based questionnaire. The processing of questionnaires is performed by the representative of PhD students, coordinated by the DS. The head of the DS and the dean are authorised to use this evaluation for the purpose of improving the standard of training in the DS, as well as the training activity of the organisational training units of the Faculty. Each reviewed course instructor has the right to request the head of the DS and inspect the cumulated results related to his/her training activity.

(7) The student evaluation of supervisory activity shall be conducted each school year. The aim of this evaluation is to contribute to improving the standard of supervisory activities carried out in the DS by learning doctoral candidates' opinions, to increase the efficiency of research work, to enable the management and the supervisors of the DS to get to know how their work is evaluated, as well as to help eliminate the revealed shortcomings and imperfections.

(8) In the course of its operation, the DS considers the following principles:

- a) The principle of *professional control* and quality focus: the control of the international and hungarian scientific public opinion has to be enforced throughout the whole process of doctoral training and obtaining the PhD degree.
- b) The principle of *publicity*: the main phases of the quality assurance system are public for the professional and scientific public opinion; therefore, publicity must be enforced throughout the whole process of doctoral training and obtaining the PhD degree (opponents' reviews are posted on the website of the DS prior to the open dissertation defense).
- c) Each event of the PhD degree process is posted on the website of the DS (the dates of the final exam, the closed dissertation defense and the open dissertation defense). Also, the dissertations and dissertation abstracts submitted for the open dissertation defense can be downloaded from the website of the DS. The dates of the open dissertation defenses are announced on the website of the Hungarian Doctoral Council and the dissertations and dissertation abstracts of graduated doctoral candidates are also uploaded.
- d) The principle of considering *science ethical* requirements: the related standpoints of the Science Ethical Committee of the Hungarian Academy of Sciences must be enforced during the establishment and operation of the quality assurance system.
- e) The principle of *feedback*: those involved in the operation of the DS, i.e., teachers,



supervisors and the members of various bodies of the doctoral school receive constant feedback about the standard of their activity and they also have the opportunity to provide feedback of their observations.

- f) The principle of protecting intellectual property: the doctoral training is in total harmony with the provisions of protecting intellectual property both in the European Union and Hungary.
- g) The principle of enforcing *individual responsibility*: duties and responsibilities are clear and transparent in the course of doctoral training.
- h) The principle of *documenting* processes: All decision points related to doctoral training and obtaining the PhD degree are documented. However, the DS intends to impose a slight administrative burden on the teachers and researchers taking part in training and PhD degree processes by operating the quality assurance system.

(9) The rules governing any arising science ethical question are laid down in the Code of Ethics of the University of Debrecen.

(10) The Károly Ihrig Doctoral School awards Golden / Silver / Bronze Commemorative Medal in recognition of the outstanding work performed in favour of the Doctoral School.

### **Alumni policy of the DS**

#### **22§**

(1) The records of graduated students are kept by the secretary of the CDS and the administrator of the DS. Former doctoral candidates who graduated from the Doctoral School are invited to the Scientific Forum which is organised each year to report on their achievements or even hold a presentation. An alumni meeting is also held in connection with the scientific event, which provides an opportunity to former PhD students to give feedback, thereby constituting an organic part of quality assurance as supervisors and teachers are also informed about this feedback.

### **Management of the DS**

#### **23§**

(1) The DS has two sources to use for its management: the training grant of state scholarship students and special procedure fees, PhD degree fees, fees paid by part-time and individually preparing students, etc. (hereinafter referred to as the own income of the DS. A smaller portion of the training grant reduced by central deductions (if applied) serves the common purposes of the DS, while a larger proportion is shared between full-time students. The use of the budgets at the disposal of full-time students is controlled and countersigned by the supervisors.

(2) The benefits and fees to be paid are listed in *Annex 19* in accordance with the Govt. Decree no. 51/2007 (III.26.) and the Doctoral Code of UD.

(3) The head of the DS is authorised to verify the invoices related to the financial management of the DS.

(4) The DS is obliged to conduct its management activities “with proprietary solicitude”.

## **ANNEXES**

Head of the DS:

name: **Prof. Dr. József Popp university professor, DSc**  
postal address: **H-4032 Debrecen, Böszörményi út 138.**  
phone/fax: **+36 52 508-482 88044 / 88104**  
e-mail: **[popp.jozsef@econ.unideb.hu](mailto:popp.jozsef@econ.unideb.hu)**

Secretary of the DS:

name: **Dr. habil. Krisztina Dajnoki associate professor, PhD**  
postal address: **H-4032 Debrecen, Böszörményi út 138.**  
phone/fax: **+36 52 508-365**  
e-mail: **[dajnoki.krisztina@econ.unideb.hu](mailto:dajnoki.krisztina@econ.unideb.hu)**

Administrator of the DS:

name: **Dr. Mónika Harangi-Rákos senior lecturer, PhD**  
postal address: **H-4032 Debrecen, Böszörményi út 138.**  
phone/fax: **+36 52 508-482 88044 / 88104**  
e-mail: **[rakos.monika@econ.unideb.hu](mailto:rakos.monika@econ.unideb.hu)**

**CORE MEMBERS OF THE KÁROLY IHRIG DOCTORAL SCHOOL OF  
MANAGEMENT AND BUSINESS ADMINISTRATION**

<b>Name</b>	<b>Academic degree</b>	<b>Year of birth</b>	<b>Year of habilitation</b>	<b>University classification</b>
<b>József Popp</b>	<b>Doctor of Science (DSc)</b>	<b>1955</b>	<b>2008</b>	<b>university professor</b>
<b>Csaba Berde</b>	economics (PhD)	1951	2000	university professor
<b>Miklós Herdon</b>	economics (PhD)	1950	2006	university professor
<b>András Nábrádi</b>	holder of candidate degree in economics (CSc)	1956	1999	university professor
<b>Zoltán Szakály</b>	holder of candidate degree in agricultural sciences (CSc)	1965	2002	university professor
<b>Zoltán Bács</b>	economics (PhD)	1969	2008	university professor
<b>Gábor Szabó</b>	doctor of economic sciences (DSc)	1942	-	professor emeritus
<b>Péter Balogh</b>	management and business administration (PhD)	1970	2014	associate professor
<b>Károly Pető</b>	holder of candidate degree in agricultural sciences (CSc)	1958	2007	associate professor
<b>Edit Szűcs</b>	management and business administration (PhD)	1955	2008	college professor

