



**ÓBUDAI EGYETEM
ÓBUDA UNIVERSITY**

ÓBUDA UNIVERSITY

INNOVATION MANAGEMENT DOCTORAL SCHOOL

(IMDI)

**CREDIT RECOGNITION REGULATIONS OF THE DOCTORAL SCHOOL OF
INNOVATION MANAGEMENT (DSIM)**

PREAMBLE

Relevant legislation and references, abbreviations:

1. Act CCIV of 2011 on National Higher Education (NHEA)
2. Doctoral and Habilitation Regulations of Óbuda University (EDHSZ)
3. Study and Examination Regulations of Óbuda University (TVSZ)
4. Operational Regulations of the Doctoral School of Innovation Management
5. Government Decree 387/2012 (XII. 19.) on doctoral schools, doctoral procedures and habilitation
6. Hungarian Standard Classification of Occupations (FEOR-08)

GENERAL INFORMATION

Institution name and headquarters:

Óbuda University
(Address: H-1034 Budapest, Bécsi út 96/b)

Name of doctoral school:

Doctoral School of Innovation Management (DSIM)

Abbreviated name of doctoral school:

DSIM

Managing faculty:

Keleti Károly Faculty of Business and Management

Field of science:

Social Sciences

Scientific discipline:

Business Administration and Organizational Sciences

Programme type:

Doctoral (PhD) programme

Degree awarded:

Hungarian: PhD in Business Administration and Organizational Sciences

English: PhD in Business and Management

Training objective:

To prepare professionals supporting the market introduction and market success of innovations for obtaining a scientific degree, while developing research, presentation, and teaching skills.

Duration of programme:

8 semesters

Language of instruction:

Hungarian

Study format:

Full-time and correspondence programmes, as well as individual study schedules.

Funding forms:

Hungarian state-funded or other scholarship-based, self-financed, or “Cooperative Doctoral Programme”.

Admission requirements:

At least a “good” classified Master’s degree (MA/MSc) or equivalent diploma, at least an intermediate level state-recognized English language examination (“C” type or equivalent), submission of a research proposal, and successful entrance examination (assessment of professional preparedness and prior scientific activities, e.g. TDK, conference presentation, publication).

A minimum of 60 points out of 100 achievable points in the admission procedure is required.

Completion of programme:

Absolutorium, required number of credits: 240

Educational programmes of the doctoral school:

The doctoral school ensures specialization through compulsory elective subjects and research topics. Subjects are grouped around professional knowledge and methodological knowledge.

Credit modules:

Study credits, research credits obtainable through research work (including publication credits), and teaching credits obtainable through participation in teaching activities.

Student administration:

As a general rule, the study administrator of the doctoral school is responsible for handling student affairs and providing information related to studies. Requests for publication credit accounting and student applications requiring a decision of the Doctoral School Council (DIT) must be submitted to the study administrator addressed to the secretary of the doctoral school with the approval of the supervisor.

DEFINITIONS

Recognised credit:

Recognition of academic performance (courses, teaching, research) prescribed as compulsory in the DSIM credit regulations and curriculum in cases of prior completion or partial completion.

Prior completion:

Academic, teaching, or research activity completed before the commencement of doctoral studies at DSIM.

Partial completion:

Academic, teaching, or research activity completed at another institution during doctoral studies at DSIM.

EHEA (European Higher Education Area):

Albania, Andorra, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Cyprus, Czech Republic, Denmark, United Kingdom, Estonia, North Macedonia, Belarus, Finland, France, Georgia, Greece, Netherlands, Croatia, Ireland, Iceland, Kazakhstan, Poland, Latvia, Liechtenstein, Lithuania, Luxembourg, Hungary, Malta, Moldova, Montenegro, Germany, Norway, Italy, Russia, Armenia, Portugal, Romania, San Marino, Spain, Switzerland, Sweden, Serbia, Slovakia, Slovenia, Turkey, Ukraine, Vatican City State.

THE ranking:

Times Higher Education World University Rankings.

QS ranking:

Quacquarelli Symonds World University Rankings.

BASIC PRINCIPLES

Recognisable Academic Performance

Study, research, and teaching credits obtained at another domestic or foreign higher education institution, or outside the doctoral student's own doctoral school, in Hungarian or a foreign language, may be recognized based on:

- an inter-institutional credit equivalency agreement,
- an individual study agreement concluded with the student, or
- legal provisions prescribing recognition.

Learning outcomes acquired through non-doctoral education, non-formal education, or work experience may also be recognized if the acquired knowledge complies with the requirements of doctoral education.

Establishing Equivalence of Knowledge Content

Two bodies of knowledge shall be considered equivalent if the overlap between them is at least 75%.

