

UNIVERSITY OF DEBRECEN

Faculty of Economics and Business

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

RULES OF OPERATION

(applicable to students enrolled after 1 September 2016)

The Rules of Operation of the Doctoral School was prepared on the basis of the Doctoral Regulations of the University of Debrecen, the Regulations of the Doctoral Council of Social Sciences, as well as the decisions of the National Doctoral Council and the Hungarian Accreditation Committee (MAB), and is valid with the above documents being taken into consideration.

**Debrecen
2019**

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Definitions

The Doctoral Regulations of the University of Debrecen uses the terms listed below, related to doctoral programme and the awarding of doctoral degrees, with the following meanings:

doctoral council: a body created for the organization of doctoral programme and the awarding of degrees, which has the right to make decisions with respect to doctoral programme, specifically regarding admission, starting the degree-awarding procedure, as well as the decision on the awarding of degrees; at the University of Debrecen, the Doctoral Council of the University, elected by the Senate, as well as doctoral councils of the disciplinary areas, elected by the Doctoral Council of the University, operate.

doctoral school: an educational organization, operating with the approval of the Senate, encompassing various organizational units of the university, where the programmes aimed at earning academic degrees are conducted. Academic or other research groups supported by the Hungarian Academy of Sciences or research institutes outside of the institution may also participate in the work of the doctoral school.

core member: a faculty member or researcher having an academic degree in the discipline and research area of the doctoral school, engaged in continuous, high-quality academic activities, employed in full time in regular employment or as a state employee, who had identified the University of Debrecen in accordance with Section 26 (3) of the Act on National Higher Education as his or her institute of affiliation for the purposes of public funding. With the approval of the doctoral council, a Professor Emeritus of the University of Debrecen, as such term is defined in Section 32 (1) of the Act on National Higher Education, may also be a core member. In addition, core members may also be academic advisers or research professors having an academic degree in the discipline and research area of the doctoral school, engaged in continuous, high-quality academic activities, employed in full time in regular employment or as state employees by a research institute, having the title “Doctor of the Hungarian Academy of Sciences,” provided that the university has concluded an agreement to this effect with the given research institute. A core member shall satisfy the above conditions for at least 5 years, and shall agree to also serve as a dissertation supervisor in the doctoral school. Core members may only be persons under whose supervision at least one (or in case of co-supervisors, two) doctoral candidate has received a doctoral degree.

head of the doctoral school: a full professor of the University of Debrecen responsible for the academic standard and educational work of the doctoral school, who shall be a regular or corresponding member, or a Doctor of the Hungarian Academy of Sciences, or a Doctor of Sciences (hereinafter, collectively: Doctor of the Academy).

council of the doctoral school: a body assisting the head of the doctoral school, meeting regularly, elected by the core members of the doctoral school, and whose members are appointed and relieved by the doctoral council of the disciplinary area.

faculty members of the doctoral school: faculty members and researchers having academic degrees who – at the proposal of the head of the doctoral school – are considered suitable by the council of the doctoral school of the disciplinary area for the duties of teaching, research and supervising in the framework of the doctoral school.

doctoral programme: educational and research organizations operating within doctoral schools, in case of satisfying the conditions specified by the doctoral regulations and having the approval of the doctoral council of the disciplinary area.

doctoral student: a student participating in doctoral education, who has the rights and obligations as defined in the provisions of law on higher education.

doctoral student status: status based on the legal relationship between the doctoral student and the higher education institution, the content of which consists of the rights and obligations of the doctoral student and the institution as defined in the provisions of law on higher education. Student status is evidenced by the university by way of issuing and validating a student identification card.

state doctoral scholarship: financial aid provided to doctoral students of Hungarian citizenship, or foreign doctoral students to be granted the same status as Hungarian students on the basis of a provision of law or international treaty, participating in full-time, regular doctoral programmes.

doctoral education: educational, research and reporting activity, conducted in line with the specific features of the disciplinary area and the needs of the doctoral student, in the framework of individual or group-based preparation; it consists of a coursework and research stage, followed by a research and dissertation stage. A prerequisite of participation in doctoral education is the possession of a master's degree. It is necessary to obtain a total of 240 credits in the doctoral programme; the duration of the programme is 8 semesters.

dissertation topic: a research area that is suitable for the purpose of the doctoral student, under the supervision of the dissertation supervisor, acquiring the knowledge and skills necessary for the application of research methods, to create original academic results, and to give proof of the above in the form of academic publications, academic presentations and a doctoral dissertation (work, project).

complex examination: an examination to be completed in the course of the doctoral education, at the end of the fourth semester, as the conclusion of the coursework and research stage and as the condition of the commencement of the research and dissertation stage; it assesses and evaluates the student's progress in terms of coursework and research.

dissertation topic supervisor: a faculty member of researcher with an academic degree whose proposal for a dissertation topic or topics has been approved by the council of the doctoral school and who, on the basis of the above, can responsibly supervise and assist the doctoral student in his or her studies, research and the preparation of the candidates for the receiving of a doctoral degree.

academic point (credit): the unit earned in the doctoral programme for the performance of academic work in the form of learning, fulfilling course requirements, conducting research or performing teaching activities. Generally, one credit may be earned by completing 30 hours of work.

study abroad programme: part of the doctoral education in which the doctoral student may participate on the basis of a work programme, approved by his or her supervisor, which ensures the validity of the given academic period in the university's doctoral education

programme. The council of the doctoral school decides on the acceptance of the work programmes of study abroad programmes.

doctoral degree-awarding procedure: the research and dissertation stage of the doctoral programme, following the successful completion of the complex examination.

doctoral dissertation: a written document, work or project created by the student participating in the doctoral degree-awarding procedure, whereby the doctoral student can prove that he or she is capable of independently creating academic work that is commensurate to the requirements of the doctoral degree. A dissertation may be written in Hungarian or English, or in other languages if justified by the topic of the dissertation.

doctoral theses: a summary work prepared for the academic public on the basis of the doctoral dissertation, in which the doctoral candidate describes his or her academic results on the basis of which, in the degree-awarding procedure, he or she can give proof of preparation for receiving the academic degree. The doctoral theses shall be prepared in Hungarian and English (or other languages, in line with the characteristics of the given discipline).

doctoral degree: a degree that may be awarded by the doctoral council of the university, which can be obtained on the basis of participation in regular doctoral education organized by the university or individual preparation, in both cases in the framework of a doctoral degree-awarding procedure.

General provisions

Section 1

(1) The present regulations have been drawn up on the basis of Government Decree 387/2012 (XII.19.) on doctoral schools, the doctoral procedure, and habilitation. Further, the regulations also take into consideration Act CCIV of 2011 on National Higher Education, the Doctoral Regulations of the University of Debrecen, the Regulations of the Doctoral Council of Social Sciences, the Academic and Examinations Regulations applicable to doctoral students (DE GTK TVSZ for Doctoral Students), as well as the official position of the National Accreditation Committee on the establishment and operation of doctoral schools (MAB Rules of Organization and Operation, Appendix 4).

(2) The name of the Doctoral School: Károly Ihrig Doctoral School of Management and Business (hereinafter: the “Doctoral School”), which operates within the Faculty of Economics and Business at the University of Debrecen.

(3) The prioritized objectives in the course of the doctoral programme and degree-awarding procedure at the Doctoral School:

- a) The continuous improvement of the quality of education/training, and the keeping of the same at a high level also by international standards.
- b) By way of conducting high-quality, effective primary and secondary research, contributing to the sustainable development and enhancing the international competitiveness of Hungarian society and, in a broader sense, of the European Union, and indirectly also to increasing social welfare.
- c) Conveying such knowledge of research methodology and developing values of academic ethics that correspond to the norms of academic training in Hungary and internationally.

- d) Increasing the level of satisfaction of students, teaching staff, researchers, non-teaching staff and other stakeholders in society (employers of graduates, persons and companies that are partners of the university), striving for the satisfaction of societal needs to the maximum extent possible.
- e) Increasing the level of efficiency and the results of the operations at all times.

The establishment of the Doctoral School

Section 2

(1) The Doctoral School was established on the basis of the proposal of the Doctoral and Habilitation Council of the University, submitted by the rector of the university, by way of the transformation of the earlier, legal predecessor, “A”-type accredited doctoral programme titled “*Agricultural enterprises and the economy of rural development.*” The Hungarian Accreditation Committee accredited the Doctoral School by way of its decision no. 2002/III. Pursuant to the decision, “*the University of Debrecen is entitled to provide doctoral education, to award doctoral degree, as well as to conduct habilitation procedures in the disciplinary area of natural sciences, and within that in multidisciplinary social sciences as discipline (business economics and organizational studies, crop production and horticulture, animal husbandry).*”

(2) By way of its decision no. 2003/5/II/1, the plenary meeting of MAB amended the disciplinary area and disciplinary classification of the Doctoral School as follows: Interdisciplinary: 4. Agricultural sciences (4.1. Crop production and horticulture, 4.3. Animal husbandry), 5. Social Sciences (5.1. Business economics and organizational studies).

(3) On the basis of decision no. 2008/3/VII/2/019 of MAB, the Doctoral School received a “**compliant**” qualification in the accreditation procedure. On the basis of the compliance verification procedure, the Doctoral School’s right to award doctoral degrees is extended to the discipline of business economics and organizational studies.

(4) Decision no. MAB 2014/10/XIV/38/2 of the Hungarian Accreditation Committee **confirms** the accreditation of the Doctoral School, subject to the continuous provision of the conditions of operation, until 31 December 2019, with a monitoring assessment on 1 October 2015.

(5) Decision no. MAB 2017/5/IX/4/2/1070 of the Hungarian Accreditation Committee **accredits** the Doctoral School until 31 December 2019, subject to the continuous provision of the conditions of operation.

(6) The research area of the Doctoral School builds upon the traditions of its legal predecessor (*the macro and microeconomic aspects of agribusiness, as well as aspects related to rural development*); in a wider sense, it is engaged in research in the area of business/economics/organizational studies. “The Doctoral School engages in its activities independently from the Faculties and other Doctoral Schools of the University Debrecen; however, in the course of its operations, it takes into consideration the academic traditions of the Faculty of Economics and Business.”

The organizational structure of the Doctoral School

Section 3

(1) The University of Debrecen operates a Doctoral and Habilitation Council, which supervises the education and the procedures conducted at the Károly Ihrig Doctoral School of Management and Business. The operation of the Doctoral School is directly supervised by the Doctoral Council of Social Sciences. The decision-making body of the Doctoral School is the Council of the Doctoral School.

(2) The core members of the Doctoral School, as well as the composition of the body of core members shall satisfy the rules set forth in Section 1.

(3) New core members shall be elected by the Council of the Doctoral School, based on the recommendation of the head of the Doctoral School. The head of the Doctoral School shall inform the Doctoral Council of Social Sciences and the vice rector responsible for academic affairs concerning the election of new core members.