## COUNCIL MEMBERS OF THE KÁROLY IHRIG DOCTORAL SCHOOL OF MANAGEMENT AND BUSINESS ADMINISTRATION

Name	Position	Academic degree	Year of habilitation	Address
József Popp	university professor, head of the DS	Doctor of Science (DSc, habil.)	2008	UD FE Institute of Sectoral Economics and Methodology H-4032 Debrecen, Böszörményi út 138.
Krisztina Dajnoki	associate professor, secretary of the DS	management and business administration (PhD, habil.)	2012	UD FE Institute of Management and Organisation Sciences H-4032 Debrecen, Böszörményi út 138.
Csaba Berde	university professor, president of CDS	economics (PhD) management and business administration (habil.)	2000	UD FE Institute of Management and Organisation Sciences H-4032 Debrecen, Böszörményi út 138.
Miklós Herdon	university professor	economics (PhD) management and business administration (habil.)	2006	UD FE Institute of Applied Information Technology and Logistics H-4032 Debrecen, Böszörményi út 138.
András Nábrádi	university professor	economics (CSc, habil.)	1999	UD FE Institute of Applied Economic Sciences H-4032 Debrecen, Böszörményi út 138.
Zoltán Szakály	university professor	holder of candidate degree in agricultural sciences (CSc) economics (habil.)	2002	UD FE Institute of Marketing and Commerce H-4032 Debrecen, Böszörményi út 138.
Béla Baranyi	university professor	regional sciences (DSc)		UD FAFSEM Institute of Land Utilisation, Regional Development and Technology H-4032 Debrecen, Böszörményi út 138.
János Szenderák	representative of PhD students	-	-	UD FE Institute of Sectoral Economics and Methodology H-4032 Debrecen, Böszörményi út 138.
Géza Nagy	university professor	crop production and horticultural sciences (CSc)		UD FE Institute of Rural Development, Tourism and Sports Management H-4032 Debrecen, Böszörményi út 138.
Imre Ertsey	professor emeritus	holder of candidate degree in agricultural sciences (CSc)	-	UD FE Institute of Sectoral Economics and Methodology H-4032 Debrecen, Böszörményi út 138.
Zsolt Nemessályi	professor emeritus	holder of candidate degree in agricultural sciences (CSc)	-	UD FE Institute of Applied Economic Sciences H-4032 Debrecen, Böszörményi út 138.
Gábor Szabó	professor emeritus	doctor of economic sciences (DSc)	-	UD FE Institute of Sectoral Economics and Methodology H-4032 Debrecen, Böszörményi út 138.
Attila Bai	associate professor	economics (PhD) management and business administration (habil.)	2009	UD FE Institute of Applied Economic Sciences H-4032 Debrecen, Böszörményi út 138.
Péter Balogh	associate professor	management and business administration (PhD, habil.)	2014	UD FE Institute of Sectoral Economics and Methodology H-4032 Debrecen, Böszörményi út 138.
László Huzsvai	associate professor	agricultural sciences (PhD, habil.)	2009	UD FE Institute of Sectoral Economics and Methodology H-4032 Debrecen, Böszörményi út 138.
Miklós Pakurár	associate professor	agricultural sciences (PhD) management and business administration (habil.)	2011	UD FE Institute of Applied Information Technology and Logistics H-4032 Debrecen, Böszörményi út 138.
Károly Pető	associate professor	agricultural sciences (CSc) management and business administration (habil.)	2007	UD FE Institute of Rural Development, Tourism and Sports Management H-4032 Debrecen, Böszörményi út 138.
Edit Szűcs	college professor	management and business administration (PhD, habil.)	2008	UD FoE Department of Engineering Management and Enterprise, Debrecen, Ótemető u. 2-4.
István Szűcs	associate professor	economics (PhD), management and business administration (habil.)	2013	UD FE Institute of Applied Economic Sciences H-4032 Debrecen, Böszörményi út 138.

Zoltán Bács	associate professor	economics (PhD) management and business administration (habil.)	2008	UD FE Institute of Accounting and Finance H-4032 Debrecen, Böszörményi út 138.
Mária Czeller	associate professor	humanities (PhD)	-	UD FE Institute of Business Communication and Professional Language Studies H-4032 Debrecen, Böszörményi út 138.
László Erdey	associate professor	economics (PhD)	-	UD FE Institute of World Economy and International Relations H-4032 Debrecen, Böszörményi út 138.
János Felföldi	associate professor	management and business administration (PhD, habil.)	2014	UD FE Institute of Applied Information Technology and Logistics H-4032 Debrecen, Böszörményi út 138.

UNIVERSITY OF DEBRECEN (FI 17198)

20.../20...

## APPLICATION FORM

### For organised doctoral (PhD) training

#### **I. Personal information**

Name: ..... Gender: male / female

Birth name: .....

EHA/Neptun code (to be filled out only by UD students): .....

Place of birth: ..... Date of birth: .....

Mother's name: ..... Citizenship: .....

ID number: .....

*(Type and number of residence permit in the case of non-Hungarian citizens)*

Permanent address: .....

Temporary address: .....

e-mail:.....

phone no.: ..... cellphone no.: .....

Name and address of workplace:.....

#### **II. Qualifications, professional experience**

Academic specialisation: .....

Classification:.....

issuing institution: .....

number / year: .....

Language skills [language(s), language exam level, number and date of the document]:

.....  
.....

Data of the scientific activity performed so far (number): ... Scientific Students' Associations (TDK) study; ... journal paper; ... conference presentation ... review; ... other (e.g. participation in a university talent management programme):

.....

Have you ever participated in doctoral training and/or PhD degree process at the UD or other university?:

a) no            b) yes, namely: .....

#### **III. Doctoral training applied for**

Name of the doctoral school: .....

*Title of the doctoral programme:* .....

Title of the topic planned to be developed: .....

.....

supervisor: .....

Planned status:                      Full-time – Part-time

Date: 20.... .....

signature of the applicant

#### **Documents to be attached:**

1. Professional CV and publication list;

2. Copy of the registration book

3. Copy of university diploma or statement about when the applicant expects to obtain it;

4. Copy of language certificate;

5. Planned research topic and research plan;

6. Recommendation of the supervisor.

## SCORING OF THE DOCTORAL ADMISSION PROCEDURE

The uniform admission rating system consists of 100 points to be obtained from three different categories.

