IMDI - OPERATIONAL RULES



**ÓBUDA UNIVERSITY**

**INNOVATION MANAGEMENT DOCTORAL SCHOOL**

**(IMDI)**

**OPERATIONAL RULES**

Approved: EDHT Decision No 83

BUDAPEST

13 June 2022

The name of the doctoral school:

Innovation Management Doctoral School

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The operational rules of the Innovation Management Doctoral School (IMDI MSZ) are based on the following legal sources and regulations:

* [Act CCIV of 2011](https://net.jogtar.hu/jogszabaly?docid=A1100204.TV) on National Higher Education (hereinafter: Nftv.)
* [Government](https://net.jogtar.hu/jogszabaly?docid=A1200387.KOR) Decree No[. 387/2012 (XII. 19](https://net.jogtar.hu/jogszabaly?docid=A1200387.KOR).) on doctoral schools, the order of doctoral procedures and habilitation
* [Government Decree 121/2013 (IV.26)](https://net.jogtar.hu/jogszabaly?docid=a1300121.kor) on the Education Office
* Act [CXXXI of 2015](https://mkogy.jogtar.hu/jogszabaly?docid=a1500131.TV)
* Government Decree No 87/2015 (IV. 9.) on the implementation of certain provisions of Act [CCIV of 2011](https://net.jogtar.hu/jogszabaly?docid=a1500087.kor) on National Higher Education
* and the procedure adopted by the Board of the Hungarian Accreditation Committee for Higher Education (hereinafter: MAB) [by Resolution 2020/4/VIII.](https://www.mab.hu/wp-content/uploads/2020/04/Doktori_akkredit%C3%A1ci%C3%B3s_%C3%BAtmutat%C3%B3_II_Elj%C3%A1r%C3%A1srend_20200420.pdf)
* [Doctoral and Habilitation Regulations of](https://uni-obuda.hu/szabalyzatok/2-az-obudai-egyetem-szervezeti-es-mukodesi-szabalyzata/iii-kotet-hallgatoi-kovetelmenyrendszer/15-az-obudai-egyetem-doktori-es-habilitacios-szabalyzata/) Óbuda University (hereinafter referred to as the University)

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# PART 1 - GENERAL PROVISIONS

## 1.1. Subject matter and powers of the Code

**1. §**

The operational rules of the Innovation Management Doctoral School (hereinafter: IMDI) have been prepared as a supplement to the [Doctoral and Habilitation Regulations of Óbuda University](https://uni-obuda.hu/szabalyzatok/2-az-obudai-egyetem-szervezeti-es-mukodesi-szabalyzata/iii-kotet-hallgatoi-kovetelmenyrendszer/15-az-obudai-egyetem-doktori-es-habilitacios-szabalyzata/) (hereinafter: EDHSZ), to regulate the issues and procedures referred to the competence of the doctoral schools, taking into account the specificities of the field of management and organisation sciences.

1. In addition to the Board members, the Doctoral School (hereinafter referred to as the "DI") is also staffed by lecturers and subject leaders from other national and international higher education institutions and research institutes, as well as from industries and the public sector.
2. The organisation of the DI is governed by the [EEAS.](http://old.events.uni-obuda.hu/egyetem/szabalyzatok/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata)
3. The [EEAS](http://old.events.uni-obuda.hu/egyetem/szabalyzatok/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata) defines the tasks of the Council of the DI, hereinafter referred to as (DIT).
4. The IMDI Training Plan sets out the training arrangements for the Doctoral School.

## 1.2. On doctoral training and doctoral degrees

**2. §**

1. The doctoral programme prepares students with a Master’s degree or an equivalent postgraduate degree for the acquisition of a doctoral degree in the field of business and management, and awards the Doctor of Philosophy (PhD in Business and Management), degree. The procedure for the doctoral degree includes the complex examination, the demonstration of aptitude for independent research, the achievement of new scientific results, the proof of the knowledge of the required foreign language, as well as the public presentation and defence of a thesis containing the solution of an independent scientific problem.
2. The language of doctoral studies is Hungarian.
3. DI discipline: *management and organisation sciences*
4. The organisational framework for doctoral training is the DI, which operates with the licence of the Education Office as well as the approval of the MAB.

# PART 2 - THE STRUCTURE OF THE DOCTORAL SCHOOL

## 2.1. Structure of the doctoral school

**3. §**

1. The Doctoral School of Innovation Management (Doctoral School of Innovation Management) is directly supervised by the Rector, but within the operational framework of the Keleti Károly Faculty of Economics as the sponsoring Faculty, and enjoys full professional autonomy.
2. The DI is managed by the Head of the DI. The current Head of DI and its Board members are listed in [Annex 1 to](#_1._melléklet:_A) these Rules.
3. The Head of the DI is assisted by the Secretary of the DI and the DI's Academic Affairs Officer.
4. The DI shall establish a Doctoral School Council, the functioning of which shall be governed by the provisions of the current DHAEA. The DIT shall be chaired by the Head of the DI.
5. The composition of the IMDI Doctoral Council is set out in [Annex 1 to](#_1._melléklet:_A) these Regulations.
6. The DIT may, on the proposal of the President, elect a Vice-Chairperson from its members who shall be empowered to act as a deputy for the President of the DIT in the powers of the President of the DIT.
7. The President of the DIT is assisted by a Secretariat consisting of the Secretary and the Administrator.
8. The Doctoral Student Council participates in DIT meetings through its delegate.

## 2.2. Head of the doctoral school

**4. §**

1. The DI is managed by the Head of the DI.
2. The Head of a DI may be a full-time professor who is a full-time employee of the University, who has an internationally recognised doctorate, the Hungarian Academy of Sciences doctorate or a doctorate of sciences, who has prepared students for the acquisition of a doctoral degree, and who is under the age of 70 in the year of the evaluation of the DI (even after the change of Head), or under the age of 66 at the time of the establishment of the DI.
3. The Head of the DI is elected by the EDHT on the recommendation of a majority of the members and appointed by the Rector for a maximum term of five years. The appointment may be renewed several times.
4. Head of DI:
5. is responsible for the academic excellence and education of the DI,
6. carries out the tasks as detailed in [the EEAS](http://old.events.uni-obuda.hu/egyetem/szabalyzatok/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata), the IMDI Training Plan and these Operational rules,
7. Also:
8. proposes to the DIT the use of the staff and financial resources available to the DI,
9. proposes the complex examination and the composition of the Board,
10. proposes the composition of the official opponents and the Board,
11. is responsible for the financial management of the DI.

