



ÓBUDAI EGYETEM  
OBUDA UNIVERSITY

**OBUDA UNIVERSITY**  
**DOCTORAL SCHOOL OF INNOVATION MANAGEMENT**  
**(IMDI)**  
**RULES OF PROCEDURE**

Approved by: EDHT Decision No.

BUDAPEST

1 April 2026

Name of the doctoral school:

Doctoral School of Innovation Management

Location:

Óbuda University

1034 Budapest, Bécsi út 96/b.

Head:

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Deputy Head:

Dr. habil. István Szabó, associate professor

Core members:

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Dr. habil. Orsolya Szigeti, associate professor<sup>3</sup>

Dr. habil. Szilárd Berke, associate professor<sup>4</sup>

The Rules of Procedure of the Doctoral School of Innovation Management (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)
- Government Decree No. 121/2013 (IV.26) on the Education Office
- Government Decree No. 87/2015 (9 April) on the implementation of certain provisions of Act CCIV of 2011 on national higher education
- and the Rules of Procedure adopted by Resolution No. 2020/4/VIII of the Hungarian Higher Education Accreditation Committee (hereinafter: MAB) –
- The Doctoral and Habilitation Regulations of Óbuda University (hereinafter: EDHSZ)

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1 Prof. Dr. József Fogarasi's full membership of the IMDI will expire on 1 April 2026.

2 Dr. habil. István Szabó's full membership of the IMDI will expire on 1 April 2026.

3 Dr. habil. Orsolya Szigeti's full membership was endorsed by the IMDI DIT at its meeting on 17 March 2026 and approved by the EDHT at its ... meeting

4 Dr. habil. Szilárd Berke's full membership was endorsed by the IMDI DIT at its meeting on 17 March 2026 and approved by the EDHT at its ... meeting

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## **PART 1 – GENERAL PROVISIONS**

### **1.1. Subject matter and scope of the regulations**

#### **Section 1**

The Doctoral School of Innovation Management (hereinafter: IMDI) has been drawn up as a supplement to the Doctoral and Habilitation Regulations of Óbuda University (hereinafter: EDHSZ) to regulate the matters and procedures falling within the remit of doctoral schools, taking into account the specific characteristics of the field of management and organisational sciences.

In addition to its core members, the Doctoral School (hereinafter: DI) also involves lecturers and supervisors from other domestic and international higher education institutions and research institutes, as well as lecturers and staff from industry and the public sector.

- 1) The EDHSZ determines the organisation of the DS.
- 2) The EDHSZ defines the tasks of the DI Council (hereinafter: DIT).
- 3) The structure of the training programme at the Doctoral School is set out in the IMDI Training Plan.

### **1.2. On doctoral training and the award of degrees**

#### **Section 2**

- 1) Doctoral training prepares students for the award of a doctoral degree following the completion of a master's degree or an equivalent integrated programme, and confers the academic degree of Doctor of Philosophy (PhD in Business and Management) in the discipline of business and management sciences. The procedure for obtaining a doctoral degree comprises the completion of the intermediate examination, the comprehensive examination, the demonstration of aptitude for independent research, the achievement of new scientific results, the required proficiency in a foreign language, and the public presentation and defence of a thesis comprising an independent scientific research project.
- 2) The language of the doctoral programme may be Hungarian or English
- 3) The doctoral degree procedure – including the seminar, the comprehensive examination and the public defence – may be conducted in Hungarian or English
- 4) The DI's field of study: *management and organisational sciences*
- 5) The organisational framework for the doctoral programme is the DI, which carries out its activities with the permission of the Education Office and the approval of the MAB.

## **PART 2 – STRUCTURE OF THE DOCTORAL SCHOOL**

### **2.1. The structure of the doctoral school**

#### **Section 3**

- 1) The Doctoral School of Innovation Management operates directly under the supervision of the Rector, but within the operational framework of the Keleti Károly Faculty of Economics as the managing faculty, whilst enjoying full academic autonomy.

- 2) The operation of the DI is directed by the Head of the DI. The current Head and core members of the DI are listed in Annex 1 of these regulations.
- 3) The Head of the DI is assisted in their work by the Deputy Head of the DI, the Secretary of the DI and the Administrator of the DI.
- 4) The DI establishes the Doctoral School Council, the operation of which is governed by the provisions set out in the current EDHSZ. The chair of the DIT is 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 recommendation of the Chair, elect a Vice-Chair, who is authorised to act as a substitute within the scope of powers determined by the Chair of the DIT.
- 7) The work of the DIT Chair is supported by a secretariat, whose members are the secretary and the administrator.
- 8) The Doctoral Student Council participates in DIT meetings through a delegated member.

## **2.2. The Head of the Doctoral School**

### **Section 4**

- 1) The Head of the DI oversees the operation of the DI.
- 2) The Head of the DI may be an internationally recognised university professor employed on a full-time basis by the University, who has supervised doctoral students to degree level.
- 3) The Head of the DI shall be elected by the EDHT upon the recommendation of a majority of the core members and appointed by the Rector for a term of up to five years. The appointment may be extended on multiple occasions.
- 4) The Head of the DI:
  - A. is responsible for the academic standards and teaching activities of the DI,
  - B. performs the duties assigned to them in the EDHSZ, the IMDI Training Plan and these Operating Regulations,
  - C. and furthermore:
    - a) submits proposals to the DIT regarding the use of the personnel and financial resources made available to the DI,
    - b) is responsible for the DI's financial management.

## **2.3. The Doctoral School Council (DIT)**

### **Section 5**

- 1) The DIT is a body that assists the Head of the DI in their work; its members are elected by the core members of the DI. The core members of the DI may elect additional members holding academic degrees to the council in accordance with the provisions of the EDHSZ. The DIT has at least seven members, one of whom is a student representative with advisory rights. The list of DIT members is set out in Annex 1.
- 2) The composition of the DIT must ensure adequate professional coverage of the relevant field.
- 3) The general tasks of the DIT are set out in Section 8 of the EDHSZ.
- 4) The DIT meets as necessary, but at least once every semester, and decides on matters falling within its remit.

- 5) The Chair and members of the DIT are entitled to vote, with the exception of the election of DIT members, where only full members of the DI are entitled to vote.
- 6) The DIT has a quorum if at least half of its voting members take part in the vote.
- 7) The DIT generally takes its decisions by a simple majority in an open vote. In the event of a tie, the chairperson has the casting vote. Where justified, any member may request, or the chairperson may initiate, a secret ballot.
- 8) The DIT takes decisions by secret ballot on matters relating to personnel. The ballot paper must list the names of all candidates; voters mark all candidates they consider acceptable. The candidate or candidates receiving the most votes shall be nominated in accordance with the subject of the vote. In the event of a tie, the chairperson shall decide.
- 9) In matters concerning individuals, anyone who has:
  - A. has a direct working relationship (in a manager-subordinate relationship within the same institution), or
  - B. is a close relative, or
  - C. has been a co-author with them in the past three years, or
  - D. from whom an impartial assessment of the matter cannot be expected for other reasons.
- 10) When giving an opinion on the award of a degree, the DIT shall use a yes-no vote.
- 11) Upon the recommendation of the DIT Chair, and where justified, the DIT may also take a decision by means of a secret ballot conducted electronically.
- 12) The materials required for agenda items requiring a decision at DIT meetings must be made available to members at least three working days before the meeting. Publication may also take place electronically. The date of the meetings, together with the agenda, must be communicated to members at least five working days before the meeting.
- 13) Minutes shall be taken of DIT meetings, and the relevant parts thereof shall be made public at the DIT Secretariat within 10 days of the meeting.