- In the **first category**, the admission committee focuses on the professional knowledge of the doctoral candidate, the plans of research to be conducted during the doctoral training, as well as their sound foundations. The assessment is performed either during an oral exam and/or a submitted written report or research plan. *A maximum of 40 points can be obtained.*
- The **second category** evaluates the previous school achievements of the candidate. Assessment is made either based on the index derived from the grade point average of all finished semester and/or the evaluation of the degree obtained at the end of the university/MSc training. *A maximum of 30 points can be obtained.*
- The **third category** serves the evaluation of the scientific “record” and points are awarded on the basis of documented products (publications, Scientific Students' Associations (TDK) study, etc.). The performance to be rated is identical to the products which can be rated with performance credits as described in point II. 2. c) of the Talent Management Code of the University of Debrecen. *A maximum of 30 points can be obtained.* The scoring system is by the doctoral admission committee based on the consideration of the following ranges:

### 20-30 points:

- first-author paper in peer-reviewed journals (“in extenso”)
- Prize I-III at National Scientific Students' Associations Competition (OTDK)
- Prize I-III at a national plan competition (or purchasing the plan)
- certified Hungarian or international art or professional position

### 10-20 points:

- non-first-author paper in peer-reviewed journals
- first-author, non-local and non-Scientific Students' Associations-related presentation or poster
- National Scientific Students' Associations Competition presentation (and/or competition piece), non-prize-winning
- national plan competition, non-prize-winning

### 0-10 points:

- non-first-author, non-Scientific Students' Associations-related presentation or poster
- presentation at a local students' conference (non-Scientific Students' Associations-related)
- exhibiting plans at a public exhibition
- proof of performance at a concert

**An intermediate level type “C” language exam is the prerequisite of admission (if not in English, then an elementary level language exam in English is also required), for which no point is awarded.** The following amounts of points can be awarded for additional language exams:

- intermediate level type “C” or advanced level type “A” or “B” language exam: 3 points and
- advanced level type “C” language exam: 5 points.



**SCORING SYSTEM USED IN THE DOCTORAL ADMISSION PROCEDURE OF  
THE KÁROLY IHRIG DOCTORAL SCHOOL**

**The committee awards points in the following categories in the admission procedure:**

1) Professional knowledge, substantiation of plans and ideas concerning the research to be conducted during doctoral training	max. 40 points
2) Previous school achievements (diploma, educational level, etc.)	max. 30 points
3) Scientific record, language skills needed for this scientific field	max. 30 points
<b>Total:</b>	<b>max. 100 points</b>

Description	Type of training (points)	
	Full-time	Part-time and individual preparation
<b>(1) Professional knowledge</b>		
Research plan (structure, substantiation, experience of the candidate in the topic)	20	20
Professional intelligence (experience of the candidate in the related scientific field)	20	20
<b>(1) Maximum 40 points</b>	<b>40</b>	<b>40</b>
<b>(2) Previous school achievements</b>		
A) University/MSc; MA degree (If a university degree was obtained more than 10 years ago, no score is awarded, but the maximum score of professional knowledge and scientific work increases by 15 points each.)		
Outstanding	30	30
Excellent	25	25
Good	20	20
B) Certificate from accredited postgraduate university/college training (a maximum of three certificates can be considered in the case of full-time and part-time students/individual preparation)	4	4
C) Partial training at a foreign university/college (BSc/BA; MSc/MA) (e.g. Erasmus, etc.)	5	5
<b>(2) Maximum 30 points</b>	<b>30</b>	<b>30</b>
<b>(3) Scientific record, language skills</b>		
A) Publications (In the case of multi-author publications, credit values shall be divided by the number of authors.)		
Scientific textbook	25	25

Paper published in peer-reviewed journals	20	20
Paper published in non-peer-reviewed journals	10	10
Schoolbook / lecture notes	10	10
Scientific conference proceedings (except for Scientific Students' Associations and National Scientific Students' Associations)	10	10
B) Department/Institute demonstrator activity	3	3
C) At least one year of certified activity in a university/college talent management college for advanced studies (e.g. Béla Tormay or Kálmán Kerpely College for Advanced Studies)	3	3
D) Professional medal	5	5
E) Participation in professional life	5	5
F) Professional field trips, conferences	5	5
G) Scientific Students' Associations activity (In the case of National Scientific Students' Associations activity, score can be awarded only to the best achievement. In the case of multi-author Scientific Students' Associations and National Scientific Students' Associations activity, the score shall be divided by the number of authors)		
D1. National Scientific Students' Associations (OTDK)		
1 <sup>st</sup> prize	30	30
2 <sup>nd</sup> prize	25	25
3 <sup>rd</sup> prize	20	20
D2. Scientific Students' Associations		
1 <sup>st</sup> prize	20	20
2 <sup>nd</sup> prize	15	15
3 <sup>rd</sup> prize	10	10
H) Language skills (An intermediate level type "C" language exam is the requirement of admission; therefore, no score shall be awarded accordingly. Score may be awarded for additional language exams <i>(except for Esperanto, Lovari and dead languages)</i> ).		
Type "C" intermediate level	3	3
Type "A" advanced level	3	3
Type "B" advanced level	3	3
Type "C" advanced level	5	5
<b>(3) Maximum 30 points</b>	<b>30</b>	<b>30</b>
<b>Altogether: max. 100 points</b>	<b>100</b>	<b>100</b>

## STRUCTURE OF THE TRAINING PLAN

The training plan consists of three pages: title page, scheduling of subjects, final exam subjects and language skills.

1. Contents of the **title page**:

- name of the institute;
- name of the doctoral school;
- name of the head of the doctoral school;
- indication of “Training plan”;
- research topic;
- location where the research is being carried out;
- name of the supervisor;
- date.

*(See attached example.)*

2. The **scheduling of subjects** includes

- the research topic;
- name of the doctoral candidate and the supervisor;
- obligatory, elective and optional subjects (with the indication of instructors, broken down to semester and also indicating credits);
- date.

This sheet has to be signed by the doctoral candidate, the supervisor and the head of the DS.

*(See attached sample sheet.)*

3. The doctoral candidate has to indicate the **planned subjects in the complex exam** (two subjects) on a separate sheet. Furthermore, they have to specify all information regarding **language skills** (type of language exams and planned language exam in the case one is still needed).

The training plan has to be signed by the doctoral candidate, the supervisor and the head of the DS on the third sheet.