The extent of equivalence shall be examined by a committee appointed by the Doctoral School Council (DIT), and the DIT shall decide on equivalence based on the committee's opinion.

Credits may only be awarded once for acquiring equivalent knowledge content.

As prior academic achievement, the DIT may recognize 1 study credit for every 30 hours of workload.

Credit Transfer Procedure

All agreements related to credit transfer and recognition must be initiated by the student through an application submitted to the secretary of the doctoral school (Annexes 1–3), and must be recorded in an individual study agreement.

The application must contain all certificates and documentation necessary for determining:

- credit value (workload),
- professional content (whether it complies with the conceptual framework of DSIM),
- and output competence level (doctoral level).

Supporting documentation may be submitted in Hungarian or English. In the case of other foreign languages, a certified translation must be attached.

The deadline for submitting applications shall be published on the DSIM website each semester.

The DIT shall decide on the acceptance of prior performance and credit transfer based on the opinion of its designated committee.

In the case of incomplete applications, the DIT may request missing documentation or reject the application.

The resolution must include:

- the accepted study/research/teaching activity,
- the credit value,
- justification of the calculation,

- and supporting documents.

If necessary, additional performance requirements may be prescribed in order to obtain credit recognition.

The individual study agreement must be concluded before the completion of the credit intended to be recognized.

The secretary of the doctoral school must maintain records of transferred and recognized credits, and decisions must be made public.

In the case of transfer from another PhD programme, admission shall be decided by the EDHT following preliminary evaluation by the DIT.

For transfer from another PhD programme, it is recommended to submit written supporting statements from:

- the supervisor of the previous programme,
- the head of the previous doctoral school,

and mandatory to submit written supporting statements from:

- the chosen supervisor at DSIM,
- and the head of DSIM.

In the absence of these documents, the DIT may refuse to support the admission request.

In organized training, only students who have accumulated at least:

- 20 credits after the first semester,
- 45 after the second,
- 75 after the third,
- 90 after the fourth,
- 110 after the fifth,
- 150 after the sixth,
- and 180 after the seventh semester

may register for the subsequent semester.

The DIT may exempt students from this requirement if they participate in partial studies outside the institution.

The credit value of courses completed in this way shall be determined by the DIT.

For cases not covered by the present regulations, an individual request may be submitted to the head of the doctoral school, who shall evaluate the request and decide whether it may be submitted to the DIT for approval.

DETAILED RULES OF CREDIT RECOGNITION

Admission Requirements

If the student does not hold a Master's degree in the field of Business Administration and Organizational Sciences (MBA, MSc), they must credibly demonstrate that during their Master-level studies they completed at least 20 credits related to business administration and organizational sciences through academic, professional, or scientific activities.

If none of the above can be demonstrated, the DIT may require the student to take equalization subjects up to a maximum of 20 credits in accordance with the curriculum.

Based on a prior request from the applicant, a committee appointed by the DIT may also assess the applicant's professional knowledge through a structured interview.

Recognition of Academic Performance

See Section 5.2 concerning prior completion of compulsory, compulsory elective, or freely elective subjects.

Recognition of Professional Performance

For work experience involving employment of at least 20 hours per week, the following credits may be recognized as prior performance for each completed semester:

- 8 credits for occupations belonging to FEOR-08 Major Group 1,
- 5 credits for occupations belonging to FEOR-08 Major Group 2,
- 2 credits for occupations belonging to FEOR-08 Major Group 3.

Required supporting document:

Employer's certificate.

Recognition of Research Performance

The applicant must be:

- a co-author of a domestic or international publication in the field of Business Administration and Organizational Sciences, or
- a presenter at a scientific conference.

Required supporting document:

Presentation of the publication registered in MTMT or another internationally recognized publication database.

Prior Completion or Partial Completion of Credits

Study Credit Subjects

Out of the 32 study credits obtainable through compulsory and compulsory elective subjects, the student may complete:

- up to 32 credits (100%) through equivalent subjects,
 - and additionally up to 28 credits (100%) through freely elective subjects via credit transfer, partial studies (cross-registration), or prior completion.
- In total, a maximum of 60 study credits may be recognized.

As a general rule, DSIM recognizes credits completed in Hungarian or English in doctoral programmes at:

- any institution within the EHEA,
- or any university ranked within the top 1000 in THE/QS rankings,
- or within the top 800 in the “Business and Economics” subject ranking,

provided that:

the student credibly demonstrates that the completed course/programme is equivalent to one of the subjects listed in the DSIM curriculum, and that the workload corresponds to:

- 8 credits for compulsory and compulsory elective subjects,
- 5 credits for freely elective subjects.