## **2.4. The doctoral school's lecturers and supervisors**

### **Section 6**

- 1) DI lecturers are those lecturers and researchers holding an academic degree whom the DIT, upon the recommendation of the Head of the DI, deems suitable for teaching duties within the framework of the DI. DI lecturers are expected to teach in a foreign language and to engage in continuous publication activity.
- 2) Core members, supervisors and lecturers of the DI may also undertake teaching and supervisory roles at other doctoral schools.
- 3) The person announcing a doctoral topic is a lecturer holding an academic degree or a staff member engaged in research whose topic announcement has been approved by the DIT.
- 4) The supervisor of a doctoral thesis is a lecturer holding an academic degree or a member of staff engaged in research whose thesis proposal has been approved by the DIT and who, on this basis, is responsible for guiding and assisting the doctoral student working on the thesis in their studies, research work and preparation for the award of an academic degree. A supervisor may not have more than six doctoral students who have passed their comprehensive examinations at any one time.
- 5) A doctoral student may have two supervisors at the same time, provided this is approved by the DIT. In the case of two supervisors, the DIT shall designate a principal supervisor.

The name of the principal supervisor or co-supervisor must be clearly stated on the title page of the doctoral thesis. Alongside an external co-supervisor, the DIT shall designate an internal supervisor who, on behalf of the University's Faculty of Humanities ( ), shall assist the co-supervisor in their work and monitor the student's academic progress.

- 6) Where justified, the DIT may change the doctoral topic or the supervisor(s) at their request or at the request of the doctoral student concerned.
- 7) The supervisor's duties:
  - A. Formulating the research problem and drafting the thesis proposal.
  - B. Contributing to the development of the final research plan, the signing of which constitutes approval on their part.
  - C. Communicating and enforcing the DIT's standards and academic requirements.
  - D. Supervising and monitoring the research work. In the event of unsatisfactory performance, the supervisor must inform the head of the DI.
  - E. Requiring the doctoral student to submit a report every semester and verifying the fulfilment of the commitments set out in the research plan (signing the written semester report is conditional upon the fulfilment of the agreed indicators and target values).
  - F. Full compliance with formal requirements when compiling the doctoral thesis.
  - G. By signing a statement acknowledging the doctoral student's performance, the supervisor confirms that the thesis also meets the content requirements set out by the DI.
  - H. Preparing the student for the workplace and public defence.

## **2.5. Communication within the doctoral school**

### **Section 7**

- 1) The DI provides information about its operations via its website through the following key documents:
  - A. Rules of Procedure,
  - B. Curriculum,
  - C. Quality Assurance Plan.
- 2) Through its website, the DI provides continuous and regularly updated, up-to-date information on current events and issues relating to doctoral training, the requirements of the admissions procedure, and the effectiveness of the DI's operations.
- 3) The DI Secretary is responsible for keeping the DI website up to date and ensures that the [www.doktori.hu](http://www.doktori.hu) database pages are continuously updated with the latest information regarding the DI. The Secretary ensures that supervisors update the [www.doktori.hu](http://www.doktori.hu) database on an ongoing basis, at least once a year.

## **PART 3 – DOCTORAL TRAINING**

### **3.1. Application and admissions procedure**

#### **Section 8**

The general conditions for application and admission to doctoral programmes at the doctoral school are set out in Section 15 of the EDHSZ.

Doctoral programmes at the University may be undertaken in the following forms, in accordance with Section 12 of the EDHSZ:

- A. state-funded, full-time, day-time organised study,
  - B. self-funded, full-time, day-time organised study,
  - C. self-funded, part-time, part-time organised programme,
  - D. state-funded “Cooperative Doctoral Programme” supported by an additional scholarship (the specific rules governing this and the rules of the former Cooperative Doctoral Programme can be found in Annex D4/B of the EDHSZ),
  - E. self-funded doctoral training for research excellence (the specific rules governing this can be found in Annex D4/C of the EDHSZ),
  - F. in the form of individual preparation.
- 1) Notwithstanding the provisions of paragraph (1), a person who has prepared for the degree individually may also join the doctoral programme – as defined in Section 16 of the EDHSZ – provided that they have met the admission and doctoral programme requirements (in accordance with the IMDI Training Plan). In this case, student status is established upon application for the comprehensive examination and its successful completion.
  - 2) In accordance with Section 15 of the EDHSZ, applications for doctoral training submitted to the Head of the DI must meet the following minimum requirements:
    - A. at least a Master’s degree (MA/MSc) with a good grade, or a university degree equivalent to this under the previous education system (the grade of the degree need not be taken into account two years after its award);
    - B. proven knowledge of English (admission without a language exam (or equivalent) is also possible; in this case, the applicant will be awarded a score for their language proficiency during the admission interview);
    - C. appropriate professional competence;
    - D. initial academic achievements (e.g. TDK thesis, conference presentation, publication, etc.).
  - 3) The application must include the following documents:
    - A. an application form for doctoral (PhD) study completed online;
    - B. proof of payment of the application fee;
    - C. a copy of the MSc/university degree certificate (along with the original);
    - D. copies of documents certifying language proficiency (along with the presentation of the originals);
    - E. a professional CV with a list of publications;
    - F. a letter of acceptance from the chosen institute or research unit and supervisor;
    - G. a preliminary research plan (1–2 pages) approved by the prospective supervisor(s) (Appendix 2: Research Plan Template),
    - H. in the case of applicants applying for individual preparation, the applicant’s list of publications according to the MTMT and a preliminary outline of the planned doctoral thesis;
    - I. in the case of those in employment, a statement of support from the employer;
    - J. other documents (e.g. references, patents, inventions, etc.);
    - K. a statement indicating whether the applicant wishes to be admitted even if they do not receive a scholarship.

- 4) Applicants are assessed partly on the basis of the application submitted in accordance with the EDHSZ and partly on the basis of an admission interview. During the interview, an admissions panel of at least three members, appointed by the DIT and approved by the TÁMDHT (Council for Doctoral and Habilitation Studies in Science and the Arts), will assess the applicant's professional competence, research plans and language skills.
- 5) Admission interviews will take place at a time and venue specified by the DIT. The DIT secretariat will notify applicants in writing of the date of the admission interview.
- 6) The assessment and ranking of the admission examination is based on four criteria:
  - A. academic performance;
  - B. language proficiency;
  - C. initial research activity; practical professional training and experience;
  - D. research plan, communication skills, professional competence (habitus).
  - E. The detailed rules for assessment are set out in Annex 3.
- 7) The admissions committee assesses applicants on a 100-point scale. The DIT determines the admissions ranking, taking into account the admissions committee's opinion, and on this basis makes a recommendation to the Head of the DI, who then submits it to the Chair of the EDHT for a decision. The final admission decision is made by the EDHT.
- 8) The EDHT's admission decision may be:
  - A. admission to state-funded, full-time, day-time organised training;
  - B. admission to self-funded, full-time, day-time organised study;
  - C. admission to self-funded, part-time, distance learning;
  - D. admission to a state-funded "Cooperative Doctoral Programme" with an additional scholarship
  - E. admission to self-funded doctoral programmes for research excellence
  - F. admission in the form of individual preparation;
  - G. rejection of the application.
- 9) The decision on admission shall specify the form of study and the score achieved during the admission procedure. The Chair of the EDHT shall send the decision on admission to the applicant by registered post within 14 days.
- 10) The university shall inform all applicants of the admission decisions. In the event of rejection, the decision must be justified. In the event of successful admission, the notification must state the date of enrolment, the documents required for enrolment, and the start of the academic year. Reference must be made to the costs associated with the programme and who is responsible for bearing them.
- 11) Upon enrolment, the successful applicant must sign a declaration stating that they have read the DI regulations and requirements and are aware of their rights and obligations under them.
- 12) In all cases where the costs of the programme or research are covered by the doctoral student, their employer or another funding body, the detailed terms and conditions must be set out in the form of a commitment agreement or declaration.