**Cover page of the “Training plan”**

*Sample!*

**UNIVERSITY OF DEBRECEN**

**Faculty of Economics**

**Károly Ihrig Doctoral School of Management and Business Administration**

**Head of the doctoral school: Prof. Dr. József Popp, university professor, DSc**

**TRAINING PLAN**

**Strategies of preserving biodiversity in the European Union**

**Ibolya Csíder**

PhD student

Research institute:  
University of Debrecen  
Faculty of Economics  
Institute of Economic Theory

Supervisor:  
**Dr. István Kuti**  
associate professor  
a holder of candidate degree in economics

Debrecen  
2012

*(size: A/4 without a frame)*

**UD FE KÁROLY IHRIG DOCTORAL SCHOOL OF MANAGEMENT AND BUSINESS ADMINISTRATION**  
**Training plan – scheduling of subjects**

Research topic: .....

PhD student: .....

Supervisor(s): .....

Training type: Full-time  
*(to be underlined)* Part-time

form	Subject	Teachers	Semesters				Credits
	title		I.	II.	III.	IV.	
			n u m b e r o f h o u r s				
	General research methodology (qualitative and quantitative methodology)	Dr. Péter Balogh, Dr. András Kun	28				4
	Micro- and macroeconomics	Dr. Mária Fekete Dr. Farkasné	28				4
	Enterprise economics	Dr. András Nábrádi	28				4
	Financial management	Dr. Tibor Tarnóczy		28			4
	Management organisation and human resource management	Dr. Csaba Berde, Dr. Krisztina Dajnoki		28			4
	Research work						MAX. 40
	Guided training						MAX. 220
	Total						240

Debrecen, 201... ..

\_\_\_\_\_  
 PhD student

\_\_\_\_\_  
 supervisor

Approval:

\_\_\_\_\_  
 head of the DS

**Subjects of the planned complex exam**

*Primary subject:* .....

*Secondary subject:* .....

**Language exams**

English            Intermediate            Type “C”            State            2009

*Type and date of the planned language exam:*

English    Intermediate with a professional module    Type “C”            year

German    Elementary            Type “C”            year

(to be modified on the basis of the sample)

Debrecen, 20.... ..

.....  
PhD student

.....  
supervisor

Approval: .....  
head of the DS

## **STRUCTURE OF THE RESEARCH PLAN**

### **1. Research topic**

It is very important to choose the topic carefully and formulate it in a clear and simpler way. If possible, try to avoid foreign words. (the topic is not necessarily the same as the dissertation topic.)

### **2. Objectives**

What scientific problem(s) do you intend to analyse with the research? Please define and circumscribe the scientific problems to be examined. What questions would you like to get an answer to? What is the research hypothesis based on your knowledge so far? Please explain the timeliness and scientific significance of the selected topic, as well as the research preliminaries and reasons. (min. one page)

### **3. Scientific concept and methods**

Please describe your concept related to working out the topic, the methodology of primary and secondary research work (data collection, data processing, analyses, etc.). Which scientific set of tools do you plan to use during your research work (e.g. mathematical models, econometric methods, questionnaire surveys, comparative analyses, etc.). Justification and aim of the selected methods. Please describe the source of research and analysis methods and accurately define the examined areas temporally, spatially and in terms of size, etc. What kind of database do you expect as a result of the performed primary research? (min. 3 pages)

### **4. Structure of processing the research topic**

It is necessary that the work plan contains 3-5 concept points (sections) which constitute the structure of the research. Please indicate two or more subsections within each section. Please outline your concept with regard to structural proportions. (min. 1 page)

### **5. Concept of processing the bibliographical sources**

Description of the bibliographical background of the topic. At least 10 professionally related Hungarian and 10 international technical literature sources have to be attached with accurate bibliographical data. The technical literature sources should be related both to the topic and the used methodology. Scientific papers are of high priority among the used bibliographical sources. Please describe the areas which you would develop on the basis of bibliographical sources and provide a textual explanation of your ideas.

### **6. Temporal scheduling of research**

It is recommended to make an approximate plan of the research work using a quarterly Gantt chart. It is important to plan milestones serving the purpose of demonstrating the advancement of research work with certain research findings (publications, conference presentation, readiness level of the dissertation, etc.). Build in the institutions to be visited, as well as the Hungarian and international key opinion leaders, conferences, programs and their planned date (year, semester).

### **7. Expected research findings**

## **8. Conditions, material, tool and resource need of the planned research**



**9. Clause**

Both doctoral candidates and supervisors sign the research plan with a date on it, thereby stating their acceptance and agreement with the plan.

Debrecen, 20.... ..

-----

doctoral candidate

-----

supervisor

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

## Final report (partial) of the activity of the PhD student

### I. PERSONAL INFORMATION

Name: ..... Neptun code: .....

Doctoral school: IHRIG KÁROLY DOCTORAL SCHOOL OF MANAGEMENT AND BUSINESS

ADMINISTRATION

Student legal status: from..... until .....

Research topic: .....

.....

Supervisor(s): .....

### II. EXAM RESULTS

Subject	Exam results		Credits
	with letters	with numbers	
<b>Total:</b>			

### III. LANGUAGE EXAM RESULTS (The copy of language certificates has to be attached!)

Foreign language	Language degree and type	Date of the certificate	Number of the certificate

**IV. PUBLICATIONS** (The detailed publication list has to be attached!)

Publication title	Co-authors	Place of publication (periodical, conference proceedings)	Conforms to the minimum requirements

(the table can be extended)

**V. INFORMATION RELATED TO OBTAINING THE PHD DEGREE**

Planned date of the closed dissertation defense (if relevant): .....

Status of the research work, readiness level of the dissertation (%): .....

Planned date of the open dissertation defense: .....

**VI. FOLLOWING THE FINAL EXAM**

**Workplace, postal address, phone number:**

.....  
 .....  
 .....

**Home address, phone number, e-mail:**

.....  
 .....  
 .....

Debrecen, 20... ..

.....  
 supervisor

.....  
 PhD student

UNIVERSITY OF DEBRECEN  
FI 17198

.../20.....

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

I. Personal information

Name: ..... Student's ID: .....  
Did you take part in organised training?  Yes, full-time  Yes, part-time  No (individual)  
Place and date of birth: .....  
Mother's name: .....  
ID number: .....  
Permanent address: .....  
Mailing address: .....  
E-mail address: .....  
Workplace: .....  
Academic specialisation: ..... classification: .....  
issuing institution: ..... number/year: .....