## 2.3. The Doctoral School Council (DIT)

**5. §**

1. The DIT is the body that assists the Head of the DI and its members are elected by the DI's Board members. The DI's regular members may elect additional members with academic degrees to the Council under the terms of the [DIT](http://old.events.uni-obuda.hu/egyetem/szabalyzatok/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata). The DIT has 8 members, of which 1 is a student representative with the right of consultation. The list of DIT members is attached in Annex 1.
2. The staff of the DIT should ensure sufficient professional coverage of the field.
3. The general tasks of the DIT are set out in Article 14 of the EDHA
4. The DIT has meetings whenever it is required, but minimum once every six months, and decides on matters within its authority.
5. The President and the members of the DIT are entitled to vote, except for the election of DIT members, where only the DI's Board members are entitled to vote.
6. The DIT is entitled to make decisions provided minimum half of its voting members cast their votes.
7. DIT decisions are usually taken by a simple majority and by open vote. In the event of a tie, the chairman has a casting vote. In justified cases, any member may request a secret ballot, or the Chair may initiate one.
8. The DIT takes its decisions on personnel matters by secret ballot. The names of all applicants shall appear on the ballot paper; voters shall indicate all applicants acceptable to them. The applicant or applicants receiving the highest number of votes shall be proposed for the ballot. In the event of more than one applicant receiving equal votes, the President shall decide.
9. In the case of personnel issues, those members shall not vote who
10. have a direct work relationship (manager-employee relationship in the same institution) or
11. have a close family relationship or
12. have been scientific co-authors in the past three years
13. who cannot be expected to give an objective opinion for any other reasons.
14. The DIT applies a yes/no voting for a degree.
15. On the proposal of the DIT President, the DIT may also decide by secret ballot by electronic means in justified cases.
16. The materials required for items on the agenda of DIT meetings requiring a decision shall be made available to members at least within three working days before the meeting. Publication may as well be made electronically. The dates of the meetings, including the agenda, shall be communicated to the members at least within 5 working days before the meeting.
17. Minutes are required to be taken during DIT meetings and the relevant part is made public at the DI Secretariat within 10 days after the meeting.

## 2.4. Teachers and supervisors of the doctoral school

**6. §**

1. DI teachers are those academics and researchers with an academic degree who, on the recommendation of the Head of the DI, are considered by the DIT to be suitable for teaching in the DI. DI teachers are expected to teach in foreign languages and publish regularly.
2. DI Board members, supervisors and lecturers may also take up teaching and supervising positions in other doctoral schools.
3. The topic of a doctoral thesis is proposed by a faculty member with an academic title or a researcher whose suggested topic has been approved by the DIT.
4. The doctoral topic supervisor is the academic lecturer or researcher whose topic has been approved by the DIT, and who consequently responsibly guides and supports studies, research work and preparation for the doctoral degree of the doctoral student working on the topic. A thesis supervisor may not have more than six doctoral students during the same period of time.
5. A doctoral student may have two supervisors at the same time, subject to the approval of the DIT. In case there are two supervisors, the DIT shall appoint a primary supervisor. The title page of the doctoral thesis must clearly indicate the name of the supervisor or co-supervisor. In addition to an external co-supervisor, the DIT shall appoint an internal supervisor who shall assist the co-supervisor on behalf of the University and monitor the student's progress.
6. In any justified cases, the DIT may change the doctoral topic or the supervisor(s) upon request or at the request of the doctoral student concerned.
7. Tasks of the thesis supervisor:
8. Formulating the research problem, proposing the topic.
9. Contributing to the final research plan, which is signed and approved by the Commission.
10. Communicating and enforcing DI standards and scientific requirements.
11. Managing and monitoring research work. Informing the DI manager in case of unsatisfactory performance.
12. Requesting reports by the doctoral student every semester, monitoring the fulfilment of the commitments set out in the research plan (the written semester report must be signed on condition that the indicators and targets have been met).
13. Proposing the composition of the complex examination Board, the workplace and the public debate evaluation committee.
14. Full compliance with formal requirements in the preparation of the doctoral thesis.
15. By signing a declaration of recognition of the doctoral student's performance certifying that the thesis meets the content requirements set by the DI.
16. Preparing the student for professional and public debate.

## 2.5. Communication of the doctoral school

**7. §**

1. The DI provides information about its operations through its website containing

the following basic documents:

1. Operational rules,
2. Training plan,
3. Quality assurance plan.
4. Through its website, the DI provides continuous and regularly updated information on current events and issues of doctoral education, the requirements of the admission procedure and the effectiveness of the DI.
5. The DI's website is kept up to date by the DI Secretary, who also ensures that the DI's database pages [www.doktori.hu](https://doktori.hu/) are updated with the latest information about the DI. The Secretary also guarantees that the [www.doktori.hu](https://doktori.hu/) database is regularly (minimum once a year) updated by the PhD Supervisors.

# PART 3 - DOCTORAL TRAINING

## 3.1. Application, admission procedure

**8. §**

1. The general conditions for application and admission to the doctoral school are set out in [Article 19 of the EDHSZ](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf).

Doctoral studies at the University may be launched in the following forms:

* + 1. organised full-time training course with a state grant,
		2. organised self-financed full-time training course,
		3. organised part-time correspondence training course,
		4. Cooperative Doctoral Programme training course.
1. Notwithstanding the provisions of paragraph (1), an applicant who has prepared for the fulfilment of the doctoral degree individually may also be enrolled in doctoral studies, as defined in Article [21 of the EDHSZ,](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf) provided that he/she has fulfilled the requirements for admission and doctoral studies (Training Plan 3.4.4.). In this case, the student status is established by the application for the complex entrance examination and its acceptance.
2. An application for the doctoral programme has to be submitted to the Head of the DI and must meet the following minimum criteria in accordance with [Article 19 of the EDHSZ:](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf)
3. a Master's degree (MA/MSc) with at least grade 4 (good), or an equivalent university degree acquired during the previous system (the qualification of the degree is not taken into account after two years from the date of issue);
4. a knowledge of English at least at intermediate level (complex B2 or equivalent), certified by a state-recognised complex language examination Board; in justified cases, the DIT may allow to fulfil these requirements in another foreign language provided it is relevant to the research topic. The requirement for a state-recognised complex B2 level or higher English language certificate may as well be replaced by a school-leaving certificate in the official language of the foreign country which is recognised as a complex B2 level exam.
5. adequate professional skills;
6. initial academic performance (e.g. TDK thesis, conference presentation, publication, etc.).
7. The application must include the following documents:
8. a completed application form for doctoral (PhD) studies;
9. proof of payment of the admission fee;
10. a copy of MA/MSc/university degree (in addition to the original);
11. copies of documents certifying your language skills (together with the originals);
12. a curriculum vitae with a list of publications;
13. a letter of acceptance from chosen institute/research centre and supervisor (in case of applications for a state grant);
14. a preliminary research plan (1-2 pages) approved by prospective supervisor(s) ([Annex 2](#_2._melléklet:_Kutatási): Research Plan Template),
15. individual applicants have to include a list of publications according to the [MTMT](https://www.mtmt.hu/) and a preliminary outline of the planned doctoral thesis;
16. individual applicants need to produce a declaration of support from the workplace;
17. other documents (e.g. recommendations, patents, inventions, etc.);
18. a declaration about intention of participation in the doctorate programme in case scholarship is not granted.
19. Applicants shall be assessed partly on the basis of the application form submitted under the [EDPS](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf) and partly the results of entrance exams. During the entrance exam, an examination Board of minimum 3 people appointed by DIT shall assess the applicant's professional skills, research ideas and language skills.
20. The entrance exams shall take place at a time and place determined by DIT. The DIT Secretariate shall notify applicants in a written form about the details.
21. The admission test is assessed according to four criteria:
22. academic achievement;
23. language skills;
24. initial academic work; practical professional training and experience.
25. research plan, communication skills, professional preparation (habitus).
26. The detailed rules for evaluation are set out in [Annex 3.](#_3._melléklet:_Felvételi)
27. The Admission Board in [Annex 1](#_1._melléklet:_A) shall assess applicants on a 100-point scale as set out in [Annex 3](#_3._melléklet:_Felvételi): Applicants scoring at least 60 points shall be ranked. The DIT shall establish the ranking taking into account the opinion of the Admission Board and shall make a recommendation to the Head of the DI, who shall submit it to the President of the EDPS for final decision making.
28. The EDHT admission decisions may be as follows:
29. admission to an organised full-time training course with a state grant,
30. admission to an organised self-financed full-time training course,
31. admission to an organised part-time correspondence training course,
32. admission to a Cooperative Doctoral Programme training course.
33. rejection of application
34. The decision on admission shall include the type of training and the score obtained in the admission procedure. The EDHT President shall send the admission decision to the applicant by registered post within 14 days.
35. Admission decisions must be made public and accessible at the university for all parties involved. Reasons for refusal must be specified. In case of successful admission, the notification must state the date of enrolment, the documents required for enrolment and the start of the academic year. An indication of the training fee and its payment is also to be stated.
36. At the time of enrolment, admitted students must sign a declaration that he/she has read the DI regulations as well as the DI requirements and is aware of his/her rights and obligations.
37. In any other cases when the costs of the training course or research are reimbursed by the doctoral student, his/her employer or an other committee, the detailed conditions shall be laid down in a separate contract.

