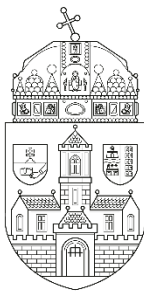


3. IMDI - OPERATIONAL RULES



**ÓBUDAI EGYETEM
ÓBUDA UNIVERSITY**

**ÓBUDA UNIVERSITY
INNOVATION MANAGEMENT DOCTORAL SCHOOL
(IMDI)
OPERATING RULES**

Approved: EDHT Decision No 83

BUDAPEST

13 June 2022.

The name of the doctoral school:

Innovation Management Doctoral School

Headquarters:

University of Óbuda

1034 Budapest, Bécsi út 96/b.

Led by:

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

- [Act CCIV of 2011](#) on National Higher Education (hereinafter: Nftv.)
- [Government Decree No. 387/2012 \(XII. 19.\)](#) on doctoral schools, the order of doctoral procedures and habilitation
- [Government Decree 121/2013 \(IV.26\)](#) on the Education Office
- Act [CXXXI of 2015](#)
- Government Decree No 87/2015 (IV. 9.) on the implementation of certain provisions of Act [CCIV of 2011](#) 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.](#)
- [Doctoral and Habilitation Regulations of](#) the University of Óbuda (hereinafter referred to as the University)

¹ MTA thesis in April 2022

² appointment as university professor from 2022.09.01

³ appointment as university professor from 2022.09.01

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PART 1 - GENERAL PROVISIONS

1.1. Subject matter and powers of the Code

1. §

The Rules of Procedure of the Innovation Management Doctoral School (hereinafter: IMDI) have been prepared as a supplement to the [Doctoral and Habilitation Regulations of Óbuda University](#) (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 core 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 industry and the public sector.
- 2) The organisation of the DI is governed by the EEAS.
- 3) The EEAS 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 for the award of a doctoral degree in the field of business and management, Doctor of Philosophy (PhD in Business and Management), following the award of a master's degree or equivalent postgraduate degree. The procedure for the award of the doctorate includes the award of the diploma, the complex examination, the demonstration of aptitude for independent research, the achievement of new scientific results, the proof of knowledge of the required foreign language, and 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 approval of the MAB and the licence of the Education Office.

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 core members are listed in [Annex 1 to](#) 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](#) these Regulations.
- 6) From among its members, the DIT may, on the proposal of the President, elect a Vice-Chairperson who shall be empowered to deputise for the President of the DIT in the exercise of the powers laid down by 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 of the Hungarian Academy of Sciences or a doctorate of sciences, who has 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:
 - A. is responsible for the academic excellence and teaching of the DI,
 - B. carry out the tasks assigned to it in the EEAS, the IMDI Training Plan and these Rules of Procedure,
 - C. Also:
 - a) propose to the DIT the use of the staff and financial resources made available to the DI,
 - b) proposes the complex examination and the composition of the board,
 - c) propose the composition of the official assessors and the jury,
 - d) is responsible for the 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 core members. The DI's regular members may elect additional members with academic degrees to the Council under the terms of the DIT. The DIT has 8 members, of which 1 is a student representative with the right of deliberation. The list of DIT members is attached in Annex 1.
- 2) The staffing 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 meets as necessary, but at least once every six months, and decides on matters within its remit.
- 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 core members are entitled to vote.
- 6) A quorum of the DIT shall be constituted when at least half of its voting members participate in the vote.
- 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 candidates shall appear on the ballot paper; voters shall indicate all candidates acceptable to them. The candidate or candidates receiving the highest number of votes shall be proposed for the ballot. In the event of more than one candidate receiving equal votes, the President shall decide.
- 9) In the case of personal issues, the person who is the person concerned may not take part in the

decision:

- A. have a direct work relationship (manager-employee relationship in the same institution),
or
 - B. have a close family relationship, or
 - C. has been a scientific co-author in the last three years, or
 - D. who, for other reasons, cannot be expected to give an objective ruling on the case.
- 10) The DIT uses a yes/no vote when giving its opinion on the award of a degree.
 - 11) On the proposal of the DIT President, the DIT may also decide by secret ballot by electronic means in justified cases.
 - 12) The materials required for items on the agenda of DIT meetings requiring a decision shall be made available to members at least three working days before the meeting. Publication may be made electronically. The dates of the meetings, including the agenda, shall be communicated to the members at least 5 working days before the meeting.
 - 13) Minutes of the DIT meetings are taken 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 to publish continuously.
- 2) DI core members, subject leaders and lecturers may also take up teaching and subject leader positions in other doctoral schools.
- 3) The applicant for a doctoral thesis is a faculty member or researcher with an academic degree whose thesis has been approved by the DIT.
- 4) The head of the doctoral topic is the academic lecturer or researcher whose topic announcement has been approved by the DIT, and who - on this basis - responsibly guides and supports the studies, research work and preparation for the doctoral degree of the doctoral student working on the topic. A topic leader may not have more than six doctoral students at any one time.
- 5) A doctoral student may have two supervisors at the same time, subject to the approval of the DIT. In the case of two supervisors, the DIT will appoint a responsible 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 justified cases, the DIT may change the doctoral topic or the person(s) of the supervisor(s) upon request or at the request of the doctoral student concerned.
- 7) Tasks of the topic leader:
 - A. Formulating the research problem, writing the topic.
 - B. Contributing to the final research plan, which is signed and approved by the Commission.
 - C. Communicating and enforcing DI standards and scientific requirements.
 - D. Managing and monitoring research work. Inform the DI manager in case of unsatisfactory performance.
 - E. Reporting to 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 the condition that the indicators and targets are met).
 - F. Propose the composition of the complex examination board, the workplace and the public debate evaluation committee.
 - G. Full compliance with formal requirements in the preparation of the doctoral thesis.
 - H. The supervisor signs a declaration of recognition of the doctoral student's performance to

certify that the thesis meets the content requirements set by the DI.
I. Preparing the student for workplace and public debate.

2.5. Communication of the doctoral school

7. §

- 1) The DI provides information on its operations through its website via the following basic documents:
 - A. Operating Rules,
 - B. Training plan,
 - C. Quality assurance plan.
- 2) 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.
- 3) 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 are updated with the latest information about the DI. Ensure that the www.doktori.hu database is updated by the Theme Leaders on an ongoing basis, at least annually.

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.
 - A. Doctoral studies at the University can take the following forms:
 - B. organised, full-time, full-time training with a public scholarship,
 - C. self-financed, full-time, full-time organised training,
 - D. part-time part-time part-time part-time part-time organised training,
 - E. Cooperative Doctoral Programme type training.
- 2) Notwithstanding the provisions of paragraph (1), a person who has prepared for the degree individually may also be enrolled in doctoral studies, as defined in Article 21 of the EDHSZ, provided that he/she has fulfilled the requirements for admission and doctoral studies (section 3.4.4 of the Training Plan). In this case, the student status is established by applying for and passing the complex examination.
- 3) To be eligible to apply for a doctoral programme, the application submitted to the Head of the DI must meet the following minimum requirements, in accordance with Article 19 of the EDHSZ:
 - A. a Master's degree (MA/MSc) with at least a good mark, or an equivalent university degree under the previous system (the qualification of the degree is not taken into account after two years from the date of its award);
 - B. a knowledge of English at least at intermediate level, certified by a state-recognised complex language examination at level 'C' (or equivalent); in justified cases, the DIT may allow you to fulfil these requirements in another foreign language relevant to the research topic chosen. The requirement for a state-recognised complex C level or higher in English is replaced by the requirement for a school-leaving certificate in the official language of the foreign country, which is recognised as a state-recognised complex C level in the official language of the foreign country;