Required supporting documents:

- transcript or other official certificate of course completion,
- certificate of credit values,
- detailed description of course syllabus and requirements.

For institutions outside the EHEA, in the absence of the above documents, the following may additionally be requested:

- student assignments,
- tests,
- work logs,
- teacher evaluations.

A written opinion from the course coordinator or programme coordinator may also be requested.

The DIT may recognize workplace-based formal or non-formal training equivalent to compulsory or compulsory elective DSIM subjects if:

- the workload corresponds to at least 8 credits for compulsory or compulsory elective subjects,
- and at least 5 credits for freely elective subjects,
- and the training corresponds to doctoral-level education.

Required supporting documents:

- certificate of completion,
- training documentation demonstrating workload, professional content, and competence level.

The designated committee of the DIT may also verify the applicant’s professional knowledge through a structured interview.

Research Credits

Upon the doctoral student's request, the DIT may recognize the student's participation in workplace research and development activities, or activities related to innovation management or business/social innovation.

As prior completion, for work experience involving employment of at least 20 hours per week, the following credits may be recognized for each completed semester:

- 8 credits for occupations belonging to FEOR-08 Major Group 1,
- 5 credits for occupations belonging to FEOR-08 Major Group 2,
- 2 credits for occupations belonging to FEOR-08 Major Group 3.

As partial completion, 6–10 research credits may be recognized per semester.

Required supporting document:

Employer's certificate demonstrating:

- the duration of the work performed,
- the professional content of the research activity,
- and the level of output competencies achieved.

Teaching Credits

As partial completion, the DIT may recognize teaching activities carried out within formal or non-formal educational programmes organized by domestic or foreign higher education institutions or other employers, provided that:

- the professional content of the training fits into the conceptual framework of the DSIM programme,
- it belongs to the field of business administration and organizational sciences,
- and its competence level corresponds to higher education requirements.

As prior completion, students may also request recognition of teaching activities performed at Óbuda University.

Through teaching activities, the following credits may be earned:

During the training and research phase:

- maximum 5 credits per semester,
- maximum 20 credits in total.

During the research and dissertation phase:

- maximum 10 credits per semester,
- maximum 40 credits in total.

For a subject/seminar lasting an entire semester:

- 1 credit may be awarded for each weekly teaching hour (or equivalent), including preparation time,
- 2 credits may be awarded for subjects requiring substantial theoretical preparation (e.g. curriculum development or modernization).

For unique theoretical lectures enriching the educational activities of Óbuda University and requiring significant preparation (~15 hours) by the doctoral student:

- 0.5 credit may be awarded per occasion (minimum 45 minutes).

The doctoral student's individual consultation activities related to talent development and scientific mentoring of undergraduate or Master's students (e.g. supervision of scientific student papers or theses) may also be recognized as teaching credit based on the supervisor's recommendation.

The credit value shall be determined individually according to the time spent on consultation and preparation.

General principle:

- 1 credit may be awarded for 30 hours of work (15 hours consultation + 15 hours preparation).

Required supporting documents

For teaching activities carried out at Óbuda University:

- joint certification by the head of the organizational unit responsible for education and the course coordinator,
- confirmation of the completed teaching activity,
- and proposed credit value.

For external institutions:

- certification of the teaching activity,
- and programme documentation demonstrating:
 - workload,
 - professional content,
 - and competence level achieved.

ANNEX 1 - CREDIT RECOGNITION APPLICATION FORM

(Please complete the form legibly.)

I, the undersigned,

- Name:
- Name at birth:
- Place and date of birth:
- Mother's maiden name:
- Mailing address:
- Telephone number:
- E-mail address:
- ID card number:
- Citizenship:
- Title of research topic:
- Supervisor:
- Study schedule: **FULL-TIME / CORRESPONDENCE**
- Funding form: **SELF-FINANCED / STATE-FUNDED**

hereby request credit recognition in the PhD programme of the Doctoral School of Innovation Management for the

..... academic year, semester.

Under penalty of criminal liability, I declare that the information provided by me is correct and corresponds to reality.

Date:

.....

Signature of applicant

Documents to be attached

In the case of an application for recognition of study credits:

- completed table in Annex 3.1;
- transcript or other official certificate of course completion and earned credits;
- detailed course syllabus and requirements for courses completed at another institution;
- for institutions outside the EHEA, in the absence of the above:
 - student papers,
 - tests,
 - work logs,
 - teacher evaluations,
 - written opinion of the course or programme coordinator (if requested by the doctoral school).

In the case of an application for recognition of research credits:

- completed tables in Annex 3.2 and/or 3.3;
- employer certificate demonstrating:
 - duration of work performed,
 - professional content of research activity,
 - output competence level.