## 3.2. Curriculum, training plan

**9. §**

1. DI training is based on the Training Plan.
2. The Training Plan includes:
	1. the purpose of training,
	2. the list of subjects and teachers
	3. the conditions of study (requirements, curriculum, progress monitoring)
3. The DIT decides on the adoption of subjects for training and the renewal of the themes. The themes are reviewed by the DIT at least in every three years, taking into account the comments and feedback from students and other stakeholders (lecturers, external contributors, guest lecturers, labour market actors). Before the start of each academic year, the DIT shall review the list of proposed doctoral courses and their instructors and decide whether to accept or reject them. The DI administrator publishes the accepted subjects in the faculty’s NEPTUN system and on the DI website.
4. Attendance and participation in the scheduled daytime lessons of the subjects is compulsory. If the teacher is unavailable, he/she must consult the Head of the DI on replacement. Regards to each subject, students must be informed of the subject matter and the requirements, including the required and recommended reading and course materials.
5. For each subject, a compulsory subject theme and a set of requirements must be drawn up, about which the DI Board must give its prior opinion and decide on the basis of the opinions. For each non-methodological subject, in addition to the theoretical aspects, the relevant specialities in primary and secondary research within the discipline should be addressed. The formal and content requirements for the subject matter shall be decided by the DIT and published on the DI website.
6. The doctoral students’ training plan defines the tasks to be carried out by the doctoral students during their studies within the framework of the DI Training Plan ([Annex 4](#_4._melléklet:_Munkaterv): Training plan template). The doctoral students prepare their training plan in the first semester of the structured training course under the guidance of the subject supervisor and it is approved by the DIT. The training plan can only be approved if it is in compliance with the DI Training Plan. The doctoral students shall report on the completion of the training plan at the end of each semester in the form of a semester report. The training plan shall be reviewed after each completed semester and renewed if necessary. The requirements for the mid-term report are detailed in the DI Training Plan (Chapter 3.8).
7. The training plan includes the subjects the students wish to study in order to fulfil their academic obligations. Any subjects announced by the DI or taught in a DI course in a related field may be chosen if agreed upon by the doctoral thesis topic leader.
8. In the framework of individual study agreements, it is possible to take credits into account, whereby the study, teaching and research credits are certified in the contract with doctoral students as follows:
9. Proof of studies credits:

Upon the student’s request the DIT may accept formal or non-formal training courses at work as well as courses formerly completed in foreign doctoral programmes provided they comply with the IMDI training conceptual framework. The DIT decision must include the name of the accepted training, the number of credits accepted, the justification for the credit calculation and the supporting documents.

1. Proof of research credits:

Upon the student’s request the DIT may accept the participation in a formal or informal training programme at work as well as a subject instructed in foreign training courses provided they comply with the conceptional IMDI training framework. The DIT statement has to include the name of the accepted training course, the number of accepted credits, the justification for the credit calculation and the documents that they are based on.

1. Proof of education credits:

Upon the student’s request the DIT may accept any evidence of any previous formal or informal teaching activities organised by a higher educational institution or other employer. The decision of the DIT must include the name of the accepted course, the number of accepted credits, the justification for the credit calculation and the supporting documents.

1. Doctoral students may undertake additional teaching and research tasks. The doctoral student performing teaching duties shall be entitled to the teaching rights pursuant to [Article 35 (1) of the Nftv.](https://net.jogtar.hu/jogszabaly?docid=A1100204.TV)
2. The content, nature and duration of the teaching activity shall be set out in a contract, which shall be concluded by the doctoral student with the signature of the Head of the department who is responsible for the teaching activity and the subject supervisor. The Head of the department responsible for the teaching activity concerned shall certify the performance of the task undertaken.
3. The doctoral student is entitled to 25 working days of leave per year, which the supervisor is responsible for keeping a record of.
4. Full-time doctoral students participating in organised doctoral studies (foreign students who are treated in the same way as Hungarian students by law or international agreement) may receive scholarships from public or other sources. Any planning unit or department of the university may use its domestic or foreign grants, own budget or other income to fund doctoral scholarships.

## 3.3. Organisation of training. The complex examination. The diploma.

**10. §**

1. Doctoral students participating in an organised training programme must enrol before the start of the first semester. Documents required for enrolment:
2. degree,
3. 1 photo,
4. identity card,
5. notification of acceptance,
6. completed enrolment form.

Upon enrolment, the doctoral student shall receive a university e-mail address, which shall be used as a basis for further information. After the deadline for registration/enrolment, an extra procedural fee is payable. The procedural fees for doctoral and habilitation processes are set out in the current Joint Rector - Chancellor Instruction No. 8/2020 (IV.27.) on procedural fees for doctoral and habilitation processes. Starting from the second semester, students register electronically during the registration week of the semester, about which the DI Secretary sends information via e-mail in advance.