(4) The group of core members shall be confirmed by the accreditation and the periodic review of MAB.

(5) Pursuant to Section 1 (7) of the Doctoral Regulations of the University, the head of the Doctoral School shall be elected from the core members of the Doctoral School – on the proposal of the majority of core members, after also obtaining the opinion of the Doctoral Council of Social Sciences – by the Doctoral and Habilitation Council of the University and appointed by the rector, for a term not exceeding five years. The head of the Doctoral School shall be a university professor in full-time employment at the University, having an academic degree and the title of doctor of the Academy (DSc).

(6) The appointments according to Section 3 shall terminate:

- a) upon the expiry of the term of appointment;
- b) by way of recalling in procedure identical with that of the appointment;
- c) upon the resignation of the appointee;
- d) by way of the long-term incapacitation or death of the appointee.

(7) The data of the Doctoral School

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

Section 4

(1) The tasks of the head of the Doctoral School, in addition to those specified in the Doctoral Regulations of the University:

- a) supervising the work of the Council of the Doctoral School and for the execution of the decisions of the council in a responsible way;
- b) coordinating the professional work of the Doctoral School and responsible for its quality;
- c) representing the Doctoral School;
- d) compiling the accreditation materials of the Doctoral School, successfully managing the work related to accreditation;
- e) defining the norms and requirements;
- f) supervising the continuous maintenance of the rules of operation and the rules of procedure, being responsible for full compliance with the same;
- g) participating in the work of the Doctoral Council of Social Sciences;
- h) being responsible for the use of the state funding of doctoral education and other financial sources received by the Doctoral School, in compliance with the University's rules of financial management;
- i) approving the minutes/memoranda of the council meetings.

(2) The tasks of the secretary of the Doctoral School:

- a) preparing the meetings of the Council of the Doctoral School;
- b) organizing conferences and forums of doctoral students;
- c) preparing modifications of the curricula;
- d) organizing the doctoral courses;
- e) maintaining records concerning the alumni programme of the Doctoral School;
- f) preparing the admission procedure;
- g) finalizing the minutes/memoranda of the council meetings.

(3) The tasks of the administrative assistant of the Doctoral School:

- a) maintaining records concerning the students, faculty members and courses;
- b) announcing the courses included in the educational plan of the Doctoral School in the University's uniform academic system (Neptun);
- c) taking care of the teaching-related administration and reckoning of accounts;
- d) uploading the doctoral dissertations, doctoral theses, as well the invitations to the doctoral defences into the electronic archive of the university (DEA);
- e) regularly updating of the data and documents of the Doctoral School in the national doctoral database (doktori.hu); adding and deleting students, faculty members, dissertation supervisors and core members in accordance with the decisions of the relevant bodies; publishing dissertation topic announcements; publishing doctoral defence announcements;
- f) regularly updating of the website of the Doctoral School;
- g) preparation of the various actions of the Doctoral School (closed debates, comprehensive examinations, public debates);
- h) financial administration;
- i) database management: the regular updating of the data and the documents of the Doctoral School;
- j) preparing class schedules;
- k) preparing the minutes/memoranda of council meetings.

(4) The data of the persons filling functions in the Doctoral School shall be indicated in *Appendix 1*.

(5) The core members of the Doctoral School shall be listed in *Appendix 2*.

(6) The Council of the Doctoral School. Members of the Council of the Doctoral School with voting rights: the head and the core members of the Doctoral School, the elected representative of the doctoral students. Invited by the head of the Doctoral School, with the right of consultation: the secretary of the Doctoral School, the heads of the emeritus professors, and the assistant of the Doctoral School. The heads of the legal predecessor programme of the Doctoral School and of its school are permanent, honorary members of the Council of the Doctoral School and – unless they are also core members – may participate at the meetings of the Council of the Doctoral School with the right of consultation. The members of the Council of the Doctoral School are listed in *Appendix 3*. The scope of powers of the Council shall be in accordance with the regulations of the Doctoral and Habilitation Council of the University and of the Doctoral Council of Social Sciences.

(7) The forum of the Doctoral School. The Scientific Forum is convened annually, with the participation of the members of the Council of the Doctoral School, the supervisors of dissertation topics, the faculty members teaching in the PhD programme, the doctoral students, as well as the graduated doctors of the Doctoral School.

(8) The record-keeping and administrative system of the Doctoral School are managed by the administrative assistant and the referent of the disciplinary area. In the entire system of economic record-keeping, in addition to the Financial Office of the University, the administrative assistant of the Doctoral School shall also maintain parallel records on the balance of the various earmarked funds. The secretary and the administrative assistant of the Doctoral School shall be responsible for the administration of the internal affairs, as well as the correspondence.

The operation of the Doctoral School

Section 5

The operations of the Doctoral School shall be supervised by the head of the Doctoral School.

Section 6

(1) The Council of the Doctoral School shall evaluate the proposed dissertation topics, and will only consent to the announcement of such topics for which the intellectual and infrastructural background of the research is ensured, and it is deemed realistic that a high-quality dissertation can be submitted within 4-5 years. The supervision of dissertation topics at external research sites is possible in institutions that concluded a cooperation agreement with the Doctoral School, where the student's legal status aimed at the performance of work is settled, and the rights and obligations of the student are clearly determined. Every year, the Doctoral School requests the submission of proposed dissertation topics and announces the topics offered for dissertation research. An important requirement toward announcers of dissertation topics is that they comply with the requirements applicable to dissertation supervisors. The decision on the approval of the dissertation topics and dissertation supervisors shall be made by the Council of the Doctoral School. The dissertation topics are announced on the websites of the Doctoral School and of the National Doctoral Council (ODT). Making available the *evaluations of earlier dissertation supervisory activities* is intended to avoid that students regularly end up under the supervision of faculty members with a track record of unsuccessful dissertation supervisory activities.

Successful	In progress	Unsuccessful
Pre-degree certificate: within 4 years	Pre-degree certificate: within 4 years	Not successful and not in progress

Starting: pre-degree certificate within +1 year Earning of doctoral degree: within 5 years	Starting: pre-degree certificate within +1 year Earning doctoral degree: 5 years not yet passed	
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(2) **Dissertation supervisors** shall have doctoral degrees (DSc, CSc, PhD), and from 1 January 2014 at least the “habil.” title or equivalent international experience of teaching and research in higher education. Further, they shall be internationally recognized representatives of business economics and organizational studies with proof of outstanding scientific and research activities. On the basis of their experiences gained in education, research/creative work, research organization, they shall be suitable for the supervising of the work of students, participants of doctoral programmes, instructors, they shall be able to publish, teach seminars and lectures also in foreign languages.

An announcer of a dissertation topic shall become a dissertation supervisor when a student signing up for the topic announced by him/her is admitted and enrolled to the Doctoral School. In one enrolment period, a maximum of 2 new doctoral students may be admitted for each dissertation supervisor, and a maximum of 6 doctoral students may work under the guidance of a single dissertation supervisor at any given time. In the course of the approval of the appointment of the dissertation supervisor, the doctoral council of the disciplinary area shall take into consideration the results of the earlier supervising activity.

(3) Each doctoral student may have a maximum of two dissertation supervisors at the same time. A dual supervision of the dissertation topic is possible in case of multi- and interdisciplinary research topics. One of the two dissertation supervisors shall be identified as the **responsible supervisor**, in the interest of ensuring accountability. The activities of consultants shall not be considered as dissertation supervision activities by the Council of the Doctoral School (similarly to MAB). “*Joint degree*” programmes, such as those proposed in EU programmes usually require dual supervision. The limitation that a single dissertation supervisor may supervise the work of a maximum of 6 doctoral students ends upon the doctoral student earning the pre-degree certificate (“*absolutorium*”). Doctoral students who fail to earn their pre-degree certificates within 7 years after commencing their doctoral studies are deleted from the system of the Doctoral School.

(4) The work of each doctoral student is thus supervised by one – or, in particularly justified cases of differences between the disciplinary areas concerned, a maximum of two – dissertation supervisor(s), who help(s) the student in their academic and research activities, as well as in the preparation of the doctoral candidates for the degree-awarding procedure (in case of two supervisors, at least one of them shall have the “habil.” title. A dissertation supervisor shall be a full-time employee of the University of Debrecen with at least the “habil.” title (from 1 January 2014), with teaching or research staff status, or a Professor Emeritus, or an employee, with teaching or research staff status, of an institution with a cooperation agreement with the Doctoral School aimed at doctoral education. In addition to the external dissertation supervisor, the Council of the Doctoral School shall also appoint an internal dissertation supervisor, who shall assist the work of the supervisor on the part of the University of Debrecen, and shall monitor the academic progress of the student.

(5) The doctoral student and the responsible dissertation supervisor (even if he/she is employed by another institution) shall be recorded by the Doctoral School, and the doctoral degree shall also be awarded by the parent institution. In case of two dissertation supervisors, they may be in the same doctoral school, or in two doctoral schools of the same institution, or

in two doctoral schools of two institutions, also including in the latter cases institutions of higher education abroad.

(6) The academic and research work of the doctoral student is supervised by the dissertation supervisor. The doctoral student may, on the basis of proper reasons, request the appointment of a new dissertation supervisor from the head of the Doctoral School (or, in case the head of the Doctoral School is the dissertation supervisor concerned, with the president of the disciplinary doctoral council). The **changing of the dissertation supervisor** (or the termination of the supervisory activities) is possible for various objective (leaving the institution, death, etc.) and subjective (change of research interest, deterioration of relationship, etc.) reasons, at the initiative of either the dissertation supervisor or the doctoral student. The handling of problems is the right and obligation of the Council of the Doctoral School. The head of the Doctoral School shall, after obtaining the opinion of the Council of the Doctoral School and – in case the reasons provided are well-founded – shall forward the application, together with the proposal for the person of the new dissertation supervisor, to the doctoral council, which shall decide on the acceptance or the rejection of the application.

(7) The work of dissertation supervisors who **did not act in such capacity during the entire length of the process** may also be recognized. The joint conditions of successful, i.e. quantifiably recognizable dissertation supervisory activities are, on the side of the supervisor, at least one full year of prior and continuously documented activity at the institution as dissertation supervisor, while on the side of the doctoral student, an assessable performance created with the participation of the dissertation supervisor(s) (academic paper, publication, presentation, poster, etc.). (General teaching activities conducted in the framework of the Doctoral School shall be considered as teaching activity, and shall not constitute part of the tasks as a dissertation supervisor.) *For a doctoral degree earned*, on the basis of such “sequential” (i.e. not only parallel) events, the activities of a *maximum of three dissertation supervisors may be recognized*. The condition of all three recognitions, in addition to the continuous documentation by the institution, is that their names should be indicated in the dissertation (on the title page) as the candidate’s dissertation supervisor. This is intended to provide that the candidate also recognizes the actual role of the dissertation supervisors indicated. The same possibility of recognition applies where the doctoral student earns his/her degree at another, e.g. a foreign university, on the basis of the actual (as evidenced by the Doctoral School) and documented contribution of a dissertation supervisor in Hungary. The recognition of *unfinished* dissertation supervisory activity for accreditation purposes is possible if the dissertation supervisor himself/herself can provide evidence of at least *one year* of actual, activity as dissertation supervisor, documented already at the beginning of the activity. In case of dual supervision, the applicable time limit shall be a minimum of two years.