II. Data of scientific activity so far:

publications: .... papers - .... reviews - .... presentations - other: .....  
.....

III. Language skills and level (date of issuing language certificates): .....  
.....

IV. PhD degree: scientific field: .....  
branch of science: .....

Doctoral school: .....  
Doctoral programme: .....  
Dissertation topic: .....  
.....  
Supervisor: ..... (Teacher's ID: .....)  
Requested subjects of the complex exam: .....  
.....  
Number of annexes: ...

(signature of the applicant)

Debrecen, .....

UNIVERSITY OF DEBRECEN  
FI 17198

.../20.....

**MINUTES OF THE COMPLEX EXAM**

Name: ..... Student's ID: .....

Supervisor: ..... Teacher's ID: .....

Co-supervisor: ..... Teacher's ID: .....)

Scientific field: .....

Branch of science: .....

Complex exam committee:

NAME	TEACHER'S ID	SIGNATURE
president: Dr. ....	.....	.....
members: Dr. ....	.....	.....
Dr. ....	.....	.....
Dr. ....	.....	.....
Dr. ....	.....	.....

Date of the exam: 20... .. Exam location:.....

I. Theoretical module

Primary subject:.....  
Secondary subject:.....

Questions raised during the exam:

Evaluation of responses to the raised questions:

Opinion of committee members – theoretical module (*number of votes*):  
satisfactory: ... not satisfactory: ...



## **STRUCTURE OF THE DOCTORAL DISSERTATION**

The dissertation has to be submitted to the doctoral council of the scientific field in seven bound copies. The dissertation may be prepared either in Hungarian or in a foreign language. The font type to be used is Times New Roman. The length of the dissertation should not exceed 150 pages (with annexes). Double page printing is required.

Mandatory attachments of the dissertation:

- Dissertation abstract in Hungarian and English in 20 copies each,
- Summary in Hungarian and English in two copies each,
- One CD containing the dissertation, dissertation abstract (in .pdf format in Hungarian and English), summaries (in Hungarian and English) and the keywords (in Hungarian and English in .doc format).

### **Layout and inscriptions of the cover pages**

The external cover page is black hardbound cloth (linen). Inscription (with golden letters):

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

Inscriptions of the internal title page:

- 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 position of the supervisor (font size: 14),
- place and year of submission (font size: 14).

After the internal title page, the final exam committee, the reviewers, the members of the review committee and the date of the final exam and the dissertation defense are indicated.

This page is followed by the table of contents (decimal numeral system is used).

**The provided template can be used to conform to formal requirements.**

## **Prescribed layout of the dissertation**

### **TABLE OF CONTENTS**

#### **INTRODUCTION (without numbering)**

Focus on theoretical and practical significance of the topic.

#### **1. INTRODUCTION OF THE TOPIC AND OBJECTIVES**

Exact description of the examined topic and the scientific problem to be solved, as well as the objectives of the primary and secondary research. Presentation of research hypotheses.

#### **2. TECHNICAL LITERATURE REVIEW**

The processing of technical literature sources should be closely linked to the research topic. It is expected to refer to all bibliographical sources in the proper context. Doctoral candidates have to be able to evaluate the processed technical literature sources on their own.

#### **3. MATERIAL AND METHODS**

Presenting the scientific method of primary and secondary data collection, as well as the preparation of the database constructed from primary and secondary data. Exact description of analytical methods, reference to bibliographical sources if the used methods are known. Justification and objective of the selected method.

#### **4. RESEARCH FINDINGS AND THEIR EVALUATION**

Research findings are best summarised in tables and demonstrated with figures. The significance of findings has to be shown with mathematical and mathematical-statistical methods. It is expected to explain the obtained research findings and to compare them with other analytical findings.

#### **5. CONCLUSIONS AND RECOMMENDATIONS**

Conclusions to be drawn from the obtained research findings, recommendations of the necessity of further analyses and in relation to practical use.

#### **6. MAIN CONCLUSIONS AND NOVEL FINDINGS OF THE DISSERTATION**

#### **SUMMARY (without numbering)**

Brief summary of the content of each section, with special regard to the obtained analytical findings and the drawn conclusions.

#### **SUMMARY (without numbering)**

Appropriate translation of the SUMMARY to English which has to be proofread by a native speaker.

#### **REFERENCES (without numbering)**

#### **LIST OF PUBLICATIONS (without numbering)**

#### **LIST OF TABLES (without numbering)**

#### **LIST OF FIGURES (without numbering)**

#### **ANNEXES (without numbering)**

#### **DECLARATION (sorszám nélkül)**



Sample  
(Font size: 28)  
DOCTORAL (PhD) DISSERTATION

(font size: 26)  
Author's name

(font size: 26)  
Debrecen  
year

**UNIVERSITY OF DEBRECEN  
FACULTY OF ECONOMICS  
INSTITUTE OF.....**

**KÁROLY IHRIG DOCTORAL SCHOOL OF MANAGEMENT AND  
BUSINESS ADMINISTRATION**

*Head of the Doctoral School: Prof. Dr. József Popp, university professor,  
DSc*

**TITLE OF THE DISSERTATION**

*Prepared by:*

**Author's name**

*Supervisor:*

**Name**  
academic degree

**DEBRECEN  
201....**

**TITLE OF THE DISSERTATION**

The aim of this dissertation is to obtain a doctoral (PhD) degree in the scientific field of “management and business administration”

Written by: Name ..... certified .....

**Doctoral final exam committee:**

name

academic degree

President: .....

members: .....

.....

.....

**Date of the doctoral final exam:** 20.....

**Reviewers of the dissertation:**

name, academic degree

signature

.....

.....

**Review committee:**

name, academic degree

signature

President: .....

Secretary: .....

members: .....

.....

.....

.....

.....