1. The unit of educational requirements is the educational point (credit). The credit is the unit of education, research and (if applicable) teaching work aimed at fulfilling the obligations of the doctoral student in doctoral studies. A doctoral student is required to complete a total of 240 credits during the entire 8 semester training period, in accordance with the [EHEA](https://uni-obuda.hu/wp-content/uploads/2020/05/az_obudai_egyetem_doktori_es_habilitacios_szabalyzata_20210601_20210628.pdf) and the DI Training Plan. If a doctoral student, through no fault of their own, fails to complete the minimum number of credits in a given semester, the DIT shall decide to suspend the doctoral scholarship. If the doctoral student fails to make up for the deficits within one year, the DIT may decide to terminate the student status. The detailed credit rules are set out in Annex [D2 to the DIT.](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf)
2. Educational (training) credits may be obtained by completing the subjects included in the individual Training plan drawn up in the Training Plan. The minimum number of (training) credits to be completed during the 8 semesters of doctoral studies is 32, and a maximum of 28 credits may be completed by transfer or partial transfer (transfer) or by prior completion of optional subjects. Completion of the credits is certified by the signature of the lecturer of the subject, on the basis of the examination, essay, report, etc. required for the subject taken. No credits may be obtained in the doctoral programme by completion of language studies.
3. Doctoral students shall participate in the DI's scientific training courses, and conduct research and publish the findings. A minimum of 155 research credits have to be completed during the course. Out of these, 80 credits are to be completed through compulsory semester reports.
4. The semesterly oral report of doctoral students participating in organised training takes the form of a public seminar or conference, attended by an evaluation committee of DIT members, doctoral students and their supervisors. The oral report is complemented by a written mid-term report (Training Plan, point 3.8).
5. Every six months, the doctoral student shall prepare a written semester report (see section 3.8 and Annex 8 of the Training Plan) on the progress of the tasks set out in the Training plan ([Annex 4](#_4._melléklet:_Munkaterv)), in which the supervisor shall also evaluate the student's academic and research activities. In case the Training plan is not being completed as planned, an Urgent Intervention Form ([Annex 4.1](#_4._melléklet:_Munkaterv)) shall be filled in and the subject supervisor shall inform the Head of the DI about the progress of the training plan. Where appropriate, the DI supervisor shall also inform the DIT of a doctoral student who is significantly underperforming in the Training plan and shall initiate action to address the outstanding problem. In the last semester of the training period, the doctoral student shall prepare a summarised Report on the fulfilment of his/her study obligations and research work.
6. Credit may be awarded for the teaching activity carried out by the doctoral student. A maximum of 60 credits out of the 240 credits required to complete the training may be obtained from this activity. The maximum number of credits per semester for teaching activities is 5 (maximum total 20) for the training and research phase and 10 (maximum total 40) for the research and dissertation phase. The doctoral student shall be remunerated for any teaching in excess of this amount in accordance with the University's rules.
7. The conditions for the complex examination are laid down in [Articles 24-26 of the EDHSZ](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf). The prerequisite for passing the complex examination is the acquisition of 90 credits. The application for the complex examination must be made in writing ([Annex 7](#_7._melléklet:_Komplex): Application for the complex examination). As the student enters the degree award procedure after passing the complex examination, the application for the complex examination is also the application for the degree award procedure. The IMDI complex examination consists of a theoretical and a practical part. The theoretical part of the complex examination consists of two compulsory subjects and one compulsory elective subject taken by the student. The DIT reviews the syllabus of the complex examination every 3 years to ensure that it is up to date. If necessary, changes are initiated with the subject supervisor. The complex examination is open to the public.
	1. The theoretical part is an oral examination, during which the applicant is asked questions on two subjects: the compulsory subjects and the compulsory optional subject completed by the student. The possible questions for the complex examination and a list of resources for preparation shall be provided to students when they register for the semester, and to individual degree holders when they apply for a course at the doctoral school.
	2. In the second part of the complex examination, the applicant shall give a presentation on his/her research results, the research plan for the second phase of doctoral studies, the timetable for the preparation of the thesis and the publication of the results. Following the student's presentation, the supervisor (or, in his/her absence, the chairperson of the committee) shall present a written report on the progress of the doctoral student.
	3. A doctoral student who fails the complex examination may repeat it once in the same examination period. The examination is graded in two grades, pass or fail.
	4. A record of the complex examination must be kept. The result of the examination shall be announced on the day of the last part of the examination.
	5. Students must submit their doctoral thesis within three years of the complex examination, both in the case of structured training and individual preparation.
8. A minimum of 240 credits, verified in Neptun by the DI administrator and approved by the DIT, is required for the diploma. In the case of a positive opinion of the DIT, the Head of the DI issues the diploma in accordance with [Annex 2 of the DIT](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf) and simultaneously notifies the Directorate General for Education of the Rector's Office, where the registration of doctoral students is carried out at institutional level.
9. Students may only be suspended for a full semester. The duration of a continuous interruption of student status may not exceed two semesters. It may be authorised by the President of the DIT on the recommendation of the subject leader and on duly justified grounds. No state scholarship may be paid during the period of suspension.
10. Termination of student status.
11. The student status in the doctoral programme is terminated:
12. if the doctoral student has been accepted by another higher education institution, on the date of acceptance
13. if the doctoral student announces the termination of his/her student status, on the date of the announcement;
14. if the doctoral student cannot continue his or her studies in a publicly funded programme and does not wish to continue them in a fee-based programme;
15. if the doctoral student does not register and does not apply for passive status;
16. the last day of the doctoral training period;
17. if the rector terminates the student's status as a doctoral student - due to payment arrears - on the day the decision on the termination becomes final,
18. the date on which the disciplinary decision of exclusion becomes final.
19. on the last day of the semester in which the diploma is obtained.
20. Student status shall be terminated if the student has not acquired the minimum number of credits required by point (4) of the Doctoral Credit Regulations in [Annex D2 of](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf) the [EDHSZ.](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf)
21. Expulsion from the institution may be imposed as a disciplinary sanction as laid down in the Disciplinary Code.
22. Anyone whose student status has been terminated must be removed from the Neptun student register by a competent DIT decision.
23. The doctoral student may participate in part-time studies abroad. The doctoral student may participate in the part-time study on the basis of a operational programme approved by the supervisor, which ensures the validity of the period of study in the doctoral training programme of the university. The duration of the part-time training abroad counts towards the duration of the doctoral programme, the student's status as a student is not interrupted during this period, and the state scholarship is paid.

##

## 3.4. Individual preparation for doctoral studies. Transfer from another doctoral school.

**11. §**

1. The individual preparation procedure is set out and regulated in [§ 21 of the EDHSZ.](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf)
2. In the case of individual applicants, the doctoral degree procedure starts with the application and acceptance of the complex examination.
3. If you transfer from another doctoral school, you can only transfer from a PhD programme. The doctoral student must submit his/her application to the Doctoral School. The application must be accompanied by a certified extract from the electronic transcript of records, a curriculum vitae, a summary of the academic achievements to date, a proposal from the IMDI subject leader and a research plan. The EHDT shall decide on the acceptance after a preliminary evaluation by the DIT.
4. Upon successful completion of the complex examination, the University shall recognise the minimum number of credits required for admission to the complex examination. Upon request, additional credits may be recognised on the basis of the knowledge and competences acquired previously.
5. By passing the complex examination, the University accepts the completion of 90 credits of the training and research phase. The additional 30 credits are obtained through research and publication.
6. The individual trainee does not have to acquire teaching credits, however, may participate in study sessions at the doctoral schools.
7. For the preparation of the thesis, the applicant may ask for a thesis supervisor, who shall be appointed by the DIT.
8. Individual applicants must submit their doctoral thesis for the degree procedure within three years of passing the complex examination (admission).