(8) The topic of the dissertation or the person of the dissertation supervisor/consultant may, upon (their) request or at the request of the student, be changed by the Doctoral Council of Social Sciences on the basis of the recommendation of the Council of the Doctoral School.

Section 7

(1) **The rules applicable to the announcement of dissertation topics** The titles of PhD research topics along with the names of the dissertation supervisors shall be announced, on the basis of the propositions received in writing by 31 March of each year, after the decision of the Council of the Doctoral School, by *15 April* of the year, both on the websites of the Doctoral School and of the National Doctoral Council (doktori.hu). Dissertation supervisors shall submit short and detailed descriptions of the proposed topics. The short descriptions shall be summarized in 500 characters, including the short title, the area examined and the

topic. The detailed description shall be drawn up in 2000 characters, which shall include the following:

- a) the title of the topic;
- b) the delimitation of the research topic;
- c) the description of the expected method of the research;
- d) the estimated source needs of the research.

(2) There are **two forms of regular doctoral education** at the university: full-time and correspondence (with the student maintaining his or her job). Admission opportunities and the related conditions shall be also published by the Doctoral School on its own website. The information shall include:

- the number of doctoral students planned to be admitted;
- information on fees and allowances;
- the conditions of the admission, with special attention to the evaluation of the entrance examination as well as the principles of ranking applied;
- the amount of the fee payable for the admission procedure, as well as information on the payment of the same;
- other information as specified in a decree or as may be necessary for the applicants.

(3) The application form (see Appendix 2 to the Doctoral Regulations of the University of Debrecen) is available electronically from the website of the university (*Appendix 4*). The *application deadline is 15 May*. The supervision of the admission examinations shall be the task of the Doctoral Council of Social Sciences, while the Doctoral School is responsible for the organization and administration of the same.

(4) Admission is only possible by way of applying to nationally doctoral programmes announced nationally on the website www.doktori.hu, on the basis of a successful interview by conducted by the admission committee. A condition of participation at the admission examination is the written confirmation of the availability of doctoral student places by the supervisor and the receiving unit (department, external institution). The points awarded for “professional habitus” are intended to evaluate partly the applicant’s proficiency in the selected topic. The formal requirements of admission are a university degree of at least “good” evaluation, as well as proof of proficiency in the language(s) necessary for engaging in research in the discipline, as required by the Council of the Doctoral School. In case of university degrees of “medium” evaluation, the limitation period is 5 years after graduation (in this case, the earlier academic results are not calculated into the admission points, and the maximum points that can be awarded for professional proficiency and academic work is increased by 15 points each). The admission examinations for the topics announced shall be organized by the Doctoral School. The admission committee shall consist of core members and council members of the Doctoral School. The condition of admission shall be reaching at least 60 out of the available 100 points in case of students applying for the full-time and the correspondence programmes. The points that can be awarded in the admission procedure to the doctoral programme can be found in *Appendix 5*. In case of students applying to the correspondence programme, the completed professional practice can also be taken into consideration. After the admission interviews, the admission committee shall rank the applicants. On the basis of the minutes of the admission committee, the Council of the Doctoral School shall make a recommendation to the head of the Doctoral School for the admission of students and the awarding of the state-financed scholarships, who shall submit a proposal on the basis of this information to the Doctoral Council of Social Sciences.

(5) The general requirements of the application to be submitted in the course of the admission procedure in terms of content and form.

I. General requirements:

- a) The preparation of the application material compiled on the basis of the criteria made available in advance shall be a precondition of being invited to the oral admission examination/interview. The purpose of the application material is to evidence the suitability of the applicant, his/her proficiency in the selected topic, the commitment of the applicant for the elaboration of the dissertation research topic and the fulfilment of the doctoral requirements.
- b) The topics of the prospective doctoral students shall be designated by the Doctoral School in consultation with the competent institutes/departments in such a way that they are in line with the purpose of the programme, satisfy the requirements of the disciplinary area, and also allow the doctoral students to conduct the necessary research, as well as to collect and process the relevant data.
- c) After the selection of the research topic, the applicant shall prepare a preliminary dissertation proposal (prospectus), in cooperation with his/her dissertation supervisor. The prospectus shall present the purpose and the antecedents of the research, outline the problem to be examined, the research methods to be used, and the expected results.
- d) The application shall be submitted in one copy by the deadline set by the Doctoral School, to the referent of the Scientific Directorate. Failure to meet the relevant deadlines shall result in exclusion from the admission procedure. Submitting any missing documentation shall be possible until the date of the admission interview.
- e) The admission committee shall evaluate the application on the basis of the criteria provided. In the course of the admission interview, the applicant shall discuss the problem proposed to be examined, the prospectus, and shall give proof of his/her familiarity with the relevant literature.

II. Formal requirements:

- a) The application material shall be bound.
- b) External cover: white cardboard cover; size: A4; text (in black print, centred on the page): University of Debrecen / Károly Ihrig Doctoral School of Management and Business / APPLICATION / Name of the applicant / Place (Debrecen) and year of the submission of the application.
- c) Text on the internal title page: Name of University / Faculty / Doctoral School / head of Doctoral School / The title of the selected topic (long and short title: max. 250 and max. 150 characters, respectively) / The name of the applicant / Type of programme (full-time/correspondence/individual preparation) / Name(s) of consultant(s) / Place (Debrecen) and year of the submission of the application.
- d) The application material is to be printed on A4-size white paper, with 1.5 line spacing, with a left margin of 3 cm, and right, upper and lower margins of 2.5 cm. The font to be used: Times New Roman, font size: 12 points.

III. Content requirements:

- a) The application shall contain the necessary chapters and documents in the given order.
- b) The structure of the application and the order of its elements:
 - Table of contents (The table of contents shall follow the internal title page, with number in the decimal system).
 - Completed application form.
 - Proof of payment of the fee charged for the admission procedure.

- Dissertation prospectus (The short description of the proposed research topic in max. 5 pages: raising of the problem, previous research, objectives, research concept and methods, expected outcomes).
- Professional resume (with photograph).
- Motivation letter (including the personal reasons for the selection of the research topic).
- List of publications.
- Professional recommendation written by the proposed dissertation supervisor.
- Notarised copy of university degree certificate (notarisation is not necessary in case the degree certificate was issued by the University of Debrecen or one of its legal predecessors). In case of students in their graduating year, a copy of the academic transcript.
- Notarised copies of documents certifying the applicant's proficiency in foreign languages.
- Letter of consent by the employer (Necessary in case of tuition-paying or individual preparation students. Content: consent to the pursuance of studies; declaration on the provision of the conditions of research, the method of paying the tuition)

(6) The foreign language in which the law requires proficiency for engaging in research in the discipline is primarily English in the area of economic sciences. The entry condition – from 2015 – is a state-recognized, B2 intermediate-level language certificate in English. Until the above date, the Regulations of the Doctoral Council of Social Sciences shall be applicable, pursuant to which the Doctoral Schools of the Doctoral Council of Social Sciences set the following conditions in addition to those in Section 4 (4) of the Doctoral Regulations.

- As a condition of application, an intermediate (B2) level language examination in any modern language may be accepted; examinations in languages that are not used in the areas of economic and legal sciences (e.g. Esperanto or Lovari languages) are not acceptable.
- In case of applicants of Hungarian ethnic origin from outside of Hungary, the language of their country of origin is also acceptable.
- If the native language of the applicant is other than Hungarian, such native language shall be accepted as fulfilment of the foreign language requirement.
- From 1 January 2013 (in addition to the intermediate-level examination in a living language other, if it is not English), a basic-level C-type language examination in English is a condition of admission.

(7) The procedure of the admission interview. The Council of the Doctoral School appoints the admission committee(s) from among the core members of the Council of the Doctoral School. The criteria and the pointing system used for the evaluation of the admission interview shall be established in accordance with the Doctoral Regulations of the University of Debrecen. At the admission interview, the applicant shall discuss the research problem, the research plan in line with the submitted prospectus, and shall give proof of his/her familiarity with the relevant literature.

(8) Pursuant to the Doctoral Regulations of the University of Debrecen, it is also possible to earn a doctoral degree on the basis of individual preparation. The purpose of the individual preparation is to enable professionals who have received their degrees and specialist qualifications earned in a master's programme of a Hungarian or foreign university (or university degree and a certificate of qualification that are the equivalent of the above), and who have significant teaching and/or research experience and documented academic output (a

sufficient number of publications of acceptable quality) to earn a doctoral (PhD) degree. Individual preparation as an exceptional procedure may only be used in particularly justified cases. It is an expectation of the Doctoral School toward applicants to the individual preparation track to satisfy the conditions of being admitted to the complex examination (dissertation prospectus, academic publications and language examinations).

(9) The criteria of the selection from the applicants:

- a) The applicant should be suitable for academic creative work in terms of his/her personality.
- b) The applicant should demonstrate motivation (commitment) toward a teaching/research career and academic work.
- c) The elaboration of the topic and the undertaking of the applicant should constitute professional, networking, economic and academic advantages for the supervisor, the department, the institute and/or the faculty.
- d) The applicant should be one for whose work, professional and existential development the supervisor can undertake responsibility.
- e) The applicant should be capable of integrating into the community of a department.
- f) Expected skills: good communication skills, creativity, the ability to recognize problems.
- g) Expected competences: English language skills, outstanding academic results, ability to analyse and process sources from the relevant literature.

(10) The tasks of the dissertation supervisor:

- a) Formulating research problems, announcing the topics.
- b) Participation in the elaboration of the final research plan, which is considered as approved once signed.
- c) Intermediating the norms and academic requirements of the Doctoral School.
- d) Supervising and monitoring the research activities conducted. Informing the head of the Doctoral School in case of lack of proper performance.
- e) Having the doctoral students report on their work every semester, checking the performance of the undertakings formulated in the research plan (the condition of getting the “Research work” course signed off is the performance of the undertaken indicators and target values).
- f) Making a proposal concerning the composition of the committees for the comprehensive examinations, as well as the closed and public debates.
- g) Enforcing full compliance with the formal requirements in the writing of the doctoral dissertation.
- h) By signing the declaration acknowledging the performance of the doctoral student, the dissertation supervisor certifies that the dissertation also complies with the requirements of the Doctoral School in terms of its content.
- i) Preparing the student for the closed and public debates.

Section 8

(1) The admission decisions shall be made publicly available to all interested persons at the university. The Doctoral Council of Social Sciences shall inform applicants of the decision within 8 days, in writing, and in case of rejection, also provide the reasons. In case of a positive decision, the admitted applicant shall be informed in the notice of the date of registration, the document necessary for the registration, and the starting date of the academic year. The notice shall also contain information on the costs related to doctoral education and how they are to be paid.