**Date of defending the dissertation: 201.....**

**Recommendation**  
**of the structural requirements of the doctoral (PhD) dissertation abstracts**

1. Research preliminaries, objectives and research hypotheses
2. Presentation of the database and applied methods
3. Main conclusions of the dissertation
4. **New and novel findings** of the dissertation
5. Theoretical / practical usability of findings
6. Publications in the topic of the dissertation

**The provided template can be used to conform to formal requirements.**

**University doctoral (PhD) dissertation abstract**

**METHODS FOR ANALYSING TECHNOLOGICAL RISK  
IN ANIMAL BREEDING**

Sándor Kovács

Supervisors:

Prof. Dr. Imre Ertsey  
Ass. Prof. Dr. Béla Béri



**UNIVERSITY OF DEBRECEN  
Károly Ihrig Doctoral School of Management  
and Business  
Debrecen, 2009**

## SCRIPT OF THE CLOSED DISSERTATION DEFENSE

**President:** Kicks of the defense and announces that the Károly Ihrig Doctoral School of Management and Business Administration appointed the dissertation of the

**doctoral candidate**.....

titled

.....  
for a close dissertation defense.

**President:** Announces that the Council of the Doctoral School invited the following professionals with PhD degrees as

**President:**

- ..... to perform the presidential duties of the closed dissertation defense,

**Keeper of minutes:**

- ..... to perform the duty of keeping the minutes of the closed dissertation defense,

**Opponents:**

- .....
- .....
- .....

**Legal obstacle:** The following people cannot be appointed as committee members: close relatives of the doctoral candidate, direct workplace superior or employee of the applicant, as well as their colleague at the same organisational unit (the same department, institutional unit, research team or project research team, excluding the university, university faculty, research institute, museum or other institution); in addition to the above list, the co-author of the applicant in any work used in the doctoral dissertation constituting the basis of the procedure shall not be an official reviewer and the member of the review committee. The constitution of the committee does not conform to the requirements prescribed in the Code of the KI DS.

**President:** Concludes that the defense can take place, because:

- a) more than five professionals with PhD degrees are present;
- b) both (or all three) reviewers are present (one of the reviewers is present and the other (two) reviewer(s) provided their positive review);
- c) the doctoral candidate fulfilled the prerequisites, because:
  - he/she has the minimum amount of publications,
  - he/she submitted his/her dissertation and dissertation abstracts in accordance with the prescriptions.

**President:** Asks the attendants whether they have any questions or remarks in relation to launching the defense. If they do not have questions or remarks, the defense can begin.

**President:** Asks the doctoral candidate to present the objectives, research methods and novel methods of the performed research work in a 20-minute-long free presentation.

**President:** Asks each reviewer one by one to present the essence of their opinions. (If only one reviewer is present, the keeper of the minutes reads out the opinion(s) of the opponent(s) not present)

- .....
- .....
- .....

**President:** Asks the doctoral candidate to provide to-the-point and immediate responses to the reviews (and the questions raised by reviewers, if any).

**President:** Asks the reviewers whether the response of the doctoral candidate was satisfactory.

**President:** Asks ....., the keeper of minutes to present the questions of the review committee submitted in writing and other questions submitted in writing.

**President:** Asks the doctoral candidate to provide immediate responses to the questions raised by the committee (and other questions submitted in writing).

**President:** Asks whether the participants of the defense wish to ask any other question from the doctoral candidate or the reviewers. **The doctoral candidate and the reviewers answer these questions immediately.**

**President:** Asks the keeper of the minutes to present the remarks submitted in writing and gives the opportunity to anyone who wishes to make a remark to speak as long as there are people who wish to comment.

**President:** Once there are no more people who wish to make a remark, the President asks the doctoral candidate to provide immediate responses to the remarks submitted in writing and those made during the defense.

**President:** Asks the reviewers, the members of the review committee and those who made remarks whether they find the response of the doctoral candidate to be satisfactory.

**President:** The supervisor has the opportunity to make a final remark.

**Final speech of the president:**

Brief evaluation of the dissertation prepared for the closed dissertation defense:



- relevance of the dissertation to the branch of science represented by the doctoral school,
- methodology,
- technical literature, technical terms,
- independent scientific performance,
- publications.

**UNIVERSITY OF DEBRECEN**

FI 17198

.../20.....

**MINUTES OF THE DOCTORAL (PhD) DEGREE PROCESS**

Name: ..... Student's ID: .....  
 Supervisor: ..... Teacher's ID: .....  
 Co-supervisor: ..... Teacher's ID: .....  
 Scientific field: .....  
 Branch of science: .....  
 Dissertation title: .....  
 .....

I. Defense of the dissertation

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

Defense committee:

NAME	TEACHER'S ID	SIGNATURE
President: Dr. ....	.....	.....
members: Dr. ....	.....	.....
Dr. ....	.....	.....
Dr. ....	.....	.....
Dr. ....	.....	.....
Dr. ....	.....	.....
Dr. ....	.....	.....

Date of defense: 20... .. Place of defense:.....

1) Opinions of the defense committee members of the scientific activity of the doctoral candidate (number of votes):

dissatisfactory: ...; rite: ...; cum laude: ...; summa cum laude: ...;

Classification of the scientific activity:

dissatisfactory / rite / cum laude / summa cum laude (*to be underlined*)

2) Opinions of the defense committee members on the dissertation (number of votes):

dissatisfactory: ...; rite: ...; cum laude: ...; summa cum laude: ...;

Classification of the dissertation:

dissatisfactory / rite / cum laude / summa cum laude (*to be underlined*)

3) Opinions of the defense committee members on the doctoral candidate's performance during the defense (number of votes):

dissatisfactory: ...; rite: ...; cum laude: ...; summa cum laude: ...;

Classification of the performance provided during the defense:

dissatisfactory / rite / cum laude / summa cum laude (*to be underlined*)

Justification (to be continued on a separate page):

(signature of the president of the committee)

II. Decision of the doctoral council of the scientific field:

The doctoral council of the scientific field adopted a resolution no. .... on its session held on ...../...../20.. to **approve / disapprove** the awarding of the doctoral degree.

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

Justification in the case of rejection:

20... ..

(signature of the president of the doctoral council)

III. Decision of the University Doctoral and Habilitation Council:

The UDHT adopted the resolution no. .... on its session held on .../.../20.. to **award / not award** the doctoral degree.

Justification in the case of rejection:

(signature of the president of the UDHC)

IV. The doctoral degree was awarded by the University on

..... / ..... / 20..

Number of the doctoral diploma: ...../20....

(signature of the rector)

### Classification of the doctoral actions and the doctoral degree

The classification of the doctoral degree is obtained by aggregating the ratings provided by the review committee of a) the dissertation, b) the doctoral candidate's independent scientific work and c) the classification of the open dissertation defense. The classification of the doctoral degree is *summa cum laude* if the classification of all three parts are *summa cum laude*. Also, the classification of the degree is *rite* if at least two of these three parts are rated as *rite*. In every other case, the classification of the doctoral degree is *cum laude*.