## 3.5 Topic writing, thesis supervisor and topic change

**12. §**

1. The topic proposals are submitted annually at the beginning of the autumn semester, in the first half of September. The DIT gives its opinion on the proposals received, which is forwarded to the DI Secretary. After submission by the Secretary, it is approved by the Head of DI.
2. The lecturers who have chosen a topic shall receive feedback on the decision from the DI Secretary.
3. The approved topics shall then be made available in the Training Plan and on the DI website.
4. The Head of the DI, after a preliminary application, decides on the person of the topic writer, thesis supervisor, taking into account the proposal of the DIT, on the basis of the proposal of the Secretary. The decision shall be communicated to the interested parties by the Secretary of the DI.
5. At the initiative of the supervisor or the doctoral student, a change of supervisor or topic may be made once until the complex examination. The doctoral student must submit the request for a change to the DI Secretary. The request must include the name of the new supervisor(s) and the proposed topic. The application must be signed by both the current subject leader(s) and the proposed subject leader(s) and the doctoral student.

# PART 4 - OBTAINING A DOCTORATE

## 4.1. Obtaining a doctorate

**13. §**

1. The process of obtaining a doctorate is regulated by [Article 22 of the EDHSZ](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf).
2. The conditions for obtaining a doctoral degree are regulated by [Article 23 of the EDHSZ](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf).

## 4.2. The doctoral thesis

**14. §**

1. The general rules for the doctoral thesis of a PhD degree are laid down in [Articles 27-29 of the EDHSZ](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf). The submission of the thesis is subject to the minutes of the workshop discussion.
2. The doctoral thesis has to be submitted in accordance with [Article 27 of the EDHSZ](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf) if the student has obtained the degree in organised studies. In case of individual preparation, the submission of a dissertation is subject to the complex examination and the fulfilment of the language and publication requirements for the degree. The doctoral thesis may be submitted if the student has no pending degree in management and organisation and has not had an unsuccessful doctoral defence within two years, which must be declared in writing at the time of submission
3. The thesis must include the name of the author, the thesis supervisor(s), the DI and the leader, as well as the place and date of writing. The thesis may be accompanied by an appendix (collection of photographs, documents, etc.). It must comply with the requirements of [Article 28 of the EDHSZ](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf) in terms of content and form. The minimum length of the thesis is 70 pages.
4. The thesis must be accompanied with a thesis booklet in Hungarian and English. The thesis booklet presents a summary of the results of independent scientific work. The results should be presented in a coherent, self-explanatory manner, with new findings in detail, based on the applicant's professional publications.
5. The applicant shall have the completed dissertation checked for plagiarism by a competent member of the Library staff. The results of the plagiarism check and a brief assessment of the results have to be sent by the Library to the Secretary of the DI and must be enclosed with the dissertation at the same time as it is sent to the opponents. The opponent shall also declare the plagiarism check of the dissertation during the evaluation procedure ([Annex 5](#_5._melléklet:_Opponensi)). In case of suspected plagiarism, the Head of the DI shall be informed immediately.
6. In its rules on plagiarism, the DI applies the principles and recommendations of the Code of Ethics of the Hungarian Academy of Sciences and the resolutions of the Scientific Committee. The rules on plagiarism are described in detail in [Annex D3 of the DPS.](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf)

## 4.3. The workshop debate

**15. §**

1. Before submitting the thesis a workshop discussion has to be initiated in the professionally closest educational department of the organisation.
2. The applicant's thesis supervisor organises the workshop and informs the DIT President.
3. An electronic as well as a hard copy of the draft thesis have to be submitted to the DI Secretariat at least two weeks before the workshop. The date and place of the workshop need to be published on the DI website two weeks in advance.
4. The following participants need to be invited to the workshop:
	1. pre-opponents recommended by the thesis supervisor,
	2. all teachers, researchers and doctoral students of the institute where the applicant carried out his/her research,
	3. Deputy Rector for Science,
	4. president of EDHT,
	5. members of the DI,
	6. members of the DIT,
	7. representative of the DIT Secretariate,
	8. external experts of the dissertation topic.
5. Invitations to the workshop with the enclosed draft of the theis shall be sent out via e-mail by the candidate's supervisor at least two weeks in advance.
6. The workshop is chaired by a bord member university professor appointed by the Head of the DI. An attendance sheet indicating all participants’ academic degrees and places of work is required to be signed.
7. Two written pre-opposing assessments on the thesis are needed to be prepared for the workshop debate and sent to the candidate in advance. Pre-opponents shall be invited by the thesis supervisor. Neither opponent is supposed to be employed by the University. Opponents must hold an academic degree. Comments in the reviews and discussion shall be considered by the applicant in consultation with the thesis supervisor. Minutes have to be kept of the pre-oppositional assessment, the questions raised, the responses as well as of the candidates’ standpoint, and they need to be verified by the chairman[.](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf)
8. The minutes have to be attached for the submission of the final doctoral thesis ([EDHSZ 28. § (3) f](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf))
9. The workshop may result in one of the following summarised assessments:
10. the draft thesis is suitable for further processing without revision (or with minor revisions that do not affect the substance of the thesis) without holding another workshop,
11. the draft thesis is suitable for further processing with substantial revisions without a new workshop.
12. the draft thesis is only suitable for further processing after a complete revision and a new workshop debate.

## 4.4. Public debate

**16. §**

1. The general rules for public debate are set out in [Article 31 of the EDHSZ](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf). The script for the public debate is drawn up in accordance with [Annex 9 to the EDHA.](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf)
2. The public debate is organised by the DI Secretariat.
3. The following participants need to be invited to the public debate:
	1. Deputy Rector for Science,
	2. members of the DI;
	3. members of the DIT;
	4. all qualified teachers of the doctoral student’s institute;
	5. departments of other faculties with the same subject matters and specialisations;
	6. thesis supervisor(s),
	7. DI doctoral students.
4. The chairperson of the Board and the Board members (as well as substitutes) are appointed by the DIT. The Board consists of minimum 5 and maximum of 7 members comprising a chairperson, two official opponents, a Secretary and 1-3 additional members. The Board is chaired by a Professor or Professor Emeritus of the University. When appointing the Board, 3 replacement members are to be named, who could substitute the Chairperson, the Secretary, and at least one possible opponent.
5. The two official opponents shall prepare a written assessment of the dissertation within two months from its submission and within the academic term. The opponent shall evaluate the thesis in detail, including its professional merits and shortcomings, the acceptance of the thesis points, and raises questions. The opponent has to state whether or not he/she recommends the thesis for public debate.
6. The members and substitute members of the Board have to possess an academic degree. Either of the two official opponents and at least one of the other members of the Board must be external members not employed by the University. Maximum one of the official opponents may be the same as the pre-opponent of the workplace dispute.
7. One signed hard copy and an electronic version (e-mail) need to be sent to the DI administrator. A template for opponent’s assessment is included in [Annex 6.](#_6._melléklet:_Sablon)
8. The applicant shall receive the evaluations in advance and send his/her answers to the opponent’s questions in a written form to the DI administrator at least 15 days before the public debate, who shall forward them to the opponents.
9. The thesis must be submitted for public debate within two months of the date of receipt of two supporting assessments. The date and place of the debate must be published on the DI website and the National Doctoral Council database at least two weeks before the debate is due.
10. In case the thesis is related to national security issues or involves delayed disclosure (intellectual property protection, patenting, etc.), appropriate confidentiality must be ensured throughout the public debate, for all parties and participants involved in the proceedings. This needs to be documented with official declarations ([Annex 8](#_8._melléklet:_Titoktartási)).