(2) Applicants who are admitted to the doctoral programme shall, at the time of registration, sign a declaration to the effect that they have read the doctoral regulation and the requirements of the Doctoral School, and that they are therefore aware of their rights and obligations.

(3) In all cases where the costs of the education or the research are paid by the doctoral student, his or her employer or some other party, the details conditions of the same shall be drawn up in writing.

(4) The decision on the acceptance of courses into the curriculum and on the updating of the course syllabi shall be made by the Council of the Doctoral School. The syllabi shall be reviewed by the Council of the Doctoral School at least every three years. Before the beginning of each academic year, the Council of the Doctoral School shall confirm the list of the courses proposed and their teachers. The courses approved shall be announced on the faculty's NEPTUN system and described on the website of the Doctoral School.

(5) Instructors of the Doctoral School may be teachers and researchers with the "habil." title or equivalent, as well as with experience in Hungarian and international higher education. Further, they shall be internationally recognized representatives of business economics and organizational studies with proof of outstanding scientific and research activities in education. On the basis of their experiences gained in research and research organization, they shall be suitable for the supervising of the work of students, participants of doctoral programmes, instructors, they shall be able to publish, teach seminars and lectures also in foreign languages.

Full-time employees of Hungarian or foreign research institutions, universities, companies or other institutions that have concluded a written cooperation agreement with the Doctoral School in line with the objectives of the doctoral programme may also teach in the Doctoral School (external instructors). Instructors of the Doctoral School shall be listed in the ODT database of the Doctoral School; persons teaching in several doctoral schools shall declare on their ODT data sheets the percentage of their affiliation with the different doctoral schools.

(6) The Doctoral School shall specify the expectations related to the research activities conducted in the course of the doctoral programme, as well as the expected level of independence in the same. Doctoral students shall make at least one professional presentation on their research findings per year at a Hungarian and/or foreign-language forum (PhD conference). In addition, it shall be a task of the Doctoral School to help the students spend time at foreign universities/institutions where research related to their dissertation topic is conducted.

Section 9

(1) Regularly updated information shall be made publicly available on the current educational plan, as well as the courses and the instructors on the website of the Doctoral School. The tasks related to the record-keeping system, administration and the provision of information shall be the task of the Doctoral School.

The status of PhD students

The legal status of students in full-time regular doctoral education

Section 10

(1) Students participating in the doctoral programme may undertake certain tasks. Doctoral students performing teaching tasks shall have the rights of teaching staff in accordance with Section 35 (1) of the Act on National Higher Education.

(2) The content, nature and duration of teaching activities shall be set forth in a contract (doctoral student contract), which shall be concluded between the doctoral student and the head of the organizational unit responsible for the teaching activity, and countersigned by the student's supervisor. The head of the organizational unit responsible for the teaching activity shall certify the performance of the tasks undertaken.

(4) Doctoral students shall be entitled to an annual leave corresponding to 25 working days; keeping records of the leave days shall be the task of the supervisor.

(5) Students who receive state-financed scholarships shall be entitled to dormitory placement in 12 months of the year, with conditions that are otherwise the same as those applicable in the undergraduate programme. The other rules of dormitory placement shall be included in the documents titled "Regulations on the rules of operations of dormitories of the University of Debrecen" and "Regulations on Student Fees and Benefits of Students at the University of Debrecen".

Forms of support available to and fees payable by doctoral students

Section 11

(1) Full-time doctoral students participating in doctoral programmes (including foreign students who have the same status as Hungarian students pursuant to a provision of law or an international treaty) may receive stipends on the basis of a state-financed or other scholarship. Any planning or organizational unit of the university may use its funds from domestic or foreign grants, budgetary allocations or other revenues for the payment of the doctoral stipends. The annual amount of the stipend payable to full-time doctoral students with state-financed scholarships shall equal to the annual amount of the normative support allocated for this purpose by law, plus 56% of the textbook, course materials, sports and cultural normative. The amount of the stipend to be paid to enrolled doctoral students shall be one-twelfth of the annual amount determined in accordance with the above.

(2) The services that students on state-financed scholarships may use free of charge shall be the following:

- a) registering for the first time for lectures, seminars, consultations, practical sessions, field studies necessary for the fulfilment of the course and academic requirements defined in the education programme, repeating reports, examinations, as well as failed reports and examinations once, and the degree-awarding procedure during the period of student status;
- b) courses in honours programmes;
- c) the use of devices in the facilities of the higher education institute – the library, basic library services, laboratories, computing, sports and recreation facilities – related to free services;

d) the initial issuance of all documents related to the education and the degree-awarding procedure.

(3) In the framework of the state-financed programme, the university may not charge any administrative service fees (e.g. registration fee).

(4) The doctoral student may appeal against any fee charged in error – within 15 working days from receiving notice of the same – to the president of the doctoral council of the disciplinary area. A decision on the appeal shall be made within 8 days of the receipt of the same. The doctoral student may seek legal remedy against the decision on the appeal from the rector, within 15 days after receiving notice of the same. The rector shall confirm, change or annul the decision of the president of the doctoral council.

(5) Doctoral students shall receive remuneration for their teaching activities that do not constitute part of the doctoral programme (i.e. where no credits are given for such activities), which is to be paid by the given organizational unit of education. Work shall be performed on the basis of the contract with the doctoral student. The duration of such work may not exceed fifty percent of full-time employment, calculated in the average of the academic semester. The time schedules of doctoral students shall be determined in such a way that they are able to perform their obligations to prepare for and take their examinations. The remuneration paid to the doctoral students on the basis of their contracts in case of employment equalling to fifty percent of full-time employment may not be less than the lowest statutory salary (minimum wage), or the time-proportionate part of the above in case of a different duration of work.

(6) Doctoral students shall receive remuneration for their research activities that do not constitute part of the doctoral programme (i.e. where no credits are given for such activities), which is to be paid from the budget of the given research project or the given organizational unit of education. Work shall be performed on the basis of the contract with the doctoral student. The remuneration paid to the doctoral students on the basis of their contracts in case of employment equalling to fifty percent of full-time employment may not be less than the lowest statutory salary (minimum wage), or the time-proportionate part of the above in case of a different duration of work.

(7) In case of the use of dormitory accommodation, the doctoral student shall pay a fee. The amount of such dormitory fee shall be as defined in the “Regulations on Student Fees and Benefits of Students at the University of Debrecen”.

The correspondence form of regular doctoral education

Section 12

(1) Employees of the university – or persons having a corresponding status – may request and receive admission to the correspondence form of the regular doctoral education while also maintaining their employment relationship.

(2) The admission procedure and the evaluation are the same as in case of those applying to the full-time programme. An applicant may simultaneously apply for admission to the full-time and to the correspondence programmes.

(3) Doctoral students in the correspondence programme are required to complete their semesters during the same time and with the same conditions as those in the full-time programme.

(4) Students in the correspondence programme are not eligible to receive a stipend, and the doctoral programmes do not receive a subsidy from the state budgetary sources after such students.

(5) Students in the correspondence programme are required to pay a tuition fee. The amount of fee shall be determined by the Council of the Doctoral School, and shall be published along with the admission requirements. The amount received from the tuition fees shall be used for financing the education of tuition-paying doctoral students, with the decision on the use made by the Council of the Doctoral School.

Individual preparation

Section 13

(1) The purpose of the individual preparation is to enable professionals who have received their degrees and specialist qualifications earned in a master's programme of a Hungarian or foreign university (or a university degree and a certificate of qualification that are the equivalent of the above), and who have significant teaching and/or research experience and documented academic output (title of doctor of university and/or a sufficient number of publications of acceptable quality) to earn a doctoral (PhD) degree. Individual preparation as an exceptional procedure may only be used in particularly justified cases. In the course of the admission procedure, these reasons shall be recorded by the Doctoral Council of Social Sciences in writing.

(2) The doctoral council of the disciplinary area may set the successful completion of the admission examination as a condition of the acceptance of the application.

(3) Upon the acceptance of the application, the student shall have the status of a tuition-paying doctoral student. Simultaneously with the acceptance of the application, the doctoral council of the disciplinary area shall appoint the committee of the complex examination and designate its subjects. After the acceptance of their application, students with individual preparation shall take the complex examination. Upon the successful completion of the complex examination, the doctoral council of the disciplinary area shall recognize the minimum credits defined a condition of being admitted to take the complex examination. Upon request, on the basis of previously acquired knowledge and competences, the doctoral council of the disciplinary area may also recognize further credits.

(4) From among the supervisors of the competent doctoral school, the doctoral council of the disciplinary area shall designate a dissertation supervisor for the student of individual preparation, who shall monitor the student's work and provide assistance in his/her preparation.

(5) Students of individual preparation shall complete their course requirements by way of the successful completion of the complex examination, but they shall otherwise fulfil all other requirements of the doctoral (PhD) degree-awarding procedure.

(6) Students of individual preparation shall pay a tuition fee; the revenue derived from the above shall be used for the purposes of the doctoral education, in accordance with the provisions of the Council of the Doctoral School. The Council of the Doctoral School shall decide in the amount and the use of the tuition fee payments (tuition fee per semester: HUF 165,000; fee for the degree-awarding procedure: HUF 160,000).

(7) Students of individual preparation may also participate in the academic courses of the doctoral schools.

Academic requirements¹

Section 14

(1) In the doctoral programme, earning the pre-degree certificate (absolutorium) requires the completion of 30±3 credits per semester, i.e. a total of 240 credits during the entire programme (1 credit may be earned by completing 30 hours of work). If a doctoral student fails to earn the required number of credits in a given semester for a reason imputable to the student, the Doctoral Council of Social Sciences shall make a decision on the suspension of the payment of the stipend to the student. If the doctoral student fails to make up for the deficiencies within one year, the doctoral council of the disciplinary area shall make a decision on the termination of his/her student status. If the doctoral student completed all academic requirements and earned at least 240 credits, the pre-degree certificate may be issued to the student also before the closing of the 8th semester.

(2) Academic (**course**) **credits** may be earned by the doctoral student by following a course and passing an examination to gain should be accountable. Generally, 1 credit may be earned by a one-hour course a semester and passing the relevant examination. (*The basis of the above calculation is that 1 hour of course load for 12-14 weeks, plus 18-16 hours of preparation equal to 30 working hours.*)

The number of academic (course) credits required to be earned during the first two semesters of the doctoral programme is 21. The completion of the credits shall be certified in the electronic academic records system by the instructor in charge of the course, on the basis of the examination, paper, report, etc. prescribed as a requirement for the given course. Credits may only be assigned to courses that are evaluated by a grade on a scale of five.