- C. adequate professional skills;
 - D. initial academic performance (e.g. TDK thesis, conference presentation, publication, etc.).
- 4) The application must include the following documents:
 - A. a completed application form for doctoral (PhD) studies;
 - B. proof of payment of the admission fee;
 - C. a copy of your MSc/university degree (along with the original);
 - D. copies of documents certifying your language skills (together with the originals);
 - E. a curriculum vitae with a list of publications;
 - F. a letter of acceptance from your chosen institute or research centre and supervisor (in the case of applications for a scholarship);
 - G. a preliminary research plan (1-2 pages) approved by the prospective supervisor(s) ([Annex 2: Research Plan Template](#)),
 - H. in the case of individual candidates, the list of publications according to the [MTMT](#) and a preliminary outline of the planned doctoral thesis;
 - I. for individual candidates, a declaration of support from the workplace;
 - J. other documents (e.g. recommendations, patents, inventions, etc.);
 - K. a declaration that you wish to be admitted even if you do not receive a scholarship.
 - 5) Candidates will be assessed partly on the basis of the application form submitted under the EDPS and partly on the basis of an interview. During the interview, a selection committee of at least 3 people, appointed by DIT, will assess the candidate's professional skills, research ideas and language skills.
 - 6) The interviews will take place at a time and place determined by DIT. The DIT secretariat will inform applicants in writing of the date of the interview.
 - 7) The admission test is assessed and ranked according to four criteria:
 - A. academic achievement;
 - B. language skills;
 - C. initial academic work; practical professional training and experience.
 - D. research plan, communication skills, professional preparation (habitus).
 - E. The detailed rules for evaluation are set out in [Annex 3](#).
 - 8) The selection board in [Annex 1](#) will assess candidates on a 100-point scale as set out in [Annex 3](#): Candidates scoring at least 60 points will be ranked. The DIT will establish the ranking taking into account the opinion of the selection board and will make a recommendation to the Head of the DI, who will submit it to the President of the EDPS for decision.
 - 9) The EDHT may be an admission decision:
 - A. admission to a full-time, full-time, organised training course with a public scholarship;
 - B. admission to a full-time, full-time, self-financed, structured training course;
 - C. admission to a part-time, part-time, part-time, part-time course;
 - D. rejection of the application.
 - 10) The decision on admission will include the type of training and the score obtained in the admission procedure. The EDHT President will send the admission decision to the applicant by registered post within 14 days.
 - 11) Admission decisions must be made public at the university in a manner accessible to all interested parties. Reasons must be given in the event of refusal. In the 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 costs of the training and how they will be borne.
 - 12) At the time of enrolment, the admitted student must sign a declaration that he/she has read the DI regulations and the DI requirements and is aware of his/her rights and obligations.
 - 13) In all cases where the costs of the training or research are reimbursed by the doctoral student, his/her employer or other committee, the detailed conditions shall be laid down in a separate contract.

3.2. Curriculum, work plan

9. §

- 1) DI training is based on the Training Plan.
- 2) The Training Plan includes:
 - A. the purpose of training,
 - B. the list of subjects and teachers
 - C. 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 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 will 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 NEPTUN system and on the DI website.
- 4) Attendance and participation in the timetabled lessons of the subjects - during the day - is compulsory. If the teacher is unavailable, he/she must consult the head of the DI on the idea of substituting or replacing him/her. For each subject, students must be informed of the subject matter and the requirements, including the required and recommended reading and course material.
- 5) For each subject, a compulsory subject theme and a set of requirements must be drawn up, which the DI Board must give its prior opinion on 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 will be decided by the DIT and published on the DI website.
- 6) The doctoral student's work plan defines the tasks to be carried out by the doctoral student during his/her studies within the framework of the DI Training Plan ([Annex 4: Work plan template](#)). The doctoral student prepares his/her work plan in the first semester of the structured training under the guidance of the subject supervisor and it is approved by the DIT. The work plan can only be approved if it is in line with the DI Training Plan. The doctoral student shall report on the completion of the work plan at the end of each semester in the form of a semester report. The work 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 work plan includes the subjects the student wishes to study in order to fulfil his/her academic obligations. Any subject announced by the DI or taught in a DI course in a related field may be taken by arrangement with the subject leader.
- 8) In the framework of an individual study agreement, it is possible to count credits, whereby the study, teaching and research credits are certified in the contract with the doctoral student as follows:
 - A. Proof of study credits:

On the basis of the doctoral candidate's application, the DIT may accept formal or non-formal training in the workplace, in accordance with the IMDI training conceptual framework, as well as courses taught in foreign doctoral programmes as prior learning. 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.
 - B. Proof of research credits:

Based on the doctoral student's application, the DIT may accept the participation of the doctoral student in workplace research and development as prior performance. The decision of the DIT must include the name of the work experience accepted, the number of credits accepted, the justification for the credit calculation and the supporting documents.

C. Proof of education credits:

The DIT may accept as prior performance, on the basis of an application by the doctoral student, teaching activities in the context of formal or non-formal training organised by a higher education institution or other employer. The decision of the DIT must include the name of the accepted course, the number of credits accepted, the justification for the credit calculation and the supporting documents

- 9) 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.
- 10) 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 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.
- 11) The doctoral student is entitled to 25 working days of leave per year, which the supervisor is responsible for recording.
- 12) 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, budget or other income to pay 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:
 - A. diploma,
 - B. 1 photo,
 - C. a document proving your identity,
 - D. the notification of the recruitment,
 - E. a completed enrolment form.Upon enrolment, the doctoral student will receive a university e-mail address, which will 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. The Secretary of the DI will inform you of this in advance by e-mail.
- 2) The unit of study requirements is the study point (credit). The credit is the unit of study, 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 and the DI Training Plan. If a doctoral student, through no fault of his/her own, fails to complete the minimum number of credits in a given semester, the DIT will decide to suspend the award of the doctoral fellowship. If the doctoral student fails to make up the deficits within one year, the DIT may decide to terminate the student's status. The detailed credit rules are set out in Annex D2 to the DIT.
- 3) Academic (training) credits can be obtained by completing the subjects included in the individual Work Plan drawn up on the basis of the Training Plan. The minimum number of study (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 through the study of languages.