## 4.5 Language requirements

**17. §**

1. Rules for certifying knowledge of two foreign languages necessary for the field of study:
2. your first foreign language is English, and you must have at least a state-recognised intermediate level 'C' (or equivalent). By way of exception, other world languages may be allowed, as provided for in [Article 19(2)(b) and (c) of the EDHSZ](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf);
3. knowledge of a second foreign language can be certified by a state-recognised language test of at least basic level "C" in any world language;
4. may be exempted from the second foreign language examination in justified cases (examination in a foreign language in one of the subjects of the complex examination, studies in a foreign language, visiting lecturer/researcher activities abroad, etc.) on the recommendation of the DIT;

## 4.6. Completion of the degree awarding procedure, qualification of the doctoral degree, the

## the content of the diploma, the inauguration ceremony of doctoral degree

**18. §**

1. The EDHT decides on awarding the doctoral degree by secret ballot voting. The vote is based on the scores and minutes of the Board as well as the assessment of the DIT. The award of the doctorate shall be made by simple majority. In the event of refusal, the EDHT must give detailed reasons for its decision in writing.
2. The classification of the doctoral degree is determined by the average scores obtained in the public debate. After the public debate, the Board assesses the candidate's academic merit by secret ballot voting (by giving 1, 2, 3, 4, 5 points) in a closed session and shall give a summarised assessment

upon the candidate’s professional performance in the minutes of the meeting, which shall be presented to the participants. The scientific (professional) competence of the candidate may only be regarded as adequate if the average score of the votes is 3,50 or higher.

1. Grading of the degree:
2. "summa cum laude" (excellent) if the average grade is at least 4.51;
3. "cum laude" (commendable) if the average grade is at least 4.01 - 4.50;
4. "rite" (sufficient) if the average grade is at least 3.50 - 4.00.
5. The doctoral degree shall be revoked by a two-thirds decision of the EDHT if it is established by documented evidence that the conditions for the award of the doctoral degree have not been fulfilled.
6. The University shall issue a degree certificate both in Hungarian and English for the doctoral degree awarded by the EDHT on the basis of the data sheet in [Annex D16](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf) (Data Form for the Doctoral/Habilitated Doctoral Degree) of the [EDHSZ.](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf)
7. A bilingual English/Hungarian template of the doctoral degree certification is provided in Annex D17 (Text of the doctoral degree for academic degrees awarded at the University).
8. Doctoral degree holders are awarded their doctorate by the University in a formal public Senate meeting. At the doctoral inauguration ceremony, the applicants take a vow and sign a document in accordance with [Annex D19](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf) (Text of the doctoral vow) in EDHSZ. After the inauguration ceremony the doctorate holders may add "PhD" or "Dr." to their names.

# PART 5 - THE HABILITATION PROCEDURE

1. The habilitation procedure is governed by [Articles 39-50 of the EDHSZ](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf).
2. The minimum requirements are set out in [Annex H2 of the EDHSZ](http://old.events.uni-obuda.hu/files/az-obudai-egyetem-doktori-es-habilitacios-szabalyzata-20210629.pdf).

# PART 6 - OTHER PROVISIONS

## 6.1. Quality assurance

**19. §**

1. The DI's detailed quality assurance activities are set out in the *Quality Assurance Plan*, which is PDCA-based and follows ESG standards, in compliance with the institutional Quality Assurance Policy.
2. Responsibility for the quality assurance activities of the DI is borne by the DI Manager, who is assisted by the Quality Assurance Officer, who also functions as the Secretary of the DI.
3. The quality assurance activities of the DI are closely integrated with the institutional quality assurance activities. The DI Secretary is the link between the institutional level and the DI, and ensures the communication and coordination of quality assurance operational tasks at DI level. His/her work is supervised by the Head of DI.
4. The Head of the DI reports annually to the DIT and the EDHT on the effectiveness of DI's quality assurance activities.
5. The student evaluation of educators (OMHV) is carried out every semester in connection with the teaching activities of the DI. The purpose of the student evaluation of educators is to contribute to the improvement of the quality of education in the DI by sounding out students' opinions in order to increase the efficiency of the training courses, provide the DI management and the teachers with an opportunity to assess their work and help to eliminate any errors or shortcomings that are identified. The detailed arrangements for the conduct of the OMHV are set out in the Quality Assurance Plan.
6. The OMHV also includes a student evaluation section for doctoral students’ teachers.
7. In connection with the DI's work as a subject leader, a student review of the subject leader's work must be carried out each academic year. The purpose of the student review of the work of the DI supervisors is to contribute to the improvement of the quality of the DI supervisors' work by providing students' opinions, to increase the efficiency of the research work, to provide an opportunity to assess the work of the DI management and the supervisors, and to help to correct any errors or shortcomings identified. The detailed rules for the conduct of the student review of the work of subject leaders are set out in the Quality Assurance Plan.
8. The satisfaction and opinions of doctoral students on the functioning of the DI are also surveyed annually. The questionnaire and the rules of measurement are available in the Quality Assurance Plan.
9. DI seeks the views of collaborating partners, research participants and funders on an annual basis. Based on the data received, a stakeholder analysis of the role of DI in science and its socio-economic impact is carried out for operational development. The related questionnaire and measurement rules are available in the Quality Assurance Plan.
10. The DI shall set up an ALUMNI system for tracking the careers and keeping in touch with graduating doctoral students. This shall also provide an opportunity for feedback from previously graduated doctoral students to form an integral part of quality assurance, and subject leaders and tutors shall be informed of this.
11. The registration and contact with graduate students is handled by the DI Secretary.
12. Complaints of doctoral students are also handled at the DI level in accordance with the institutional procedures (according to [§ 12 of the Study and Examination Regulations of Óbuda University](https://uni-obuda.hu/szabalyzatok/2-az-obudai-egyetem-szervezeti-es-mukodesi-szabalyzata/iii-kotet-hallgatoi-kovetelmenyrendszer/1-az-obudai-egyetem-tanulmanyi-es-vizsgaszabalyzata-study-and-examination-regulations-of-obuda-university/)).

##

## 6.2. Financial management of the doctoral school

**20. §**

1. The Head of the DI is responsible for the financial management of the DI, which is *governed by the procedures set out in the Financial Regulations of Óbuda University,* and is responsible for authorising payments.
2. The DI financial framework is made up of the state subsidy paid to the scholarship holders on the basis of the budget approved by the EDHT, the fees paid by the doctoral students, procedural fees and other income of the DI.
3. The Head of the DI bears financial and disciplinary responsibility for the implementation of the DI budget.

## 6.3. Final provisions

**21. §**

1. These Regulations enter into force on ............................
2. These Regulations have to be made public on the official DI website.
3. In matters not covered by these Regulations, the EDHSZ provisions shall apply.

Budapest, ............................