Required optional credits: In order to ensure that doctoral students receive education in their chosen field of research beyond the level of their master's courses, the Doctoral School may also offer required optional credits to be earned. Each doctoral student shall complete at least two required optional courses, the successful completion of which is a condition of being admitted to take the complex examination. The completion of the credits shall be certified in the electronic academic records system by the instructor in charge of the course, on the basis of the examination, paper, report, etc. prescribed as a requirement for the given course. Credits may only be assigned to courses that are evaluated by a grade on a scale of five.

(3) In the course of **supervised teaching**, the doctoral student develops his/her presentation and communication skills under the guidance of an appointed instructor, on the basis of a previously developed and well-documented course material, from the second year by teaching a certain number of contact hours. This generally means a maximum workload of 6 contact hours/week, with the support and the supervision of the department in charge of the programme. 1 credit is given for teaching for one semester, which equals, depending on the nature of the task, to 2 hours of teaching activity per week. The course to be taught and the associated number of credits are determined – in consultation with the student's supervisor –

¹ In the Rules of Operation of the Doctoral School, the modified academic requirements shall be phased in starting from the autumn semester of the 2020/2021 academic year (decision of the Council of the Doctoral School).

by the supervisor's/consultant's head of department, who shall also certify the completion of the work to the administration of the Doctoral School. The credits that may awarded shall be identical with the number of credits equalling to the number of lessons taught weekly, with the cumulative number not exceeding 40 credit points. It is recommended that correspondence students also be involved in the teaching activities; however, teaching performed at another institute of higher education may also be recognized, provided that is closely linked to the research topic.

(4) The doctoral student shall earn the majority of the 240 credits (max. 219 credits) required to be earned as **research credits** (1 credit = 30 working hours). In the first four semesters, the completion of the credits shall be certified by the student's supervisor on the basis of the written reports submitted by the doctoral students in each semester. After the closing of the semesters, these reports of the doctoral student shall be sent by the supervisor to the head of the Doctoral School. After the complex examination, the certification of the research credits shall take place on the basis of the student's performance in terms of academic publications, as well as the level of completion of the doctoral dissertation, to be approved by the head of the Doctoral School.

From the third semester of the programme, the doctoral student may earn 8 research credits per semester by way of participating in a Hungarian or international scientific conference, as well as in professional and/or academic events organized by the Doctoral School (including, in particular, in Hungarian or international guest lecturer's courses, workshops, doctoral student conferences, alumni conferences, etc.), the completion of which may be certified by the head of the Doctoral School, after the submission of the supporting documents.

The academic requirements of the Doctoral School

Designation	Credits
Course credits	21
<i>Required courses</i>	<i>17</i>
<i>Required optional courses</i>	<i>4</i>
Supervised teaching	max. 40
Research project	max. 219
Total:	min. 240

The courses to be completed at the Doctoral School

Required courses	Semester	Credits	Total
General research methodology (qualitative and quantitative methodology) (Course coordinator: Dr. Péter Balogh, Dr. László Huzsvai, Dr. András Kun)	1.	3	17
Micro- and Macroeconomics (Course coordinator: Dr. Mária Farkasné Fekete, Dr. Róbert Magda)	1.	3	
Business economics (Course coordinator: Dr. András Nábrádi)	1.	3	
Literature research and academic publication (Course coordinator: Enikő Pergéné Szabó)	1.	1	

Financial management (Course coordinator: Dr. Tibor Tarnóczy)	2.	3	
Management organization and human resource management (Course coordinator: Dr. Csaba Berde, Dr. Krisztina Dajnoki)	2.	3	
General research methodology (Course coordinator: Dr. László Csernoch)	2.	1	

Required optional courses	Semester	Credits
Rural and regional policy (Course coordinator: Dr. Károly Pető, Dr. Gábor Szabó, Dr. Mónika Harangi-Rákos)	3.	2
Sectoral economics (Course coordinator: Dr. István Szűcs)	3.	2
Distribution and supply chain management (Course coordinator: Dr. János Felföldi, Dr. Miklós Pakurár)	3.	2
Decision support systems and information management (Course coordinator: Dr. Miklós Herdon, Dr. Róbert Szilágyi, Dr. László Várallyai)	3.	2
Development economics (Course coordinator: Dr. László Erdey)	3.	2
Marketing and marketing research (Course coordinator: Dr. Zoltán Szakály)	3.	2
Professional English Skills (Course coordinator: Dr. Ildikó Tar, Dr. Troy Wiwczaroski)	3.	2
Sports economics and sports management (Course coordinator: Dr. Éva Bácsné Bába)	3.	2
Methods of inquiry in tourism management (Course coordinator: Dr. Erika Könyves)	3.	2
Corporate performance evaluation, systems of performance measurement (Course coordinator: Dr. Veronika Fenyves)	3.	2
Management accounting and controlling (Course coordinator: Dr. Zoltán Bács)	3.	2
Leadership competence development (Course coordinator: Dr. Krisztina Dajnoki)	3.	2

(5) The keeping and attendance of scheduled classes is mandatory. In the event that the instructor is unable to teach a class, he/she shall discuss the possibilities of substitution or making up for the missed class with the head of the Doctoral School. The syllabus of each course, including the course requirements, the required and the recommended literature, and the textbooks shall be communicated to the students.

(6) The material of the courses may not be identical with those in the MA/MSc programmes, since the Doctoral School requires a more advance academic level. If in the case of a course, the students' prior level of knowledge is very heterogeneous, the course may only be taken after the acquisition of the necessary prior knowledge – without recognizable credit value – and giving proof of the same by way of an examination (at least 60% of performance).

(7) For each course, a syllabus and a system of requirements shall be the drawn up in advance, to be reviewed by the Council of the Doctoral School in advance, which shall then decide on the approval of the course on the basis of the opinions offered. In case of each non-methodological course, in addition to the theoretical aspects, due emphasis shall also be given to the special features within the discipline concerning the primary and the secondary research. A decision on the requirements applicable to syllabi in terms of form and content shall be made by the Council of the Doctoral School, and shall be published on the website of the Doctoral School.

(8) The educational plan includes at least 100 credits for the first four semesters (research work and supervised teaching), followed by at least 120 credits of research work (and supervised teaching) in the next four semesters, in such a way that the total number of credits per semester shall be 30 ± 3 . These also mean such specific publication requirements that partly lead the doctoral student toward the fulfilment of the publication requirements necessary for starting the degree-awarding procedure.

(11) The doctoral student may earn the following credits for the research activities conducted during the coursework stage and for the results of such research (the credit value is to be divided by the number of authors):

- in international journal with impact factor published or accepted publication 35 credits
- in refereed international journal or book published or accepted publication 25 credits
- in refereed Hungarian journal or book published or accepted publication 15 credits
- in other international journal or book published or accepted publication 15 credits
- in other Hungarian journal or book published or accepted publication 10 credits
- in international conference proceedings presentation given on the basis of a paper 10 credits
- Hungarian-language conference proceedings presentation given on the basis of a paper 5 credits
- presentation given at international conference 5 credits
- presentation given at Hungarian-language 3 credits
- contract-base participation in international research program (in team) 10 credits
- contract-base participation in Hungarian research program (in team) 5 credits

An *edited volume* is a work published in the form of a book that has one or more editors, the papers included in it have been reviewed, it has the appropriate bibliographical attributes indicated (ISBN number, publisher, place and year of publication), and the individual studies included in it are clearly separated, with their separate authors indicated in an identifiable way.

A *book* can be considered as an academic publication if it includes new academic results, summarizing a specialized area in a synthesising manner, with a new approach. In case of a book on a specific topic (or an excerpt in such a book), the Council of the Doctoral School shall decide whether it is acceptable as an academic accomplishment. The basic condition is that the book shall be reviewed, and is distributed officially. The book shall also have all bibliographic attributes: ISBN number, name of publisher, place and year of publication. Non-academic books belong in the category of other accomplishments.

(12) The condition of continuous student status:

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

(13) Tasks undertaken and completed by the student shall be evaluated by way of an end-of-semester grade, with the exception of the teaching activity:

- a) course with examination grade (on a scale of 1 to 5),
- b) research work (on a scale of 1 to 5),
- c) teaching activity (signature certifying completion of task)

The end-of-semester grades are to be determined and signed in the electronic academic records system:

- a) in case of courses, by the course coordinator;
- b) in case of research work and teaching activities, by the student's supervisor and/or on the basis of the certificate issued by the director of the institute, by the referent of the Scientific Directorate responsible for the disciplinary area.

(14) Students in their first year of study shall submit an **educational plan** by *15 October (Appendix 6)*. The Council of the Doctoral School shall establish its position concerning the expediency and the acceptance of the plan by 30 November and shall notify the students of any changes.

(15) After the successful completion of eight semesters and earning a minimum of 240 credits, the doctoral student receives a pre-degree certificate (absolutorium). The pre-degree certificate documents the fact that the doctoral student has completed the coursework and research requirements prescribed in the doctoral programme. On the basis of the completion of the coursework and research requirements (for which the submission of the *Closing report* and the supervisor's *Declaration* are necessary), the Doctoral School shall issue to the doctoral students the pre-degree certificate upon their request. The detailed rules applicable to the issuance of the pre-degree certificate shall be determined by the Doctoral Council of Social Sciences. No pre-degree certificate is issued to individual preparation students.

(16) An interruption of the coursework stage may be permitted by the president of the Doctoral Council of Social Sciences a maximum of 3 times, but for not more than a total of three years, based on due reasons and with the recommendation of the supervisor. The first request for an interruption shall be accepted. Student status may only be suspended for an entire semester, but any continuous suspension may not exceed two semesters. No stipend from state scholarship is paid during the suspension of the student status. Status as a doctoral student shall end upon the elapse of 72 months from the date of admission, by way of deletion from the register of students, written notice of which fact shall be given by the president of the doctoral council of the disciplinary area to the student concerned in writing.

(17) The doctoral council of the disciplinary area may, at the request of the student, permit the suspension of student status also for a longer, consecutive period than defined in paragraph (16) above, provided that the student is unable to fulfil the obligations arising from his/her student status due to childbirth, accident, illness or some other, unexpected reason beyond the student's control. Student status may only be suspended for an entire semester, No stipend from state scholarship is paid during the suspension of the student status.

(18) Student status shall terminate:

- at the end of the fourth semester of the doctoral programme, if the student failed to complete the complex examination;
- upon the student receiving the pre-degree certificate;
- at the end of the 14th semester after the date of being admitted to the programme;
- at the end of the eight semester the coursework for which the student registered for courses.

The president of the doctoral council of the disciplinary area shall notify the student of the termination of his/her student status in writing.

(17) Doctoral students may participate in study-abroad programmes. Doctoral students may participate in study-abroad programmes on the basis of such a work programme approved by the supervisor that ensures the validity of the given academic period in the coursework at the university. The duration of the study abroad programme shall count toward the length of the coursework; student status shall not be suspended during this period, and the stipend from the state scholarship shall be paid to the student.