### **3.2. Curriculum, work plan**

#### **Section 9**

- 1) The DI programme operates in accordance with the Training Plan.
- 2) The Training Plan includes:
  - A. the aim of the course,
  - B. a list of subjects and tutors
  - C. the academic conditions (requirements, curriculum, progress monitoring)
- 3) The DIT decides on the inclusion of subjects in the programme and the updating of syllabuses. The DIT reviews the syllabus at least every three years, taking into account the comments and feedback of students and other stakeholders (lecturers, external contributors, visiting lecturers, labour market representatives). Before the start of each academic year, the DIT reviews the list of proposed courses and their lecturers for the doctoral programme and decides whether to approve or reject them. The DI administrator announces the approved courses in the faculty's NEPTUN system.
- 4) If the courses are held in the form of a timetable, attendance at and participation in their classes – in the full-time programme – is compulsory. Courses may also be taught in the form of personal consultations. In the event that a lecturer is unable to attend, arrangements for a substitute or make-up session must be agreed with the head of the DI. For every subject, students must be informed of the syllabus and the requirements, including the compulsory and recommended reading material and the course content.
- 5) For all subjects taught in a timetable-based format, a syllabus and set of requirements that comply with the formal and content-related requirements specified by the DIT must be drawn up. The developed syllabus and requirements are reviewed in advance by the DI Council, which decides on their approval based on the feedback received. For every non-methodological subject, in addition to the theoretical aspects, the syllabus must also address the specialisms within the discipline relating to relevant primary and secondary research.
- 6) The doctoral student's work plan defines the tasks to be carried out by the doctoral student during their studies within the framework of the DI Training Plan. (Appendix 4: Work Plan Template). The doctoral student prepares their work plan during the first semester of the organised training programme under the supervision of the supervisor, and it is approved by the DIT. The Work Plan may only be approved if it is consistent with the DI Training Plan. The second semester may only commence once the Work Plan submitted in the first semester has been approved. The doctoral student reports on the fulfilment of the Work Plan at the end of each academic semester in the form of a semester report. The Work Plan must be reviewed after each completed semester and, if necessary, updated. The requirements for the semesterly report are detailed in the DI Training Plan.
- 7) The Work Plan includes the courses the student intends to take in order to fulfil their academic obligations. Any course advertised by the DI, or any course taught in a related field within the DI's programme, may be taken subject to agreement with the supervisor.
- 8) It is possible, upon submission of a request to the IMDI secretary and addressed to the Credit Transfer Committee, to:
  - A. Verification of academic credits:

Based on the doctoral student's application, the DIT may accept formal or non-formal workplace training that complies with the conceptual framework of the IMDI programme, as well as subjects studied in doctoral programmes abroad, as prior learning. The two bodies of knowledge shall be considered equivalent if there is at

least 75% overlap between them. The DIT shall assess the degree of overlap between the syllabuses and, on this basis, decide on equivalence, which shall be approved by the MTTDHT/TÁMDHT. The DIT's decision must include the name of the accepted programme, the number of credits accepted, the justification for the credit calculation and the supporting documents.

**B. Verification of research credits:**

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

**C. Recognition of educational credits:**

Based on the doctoral student's application, the DIT may accept teaching activities carried out within the framework of formal or non-formal training organised by a higher education institution or other employer as prior learning. The DIT's decision must include the name of the recognised training, the number of credits recognised, the justification for the credit calculation and the supporting documents

- 9) A student enrolled in a doctoral programme may undertake additional teaching and research duties. A doctoral student performing teaching duties is entitled to the teaching rights set out in Section 35(1) of the Nftv.
- 10) Full-time doctoral students participating in organised doctoral programmes (including foreign students who, under legislation or international agreements, are subject to the same assessment criteria as students of Hungarian nationality) may receive scholarships from state or other sources. Any planning unit or organisational unit of the University may use its domestic or foreign grant funding, budgetary allocation or other income to pay doctoral scholarships.

### **3.3. The structure of the organised programme. The comprehensive examination.**

#### **The certificate of completion.**

##### **Section 10**

- 1) Doctoral students participating in organised training must enrol before the start of the first semester. Documents required for enrolment:
  - A. degree certificate,
  - B. 1 photograph,
  - C. proof of identity,
  - D. D. notification of admission,
  - E. completed enrolment form.

Upon enrolment, the doctoral student will be issued with a university email address, which will be used for further communications. A separate administrative fee is payable after the enrolment/registration deadline has passed. The administrative fees relating to doctoral and habilitation procedures are set out in the current Joint Rector's and Chancellor's Directive No. 8/2020 (27 April) on administrative fees for doctoral and habilitation procedures. From the second semester onwards, students must register

electronically during the semester's registration week. The DI Secretary will send advance notification of this by email.

- 2) The unit of measurement for academic requirements is the credit. In doctoral programmes, a credit is the unit of measurement for the academic, research and (if applicable) teaching work undertaken by the doctoral student to fulfil their obligations. The doctoral student is required to complete a total of 240 credits over the full 8-semester programme, in accordance with the EDHSZ and the DI Training Plan. If the doctoral student fails to obtain the prescribed minimum number of credits in a given semester through their own fault, the DIT shall decide on the suspension of the doctoral scholarship and the continuation of studies. If the doctoral student does not make up for their shortfall within one year, the DIT may decide to terminate their student status. The detailed credit regulations are set out in Annex D2 of the EDHSZ.
- 3) Doctoral students may earn study (training) credits by completing the courses listed in their individual Work Plan, which is drawn up on the basis of the Training Plan. During the 8 semesters of the doctoral programme, the minimum number of compulsory academic (training) credits is 32; in addition, students may earn a maximum of 25 credits through elective subjects via credit transfer, part-time study (auditing) or prior completion. The completion of credits – based on the examination, dissertation, report, etc. required for the course taken – is certified by the course lecturer's signature. No credits may be earned for language learning in the doctoral programme.
- 4) Doctoral students participate in the DI's academic programme, as well as conducting and publishing individual research. During the programme, at least 155 research credits must be completed. Of these, 92 credits must be fulfilled through compulsory termly reports.
- 5) The half-yearly oral reports of doctoral students participating in the organised programme take the form of a public seminar or conference, attended by an assessment committee comprising members of the DIT, the doctoral students and their supervisors. The oral presentation is supplemented by a written half-yearly report (IMDI Training Plan).
- 6) The doctoral student prepares a written half-yearly report (see Annex to the IMDI Training Plan) on the progress of the tasks set out in the Work Plan (Annex 4), in which the supervisor also provides a written assessment of the student's academic and research activities. If the completion of the Work Plan is proceeding at a different pace to that planned, the supervisor shall inform the Head of the DI. Where justified, the Head of the DI shall also inform the DIT of any doctoral student whose performance falls significantly short of the Work Plan and shall initiate measures to address the existing problem. In the final semester of the training phase, the doctoral student shall prepare a comprehensive report on the fulfilment of their academic obligations and research work.
- 7) Credits may be awarded for teaching activities carried out by the doctoral student. A maximum of 60 credits out of the 240 credits required to complete the programme may be earned from such activities. A maximum of 5 credits per semester (up to a total of 20) may be earned through teaching activities during the training and research phase, and a maximum of 10 credits per semester (up to a total of 40) during the research and dissertation phase. For teaching undertaken in excess of this, the doctoral student is entitled to remuneration in accordance with the University's regulations.
- 8) The conditions for the comprehensive examination are governed by Sections 18–19 of the EDHSZ. The prerequisite for admission to the comprehensive examination is the