In the case of an application for recognition of teaching credits:

- completed tables in Annex 3.4 and/or 3.5;
- for teaching activities at Óbuda University:
 - joint certification by the head of the organizational unit responsible for education and the course coordinator regarding the completed teaching activity and proposed credit value;
- for external institutions:
 - certification of teaching activity,
 - programme documentation demonstrating workload, professional content, and competence level.

ANNEX 2 - APPLICATION FORM FOR TRANSFER FROM ANOTHER DOCTORAL SCHOOL

(Please complete the form legibly.)

I, the undersigned,

- Name:
- Name at birth:
- Place and date of birth:
- Mother's maiden name:
- Mailing address:
- Telephone number:
- E-mail address:
- ID card number:
- Citizenship:
- Name of current doctoral school:
- Language of instruction:
- Current study schedule and funding form:
- Total number of completed credits:
- Title of research topic:
- Current supervisor:

hereby request my transfer to the PhD programme of the Doctoral School of Innovation Management,

- FULL-TIME or CORRESPONDENCE study schedule*,
- HUNGARIAN or ENGLISH language programme*,
- SELF-FINANCED or STATE-FUNDED funding form*

from the semester of the academic year.

Following the transfer (if modified):

- Supervisor:
- Title of research topic:

Please note that pursuant to Section 52 (3) of Government Decree 87/2015 (IV.9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education:

“During the transfer procedure, the student must maintain continuous student status until enrollment or registration following the transfer decision; otherwise, the higher education institution shall revoke the transfer decision.”

Óbuda University, as data controller, shall treat and manage the personal data provided by the applicant and necessary for conducting the transfer procedure confidentially pursuant to Act CCIV of 2011 on National Higher Education.

The purpose of data processing is to conduct the transfer procedure prescribed by the referenced legislation.

Data required and obtained during the transfer procedure shall be destroyed six months after completion of the procedure if the transfer request is rejected.

Under penalty of criminal liability, I declare that the information provided by me is correct and corresponds to reality.

Date:

.....

Signature of applicant

Support for the transfer to the Doctoral School of Innovation Management

.....
Signature of the (new) supervisor (*mandatory*)

.....
Signature of the Head of DSIM (*mandatory*)

.....
Signature of the (previous) supervisor (*optional*)

.....
Signature of the Head of the current doctoral school (*optional*)

Documents to be attached

- completed tables in Annex 3;
- transcript or other official certificate of course completion and earned credits;
- detailed course syllabus and requirements for courses completed at another institution;
- for institutions outside the EHEA, in the absence of the above:
 - student papers,
 - tests,
 - work logs,
 - teacher evaluations,
 - written opinion of the course or programme coordinator (if requested by the doctoral school);
- employer certificate demonstrating workload, professional content of research activity, and competence level;
- for teaching activities at Óbuda University:
 - joint certification by the head of the responsible organizational unit and the course coordinator;
- for external institutions:
 - certification of teaching activity and programme documentation demonstrating workload, professional content, and competence level.

ANNEX 3 - CREDIT TRANSFER REQUEST TABLES

Study Credit Transfer Request

To be completed by student	To be completed by Credit Transfer Committee					
Name of institution where knowledge was acquired	Name of completed subject	Grade	Number of hours	Name of subject to be recognized at DSIM	Decision (accepted/rejected)	Justification / Signature

(Applicant signature)

Research Credit Transfer Request

□

To be completed by student	To be completed by Credit Transfer Committee			
Title of publication	Year of publication	MTMT reference	Decision regarding recognition of publication credit value (number of credits)	Signature

(Applicant signature)

Credit Transfer Request for Recognition of Professional Performance

□

To be completed by student	To be completed by Credit Transfer Committee						
Name of workplace	Address of workplace	Job title and FEOR classification	Number of working hours	Start (and end) of employment	Decision (accepted/rejected)	Proposed credit value	Signature

(Applicant signature)

Credit Transfer Request for Recognition of Teaching Activity

□

To be completed by student	To be completed by Credit Transfer Committee						
Name of taught subject and Neptun code	Person responsible for subject	Semester of teaching activity	Number of hours	Awarded teaching credit	Decision (accepted/rejected)	Proposed credit value	Signature

(Applicant signature)

Credit Transfer Request for Recognition of Talent Development Activity



To be completed by student	To be completed by Credit Transfer Committee					
Form of consultation with undergraduate or Master's student (supervision, TDK preparation)	Time invested	Semester of consultation activity	Result (title of thesis, student TDK result, etc.)	Decision (accepted/rejected)	Proposed credit value	Signature