Head of the Doctoral School

# Annexes to DI Operational rules

## Annex 1: Head of the DI, members, Council and Admission Board

**Head of DI**

Prof. Dr. László Gulácsi, Doctor of the Hungarian Academy of Sciences, Professor

**Members:**

Prof. Dr. László Gulácsi, Professor, Doctor of the Hungarian Academy of Sciences

Prof. Dr. Márta Péntek, Professor, Doctor of the Hungarian Academy of Sciences[[4]](#footnote-4)

Prof. Dr. András Molnár, Professor

Dr. Takácsné Prof. Dr. György Katalin, CSc, professor

Prof. Dr. István Takács, CSc, professor

Prof. Dr. József Abaffy, Professor Emeritus, Doctor of the Hungarian Academy of Sciences

Prof. Dr. József Fogarasi, Professor

Prof. Dr. Imre Felde, PhD, Professor[[5]](#footnote-5)

Prof. Dr. Péter Karácsony, PhD, Professor[[6]](#footnote-6)

Dr. habil Mónika Garai-Fodor, Associate Professor

Dr. Zsombor János Zrubka, PhD, Associate Professor

Dr. István Szabó, PhD, National Research, Development and Innovation Office, Vice President for Science and International Affairs

**The Doctoral School Council (DIT)**

Prof. Dr. László Gulácsi, Doctor of the Hungarian Academy of Sciences, Professor

Prof. Dr. Márta Péntek, Doctor of the Hungarian Academy of Sciences, Professor

Dr. Takácsné Prof. Dr. György Katalin, CSc, professor

Prof. Dr. Péter Karácsony, PhD, Professor

Dr. Zsombor Zrubka, PhD, Associate Professor

Dr habil. Mónika Garai-Fodor, PhD, Associate Professor

Student representative, with consultation right

*External voting member*

Dr. István Szabó, PhD, National Research, Development and Innovation Office, Vice President for Science and International Affairs

**Admission Board**

President: the President of the DIT

Members: 2 voting members of the DIT (appointed by the DIT)

## Annex 2: Research Plan

**a) Background of the research (1 A/4 pages)**

* Summarise what makes the planned research possible/necessary and briefly describe the national and international studies conducted in this field so far and point out any untapped research potentials. Please also provide the necessary references.
* Briefly summarise your relevant research in this area to date and provide your own references.

**b) Objectives (1/2-1 A/4 pages)**

* Describe the research objectives and the link to IFT in force.

**c) Methodology (1-2 A/4 pages)**

* Describe the planned research methodology. Furthermore, it is also requested to provide data protection issues that may arise during the research. Provided you are preparing a questionnaire, explain the data management issues.
* If the research is new and does not appear in IFT, refer to it. In this case, describe how the researched area is connected to existing research, and detail the expected benefits of the new research area for the university and also refer to the timeframe for its implementation.
* If you plan to use the results for business purposes, it needs to be indicated.
* Provide detailed description of procedures that you plan to implement to eliminate or minimise ethical risk, including how informed consent shall be obtained.

**d) Indication of participating institutions and persons**

* Presentation of research leader and relevant publications.
* Prepare a list of colleagues working at the university.
* If you intend to carry out the research in a consortium, please indicate the name of the consortium partner and justify the need for involving a partner.

**e) Funding**

* Indication of funds (100% of the implementation shall be carried out with external funding or university funding is required).

**f) Presentation of expected results**

* In the case of publications, indicate the number of Q1-Q4 and A-D rated scientific works.
* Where you see a publication opportunity, list the potential target journals, indicating the quality categories (Scimago, IF). Briefly describe why you think the referred journal is a potential publication opportunity for you.
* Include a presentation of other relevant results.

**g) Mandatory annexes**

* Include a short biography and publication list of research leader and the leaders of each sub-area. The latter should be downloaded [from the](https://www.mtmt.hu/) MTMT[.](https://www.mtmt.hu/)
* Refer to the most significant publications which have been published in the past 5 years and in each case indicate Q1-Q4, as well as A-D classifications and the number of independent citations received for each article. If you have not yet conducted research in this area, refer to it.

## Annex 3: Calculation of admission scores

**According to § 20 of the EDHSZ**

Applicants shall be interviewed by an admission Board (chair, members) appointed by the DIT. On the basis of the documents submitted and the interview, the Admission Board shall assess the performance of the applicants on a 100-point scale according to the following criteria:

a) educational background (degree qualification, diploma qualification does not need to be taken into account two years after graduation) - maximum 25 points;

b) language certificates - maximum 25 points;

c) research achievements (student circle awards, scientific publications, works) - max 20 points;

d) ideas for doctoral work, feasibility of the research programme - max 30 points.

The scores are used by the Admission Board to rank the applicants. A minimum of 60 points is required for admission to doctoral studies. A minimum score is only a necessary entry condition, does not mean a guarantee for admission or any scholarship or grant.

**Details of score calculation**

1. **Educational background (max. 25 points)**

Undergraduate students*: The weighted cumulative average of all* credits (BSc+MSc semesters in 2-cycle programmes, without the credits of the last semester) is taken into consideration.

Postgraduate applicants: points are calculated for the whole period of the tertiary education course.

Courses, training courses, etc. related to work and employment are taken into account if more than 2 years have passed since graduation.

A qualification of at least good grade (4) is considered an entry condition for only two years after the graduation. However, the qualification of the degree is still relevant to the admission score. The Admission Board may award points for postgraduate applicants’ documented professional activities pursued after graduation (max. 25 points).

1. **Language certificates (max. 25 points)**

Second language exam (if the first one is English):

Intermediate (B2) level complex “C” exam scores 20 points, “A” or “B” exams score 10 points.

Elementary (A2) level complex “C” exam scores 10 points, “A” or “B” exams score 5 points.

**3. Previous research work or creative achievements (student circle awards, scientific publications, etc.) (max. 20 points)**

**TDK (Scientific Student Circle)**

* *Presentation at* an institutional TDK conference *on a topic related to the DI programme* 3 points/TDK work,
	+ or +5 points for Prize II,
* +2 points for Prize III;
* OTDK Conference, if among the first three best participants: +10 points
* Pro Scientia national award: 15 points

**Scientific journal articles (published or accepted)**

* Impact Factor contents: 15 points/content;
* Edited foreign language contents: 8 points/content;
* Edited Hungarian language contents: 5 points/content.

**Participation in a conference or in other professional functions**

* 2 points/presentation.

(No points shall be awarded for other presentations or posters, but details have to be provided for the application.);

**Patents, innovation awards**

* National innovation awards:10 points/award
* International awards:15 points/award
* Invention application, patenting: 15 points/item

**Competition results**

* Scientific application winner and project contractor: 5 - 10 points/application
* Participation in a scientific application competition: 3 - 5 points/application
1. **Ideas for doctoral studies, feasibility of the research programme, professional skills, practical knowledge, professional experience: max. 30 points.**

The Admission Board shall assess the following criteria based on the applicant’s research plan and the interview:

* Applicant may independently formulate unresolved problems related to research topic.
* Applicant is aware of national and international professional literature that may

 be used for research topic.

* Professional experience in innovation.

The final score shall be determined by the Admission Board by evaluating the annexed contents.

## Annex 4: Draft training plan

**Training plan**

The training plan is prepared by the doctoral student in collaboration with the supervisor(s), and is approved and signed by the supervisor(s).