acquisition of 90 credits. Applications for the comprehensive examination must be submitted in writing (Appendix 7: Comprehensive Examination Application). The IMDI comprehensive examination consists of a theoretical and a practical component. The theoretical basis of the comprehensive examination consists of two compulsory specialist subjects and one compulsory elective subject chosen by the student. The DIT reviews the syllabus for the comprehensive examination subjects every three years to ensure they remain up to date. If necessary, amendments are proposed to the subject coordinator. The comprehensive examination must be taken before a committee of at least three members. The committee consists of a chair and at least two members. At least one member of the committee must be an expert from outside Óbuda University, i.e. not employed by the university. All members of the committee must hold an academic degree. The supervisor may not be a member of the comprehensive examination committee. The composition of the committee must comply with the conflict of interest and professional requirements set out in the University Doctoral and Habilitation Regulations ( ), which form part of Volume III of the Óbuda University Organisational and Operational Regulations. The comprehensive examination is public.

A. The theoretical part is an oral examination, during which the candidate is asked questions on two subject areas: the compulsory specialist subjects and the material covered in the compulsory elective subject taken by the student. Students receive a list of potential questions for the comprehensive examination in the given semester and a list of resources required for preparation upon registration for the semester; individual degree candidates receive this following their application for the doctoral programme.

B. In the second part of the comprehensive examination, the candidate presents their research findings in the form of a lecture, outlines their research plan for the second phase of the doctoral programme, and sets out the timetable for completing the thesis and publishing the results. Following the student's presentation, the supervisor (or, in their absence, the chair of the committee) presents a written supervisory report on the doctoral student's progress.

9) A doctoral student may retake a failed comprehensive examination once, during the same examination period. The examination is assessed on a two-tier system, with a pass or fail grade.

10) Minutes must be taken of the comprehensive examination. The result of the examination must be announced on the day of the final examination session.

11) Following successful completion of the comprehensive examination, the doctoral candidate must submit their doctoral thesis within five years. In cases deserving special consideration – upon the doctoral candidate's written request – the University Doctoral and Habilitation Council (EDHT) may, on the recommendation of the Doctoral School Council, grant a deferral of up to one year. If the doctoral candidate fails to submit the thesis within the specified deadline, the doctoral procedure shall be terminated.

12) The condition for the certificate of completion is the completion of a minimum of 240 credit points, which is verified in Neptun by the DI administrator and approved by the DIT. The certificate of completion is issued by the EDHSZ following a positive

decision by the DIT, and the Office of the Rector's Directorate of Education is notified simultaneously, as this is where doctoral students are registered at institutional level.

13) Student status may only be suspended for a full semester. The period of continuous suspension of student status may not exceed two semesters. The Chair of the DIT may grant permission on the recommendation of the supervisor, provided there are valid grounds. State scholarships may not be paid during the suspension of student status.

14) Termination of student status:

A. In doctoral programmes, student status ceases:

- a) if the doctoral student has been accepted by another higher education institution, on the date of acceptance;
- b) if the doctoral student notifies the university that they are terminating their student status, on the date of notification;
- c) if the doctoral student cannot continue their studies in a state-funded programme and does not wish to continue in a fee-paying programme;
- d) if the doctoral student does not register and does not request passive student status;
- e) on the last day of the doctoral programme;
- f) if the Rector terminates the doctoral student's student status due to outstanding fees, on the day the decision on termination becomes final;
- g) on the date on which the disciplinary decision on expulsion becomes final;
- h) on the last day of the semester in which the student obtains their certificate of completion.

B. Student status shall cease if the student has not obtained the minimum number of credits prescribed in point (1) of the Doctoral Credit Regulations set out in Annex D2 to the EDHSZ.

C. Expulsion from the institution may be imposed as a disciplinary penalty as set out in the Disciplinary Regulations.

D. Anyone whose student status has been terminated must be removed from the Neptun student register by a decision of the competent DIT.

9) A doctoral student may participate in a period of study abroad. The doctoral student may participate in such a period of study abroad on the basis of a work programme approved by the supervisor, which ensures the validity of the given study period within the university's doctoral programme. The duration of the study period abroad counts towards the duration of the doctoral programme; student status is not suspended during this time, and the state scholarship must continue to be paid.

### **3.4. Individual preparation for the award of a doctoral degree. Transfer from another doctoral school.**

#### **Section 11**

- 1) The procedure for individual preparation is set out and regulated in Section 16 of the EDHSZ.
- 2) In the case of individual preparation, the procedure for obtaining a doctoral degree begins, upon application, with registration for the comprehensive examination and its successful completion.

- 3) In the case of a transfer from another doctoral school, only PhD students may be accepted. The PhD student must submit their application for transfer to the Doctoral School. The application must be accompanied by a certified extract from the electronic transcript, a professional CV, a summary of academic achievements to date, a recommendation from the supervisor affiliated with the IMDI, and the research plan. Following a preliminary assessment by the DIT, the EHDT shall decide on the transfer.
- 4) Upon successful completion of the comprehensive examination, the University shall recognise the minimum credits specified as a condition for admission to the comprehensive examination. Upon request – based on previously acquired knowledge and competences – further credits may also be recognised.
- 5) Upon passing the comprehensive examination, the University accepts the completion of 90 credit points for the training and research phase. The remaining 30 credits may be obtained through research and publication. To obtain the certificate of completion, you must complete 240 credits.
- 6) Individual candidates are not required to earn teaching credits, but may participate in the doctoral schools' academic sessions.
- 7) Individual candidates select a supervisor for their thesis prior to admission, who is appointed by the doctoral school's council.
- 8) Individual candidates are required to submit their doctoral thesis for the degree award procedure within five academic years of passing the comprehensive examination (their admission).

### **3.5 Thesis proposal, supervisor and change of topic**

#### **Section 12**

- 1) Topic proposals are invited annually at the start of the autumn semester, in the first half of September. The DIT reviews the submitted topic proposals and forwards its opinion to the DI secretary. Following the secretary's submission, the head of the DI approves the decision.
- 2) Lecturers who have proposed topics will receive feedback on the decision from the DI secretary.
- 3) Thereafter, the approved topics will be made available on the DI website.
- 4) The head of the DI decides on the person proposing the topic and the supervisor, taking into account the DIT's recommendation following a prior request, based on the secretary's proposal. Those concerned receive feedback on the decision from the DI secretary.
- 5) At the initiative of the supervisor or the doctoral student, a change of supervisor or topic may take place on one occasion. The doctoral student must submit a request for the change to the DI secretary. The request must include the name of the new supervisor(s) and the proposed topic. The request must be signed by the current supervisor(s), the proposed supervisor(s) and the doctoral student.