- 4) The doctoral student will participate in the DI's scientific training, and will carry out and publish individual research. A minimum of 155 research credits must be completed during the training. Of these, 80 credits are to be completed through compulsory semester reports.
- 5) 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).
- 6) 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 Work Plan ([Annex 4](#)), in which the supervisor shall also evaluate the student's academic and research activities. In case the Work Plan is not being completed as planned, an Urgent Intervention Form ([Annex 4.1](#)) will be filled in and the subject supervisor will inform the Head of the DI about the progress of the work plan. Where appropriate, the DI supervisor will also inform the DIT of a doctoral student who is significantly underperforming in the Work Plan and will initiate action to address the outstanding problem. In the last semester of the training period, the doctoral student will prepare a summarised Report on the fulfilment of his/her study obligations and research work.
- 7) 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.
- 8) The conditions for the complex examination are laid down in Articles 24-26 of the EDHSZ. 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](#): 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.
 - A. The theoretical part is an oral examination, during which the candidate 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 will 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.
 - B. In the second part of the complex examination, the candidate will 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) will present a written report on the progress of the doctoral student.
 - C. 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.
 - D. A record of the complex examination must be kept. The result of the examination will be announced on the day of the last part of the examination.
 - E. Students must submit their doctoral thesis within three years of the complex examination, both in the case of structured training and individual preparation.

- 9) 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 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.
- 10) 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.
- 11) Termination of student status.
 - A. The student status in the doctoral programme is terminated:
 - a) if the doctoral student has been accepted by another higher education institution, on the date of acceptance
 - b) if the doctoral student announces the termination of his/her student status, on the date of the announcement;
 - c) 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;
 - d) if the doctoral student does not register and does not apply for passive status;
 - e) the last day of the doctoral training period;
 - f) 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,
 - g) the date on which the disciplinary decision of exclusion becomes final.
 - h) on the last day of the semester in which the diploma is obtained.
 - B. 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 the EDHSZ.
 - C. Expulsion from the institution may be imposed as a disciplinary sanction as laid down in the Disciplinary Code.
 - D. Anyone whose student status has been terminated must be removed from the Neptun student register by a competent DIT decision.
- 12) 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 work 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.
- 2) In the case of individual candidates, 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 will decide on the acceptance after a preliminary evaluation by the DIT.
- 4) Upon successful completion of the complex examination, the University will 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, but may participate in study sessions at the doctoral schools.
- 7) For the preparation of the thesis, the candidate may ask for a thesis supervisor, who will be appointed by the DIT.
- 8) Individual candidates must submit their doctoral thesis for the degree procedure within three years of passing the complex examination (admission).

3.5 Topic writing, topic leader 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 will receive feedback on the decision from the DI Secretary.
- 3) The approved topics will 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, topic leader, taking into account the proposal of the DIT, on the basis of the proposal of the secretary. The decision will 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.
- 2) The conditions for obtaining a doctoral degree are regulated by Article 23 of the EDHSZ.

4.2. The doctoral thesis

14. §

- 1) In the case of a PhD degree, the general rules for the doctoral thesis are laid down in Articles 27-29 of the EDHSZ. The submission of the thesis is subject to the existence of the minutes of the workshop discussion.
- 2) The doctoral thesis can be submitted in accordance with Article 27 of the EDHSZ if the student has obtained the degree of the diploma in organised studies. In the 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 and the topic leader(s), the name of the DI and the name of the leader, the place and date of writing. The thesis may be accompanied by an appendix (collection of photographs, documents, etc.). The thesis must comply with the requirements of

Article 28 of the EDHSZ in terms of content and form. The minimum length of the thesis is 70 pages.

- 4) The thesis must be accompanied by a thesis booklet in Hungarian and English. The thesis booklet presents a summary of the results of the independent scientific work. The results should be presented in a coherent, self-explanatory manner, with new findings presented in detail, building on the candidate's professional publications.
- 5) The candidate will 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 will 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](#)). 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.