The tasks of the Doctoral School in connection with the research activities of doctoral students

Section 15

(1) Students in their first year of study shall submit a **research plan** by *15 October* (*Appendix 7*). The research plans submitted by doctoral students shall be reviewed by the expert committee created by the Council of the Doctoral School, after which the research plans are finalised by the students by 31 March, in cooperation with their supervisors. The Council of the Doctoral School – taking into account the written opinions – shall either approve the research plans or decide on any necessary amendments. Notice of this decision is given to the students and their supervisors in April.

(2) The primary and secondary research activity in the approved topics constitutes the most important part of the doctoral programme. All doctoral students shall have a supervisor, who shall direct their work with full responsibility, and help the students working on their topics in their studies, their research, and their preparation for the earning of the doctoral degree. In case of certain special topics, the University Doctoral and Habilitation Council may also appoint a co-supervisor, who cooperates with the supervisor in assisting the student in his/her work, and monitors the professional programmes made by him/her.

(3) Doctoral students shall give an account of their results related to their areas of research at the Scientific Forum organized annually by the Doctoral School, before a committee appointed by the Council of the Doctoral School, in the form of a draft academic article (this is not a partial report on the research plan, but a report on the research related to the draft article). Experts appointed by the head of the Doctoral School provide their opinions on the draft article (pre-opponents and final opponents).

(4) Doctoral students shall make a written declaration on their work during the semester and the progress made in the field of research at the end of each semester, on the basis of which they receive academic credits for their research activities.

(5) At the end of the fourth year, doctoral students shall make a final report in accordance with *Appendix 8*.

The publication requirements of the Doctoral School applicable to doctoral students

Section 16

(1) The Council of the Doctoral School shall be responsible for ensuring that high-quality dissertations are written in all disciplines accredited in the institute of higher education. The publication requirements of the Doctoral School are also published on the www.doctori.hu

website. The external management of the publication activities of doctoral students is primarily the task of the supervisors.

(2) The requirements of the Doctoral Regulations are applicable for ascertaining independent academic work.

(3) Taking the characteristics of the disciplinary area, and within that, of the discipline itself, into consideration, the minimum publication requirements for starting the degree-awarding procedure shall be as follows:

- a) The candidate shall have at least two publications that have appeared or have been accepted for publication in an international journal, indexed by Scopus with a Q1-Q4 ranking (they shall be either single-author independent or single-author equivalent publications, divided by the number of authors, in % proportion).
- b) The candidate shall have at least one publication that has appeared or has been accepted for publication in an international journal – indexed by Scopus with a Q1-Q4 ranking – and at least two more publications that have appeared or has been accepted for publication in Hungary (they shall be either single-author independent or single-author equivalent publications – divided by the number of authors, in % proportion).
- c) The candidate shall have at least four publications that have appeared or have been accepted for publication in an international journal, of which at least one was published in a foreign language in a Hungarian journal and at least three academic articles are related to the topic of the doctoral dissertation (at least three articles shall be single-author independent or single-author equivalent publications – divided by the number of authors, in % proportion).
- d) In the case of co-authored publications, the co-authors shall make a declaration concerning the proportion of the candidate's contribution, as well as to the effect that the given publication will not be used for the earning of another PhD degree. The minimum publication requirement may also be fulfilled by way of combining the partial authorships in the relevant proportions.
- e) The Hungarian publications shall be published in significant journals listed by the Hungarian Academy of Sciences. At least two of the Hungarian publications shall appear in a periodical that is not related to the University of Debrecen.

(4) The minimum length that may be accepted as an academic publications is 0.5 author's sheet (at least 8 pages of 20,000 characters including spaces), with the exception of publications in category "A" or "B" journals.

- Not more than two writings published in the same journal may be accepted, with the exception of journals with impact factors listed by the specialized committees of the Hungarian Academy of Sciences (Class IX) in categories "A" and "B".
- A maximum of two excerpts from different books may be accepted as academic publications, provided that they are reviewed, have references and ISBN numbers, and that their length is at least 0.5 author's sheet (at least 8 pages of 20,000 characters including spaces).

(5) A condition of the fulfilment of the publication requirements in terms of form and content is the uploading of the entire list of publications into the MTMT database and the acceptance of the same as an academic publication. Checking with the help of the MTMT scientometric table. In addition, each doctoral student is also required to upload his/her publications to "iDEa Tudóstér", the profile database of the researchers of the University of Debrecen.

(6) The fulfilment of the publication requirements in terms of form and content is a precondition of the appointment of the defence committee.

The complex examination

Section 17

(1) The complex examination is an examination to be completed in the course of the doctoral education, at the end of the fourth semester, as the conclusion of the coursework and research stage and as the condition of the commencement of the research and dissertation stage, and it assesses and evaluates the student's progress in the academic and research fields.

(2) It is a condition of admission to the complex examination that the doctoral student completes at least 90 credits in the "coursework and research stage" of the doctoral programme (first four semesters) and all "course credits" prescribed in the educational plan of the Doctoral School (with the exception of individual preparation students). The application to the complex examination shall be submitted in writing (*Appendix 9*). Since the student enters the degree-awarding procedure upon the successful completion of the complex examination, the application to the complex examination is simultaneously also an application for the degree-awarding procedure.

(3) The complex examination is to be taken publicly, before a committee appointed by the doctoral council of the disciplinary area. The examination committee shall consist of at least three members; at least one third of the members shall not be in employment with the institution operating the Doctoral School. The chairperson of the examination committee shall be a faculty member or researcher with the title of full university professor, habilitated university associate professor, habilitated college professor, Professor Emeritus or doctor of the Academy. All members of the examination committee shall have academic degrees. The supervisor of the doctoral student taking the complex examination may not serve on the examination committee.

(4) Before the complex examination, the supervisor shall evaluate the performance of doctoral student in writing, and shall declare whether he/she recommends the commencement of the degree-awarding procedure.

(5) The complex examination shall consist of two main parts: in one part, the examinee's theoretical preparation is assessed ("theoretical part"), while in the other part, the examinee gives an account of his/her academic progress ("dissertation part").

(6) In the theoretical part of the complex examination, the doctoral student shall take examinations in at least two subjects/topics; the list of the subjects/topics shall be included in the educational plan of the Doctoral School. The complex examination shall consist of one primary and one secondary subject. The primary subject of the complex examination may only be a required course, while the secondary subject may be chosen from among the required or the required optional courses. The theoretical examination may also include a written part. The complex examination shall be open to the public.

(7) In the second part of the complex examination, the doctoral student shall give an account, in the form of a lecture, of his/her knowledge of the relevant literature, reports on his/her research results, discusses the research plan pertaining to the second part of the doctoral programme, as well as the proposed schedule for the completion of the dissertation and the

publication of the results. The supervisor shall be given an opportunity to evaluate the examinee at the examination.

(8) The examination committee shall evaluate the theoretical and the dissertation parts of the examination separately. A written record also including a textual evaluation shall be prepared of the complex examination (see *Appendix 9/1*). The results of the examination shall be announced on the day of the oral examination. The complex examination shall be considered successful if the majority of the members of the board of examination evaluated both parts of the examination as successful. In case of an unsuccessful theoretical examination, the student may re-take the examination in the missing subject(s) once in the given examination period. If the examinee fails the dissertation part of the examination, this part cannot be repeated in the same examination period.

(9) The doctoral student may only register for the fifth semester of the doctoral programme after the successful completion of the complex examination.

The degree-awarding procedure

Section 18

Original academic work

(1) The candidate shall provide proof of his/her academic work by way of at least two publications that, by the time of the submission of the dissertation, have appeared in reviewed academic journals of volumes (have been accepted for publications, or have DOI numbers, or are available in pre-print proofs). It is a basic requirement that at least one of these publications be written with the defining contribution made by the candidate. A copy of each of these publications (in original or photocopy) shall be submitted together with the dissertation, and shall also be uploaded to the publication database of the University and National Library of the University of Debrecen. On the basis of the publications uploaded to the database, the library shall prepare the candidate's list of publications, and shall submit the authenticated list, together with the dissertation, to the doctoral council of the disciplinary area. The disciplinary requirements shall be as specified in Appendix 6. The requirements of the given profession in terms of the place and number of publications shall be elaborated by the Council of the Doctoral School, and shall be approved by the doctoral council of the disciplinary area. The requirements shall be published in the rules of operation of the Doctoral School. With justified exceptions related to certain disciplinary areas, publication in international journals is an expectation. Where the use of scientometrics is justified, such results shall also be taken into consideration.

(2) The publications may also have co-authors, including the supervisor of the candidate. If two doctoral candidates are authors of the same publication, the supervisor shall declare in what proportion (expressed in percent) the results used in the dissertation reflect the contribution of the given candidate.

(3) In the decision on acceptable academic publications, the doctoral council of the disciplinary area shall consider the criteria set forth in Appendix 6 as guiding.

Section 19

(1) The degree-awarding procedure is the second, research and dissertation stage of the doctoral programme, following the successful completion of the complex examination.

(2) Students are required to apply for the degree-awarding procedure, simultaneously with the application for the complex examination (*Appendix 9*). The application shall be submitted to the doctoral council of the disciplinary area. The doctoral degree-awarding procedure shall commence with the registration for the semester following the successful complex examination.

(3) In the degree-awarding procedure, the student status may be suspended for a maximum of two semesters.

(4) The doctoral student shall submit the final version of the doctoral dissertation (the version following the preliminary debate) within three years of the date after the complex examination. Based on the decision of the doctoral council of the disciplinary area, this time limit may be extended by a maximum of one year, provided that the student is unable to fulfil the obligations arising from his/her student status due to childbirth, accident, illness or some other, unexpected reason beyond the student's control.

(5) The conditions of the awarding of the doctoral degree:

- documented original academic work;
- proof of the completion of the foreign language requirements;
- submission and defence of the dissertation at a public debate.

(6) A condition of the submission of the dissertation is having obtained the pre-degree certificate. When submitting the doctoral dissertation, the candidate shall declare in writing that he/she:

- has no other doctoral degree-awarding procedure pending in the same discipline;
- has not submitted the dissertation at another institute before, and it has not been rejected;
- did not have an unsuccessful doctoral defence in the past two years;
- is not subject of the procedure aimed at the revocation of a doctoral degree, and has not had an earlier received doctoral degree revoked in the past 5 years;
- has written the doctoral dissertation as an independent work, and that the references in the dissertation are clear and complete.

(7) In the appointment of the defence committee, special attention shall be devoted to avoiding conflicts of interest. Close relatives of the doctoral student or persons from whom the objective evaluation of the issue cannot be expected for any other reason may not participate in the procedure.

(8) The costs of the degree-awarding procedure and the remuneration to be paid to persons participating in the procedure shall be as written in *Appendix 19*.

(9) A written record in accordance with Annex 10 to Government Decree 87/2015. (IV. 9.) shall be drawn up concerning the individual stages of the doctoral procedure. The data shall also be recorded in the electronic academic records system.