Each member of the review committee provides their rating on a four-point scale (*summa cum laude*, *cum laude*, *rite*, failed) and the committee opinion is obtained by aggregating the votes:

- The result is *summa cum laude*, if more than half of the reviewers provided *summa cum laude* rating and there was no rating lower than *cum laude*. If there are at least five committee members, the result is *summa cum laude* even if one of them does not give *summa cum laude* rating, but the others do.
- The result is *dissatisfactory*, if more than half of reviewers gave *dissatisfactory* rating. The result is *dissatisfactory* also if, in the case of paired number of committee members, half of the cast votes are *dissatisfactory* and the other half are *rite*.
- In every other case, the numerical mean of ratings has to be calculated using 1 for "dissatisfactory", 2 for "rite", 3 for "cum laude" and 4 for "summa cum laude". If the calculated mean is 2.5 or higher, the result is *cum laude*, otherwise it is *rite*.
- The above described principles are summarised in the tables below in the case of committees consisting of 3-7 members (the numbers in these tables represent the number of votes case on the given rating, while the last column shows the final rating of the committee).

#### 3-member-committee

FAIL	RITE	CL	SCL	result
3	0	0	0	FAILED
2	1	0	0	FAILED
2	0	1	0	FAILED
2	0	0	1	FAILED
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

#### 4-member-committee

FAIL	RITE	CL	SCL	result
4	0	0	0	FAILED
3	1	0	0	FAILED
3	0	1	0	FAILED
3	0	0	1	FAILED
2	2	0	0	FAILED
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

#### 5-member-committee

FAIL	RITE	CL	SCL	result
5	0	0	0	FAILED
4	1	0	0	FAILED
4	0	1	0	FAILED

4		0	0	1	FAILED
3		2	0	0	FAILED
3		1	1	0	FAILED
3		1	0	1	FAILED
3		0	2	0	FAILED
3		0	1	1	FAILED
3		0	0	2	FAILED
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

**6-member-committee**

FAIL	RITE	CL	SCL	result
6	0	0	0	FAILED
5	1	0	0	FAILED
5	0	1	0	FAILED
5	0	0	1	FAILED
4	2	0	0	FAILED
4	1	1	0	FAILED
4	1	0	1	FAILED
4	0	2	0	FAILED
4	0	1	1	FAILED
4	0	0	2	FAILED
3	3	0	0	FAILED
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	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

**7-member-committee**

FAIL	RITE	CL	SCL	result
7	0	0	0	FAILED
6	1	0	0	FAILED
6	0	1	0	FAILED
6	0	0	1	FAILED
5	2	0	0	FAILED
5	1	1	0	FAILED
5	1	0	1	FAILED
5	0	2	0	FAILED
5	0	1	1	FAILED
5	0	0	2	FAILED
4	3	0	0	FAILED
4	2	1	0	FAILED
4	2	0	1	FAILED
4	1	2	0	FAILED
4	1	1	1	FAILED
4	1	0	2	FAILED
4	0	3	0	FAILED
4	0	2	1	FAILED
4	0	1	2	FAILED
4	0	0	3	FAILED
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
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

## Co-author's declaration

Doctoral candidate's name: .....

I hereby certify that I am familiar with the dissertation of the applicant Mr/Ms

Regarding our joint results referred to in his / her dissertation, were obtained

- as the result of joint contribution by the applicant and myself;
- the applicant's contribution was prominent in obtaining the results referred.

I do not oppose the use of the content of the scientific publication the applicant's dissertation.

Publication title:	
Authors:	
Periodical, year, volume, pages	

	Co-author's name	Ratio of participation	Signature
1.		.....%	
2.		.....%	

Date: ....., ..... day ..... month ..... year



**CERTIFICATION SHEET\***

We hereby certify that.....(name/birth name)  
 ..... full-time/part-time student of the University of Debrecen, as a  
 doctoral candidate at the

**KÁROLY IHRIG DOCTORAL SCHOOL OF MANAGEMENT AND BUSINESS ADMINISTRATION**

fulfilled the following requirements:

1. obtained a school leaving certificate;
2. successfully passed the final exam;
3. has the proper publications as per the requirements of the doctoral school and submitted the required publications to the head of the doctoral school;
4. the list of publications in the topic of the doctoral (PhD) dissertation conforms to the formal requirements;
5. the list of publications in the topic of the doctoral candidate's own research topic which the doctoral candidate intends to use in the doctoral (PhD) dissertation abstract has to be attached to the "Certification sheet";
6. has the minutes of a successful closed dissertation defense;
7. made the necessary revisions based on the remarks during the closed dissertation defense;
8. submitted his/her doctoral dissertation and dissertation abstract in accordance with the Doctoral Code of the University of Debrecen and the requirements of the doctoral school;

	<b>I agree</b>	<b>I disagree and raise objections in the following point(s)</b>	<b>Date</b>
<b>Supervisor</b>			
<b>Head of the doctoral school</b>			

\* The certification sheet is necessary before sending the doctoral (PhD) dissertation and dissertation abstracts for review.



## DECLARATION

I, the undersigned (name:....., date of birth: ..... ) declare under penalty of perjury and certify with my signature that the dissertation I submitted in order to obtain doctoral (PhD) degree is entirely my own work.

Furthermore, I declare the following:

- I examined the code of the Károly Ihrig Doctoral School of Management and Business Administration and I acknowledge the points laid down in the code as mandatory;
- I handled the technical literature sources used in my dissertation fairly and I conformed to the provisions and stipulations related to the dissertation;
- I indicated the original source of other authors' unpublished thoughts and data in the references section in a complete and correct way, considering the prevailing copyright protection rules;
- No dissertation which is fully or partly identical to the present dissertation was submitted to any other university or doctoral school for the purpose of obtaining a PhD degree.

Debrecen, 201... ..

-----  
Name  
signature

## SCRIPT OF THE OPEN DOCTORAL (PhD) DISSERTATION DEFENSE

### I. Closed session before the open dissertation defense

**President:** Decides whether the defense can take place and the reviewers and whether the members of the Review Committee are present. The President forms a standpoint of the Review Committee about whether the open dissertation defense can take place or, in the case of legal obstacle, it has to be postponed and to which date.