4.3. The workshop debate

15. §

- 1) Before submitting the thesis, it must be submitted for a workshop discussion in the competent educational department, where the candidate presents the draft thesis.
- 2) The workshop discussion is organised by the candidate's topic leader, with the DIT President being informed.
- 3) An electronic copy and a hard copy of the draft thesis for the workshop must be submitted to the DI secretariat at least two weeks before the workshop. The date and place of the workshop must be published on the DI website two weeks in advance.
- 4) You should be invited to the workshop:
 - A. the pre-opponents proposed by the topic leader,
 - B. all the teachers, researchers and doctoral students of the institute where the candidate carried out his/her research,
 - C. the Deputy Rector for Science,
 - D. the president of EDHT,
 - E. members of the DI,
 - F. members of the DIT,
 - G. a representative of the DIT Secretariat,
 - H. external experts in the field.
- 5) Invitations to the workshop will be sent out by e-mail by the candidate's supervisor at least two weeks in advance, enclosing a draft of the thesis.
- 6) The workshop is chaired by a full professor appointed by the head of the DI. A signed attendance sheet, indicating the academic degree and the place of work of the participants, will be required.
- 7) Two written pre-opposing opinions on the thesis are prepared for the workshop debate and sent to the candidate in advance. Pre-opponents will be invited by the topic leader. One of the referees must not be employed by the University. Assessors must hold an academic degree. Comments in the reviews and discussion will be considered by the candidate in consultation with the topic leader. Minutes shall be kept of the pre-opposition opinions, the questions asked and the answers given to them, and the candidate's position, and shall be certified by the chairman.
- 8) The protocol must be attached to the submission of the final doctoral thesis (EDHSZ 28. § (3) f)
- 9) The workshop could result in one of the following summarised positions:
 - A. the draft thesis is suitable for further processing without revision (or with minor revisions that do not affect the substance of the thesis) without another workshop,
 - B. with revisions to the substance of the draft thesis, it is suitable for further proceedings without

- the need for another workshop,
- c. the draft thesis is only suitable for further processing after a complete revision and a new workshop.

4.4. Public debate

16. §

- 1) The general rules on public debate are set out in Article 31 of the EDHSZ. The script for the public debate is drawn up in accordance with Annex 9 to the EDHA.
- 2) The public debate is organised by the DI Secretariat.
- 3) You must be invited to the public debate:
 - A. the Deputy Rector for Science,
 - B. members of the DI;
 - C. members of the DIT;
 - D. all qualified teachers at the doctoral institute;
 - E. the professionally competent departments of the co-arms;
 - F. the topic leader(s),
 - G. DI doctoral students.
- 4) The chairperson and members (and alternates) of the jury are appointed by the DIT. The jury consists of a minimum of 5 and a maximum of 7 members, comprising a chairperson, two official jury members, a secretary and 1-3 additional members. The Committee shall be chaired by a Professor or Professor Emeritus of the University. When appointing the Jury, 3 alternates shall be nominated, including persons who may be asked to replace the Chairperson and the Secretary, and at least one possible alternate.
- 5) The two official examiners will prepare a written evaluation of the thesis within two months of its submission, which must be within the academic term. The referee will evaluate the thesis in detail, including its technical merits and shortcomings, the acceptance of the thesis points, and the questions raised by the referee. The referee must state whether or not he/she recommends that the thesis be submitted for public examination.
- 6) The members and alternate members of the committee must have an academic degree. One of the two official referees and at least one of the other members of the evaluation committee must be an external invitee not employed by the University. No more than one of the official referees may be the same as the opponent of the workplace dispute.
- 7) One signed hard copy and an electronic version (e-mail) must be sent to the DI administrator. A model of the opposition opinion is given in [Annex 6](#).
- 8) The candidate will receive the evaluations in advance and will send his/her answers to the questions asked in the evaluations in writing to the DI administrator at least 15 days before the public debate, who will ensure that they are forwarded to the opponents.
- 9) The thesis must be submitted for public debate within two months of the date of receipt of two supporting proposals. 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) If 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 involved and for all participants in the proceedings. This should be documented by appropriate declarations ([Annex 8](#)).