(10) The doctoral council of the disciplinary area shall proceed with special care in the course of the degree-awarding procedure in determining whether the academic activities claimed to genuinely belong to the candidate, and whether the academic work and publications of the candidate intended to be used for the degree-awarding procedure were used by others to receive an academic degree either in Hungary or abroad. In the course of the

procedure, the relevant declarations shall be obtained from both the Hungarian and the foreign co-authors.

(11) If the well-founded suspicion of plagiarism in connection with the academic publications or the dissertation of the candidate, or the suspicion of the wilful manipulation of data, misleading or fraud arises, the president of the competent doctoral council of the disciplinary area shall initiate an ethics proceeding, in the course of which the possible responsibility of the supervisor shall also be examined. The degree-awarding procedure shall be suspended for the duration of the ethics proceeding. Once the results of the ethics proceeding are available, the doctoral council of the disciplinary area shall decide on any penalties that may be imposed.

(12) A condition of the degree-awarding procedure shall be a second language examination, which shall be a basic-level, complex (i.e. written and oral) examination in a modern language. Examinations in languages that are not used in the areas of economic and legal sciences (e.g. Esperanto or Lovari languages) are not acceptable as the second language examination. If the first language examination is not an intermediate-level complex examination in English, only an intermediate-level complex examination in English may be accepted as the second language.

Students who received their pre-degree certificates before 2012 shall be exempted from the above rule. The conditions in effect at the time when they started their degree conferment procedures shall be applicable to them. On the basis of the above, we accept the intermediate-level, professional-content (written and oral) examinations issued by the University of Debrecen, Faculty of Economics and Business. Institute of Business Communication and Professional Language Studies (and its legal predecessor institution).

The procedure to be followed at the **closed debate** shall be in accordance with *Appendix 12*. The events at the debate, and specifically any opinions and findings related to the amendment of the dissertation shall be drawn up in a written record. The opponent's opinion shall be enclosed with the written record as an annex. In case of a significant revision of the dissertation, the closed debate shall be repeated. The dissertation supervisor of the candidate shall make a proposal to the head of the Doctoral School for the persons of the opponents at the closed debate. If the dissertation supervisor and the head of the Doctoral School cannot reach a consensus concerning the person of the opponents, the Council of the Doctoral School shall decide on the persons to be invited to this function. The members of the defence committee (opponent, opponents) and the chairperson of the committee moderating the debate shall receive the *dissertation and thesis booklet* both electronically and in a printed form. A total of 4 copies of the dissertation and 15 copies of the thesis booklet shall be submitted to the Doctoral School. These shall be *sent to the head of the Doctoral School at least 6 weeks before the planned date of the closed debate*, who shall then decide whether the dissertation is ready to be submitted for the debate and invites the opponents to write their reports. Taking into consideration the receipt of the opponent's reports and the responses of the candidate to those reports, the head of the Doctoral School shall schedule the closed debate, and appoint the chairperson moderating the debate, as well as the keeper of the written record (minutes). An invitation in electronic form shall be sent to the Council of the Doctoral School, the heads of the department, professors emeriti, the dissertation supervisor(s) and the opponents. The date of the dispute at work shall be announced also on the website of the Doctoral School.

(4) The formal requirements of the doctoral dissertation are specified in *Appendix 10*. For the preparation of the dissertation, a template is available to students, which can be found on the website of the Doctoral School. The dissertation may be written in Hungarian and English.

(5) The formal requirements of the theses are in *Appendix 11*. For the preparation of the thesis booklet, a template is available to students, which can be found on the website of the Doctoral School. The thesis may be written in Hungarian and English.

(6) Organizing the *closed debate* shall be the task of the Doctoral School. *The closed debate shall be announced at least two weeks before its scheduled date, on the website of the Doctoral School and in the manner prescribed by the regulations of the Doctoral School, and the members of the Doctoral Council of Social Sciences shall be invited electronically.* The dissertation supervisor shall ensure that a copy of the dissertation and of the thesis booklet be available at the department for review by any interested party *at least seven working days* before the date of the closed debate. At least one copy of the dissertation shall be available at the closed debate for the participants. A minimum requirement is that at least 5 colleagues having academic degrees and being proficient in the given discipline should be present at the close debate. A closed debate shall be documented by way of drawing up a written record (minutes).

(7) The head of the Doctoral School, in consultation with the dissertation supervisor, shall make a proposal for the composition of the committee to the Council of the Doctoral School; after the Council of the Doctoral School adopts its position, it shall forward them to the Doctoral Council of Social Sciences for approval.

The chairperson and the members (as well as alternate members) of the **defence committee** (or evaluation committee) shall be appointed by the doctoral council of the disciplinary area. The *defence committee* shall consist of the chairperson, official reviewers, as well as an addition two to four members. The chairperson of the committee shall be a university professor or emeritus professor of the university with due professional competence; all other members of the committee shall have academic degrees. At least two members of the committee, as well as at least one of the reviewers shall be external experts who are not in the employment of the university.

The dissertation shall be submitted in 7 bound copies, and the thesis booklet in 25-25 copies, both in Hungarian and English, to the doctoral council of the disciplinary area. In accordance with the doctoral regulations of the university, the doctoral candidates shall upload their publications into the university's publication database to evidence their independent work, on the basis of which the University and National Library shall authenticate the candidate's list of publication. This authenticated list of publications shall be included at the end of the thesis booklet.

After the submission of the dissertation, the members of the defence committee shall receive the dissertation and the thesis booklet both electronically and in printed form. The identity of the opponents shall not be disclosed until their reports are completed. At the request of the doctoral council, the two reviewers shall *prepare a written review of the dissertation within the first two months in the course period*, and shall declare whether they suggest that the dissertation be submitted for the public defence. The dissertation may only be submitted for the public debate in case of two supporting reviews. If one the reviews is negative, the doctoral council of the disciplinary area shall appoint a third reviewer as well. In case of two negative reviews, the degree-awarding procedure is unsuccessful, and the procedure shall be

closed by the doctoral council of the disciplinary area. In case of two negative reviews or an unsuccessful defence, the earliest when a new defence procedure that may be next initiated in the same doctoral topic is after two years. The amount of the procedural fee to be paid in case of a new defence procedure shall be determined by the doctoral council of the disciplinary area. The dissertation shall be submitted for the public debate within two months after the arrival of the two supportive reviews, scheduled for a date within the course period.

The reviews shall be sent to the Doctoral Council of Social Sciences in two signed copies. The candidate shall receive the reviews in advance, and shall send his/her replies to the questions raised in the reviews at least 15 days before the public debate, in writing, to the Doctoral Council of Social Sciences organizing the defence. The Doctoral Council of Social Sciences shall ensure that the members of the *defence committee receive the opponents' reports after the arrival of both reports, and that they receive the candidate's replies to these not later than 15 days before the day of the defence, electronically*. The dissertation sent to the reviewers cannot be changed subsequently. If the defence committee objects to professionally incorrect statements, or it does not accept certain points of the thesis, the relevant part of the written record shall be attached to the dissertation (also in electronic form), and the defended dissertation shall be published with such supplementation attached (library, repository). The chairperson of the Doctoral Council of Social Sciences shall designate the date of the debate, and shall appoint the chairperson, the keeper of the record, and the members of the committee with attention to the candidate's replies.

The vice rector of the University of Debrecen responsible for scientific affairs, as well as the president and the secretary of the Doctoral Council of Social Sciences shall be invited to the public debate at least two weeks before the scheduled date of the public debate, via the Scientific Directorate, by way of sending a printed invitation and thesis booklet, and by way of sending an invitation electronically, the members of the Doctoral Council of Social Sciences. The dissertation Public shall ensure that a copy of the dissertation and of the thesis booklet be available at the department for review by any interested party at least seven working days before the date of the public debate. The public debate shall be moderated by the chairperson of the defence committee. At the beginning of the debate the chairperson shall establish if there is a quorum. The debate may be conducted if at least one of the referees is present and the other referee has stated in writing that he or she accepts the answers received to his or her questions, and further, if at least two-thirds of all members of the defence committee are present, including at least one external member.

The committee shall make a decision behind closed doors, by way of a secret ballot, on the doctoral dissertation and the independent academic accomplishments of the candidate and his or her performance at the defence. All voting members of the committee shall evaluate, by way of separate grades assigned on a four-degree scale (*summa cum laude, cum laude, rite, did not pass*), the dissertation, the academic accomplishment, and the performance of the candidate at the defence. The committee shall adopt separate resolutions in all three categories, and the result shall be determined on the basis of the votes of the committee members, in accordance with *Appendix 14*. After the voting, the chairperson shall publicly announce the result of the voting, and also provide the reasons.

A written record (minutes) shall be drawn up of the public debate (*Appendix 13*). The written record shall be open to the public, and – in case of a written request – the doctoral council of the disciplinary area shall provide a copy of the same. The decisions of the defence committee and the reasons for such decisions shall be recorded on the candidate's registry sheet. At the

request of the candidate, the president of the doctoral council of the disciplinary area may issue a certificate on the result of the public debate.

The documents necessary for the acceptance of the defence committee of the public debate:

- a) the final doctoral dissertation and thesis booklets (Hungarian and English) (1 copy each);
- b) proof of foreign language proficiency (1 copy each);
- c) curriculum vitae (1 copy);
- d) list of publications (1 copy),
- e) the uploading of the publications into the Hungarian National Scientific Bibliography (MTMT) and the “iDEA Tudóstér” database;
- f) list of Hungarian and foreign-language publications authenticated by the library;
- g) declaration(s) by co-author(s) in case of relevant publications (1 copy) (*Appendix 15*);
- h) Certification form (1 copy) (*Appendix 16*);
- i) Declaration bound into the dissertation (*Appendix 17*).

With the exception of the public debate, the following persons shall be excluded from the doctoral procedure, may not participate in the actual evaluation procedure, and may not be present when the candidate’s case is being discussed:

- persons who are the direct supervisors or who directly report to the applicant, or who are co-workers at the same organizational unit (same organizational units include the same department, unit of institution, research group or grant research unit, but they do not include the university, the faculty of the university, the research institute, museum or other institution); and
- in addition to the above, any co-author of the applicant in any work referenced in the doctoral dissertation that is the subject of the procedure may not act as an official reviewer of a member of the defence committee.

(8) When the public debate is announced, the dissertation and the thesis booklet shall be published on the www.doctori.hu website, with a link also provided from the website of the Doctoral School. The public debate shall be organized by the Doctoral School. The dates of the defences shall be published on the websites of the Doctoral School and of the National Doctoral Council (ODT) at least 2 weeks in advance. The procedure to be followed at the public debate shall be in accordance with *Appendix 18*.

(9) For the sending out of the invitation and the letters of request, the candidate shall submit his/her doctoral dissertation, the thesis booklets in Hungarian and in English, his abstracts and keywords to the administrative assistant of the Doctoral School, who shall make the arrangements for uploading into the electronic archive of the University and National Library.