**Legal obstacle:** The following people cannot be appointed as committee members: close relatives of the doctoral candidate, direct workplace superior or employee of the applicant, as well as their colleague at the same organisational unit (the same department, institutional unit, research team or project research team, excluding the university, university faculty, research institute, museum or other institution); in addition to the above list, the co-author of the applicant in any work used in the doctoral dissertation constituting the basis of the procedure shall not be an official reviewer and the member of the review committee. The constitution of the committee does not conform to the requirements prescribed in the Code of the KI DS.

**Reviewers:** Declare whether they accept the doctoral candidate's written response to the opponents' review.

**Secretary:** Presents the opinions submitted in writing.

**President:** Following a discussion, the President summarises the questions to be raised and clarified during the open dissertation defense. The questions are noted down by the secretary.

### II. The open dissertation defense

**President:** Kicks of the defense and announces that the Doctoral Council appointed the doctoral (PhD) dissertation titled ..... of the doctoral candidate ..... for open dissertation defense. The President announces that the Doctoral Council of the Faculty appointed the following Review Committee based on the recommendation of the Council of the Doctoral School: see the invitation letters.

The President decides if the defense can take place based on whether

- a) the members of the Review Committee are present,
- b) the official reviewers are present,
- c) the doctoral candidate fulfilled the prerequisites.

As a next step, the President asks the Review Committee whether they have any questions or remarks in relation to starting the defense. If not, the Review Committee starts the actual work.

The President asks the secretary of the Committee to present the scientific CV of the doctoral candidate.

**Secretary:** Reads out the scientific CV of the doctoral candidate.

**President:** Asks the doctoral candidate to present the objectives, research methods and novel methods of the performed research work in a 20-minute-long free presentation.

**President:** Asks the official reviewers one by one to present their opinions about the dissertation. (If only one reviewer is present, the secretary reads out the opinion(s) of the other opinion(s).)

Asks the doctoral candidate to provide to-the-point and immediate responses to the reviews (and the questions raised by reviewers, if any).

Asks the secretary to present the questions raised by the Review Committee in writing, as well as the other questions submitted in writing.

Asks the members of the Review Committee whether they wish to ask questions from the doctoral candidate (if they do, the doctoral candidate answers immediately).

Asks the participants of the defense whether they wish to ask questions from the doctoral candidate or the official reviewers. **After the questions are raised, the doctoral candidate or the official reviewers answer immediately.**

Asks the official reviewers, the Review Committee and the participants of the defence whether the answer of the doctoral candidate was satisfactory.

Asks the secretary to present the comments and remarks submitted in writing (including the comments of the members of the Review Committee) and gives the opportunity to anyone who wishes to make a remark to speak as long as there are people who wish to comment.

When there are no more comments, the President asks the doctoral candidate to respond to the comments.

The supervisor has the opportunity to make a final remark.

The President asks the official reviewers, the Review Committee and those who commented whether the response of the doctoral candidate was satisfactory. If yes, the President announces that the committee retires to make a decision, unless the doctoral candidate wishes to speak.

### **III. Closed session following the open dissertation defense**

The closed session starts with the evaluation of the defense. The secretary presents the recommendation for the minutes of the session and the President orders a secret vote, the result of which is recorded in the minutes of the session.

Voting: The members of the Review Committee (president, members, secretary, reviewers) evaluate the performance of the doctoral candidate during the defense based on the Doctoral Code.

The members of the Review Committee sign the minutes.

### **IV. Closing the open dissertation defense**

**President:** Announces that the committee continues the open session by announcing and justifying the result of the secret vote, as well as the classification of the dissertation.

**Secretary:** Doctoral candidates may turn to the president of the council of the doctoral school, the president of the doctoral council of the scientific field, the president of the UDHC and the rector for legal remedy, by following the chain of command. The resolutions adopted in the procedure aiming at obtaining the doctoral degree may be subject to appeal only in the case of infringement or the breach of the Doctoral Code or the procedural order. The appeal has to be submitted to the president of the DCSS who provides an evaluation within 30 days. The costs of appeal are prepaid by the appellant. If the president of the DCSS accepts the appeal, the prepaid costs will be reimbursed by the faculty. If the appeal is rejected, the costs will be borne by the appellant.

**President:** Closes the open dissertation defense.

## PROCEDURAL AND OTHER FEES OF THE KÁROLY IHRIG DOCTORAL SCHOOL OF MANAGEMENT AND BUSINESS ADMINISTRATION

### I. PROCEDURAL FEES DURING TRAINING

- Admission procedural fee (for applicants of part-time training): 9 000 HUF
- Fees to be paid by fee-paying students:
  - For Hungarian citizens:
    - organised full-time and part-time training (for eight semesters) 165 000 HUF/semester
    - individual preparation (for one semester) 165 000 HUF/semester
    - Individually preparing and part-time doctoral candidates who are full-time employees at the faculties and research institutes of UD 82 500 HUF/semester  
Part-time employees pay proportional fee.
  - For foreign citizens whose mother language is not Hungarian: 3 000 USD/semester

The sum of fee to be paid may be subject to individual judgement.

The amount of fee to be paid per year shall not increase more than the consumer price index of the preceding year.

- Special procedural fees:
  - late enrolment: 10 000 HUF
  - late submission of the registration book: 5 000 HUF
  - late registration for a subject in the online student interface “Neptun”: 10 000 HUF/subject
  - late payment of fee:
    - less than a month: 5 000 HUF
    - more than a month: 10 000 HUF
  - late submission of materials serving study purposes: 10 000 HUF
  - new student ID card: based on the respective regulation of UD
  - new registration book: based on the respective regulation of UD

If the PhD student fails to pay the procedural fees including the special procedural fees within two months following official notice, the head of the DS automatically terminates the PhD student legal status.

## **II. PROCEDURAL FEES OF THE PhD DEGREE PROCESS**

- PhD degree procedural fee: 160 000 HUF
- Cost of appeal: 10 000 HUF

## **III. FEE TO BE PAID TO THOSE PARTICIPATING IN THE PhD AWARD PROCEDURE**

- External members of the complex exam and review committee: 7 500 HUF
- Official reviewer: 20 000 HUF

Covering travel costs of external committee members and opponents.

- Supervisor's fee after obtaining the PhD degree: 160 000 HUF  
(In the case of two supervisors, the fee is divided in half.)
- Hourly rate of lecturers, including the exam: 6 000 HUF/hour



# *PhD Diploma*

*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....*