## **PART 4 – AWARD OF DOCTORAL DEGREE**

### **4.1. Award of the doctoral degree**

#### **Section 13**

- 1) The process of obtaining a doctoral degree is governed by Section 17 of the EDHSZ.
- 2) The conditions for obtaining a doctoral degree are governed by Section 18 of the EDHSZ.

### **4.2. The doctoral thesis**

#### **Section 14**

- 3) A prerequisite for the submission of the doctoral thesis is proof of academic publication activity of an appropriate standard relating to the research area of the doctoral school. By the time of submission of the thesis, the doctoral candidate must have produced academic publications related to the topic of the doctoral thesis, at least one of which must have been published or accepted for publication in an international peer-reviewed journal. Publications recorded in the MTMT database may be taken into account when assessing publication output. In the case of co-authored publications, the doctoral candidate must confirm their own academic contribution by means of a co-authorship statement. The detailed credit values and accounting rules for publication requirements are set out in the Óbuda University Doctoral and Habilitation Regulations and its annexes.
- 4) In the case of a PhD degree, the general rules regarding the doctoral thesis are set out in Section 18 of the EDHSZ. A prerequisite for the submission of the thesis is the existence of the minutes of the workshop discussion.
- 5) According to Section 18 of the EDHSZ, a doctoral thesis may be submitted once the student has obtained the absolutorium in an organised programme. However, it is also possible to submit a publication-based thesis. In the case of individual study, the conditions for submitting a dissertation are the successful completion of a comprehensive examination and the fulfilment of the language and publication requirements necessary for the award of the degree. A doctoral thesis may be submitted provided that the student has no ongoing degree procedure in the field of management and organisational sciences and has not failed a doctoral defence within the last two years, which must be declared in writing at the time of submission.
- 6) The thesis must include the names of the author and the supervisor(s), the name of the DI and its head, and the place and date of completion. The thesis may include appendices (photographs, a collection of documents, etc.). The thesis must comply with the provisions of Sections 19 and 20 of the EDHSZ in terms of both content and form. The main chapters of the doctoral thesis must not exceed 100 pages. This does not include the table of contents, list of symbols, acknowledgements, preface, bibliography and appendices. The maximum length of the entire thesis is 140 pages, printed single-sided on A4 paper, using 12-point font, 1.5 line spacing, and the Times New Roman or Arial Narrow typeface. A thesis abstract in Hungarian and English must be attached to the

thesis if the thesis is written in Hungarian. The thesis booklet of the doctoral thesis presents a summary of the results of the candidate's independent academic work. The results must be presented in a coherent, self-contained system, with new findings set out in detail, building upon the candidate's professional publications. If the degree award procedure is conducted in English, the doctoral thesis and the thesis summary must be submitted in English, and a summary in Hungarian must also be prepared. The Doctoral School shall ensure that the members of the committees involved in the procedure possess the professional competence appropriate to the language of the procedure.

- 7) The candidate shall have the completed dissertation checked for plagiarism by the relevant member of staff at the Library. The Library shall send the results of the plagiarism check and a brief assessment thereof to the Secretary of the Doctoral School, which must be attached to the dissertation at the same time as it is sent to the external examiners.
- 8) In its rules regarding plagiarism in the thesis, the DI applies the principles and recommendations of the MTA Code of Scientific Ethics, as well as the resolutions of the Committee on Scientific Ethics. The rules regarding plagiarism are set out in detail in Annex D3 of the EDHSZ.

### **4.3. The workshop discussion**

#### **Section 15**

- 1) Prior to its submission, the thesis must be submitted for a workshop discussion within the relevant academic or organisational unit, where the candidate presents the draft thesis.
- 2) The workshop discussion shall be organised by the candidate's supervisor, with the DIT Chair being informed. In the case of independent candidates, the DI shall designate the venue for the workplace discussion.
- 3) Once authorisation to commence the degree procedure has been granted, a workplace discussion on the draft thesis must be held within three months of the authorisation being issued, organised by the relevant institute or research centre.
- 4) An electronic copy and one printed copy of the draft thesis to be submitted for the workshop discussion must be submitted to the DI secretariat at least two weeks prior to the date of the discussion. The date and venue of the workshop discussion must be announced on the DI website two weeks in advance.
- 5) The following must be invited to the workshop:
  - A. the preliminary opponents proposed by the supervisor,
  - B. all lecturers, researchers and doctoral students at the institute where the candidate carried out their research,
  - C. the members of the DI,
  - D. members of the DIT,
  - E. a representative of the DIT secretariat.
- 6) Invitations to the workshop and the draft thesis shall be sent by the DI secretariat to the opponents and participants at least two weeks before the discussion, and the date of the workshop must also be published on the DI website. The workshop discussion is chaired by a full member university lecturer appointed by the head of the DI. A signed attendance sheet must be drawn up for the participants, indicating their academic qualifications and place of employment.

7) Two written preliminary reviews of the thesis are prepared for the workshop discussion, which the candidate receives in advance. The preliminary reviewers are invited by the supervisor. One of the reviewers must not be in an employment relationship with the University. The reviewers must hold an academic degree. The candidate shall consider the comments arising from the reviews and the discussion in consultation with their supervisor. Minutes must be kept of the preliminary opponents' reviews, the questions raised and the answers given, and the candidate's statement, which shall be authenticated by the chair of the workshop discussion. The minutes must be attached to the final doctoral thesis upon submission. During the workshop discussion, one of the following summary conclusions may be reached:

- A. the draft thesis is suitable for further proceedings – without the need for a further workshop discussion – without revision (or with minor revisions that do not affect the substance of the thesis),
- B. the draft thesis is suitable for further proceedings – without the need for a further workshop discussion – subject to revisions affecting its substance,
- C. the draft thesis is suitable for further proceedings only following a complete revision and the holding of a further workshop discussion.

#### **4.4. Public debate** **Section 16**

The general rules governing public debates are set out in Sections 22–23 of the EDHSZ. The format of the public debate is to be drawn up in accordance with Annex D15 of the EDHSZ.

- 1) The public debate is organised by the DI Secretariat. The following persons must be invited to the public debate:
  - A. The President of the EDHT
  - B. the Vice-Rector for Academic Affairs,
  - C. the members of the DI;
  - D. the members of the DIT;
  - E. all qualified lecturers at the doctoral institute;
  - F. the relevant organisational units of the partner faculties;
  - G. the supervisor(s),
  - H. the doctoral students of the DI.
- 2) For the assessment of the doctoral thesis in the field of arts and social sciences, the TÁMDHT shall, upon the recommendation of the relevant doctoral school council, appoint two official examiners and an examination committee.
- 3) In accordance with Section 23 of the EDHSZ, the public defence of the doctoral thesis must be conducted in person; however, in particularly justified cases, upon request, the doctoral council of the relevant discipline may authorise an online defence. For the conduct of the public defence of the doctoral thesis, as well as for deciding on the acceptance of the thesis and evaluating the public defence, the TÁMDHT shall establish an examination committee in relation to the field of arts and social sciences. The assessment committee shall consist of at least 5 and no more than 7 members, comprising a chair, two official assessors, a secretary and a further 1–3 members. The chair of the committee shall be a full professor

or Professor Emeritus of the University. When appointing the assessment committee, three substitute members must also be named, including persons who may be called upon to stand in for the chair and the secretary, and at least one potential substitute assessor.