4.5 Language requirements

17. §

- 1) Rules for certifying knowledge of two foreign languages necessary for the field of study:
 - A. 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;
 - B. 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;
 - C. 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 content of the diploma, the doctorate

18. §

- 1) The EDPS decides on the award of the doctorate by secret ballot. The vote is based on the scores and minutes of the evaluation committee, taking into account the opinion of the DIT. The award of the doctorate shall be made by simple majority. In the event of a refusal, the EDHT must give detailed reasons for its decision in writing.
- 2) The classification of the doctoral degree is determined by the average of the scores obtained in the public debate. After the public debate, the evaluation committee will evaluate the candidate's academic merit by secret ballot (1, 2, 3, 4, 5 points) in a closed session and will give a summary opinion on the candidate's academic merit in a protocol, which will be presented to the participants. The scientific (professional) competence of the candidate can be considered as adequate if the average score of the votes is 3,50 or higher.
- 3) Grading of the degree:
 - A. "summa cum laude" (excellent) if the average grade point average is at least 4.51;
 - B. "cum laude" (commendable) if the average is at least 4.01 - 4.50;
 - C. "rite" if the average is at least 3.50 - 4.00.
- 4) 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.
- 5) The University shall issue a degree certificate in Hungarian and English for the doctoral degree awarded by the EDHT on the basis of the data sheet in Annex D16 (Data Form for the Doctoral/Habilitated Doctoral Degree) of the EDHSZ.
- 6) A sample of the doctoral degree, in English and in Hungarian, is given in Annex D17 (Text of the doctoral degree for academic degrees awarded at the University).
- 7) Doctoral degree holders are awarded their doctorate by the University in a formal public Senate meeting. At the doctoral ceremony, the candidates take and sign a vow in accordance with Annex D19 (Text of the doctoral vow) to the DHAO. After the conferral of the doctorate, doctorate holders may add "PhD" or "Dr." or "Dr."

PART 5 - THE HABILITATION PROCEDURE

- 1) The habilitation procedure is governed by Articles 39-50 of the EDHSZ.
- 2) The minimum requirements are set out in Annex H2 of the EDHSZ.

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 line with the institutional Quality Assurance Policy.
- 2) Responsibility for the quality assurance activities of the DI lies with the DI Manager, who is assisted by the Quality Officer, who is also 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, who 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 DI manager reports annually to the DIT and the EDHT on the effectiveness of the DI's quality assurance activities.
- 5) The student evaluation of the teaching work (OMHV) is carried out every semester in connection with the teaching activities of the DI. The aim of the student evaluation of the teaching work is to contribute to raising the quality of teaching in the DI by getting the students' opinion, to increase the efficiency of the training, to provide the DI management and the teachers with an opportunity to assess their work and to help 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 of the teaching activities of doctoral students.
- 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 will set up an ALUMNI system for tracking the careers and keeping in touch with graduating doctoral students. This will also provide an opportunity for feedback from previously graduated doctoral students to form an integral part of quality assurance, and subject leaders and tutors will 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](#)).

6.2. Management of the doctoral school

20. §

- 1) The head of the DI is responsible for the 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 financial framework of the DI 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 Rules enter into force on
- 2) These Rules shall be made public on the DI's Tomorrow site.
- 3) In matters not covered by these Rules, the provisions of the current EDPS shall prevail.

Budapest,
Head of the Doctoral School

A DI

Annexes to its Rules of Procedure

Annex 1: Head of the DI, its members, its Council and its Selection Board

Head of DI

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

Members of the tribe:

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

Prof. Dr. Márta Péntek, Professor, Doctor of the Hungarian Academy of Sciences⁴

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, Professor⁵

Prof. Dr. Péter Karácsony, PhD, Professor⁶

Dr. habil Mónika Garai-Fodor, Associate Professor

Dr. Zsombor János Zrubka, PhD, Associate Professor

Dr. István Szabó, PhD, National Research, Development and Innovation Office, Deputy 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 right of deliberation

External voting member

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

Admissions Committee

President: the President of the DIT

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

⁴ MTA thesis in April 2022

⁵ appointment as university professor from 2022.09.01

⁶ appointment as university professor from 2022.09.01

Annex 2: Research Plan

a) Background to the research (1 A/4 pages)

- Please 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 potential. Please also provide the necessary references.
- Please briefly summarise your relevant research in this area to date and provide your own references.

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

- Please describe the research objectives and the link to the IFT in force.

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

- Please describe the planned research methodology. Please also describe the data protection issues that may arise in the course of the research and, if you are preparing a questionnaire survey, please explain the data management issues.
- If the research is new and does not appear in the IFT, please indicate this separately. In this case, please describe how the area to be investigated fits in with existing research, the expected benefits of the new research area for the university and the timeframe for its implementation.
- If you plan to use the results for business purposes, please indicate this.
- Describe in detail the procedures you plan to implement to eliminate or minimise ethical risk, including how informed consent will be obtained.

d) Indication of participating institutions, persons

- Presentation of the research leader and relevant publications.
- Provide a detailed 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 to involve this partner.

e) Funding

- Indication of the source (100% of the implementation will be carried out with external funding or university funding is required).

f) Presentation of expected results

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

g) Mandatory annexes

- Please include a short biography and publication list of the research leader and the leaders of each sub-area. The latter should be downloaded [from the MTMT](#).
- Please include the most significant publications in the area of research you are interested in published in the last 5 years and in each case indicate Q1-Q4, as well as the A-D classification and the number of independent citations received for each article. If you have not yet conducted research in this area, please indicate this.