The Training plan covers the entire period of doctoral training, from admission to the DI to the defence of the doctoral thesis. A detailed Training plan is prepared for each current academic year, with a less detailed strategic plan and timetable for the subsequent period.

The Training plan consists of 3 parts:

- training

- research and publication

- education and other academic contribution

Training: compulsory, compulsory elective and optional subjects planned to be taken in each semester, their titles and credit value

Research and publication: detailed planning of the research and publication plan broken down by semesters based on the Research Plan Template.

Education and other academic contribution: doctoral student’s role and responsibilities in the academic activities and educational duties of the department (organisational unit)

**Annex 4.1: Urgent Intervention DATA SHEET**

Information to be included:

1. Reason(s) for urgent intervention:

2. Intervention planned by doctoral student and supervisor(s):

3. Who can assist on the matter? What kind of assistance is to be requested? Recommended phases and timing of problem solving?

4. Has doctoral student or supervisor consulted DIT members before?

yes **☐** no **☐**

5. If not, why? (Please explain reasons briefly):

5.1 If yes, please summarise conclusion.

Dated, Date

PhD student supervisor/supervisors

 signature signature(s)

##

## Annex 5: Opponent’s statement on the receipt of plagiarism inquiry report

**Opponent’s statement on disclosure of plagiarism inquiry report**

Draft thesis / Doctoral dissertation (underline or circle appropriate part)

|  |  |
| --- | --- |
| Opponent’s name: |  |
| Opponent's place of work: |  |
| Name of author of draft thesis/dissertation: |  |
| Title of draft thesis/dissertation: |  |

I declare that I have made my assessment after acknowledging the plagiarism inquiry report.

Budapest, 20......................................

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 signature

## Annex 6: Template for Opponent’s assessment

**OPPONENT'S ASSESSMENT**

on …………………………………………’s PhD thesis titled **".............................................................................................................................................................."**

submitted for public defence.

1. **Timeliness of selected topic**
2. **Professional literature, methodology**
3. **Independent scientific research result**
4. **Formal characteristics**
5. **Publications**
6. **Conclusion, declaration**

Based on the above-mentioned opinion, I declare the following:

***I acknowledge the thesis as the Candidate’s independent work of scientific merit, furthermore, recommend it to be submitted for public defence, and in the event of successful defence I approve of awarding the PhD degree.***

Date:

Opponent’s name

position

**Main aspects of Opponent’s assessment**

**I. General provisions**

Evaluation of formalities:

A1. bonding, bonding sequence, volume

A2. (decimally numbered) table of contents

A3. bibliography in alphabetical order with references to cited sources,

A4. quality of text, figures, tables and annexes.

Based on the findings, the opponent shall decide whether to proceed with the assessment or rather

recommend that the thesis should be rejected due to shortcomings or errors.

Structural assessment:

S1. structure corresponds to the sequence in the "Guide",

S2. text is sufficiently structured (different sections of the topic are clearly separated and

in the correct place corresponding to chapter/subchapter/section titles).

Evaluation of content:

T1. relevance of the topic is correctly assessed,

T2. objective(s) set in the "Introduction" have turned out to be correct and are fulfilled,

T3. task(s)/parts of the tasks stated in the "Introduction" have proved to be correct, and

fully accomplished,

T4. literature related to the topic and the (sub)task(s) formulated

knowledge and the correct use of,

T5. necessary analysis/analyses, test(s) (measurements, data processing, etc.),

calculation(s) have been conducted, there are model(s), graph(s), drawing(s),

table(s) etc., if they are needed.

T6. necessary evaluation(s) is/are accomplished, there is/are new scientific result(s),

conclusion(s) and recommendation(s),

T7. is/are there professionally unacceptable solution(s), evaluation(s), result(s),

conclusion(s), suggestion(s)? To what extent do they affect the work as a whole?

T8. the exploitation (practical applicability) and the possibility(s) of further development of topic,

T9. may thesis be regarded as applicant's independent work at doctoral level?

**Part II Details**

The noticed

H1. deficiencies: list of concrete items and/or content,

H2. errors: list of concrete items and/or content, reference to page numbers, paragraphs or lines.

**III. Declaration**

Opponent’s statement: is the doctoral thesis suitable for public defence?

In case of a negative assessment, a detailed scientific explanation must be provided.

**IV. Questions**

In case of acceptance, 2-5 questions to be raised that the doctoral student must answer during public defence. The questions are to be related to topic, in particular to the (substantive) concerns related to content.

**V. The form of assessment**

Official assessment has to be sent printed and signed both in paper and electronic (e-mail) forms.

must be sent to.

## Annex 7: Complex Examination Application Form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |  |  |
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|

 | Application form | Index number (if available):Neptun code: |
| for complex exam  |
| Education ID: |
| Name  |   | birth name  |   |
| Place of birth  | City  |  Country |
|  |  |  |
| Date of birth  |   | Mother's name  |   |
| Nationality(ies): |   |   |
| Address  |   |
| Mailing address  |   |
| Telephone/fax  |   | E-mail  |   |
| Workplace (if applicable) |   | Position  |   |
| Work address  |   |
| Telephone/fax  |   | E-mail  |   |
|   |
| Doctoral school name |   |
| Topic title |   |
| Science |   | Credit earned: |   |
| Start of studies |   |   |   |
| training form\* | state-funded | self-funded |
| \* Underline the correct answer. |
| Supervisor’s name: | Supervisor’s signature:  |
| Supervisor's recommendation: |
| Scientific activities (number) |
| Book: | Presentation: | Technical article: | Conference publication: |
| Other: |
| Language skills | Level | Type | Certificate number |
|   |   |   |   |
| Date:  |
|
| Applicant’s signature |
| Annexes: |
| 1. language certificates |   |
| 2. detailed list of publications |   |
| 3. copies of publications as in DI's operational rules |   |
| 4. a publication scorecard as provided in DI's operational rules |   |

## Annex 8: Confidentiality statement

CONFIDENTIALITY STATEMENT

Óbuda University Doctoral School of Innovation Management

To be completed by the doctoral student

Dear Madam/Sir (DI Secretary)

I, the undersigned, (name) …………....................., a doctoral student of the Doctoral School of Innovation Management at Óbuda University, hereby request that my thesis / dissertation not to be made accessible to anyone except the examiners and Board members.

A brief description of the reason for the request:

Date

PhD student Supervisor(s)’

 signature signature

The DI completes.

The request was accepted by the DIT without any comments.

The DI accepted the application with the following comments:

The request was rejected by the DIT.

Reasons:

A response to the request shall be forwarded to the doctoral student and supervisor within 15 working days by the DI Secretary.

Date:

 Secretary of DI Head of DI

1. MTA thesis in April 2022 [↑](#footnote-ref-1)
2. appointed as university professor since 2022.09.01 [↑](#footnote-ref-2)
3. appointed as university professor since 2022.09.01 [↑](#footnote-ref-3)
4. MTA thesis in April 2022 [↑](#footnote-ref-4)
5. appointment as university professor from 2022.09.01 [↑](#footnote-ref-5)
6. appointment as university professor from 2022.09.01 [↑](#footnote-ref-6)