- 4) The two official reviewers shall prepare a written review of the thesis within two months of its submission, during the academic term. In the review, the reviewer shall assess the academic achievements of the thesis in detail and also address its shortcomings, state their acceptance of the thesis's main points, and formulate their questions regarding the thesis. The reviewer must state whether they recommend that the thesis be scheduled for a public defence. The review criteria are set out in Annex 15/A) of the EDHSZ.
- 5) Members and alternate members of the committee must hold an academic degree. One of the two official examiners, as well as at least one of the other members of the examination committee, must be an invited guest who is not employed by the University. No more than one of the official examiners may be the same person as the opponent at the workplace defence.
- 6) The reviews must be submitted to the DI administrator in one printed, signed copy and in electronic form (by email). A sample of the opponent's opinion is provided in Annex 6. The candidate shall receive the reviews in advance and shall submit their written responses to the questions raised therein to the DI administrator at least 15 days prior to the public defence; the DI administrator shall ensure that these are forwarded to the opponents. The DI shall ensure that the members of the assessment committee have access to the thesis, the reviews and the responses prior to the defence.
- 7) The thesis must be submitted for public debate within two months of the receipt of two supporting proposals. The date and venue of the defence must be announced at least two weeks in advance on the DI website and in the National Doctoral Council database, which the DI shall ensure. At the same time, the DI shall also notify the University Doctoral and Habilitation Office of the date of the public defence.
- 8) If the thesis deals with a matter of national security or is subject to delayed publication (intellectual property protection, patenting, etc.), appropriate confidentiality must be ensured throughout the entire public defence procedure by all parties concerned and all participants in the procedure. This must be documented by means of the relevant declarations (Annex 8).

#### **4.5 Language requirements**

##### **Section 17**

Knowledge of English as a foreign language is required:

- to obtain the qualification, a document certifying at least B2 level proficiency in English is required

The detailed rules for fulfilling the language requirements are set out in the Óbuda University Doctoral and Habilitation Regulations.

#### **4.6. Completion of the degree procedure, assessment of the doctoral degree, content of the doctoral diploma, and the doctoral conferment ceremony**

##### **Section 18**

- 1) The EDHT decides on the award of the doctoral degree by secret yes-no vote. The vote shall take place on the basis of the marks and minutes provided by the assessment committee, taking into account the opinion of the DIT. The doctoral degree shall be awarded by a simple majority. In the event of rejection, the EDHT shall be obliged to provide a detailed written justification for its decision.
- 2) The grade for the doctoral degree shall be determined on the basis of the average of the marks awarded during the public defence. Following the public defence, the assessment committee shall evaluate the candidate in a closed session by secret ballot (awarding 1, 2, 3, 4 or 5 points) and shall issue a summary opinion in the minutes regarding the candidate's academic competence, which shall be communicated to the participants. The candidate's academic (professional) competence is deemed satisfactory 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 is at least 4.51;
  - B. "cum laude" (with distinction), if the average is at least 4.01–4.50;
  - C. "rite" (pass), if the average is at least 3.50–4.00.
- 4) The EDHT shall revoke the doctoral degree by a two-thirds majority decision if it is established, with supporting documentation, that the conditions for the award of the doctoral degree have not been met.
- 5) The University issues a doctoral degree certificate in Hungarian and English for the doctoral degree awarded by the EDHT, based on the data sheet set out in Annex D16 of the EDHSZ (Data sheet for the issuance of doctoral/habilitation certificates).
- 6) The template and the Hungarian and English texts of the doctoral degree certificate are contained in Annex D17 of the EDHSZ (Text of the doctoral degree certificate for academic degrees awarded by the University).
- 7) Those who have obtained a doctoral degree are conferred the title of Doctor by the University at a formal, public ceremony. During the conferment ceremony, candidates take an oath and sign the document in accordance with Annex D19 of the EDHSZ (Text of the doctoral oath). Following the conferment of the doctoral degree, those who have obtained it may use the abbreviation 'PhD' or 'Dr.' after their name.

## **PART 5 – THE HABILITATION PROCEDURE**

- 1) The habilitation procedure is governed by Sections 28–34 of the EDHSZ.
- 2) The minimum requirements are set out in Annex H2) of the EDHSZ.

## **PART 6 – OTHER PROVISIONS**

### **6.1. Quality assurance**

#### **Section 19**

- 1) The DI's detailed quality assurance activities are set out in the *Quality Assurance Plan*, which is PDCA-based and follows the ESG guidelines, in accordance with the institution's Quality Assurance Regulations.

- 2) The Head of the DI is responsible for carrying out the DI's quality assurance activities, and is assisted in this work by the Quality Officer, who is also the DI's Secretary.
- 3) The DI quality assurance activities are closely aligned with institutional quality assurance activities. The DI secretary acts as the liaison between the institutional level and the DI, ensuring the communication and coordination of operational quality assurance tasks at the DI level. Their work is supervised by the DI head.
- 4) The Head of the DI reports annually to the DIT and the EDHT on the effectiveness of the DI's quality assurance activities.
- 5) In connection with the DI's teaching activities, a student evaluation of teaching (OMHV) must be carried out every semester. The purpose of the student evaluation of teaching is to contribute to raising the standard of teaching at the DI by ascertaining students' views, to increase the effectiveness of the programme, to provide the DI management and teaching staff with an opportunity to understand how their work is assessed, and to assist in rectifying any identified errors and shortcomings. The detailed rules governing the conduct of the OMHV are set out in the Quality Assurance Plan.
- 6) The OMHV also includes student evaluations of doctoral students' teaching activities.
- 7) In connection with the supervisor's work in the DI, a student evaluation of the supervisor's work must be carried out each academic year. The purpose of the student evaluation of supervision is to contribute to raising the standard of supervision within the DI by ascertaining students' views, to increase the efficiency of research work, to provide an opportunity to assess the work of the DI management and supervisors, and to assist in rectifying any identified errors and shortcomings. The detailed rules regarding the conduct of student evaluations of supervisors' work are set out in the Quality Assurance Plan.
- 8) Doctoral students' satisfaction and opinions regarding the DI's operations are also surveyed annually. The relevant questionnaire and the rules for the survey are available in the Quality Assurance Plan.
- 9) The DI solicits the opinions of collaborating partners, research participants and funders annually. Based on the data received, a stakeholder analysis is conducted on the DI's role in science and the analysis of its socio-economic impacts for the purpose of operational development. The relevant questionnaire and the rules for the survey are available in the Quality Assurance Plan.
- 10) The DI is establishing an ALUMNI system for the purpose of career tracking and maintaining contact with PhD graduates. This also provides an opportunity for feedback from former PhD graduates to form an integral part of quality assurance; supervisors and lecturers will be informed of this.
- 11) The DI secretary is responsible for maintaining the register of graduates and maintaining contact with them.
- 12) Any complaints raised by doctoral students are also handled at the DI level in accordance with the institution's rules of procedure. (Based on Section 12 of the Óbuda University Regulations on Studies and Examinations.)