Annex 3: Admission scoring

According to § 20 of the EDHSZ

Applicants will be interviewed by an admissions committee (chair, members) appointed by the DIT. On the basis of the documents submitted and the interview, the selection board will assess the performance of the candidates on a 100-point scale according to the following criteria:

- (a) previous academic record (diploma qualification, diploma qualification does not need to be taken into account after two years from the date of graduation) - maximum 25 points;
- b) language tests - maximum 25 points;
- c) research achievements (student prizes, 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 selection board to rank the applicants. A minimum of 60 points is required for admission to doctoral studies. A score of 60 is only a necessary condition for admission, not a guarantee of admission, nor a guarantee of any scholarship.

Details of the scoring

1. Academic progress (max 25 points)

In the case of a graduating MSc student, *the weighted cumulative average of the credits without the diploma semester (BSc + MSc semesters in the case of a two-cycle programme)* is taken into account.

For diploma holders, the points are calculated for the whole period of study

Courses, training, etc. related to work, employment, if more than 2 years have passed since graduation.

A qualification of at least good grade is considered a condition for two years after the award of the diploma. However, the qualification will still count towards the admission score. The selection board will award points (up to a maximum of 25 points) on the basis of the candidate's documented professional activity since graduation.

2. Language tests (max 25 points)

Second language exam (if one is English):

Intermediate level C 20 points, A or B 10 points

Basic level C 10 points, A or B 5 points.

3. Previous research or creative achievements (student prizes, scientific publications, etc.) (max. 20 points)

TDK

- *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 1st-IIIrd prize +10 points
- Pro Scientia national award: 15 points

Scientific journal articles (published or accepted)

- Impact Factor Communication: 15 points per communication;
- Edited foreign language communication: 8 points per communication;
- Proofread Hungarian language communication: 5 points/communication.

Holding a conference or other professional lecture

- If given by the applicant: 2 points per presentation.

(No points will be awarded for other presentations or posters, but details must be provided at the

time of application);

Patent, innovation prize

- Home Prize: 10 points/prize
- International prize: 15 points/prize
- Invention application, patent: 15 points/patent

Competition results

- Scientific proposal winner and contractor: 5 - 10 points/proposal
- Participant in an academic competition: 3 - 5 points/application

4. Ideas for the doctoral thesis, feasibility of the research programme, professional preparation, practical knowledge, professional experience: max. 30 points.

The selection board will assess the following criteria on the basis of the research plan submitted by the candidate and the interview:

- The candidate can independently formulate unresolved problems related to the research topic.
- You know which national and international literature can be used to prepare you for your chosen research topic.
- Professional experience in innovation.

The actual score will be determined by the selection board by evaluating the communications attached to the application.

Annex 4: Draft work plan

Work plan

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

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

The Work Plan consists of 3 parts:

- training
- research and publication
- education and other academic participation

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

Research and publication: detailed planning of the research and publication plan, broken down by semester, using the Research Plan Template.

Teaching and other academic involvement: the role and responsibilities of the doctoral student in the academic activities of the department (unit), teaching

Annex 4.1: Urgent Intervention DATA SHEET

Urgent Intervention ADATLAP

In all cases, it must be indicated on the form:

1. Description of the reason(s) for the urgent intervention:
2. The intervention planned by the doctoral student and his/her supervisor(s):
3. From whom/whom and what kind of assistance is/can be expected to solve the problem and what are the planned steps to address the problem and the proposed timeline?
4. Has the doctoral student or his/her supervisor consulted members of the DIT before?
yes no
5. If you have not been consulted, the reason (please explain briefly):
- 5.1 If you have been consulted, please briefly describe the outcome:

Dated, Date

PhD student
signature

subject leader(s)
signature

Annex 5: Opposition statement on the receipt of the report of the plagiarism inquiry

Statement by the Opposition on the disclosure of the report of the plagiarism inquiry

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

Name of the opponent:	
The opponent's place of work:	
Name of the author of the draft thesis/dissertation:	
Title of the draft thesis/dissertation:	

I declare that I have received the report of the plagiarism test of the candidate and have made my assessment in the light of it.