(10) The conditions for obtaining a doctoral degree:

- documented, original academic work;
- proof of the completion of the foreign language requirements;
- submission and defence of the dissertation at a public debate.

Closing the degree-awarding procedure, the qualification of the doctoral degree, the content of the doctoral diploma, and the hooding ceremony

Section 20

(1) The doctoral council of the disciplinary area shall make its submit its recommendation on the awarding of the doctoral (PhD) degree and its evaluation on the basis of the report of the

defence committee and the qualifications received, by way of sending the entire documentation (copy of the university degree, copies of the documents certifying proficiency in foreign languages, the candidate's list of publications, the official reviews and the candidate's replies to the same, the decision of the doctoral council of the disciplinary area). The doctoral degree-awarding procedure shall be completed with the decision of the University Doctoral and Habilitation Council, the awarding of the doctoral degree shall be resolved by the University Doctoral and Habilitation Council by way of its decision, and also be recorded on the candidate's registry sheet.

(2) The degree-awarding procedure shall be considered successful if the defence committee evaluated the dissertation, the independent academic work and the performance of the candidate at the defence as acceptable.

(3) The evaluation of the doctoral (PhD) degree shall be determined by the evaluation of a) the dissertation, b) the candidate's independent academic performance, and c) the public debate. The grade assigned to the degree: summa cum laude if all three qualifications were summa cum laude; rite if at least two of the three were rite; and cum laude in all other cases.

(4) Within 30 days after the decision of the University Doctoral and Habilitation Council, the Scientific Directorate shall prepare the doctoral diploma, of which it shall also issue an official copy if requested. The date of the diploma shall be the date of the decision of the University Doctoral and Habilitation Council, and this shall be the date from which the title of Dr. (PhD) may be used.

(5) The diploma shall be a public document with the coat of arms of Hungary, which shall include the name, the institutional identification number and the stamp of the University of Debrecen, the serial number of the diploma, the name, birth name, place and date of birth of the holder of the diploma, the evaluation, the disciplinary area and the discipline of the doctoral degree, as well as the place and date when the diploma was conferred. The diploma may only be conferred in one discipline. Alongside the diploma, if requested, the name of the Doctoral School and/or doctoral programme where the degree was earned may also be shown in brackets. The diploma shall be signed by the rector and by the president of the University Doctoral and Habilitation Council (*Appendix 20*).

(6) The university shall issue the diploma in Hungarian and in English.

(7) The recipients of the doctoral degree shall be recognized as doctors by the university in the framework of a public (hooding) ceremony. The Faculties/Doctoral Schools of the University shall contribute to the costs of the hooding ceremony, in proportion of the number of doctoral degrees conferred. In the framework of the hooding ceremony, the candidates shall take an oath. The text of the oath is set out in Appendix 10 to the Doctoral Regulations of the University of Debrecen.

The tasks of the Doctoral School in the course of habilitation procedures

Section 21

(1) The habilitation committees and the doctoral councils of disciplinary areas operate as bodies independent from each other at the University of Debrecen; therefore, the Doctoral School has no institutionalized tasks related to the habilitation procedures.

The quality assurance policy of the Doctoral School

Section 22

(1) The aim of the doctoral programme is to enable doctoral students to carry out high-quality scientific work. They should be able to design and implement primary and secondary research projects, as well as to analyse and synthesize the relevant literature. It is an expectation to acquire and use scientific methodology applications in the course of the research activities. Doctoral students shall demonstrate the above skills and capabilities through the preparation and the defence of the dissertation.

(2) The Council of the Doctoral School shall decide on the approval of the courses in the doctoral programme, as well as the updating of the course offering before each academic year. The course syllabi shall be reviewed at least every three years.

(3) The Council of the Doctoral School shall continuously control the suitability of the instructors of the Doctoral School. All persons teaching at the Doctoral School shall be instructors and researchers having at least the “habil.” title or equivalent international experience of teaching and research in higher education who are – based on the recommendation of the head of the Doctoral School – considered by the Council of the Doctoral School as suitable for the performance of teaching, research and supervising tasks in the framework of the Doctoral School.

(4) The Council of the doctoral School shall evaluate the progress made in the doctoral programme and the doctoral topic, as well as the performance of the doctoral student and the supervisor. The report to be submitted annually shall include the aggregated indicators of the academic and research results. Doctoral students shall, by 31 August in each academic year, submit to the Doctoral School a partial report and list of publication electronically. The Doctoral School shall archive the students’ annual reports. The Council of the Doctoral School shall also monitor those elements of the students’ academic performance that will be necessary for the starting of the degree-awarding procedure. The Council of the Doctoral School shall inform the Doctoral Council of Social Sciences regarding the results of the periodic evaluation, and if necessary, makes a recommendation on the changing of the supervisor’s person on the reclassification of state-supported/state-financed students into the tuition-paying/self-financing programme.

(5) While continuously monitoring the quality of the complex examination the Council of the Doctoral School shall also review the course materials of the subjects on the complex examination every 2 years.

(6) Related to the teaching activities of the Doctoral School, the students’ evaluations of the teaching shall be obtained every semester. The purpose of such evaluation of the teaching activities is to contribute, by way of becoming familiar with the students’ opinions, to the enhancement of the quality of teaching at the Doctoral School, to increase the efficiency of the education, to provide an opportunity for the leadership and the instructors of the Doctoral School to receive feedback on the quality of the instructors’ work, and to help in eliminating any faults or deficiencies identified. *Evaluators* shall be the doctoral students participating in the programme and having a student status at the Doctoral School, *those evaluated* shall be the instructors functioning as course coordinators, while *evaluations* shall be the opinions and feedback provided by the doctoral students participating in the programme, having a student status at the Doctoral School on the standard and quality of the work at the Doctoral School. The anonymity of the evaluators shall be maintained in the evaluation procedure. Evaluators may not suffer any disadvantages for expressing their opinions or for not providing an

opinion; this shall be guaranteed by the head of the Doctoral School. The evaluation of the instructors' work shall be organized in such a way that the evaluations by the students are to take place at least once per semester, with respect to courses already completed and ending with an examination. The scope of the students' evaluation of the teaching activities:

- a) the standard and quality of the teaching activities;
- b) the materials taught;
- c) the methods of the teaching;
- d) the physical and technical of the teaching;
- e) the relationship between the instructors and the students;
- f) other aspects that may determine the quality of the teaching.

In terms of methodology, the evaluation shall be based on paper-based questionnaires. The questionnaires shall be processed by the representative of the Doctoral School students, with the coordination of the Doctoral School. The head of the Doctoral School director and the dean may use the results of the evaluation in the interest of improving the standard of the education at the Doctoral School and enhancing the quality of the teaching work at the organizational units of the faculty. All instructors evaluated shall have the right to inspect the aggregated results of the evaluations pertaining to him or her, at the head of the Doctoral School.

(7) Related to the teaching activities of the Doctoral School, the students' evaluations of the supervisor's activities shall be obtained every semester. The purpose of such evaluation of the teaching activities is to contribute, by way of becoming familiar with the students' opinions, to the enhancement of the quality of the supervising activities at the Doctoral School, to increase the efficiency of the research activities, to provide an opportunity for the leadership and the supervisors of the Doctoral School to receive feedback on the quality of the instructors' work, and to help in eliminating any faults or deficiencies identified.

(8) In the course of its operations, the Doctoral School shall take into consideration the following principles:

- a) The principle of *professional control and quality-focus*: the control of the international and Hungarian academic community shall be enforced throughout the process of the doctoral programme and the degree-awarding procedure.
- b) The *principle of publicity*: the main phases of the quality assurance system are widely open to the professional and academic public; in other words, publicity shall be enforced throughout the entire process of the doctoral programme and the degree-awarding procedure (before the public debate, the opponents' reviews are published on the website of the Doctoral School).
- c) All events of the degree-awarding process are published on the website of the Doctoral School (the dates of the comprehensive examination, the closed and the open debate). The dissertations and thesis booklets submitted to the public debate, as well as the opponents' reviews are available on the website of the Doctoral School. The dates of the public debates shall be announced on the website of the National Doctoral Council, where the dissertations and the thesis booklets of those receiving doctoral degrees shall also be uploaded.
- d) The principle of taking the requirements of *academic ethics* into consideration: In the course of the establishment and operation of the quality management system, the relevant positions of the Academic Ethics Committee of the Hungarian Academy of Sciences shall be enforced.
- e) The principle of providing *feedback*: all persons involved in the operation of the Doctoral School, i.e. the teachers, dissertation supervisors, as well as members of the

various bodies of the Doctoral School shall receive continuous feedback on the quality of their activities, and shall have opportunities for feedbacking their experience.

- f) The principle of the *protection of intellectual property*: the doctoral programme is in fully harmony with the laws of the European Union and Hungary on the protection of intellectual property.
- g) The *principle of individual responsibility*: in the doctoral programme it can be clearly seen who has what tasks and responsibilities.
- h) The principle of the *documentation of the processes*: All decision points related to the doctoral programme and the degree-awarding process are documented; at the same time, the Doctoral School strives to impose only a minimal administrative burden on the instructors and researchers participating in the programme and in the degree-awarding procedures in connection with the operation of the quality management system.

(9) In any issue of academic ethics that may arise, the requirements of the Code of Ethics of the University of Debrecen shall be applicable.

(10) The Károly Ihrig Doctoral School of Management and Business awards Gold-level / Silver-level / Bronze-level Memorial Medals in recognition of high-quality work performed in the interest of the Doctoral School.

The alumni policy of the Doctoral School

Section 23

(1) The secretary and the administrative assistant of the Doctoral School shall maintain a record of graduated students. Former doctoral students are also invited to the annually organized Scientific Forum, the Doctoral Students' Conference and the Alumni Conference, where they can also give presentations or lectures. An alumni meeting is also linked to the academic events. At the same time, this also provides an opportunity for the feedback provided by earlier graduated PhD students to be incorporated into the quality management activities, of which the dissertation supervisors and instructors are also informed.

The financial management of the Doctoral School

Section 24

(1) The Doctoral School has two sources of financial revenue: on the one hand, the normative support received after state-financed students, and on the other hand, the amount received as fees for special procedures, the fees for the degree-awarding procedures, tuition fees paid by correspondence and individual preparation students, etc. (hereinafter: own revenue). The smaller part of the amount of the normative support, reduced by central withholdings (if applied) shall be used for the shared objectives of the Doctoral School, while the larger part shall be divided between full-time students. The use of the allocations made available for full-time students shall take place with the monitoring and countersigning by the dissertation supervisors.

(2) The remunerations and the fees to be paid in accordance with Government Decree 51/2007 (III.26) and the Doctoral Regulations of the University of Debrecen can be found in *Appendix 19*.

(3) The head of the Doctoral School shall have the right to certify invoices related to the financial management of the Doctoral School.

(4) The Doctoral School shall conduct its financial management with due diligence.