## **6.2. Financial management of the doctoral school**

### **Section 20**

- 1) The head of the DI is responsible for the DI's financial management – *which is governed by the procedures set out in the Óbuda University Financial Regulations* – and has the authority to authorise payments.
- 2) The DI's financial framework consists of the state subsidy paid for scholarship holders, fees paid by doctoral students, administrative charges, and the DI's other income, based on the budget approved by the EDHT.
- 3) The head of the DI bears financial and disciplinary responsibility for the implementation of the DI's budget.

### **6.3. Final provisions**

#### **Section 21**

- 1) These Regulations shall enter into force on 01.04.2026.
- 2) These Regulations shall be published on the DI website.
- 3) In matters not specified in these Regulations, the provisions of the current EDHSZ shall prevail.

**The DI**

## Annexes to the DI's Rules of Procedure

### Appendix 1: The Head of the DI, its core members, its Council and its Admissions Committee

#### **Head:**

**Prof. Dr Mónika Garai-Fodor, university professor**

#### **Deputy Head:**

**Dr. habil. István Szabó, associate professor**

#### **Core members:**

**Prof. Dr. Mónika Garai-Fodor, professor**

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

**Prof. Dr. Márta Péntek, full professor, Doctor of the Hungarian Academy of Sciences**

**Prof. Dr. József Fogarasi, full professor<sup>5</sup>**

**Prof. Dr Péter Karácsony, PhD, university professor**

**Dr. habil. István Szabó, associate professor<sup>6</sup>**

**Dr. habil. János Zsombor Zrubka, associate professor**

**Dr. habil. Orsolya Szigeti, associate professor<sup>7</sup>**

**Dr. habil. Szilárd Berke, associate professor<sup>8</sup>**

#### **The Doctoral School Council (DIT)**

Prof. Dr. Mónika Garai-Fodor, associate professor

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

Prof. Dr Péter Karácsony, PhD, professor

Prof. Dr. József Fogarasi, full professor

Dr. habil. Zsombor Zrubka, Associate Professor

Dr. habil. István Szabó, associate professor

Dr. habil. Orsolya Szigeti, associate professor<sup>9</sup>

Student representative, with the right to attend meetings

#### **Admissions Committee**

Chair: the Chair of the DIT

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<sup>5</sup> Prof. Dr József Fogarasi's full membership of the IMDI shall expire with effect from 1 April 2026.

<sup>6</sup> Dr. habil. István Szabó's full membership of the IMDI will end with effect from 1 April 2026.

<sup>7</sup> Dr. habil. Orsolya Szigeti's full membership was endorsed by the IMDI DIT at its meeting on 17 March 2026 and approved by the EDHT at its ... meeting

<sup>8</sup> Dr. habil. Orsolya Berke's full membership was endorsed by the IMDI DIT at its meeting on 17 March 2026 and approved by the EDHT at its ... meeting

<sup>9</sup> Dr. habil. Orsolya Szigeti's DIT membership was supported by the IMDI full members and approved at the EDHT ... meeting

Members: two members of the DIT with voting rights (appointed by the DIT)

## **Appendix 2: Research Plan**

### **a) Description of the research background (1 A4 page)**

- Please summarise what makes the proposed research feasible or necessary, briefly outline previous domestic and international studies in this field, and highlight any untapped research opportunities. Please also provide the relevant references.
- Briefly summarise your relevant research activities to date in this field and provide your own references in this regard.

### **b) Objectives (1/2–1 A4 page)**

- Please describe your research objectives

### **c) Methodology (1–2 A4 pages)**

- Please describe the planned methodology of the research. Furthermore, please outline any data protection issues that may arise during the research, and if you are conducting a questionnaire survey, please address data management issues. (Please specify the test or questionnaire used)

### **e) Presentation of expected results**

- In the case of publications, please indicate how many Q1–Q4 and A–D ranked academic papers you anticipate.
- Where you see opportunities for publication, please list the potential target journals, indicating their quality categories (Scimago, IF). Briefly explain why you believe the named journal represents a potential publication opportunity for you.
- Please also discuss any other relevant results.

### **f) Mandatory attachments**

- If the supervisor is known, please attach a short CV and list of publications for your chosen supervisor. Please download the latter from the MTMT.
- Please attach your most significant publications in the field you wish to research from the past 5 years. If you have not yet conducted research in this field, please indicate this as well.

## **Appendix 3: Admission scoring Based on Section 15 of the EDHSZ**

The admissions committee (chair and members) appointed by the DIT will conduct an admissions interview with applicants. Based on the submitted documents and the

admissions interview, the committee will assess applicants' performance on a 100-point scale according to the following criteria:

- a) previous academic record (degree classification; the degree classification need not be taken into account two years after the degree was awarded) – maximum 30 points;
- b) knowledge of English – maximum 15 points;
- c) research achievements to date (student society awards, academic publications, creative works) – max. 30 points;
- d) research proposals related to the doctoral thesis, feasibility of the research programme – max. 25 points.

The admissions committee ranks applicants based on the scores received. A minimum of 60 points is required for admission to the doctoral programme. The 60 points are merely a necessary condition for admission; they do not guarantee admission, nor do they guarantee the award of any scholarship.

### **Details of the scoring system**

#### **1. Academic record (max. 30 points)**

For final-year MSc students, we take into account *the weighted cumulative average of credit points* excluding the final semester (for two-stage programmes, the BSc and MSc semesters).

For applicants who already hold a degree, the calculation of points covers the entire period of study. Courses, training programmes, etc. related to work or the workplace, provided that more than two years have elapsed since the degree was obtained.

A grade of at least 'good' is considered a requirement for a period of two years following the award of the degree. However, this grade will continue to count towards the admission score. The admissions committee awards points (up to a maximum of 30) based on the applicant's documented professional experience since obtaining their degree.

#### **2. Language exams**

English language proficiency – maximum 15 points (advanced level 15 points, intermediate level 11 points,

7 points for basic level in the case of a comprehensive language exam; in the case of a language exam consisting of only a written or oral

, 50% of the difference in points between the levels of the comprehensive language exam ; in the absence of a language exam, an on-site oral assessment (0–7 points may be awarded);

Second language exam (if one is English):

Intermediate level Type C language exam: 20 points; Type A or B: 10 points. Basic level Type C language exam: 10 points; Type A or B: 5 points.

#### **3. Results demonstrated in previous research work or creative output (student society awards, academic publications, etc.) (max. 25 points)**

## **TDK**

- Delivering a presentation on a topic related to the DI programme at an institutional TDK conference
- 3 points per TDK project
- For 1st prize + 7 points
- For 2nd prize + 5 points
- For 3rd prize +2 points;
- 1st–3rd prize at the OTDK conference +10 points
- Pro Scientia national prize: 15 points

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

- Publication with impact factor: 15 points/publication;
- Peer-reviewed foreign-language publication: 8 points/publication;
- Peer-reviewed Hungarian-language publication: 5 points/publication.

## **Delivering conference or other professional presentations –**

- If delivered by the applicant: 2 points per presentation. (No points are awarded for other presentations or posters, but details must be provided in the application);

## **Patent, innovation award**

- Domestic award: 10 points per award
- International award: 15 points per award
- Invention disclosure, patent: 15 points per item

## **Competition results**

- Winner and implementer of a scientific competition: 5–10 points per competition
- Participant in a scientific competition: 3–5 points per competition

## **4. Ideas regarding the doctoral thesis, feasibility of the research programme, professional competence, practical knowledge, professional experience: max. 30 points.**

The admissions committee assesses the following criteria based on the research proposal submitted by the applicant and the admissions interview:

- The applicant is able to independently identify unresolved problems related to the research topic.
- They know which domestic and international literature to consult in preparation for the chosen research topic.
- Professional experience in the field of innovation.