Budapest, 20.....

signature

Annex 6: Template for Opponensi opinion

YOUR OPPONENT'S OPINION

XY on his PhD thesis ".....", submitted for public examination

- 1. Timeliness of the choice of topic**
- 2. Literature, methodology**
- 3. Independent scientific performance**
- 4. Formal characteristics**
- 5. Publications**
- 6. Summary, declaration**

On the basis of the above, I declare that:

I acknowledge the thesis as an independent work of scientific merit and recommend that it be submitted for public defence and, if successful, that the PhD degree be awarded.

Celt:

name of referee
schedule

Main aspects of the Opposition opinion

I. General Part

Evaluation from a formal point of view:

- A1. the bonding and the bonding sequence, the coverage
- A2. whether there is a (decimal numbered) table of contents,
- A3. whether there is a bibliography - in alphabetical order - and references to individual sources,
- A4. execution of the text, figures, tables and other annexes.

Based on the assessor's findings, the assessor will decide whether to proceed with the assessment or to recommends that the thesis be rejected because of shortcomings or errors.

Structural assessment:

- S1. the structural design corresponds to the sequence given in the "Guide",
- S2. whether the text is sufficiently structured (whether the different sections of the treatment of the topic are separated and are in the correct place in the chapter/subchapter/section title).

Evaluation in terms of content:

- T1. correctly assessed the relevance of the topic,
- T2. whether the objective(s) set in the "Introduction" were correct and whether they were achieved,
- T3. was (part of) the task(s) set out in the "Introduction" correct, and whether it has completely solved the problem(s),
- T4. literature related to the topic and the (sub)task(s) formulated knowledge and the correct use of,
- T5. have you carried out the necessary analysis(s), test(s) (measurements, data processing, etc.),

calculation(s) and whether you have prepared the necessary model(s), diagram(s), drawing(s), table(s) etc.,

T6. whether you have carried out the necessary evaluation(s), whether there are new scientific result(s),

conclusion(s) and recommendation(s),

T7. there is (are) any professionally unacceptable solution(s), evaluation(s), result(s), conclusion(s), suggestion(s), and if so, how much it affects the work as a whole,

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

T9. whether the thesis can be regarded as the candidate's independent work at doctoral level.

Part II in detail

The noticed

H1. a detailed list of deficiencies with their names and/or content,

H2. list errors with their names and/or content, page number and paragraph, or by specifying the line.

III. Declaration

A statement by the referee on whether he/she considers the thesis suitable for public defence for release. In case of a negative assessment, a detailed scientific explanation must be provided.


IV. Questions

If accepted, there are 2-5 questions that the doctoral student must answer in the public examination. to reply. The questions are relevant to the topic, and in particular to the (substantive) substantive objections to be connected.

V. The form of criticism

One signed hard copy and one electronic copy (e-mail) of the official evaluation must be sent to.

Annex 7: Complex Examination Application Form

 ÓBUDAI EGYETEM ÓBUDA UNIVERSITY	Application form for the complex exam			Studbook number (if available):
				Neptun code:
				Education ID:
Name			birth name	
Place of birth	settlement	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-aided	self-cost		
* Underline the correct answer!				
Subject leader name:		Signature of the supervisor:		
Thesis leader's recommendation:				
Scientific activities (number)				
Book:	Presentat ion:	Technical article:	Conference publication:	
Other:				
Language skills	foka	Type	certificate number	
Date:				
signature of the applicant				
<u>Annexes:</u>				
1. documents proving your language skills,				
2. detailed list of publications,				
3. extra copies of publications as provided for in the DI's rules of procedure,				
4. a publication scorecard as provided for in the DI's rules of procedure,				

Annex 8: Confidentiality statement

CONFIDENTIALITY STATEMENT
Óbuda University Doctoral School of Innovation Management

To be completed by the doctoral student

Dear Madam Secretary/Mr (Secretary of the DI)

I, the undersigned, name, a doctoral student of the Doctoral School of Innovation Management at Óbuda University, hereby request that my thesis / dissertation is not accessible to anyone other than the examiners and the members of the committee.

A brief description of the reason for the request:

Date

PhD student
signature

subject leader(s)
signature

The DI fills in

The request was accepted by the DIT without comment

The DI accepted the application with the following comments

The request was rejected by the DIT.
Justification:

A response to the request will be sent to the doctoral student and his/her supervisor within 15 working days from the DI secretary.

Date:

Secretary of the DI

Head of the DI