The current score is determined by the admissions committee through the evaluation of the documents submitted with the application.

## **Annex 4: Draft work plan**

### **Work plan**

The work plan is drawn up by the PhD student in collaboration with the supervisor(s), and is approved and authenticated by the supervisor(s) with their signature.

The Study Plan covers the entire duration of the doctoral programme, from admission to the doctoral programme through to the defence of the doctoral thesis. A detailed Study Plan is drawn up for each academic year, whilst a less detailed strategic plan and timetable are prepared for the subsequent period.

The Work Plan consists of 3 parts:

- training
- research and publication
- teaching and other academic involvement

Training: the compulsory, compulsory elective and optional subjects planned for each semester, their titles and credit values

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

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

# WORK PLAN template

## 4-year individual study and research programme for full-time/part-time\* doctoral study

.....*NAME*.....

..... *academic year ... semester*

.....  
PhD student

<b>PERSONAL DETAILS</b>	
Name:	
Mother's name:	
Nationality:	
National ID number:	
Address, telephone number:	
Postal address, telephone number:	
Place of work:	
Position:	

<b>UNIVERSITY QUALIFICATION</b>	
Name of university:	
Faculty, subject:	
Degree number / year:	

<b>LANGUAGE SKILLS</b>	
Language:	
Level of proficiency:	
Certificate number:	
Issuing institution:	

<b>DOCTORAL STUDIES</b>	
Topic:	
Supervisor (name, academic title):	

<b>STUDY PLAN (courses to be taken)</b>		
Course title	Course type (C – compulsory, RC – compulsory elective, FE – free elective)	Planned semester


## **RESEARCH WORK**

### **Title of research topic (thesis)**

### **Description of the research background (1 A4 page)**

Please summarise what makes the planned research possible/necessary, and briefly describe previous domestic and international studies and publications in this field, as well as your own previous research, if relevant to the topic, and highlight any untapped research and publication opportunities.

Demonstrate how the topic relates to innovation and innovation management. Please note that *the Doctoral School interprets research into innovation management and business/social innovation broadly, and and more specifically through theoretical and methodological approaches in management and organisational science, teaching and researching the structural, institutional and human factors underlying the translation, market entry and success of innovations*. In this context, define the relationship between your own research topic and innovation.

Please also provide the necessary references (list of publications).

The application is strengthened if you conduct a systematic (or at least limited) journal search and analysis of the planned research area; this is necessary for formulating appropriate research objectives and methodology, as well as for the publication strategy. Please follow standardised methodology (PRISMA, PICO) when conducting the systematic search and analysis.

## **Research objectives**

Please describe the research objectives.

Please describe how the area to be investigated fits in with ongoing university and faculty research, and outline the expected benefits of the new research area for the university and faculty.

Other relevant aspects include national (strategic) significance, uniqueness and scientific excellence; where appropriate and possible, please address these aspects as well.

If the research at the university involves the use of unique, high-level research infrastructure, please address this aspect as well.

## **Research methods (1–2 A4 pages)**

Please describe the planned methodology of the research. As part of this, outline what data protection and privacy issues may arise during the research, and address data management issues. (Specify the test or questionnaire used, if relevant.)

Describe the procedures you plan to use to manage and minimise ethical risks, including how informed consent will be obtained. If you plan to use the results for commercial purposes, please indicate this as well.

Is a research ethics approval required? If so, please state the issuing body and the approval number.

## **Ethics approval**

Depending on the research topic and methodology, it may also be necessary to obtain an ethics approval. It is advisable to consider this during the initial phase of the research and to state whether it is necessary or not.

The number of journals requiring an ethics approval for publication is growing steadily and significantly (in certain fields).

## **Issues relating to intellectual property**

For any questions regarding intellectual property that may arise, please refer to the “Óbuda University Intellectual Property Management Policy” (<http://uni-obuda.hu/egyetem/szabalyzatok/az-obudai-egyetem-szellemitulajdon-kezelesi-szabalyzata>).

## **Funding**

Indication of the source of funding for the research (Is the project funded 100% from external sources, or is it necessary to involve university or workplace resources as well?).

## **Presentation of planned publication outputs and other indicators**

In the case of planned publications, please indicate how many and what topics of D1, Q1–Q4, and other classifications of scientific works you plan to produce in connection with your research. Please specify these on a semester-by-semester basis. It is advisable to plan for manuscripts that are ‘submitted’ during the planning phase and subsequently accepted.

Please also list the potential target journals.

Please briefly explain why you believe the target journal(s) in question are the most suitable.

When developing the publication strategy, please consider the following:

- if the research is carried out in collaboration between ÓE and the ‘Employer’, the publication, its content, timing, co-authors and affiliation must be decided jointly; it is advisable to agree this in writing with the Employer whilst the publication is being written (before submission),
- The affiliation of Óbuda University, the faculty and the doctoral school must be clearly stated; the publication will only be recognised as a university achievement if the affiliation is accurately indicated.

A description of results potentially achievable at ‘other workplaces’, including innovations, patents and market outcomes.

Please also cover the presentation of other relevant results.

## **Social and economic impact**

The social and economic utilisation of the research results is a very important outcome or expected outcome. Please explain in detail what social and economic utilisation of your research results is possible.

It is advisable to identify the (potential) stakeholders of the research, conduct a stakeholder analysis and prepare a stakeholder matrix – these can significantly increase the chances of a successful research project.

In this regard, it is not necessarily required to present results that can be measured in terms of immediate, direct profit (though if such results exist, that is of course very good), but rather a detailed description of how the corporate or institutional partner will be placed in a more favourable position in which area, thereby facilitating its further development.

## **Risk analysis**

A research project may involve various risks; data collection, analysis, funding, and collaboration with multiple partners all carry inherent risks. Please list the potential risks and, for each one, estimate on a scale of 1 to 10 the risk to the feasibility of the planned research.

## **Teaching and academic participation**

Please specify your planned tasks and commitments within the academic activities and teaching of the department/institute (organisational unit).

## STUDY AND PUBLICATION SCHEDULE FOR SEMESTERS 1–8 OF THE DOCTORAL PROGRAMME

Name:					
Title of research topic:					
Supervisor's name:					
Semester	Course title	Number of manuscripts planned for submission	Number of planned publications	Planned topics of publications	Planned venue for publications (journal, conference proceedings, etc.)
1.					
2.					
3.					
4.					

5.	-----				
6.	-----				
7.	-----				
8.	-----				

Date: Budapest, .....

.....  
PhD student

**Supervisor's opinion and recommendation:**

Date: Budapest, .....

.....  
supervisor(s) signature

## **Appendix 6: Template for the external examiner's report**

### **OPPONENT'S OPINION**

On XY's PhD thesis entitled "....." submitted for public defence

- 1. The timeliness of the choice of topic**
- 2. Literature, methodology**
- 3. Independent academic achievement**
- 4. Formal characteristics**
- 5. Publications**
- 6. Summary, statement**

On the basis of the above, I hereby declare that:

*I recognise the thesis as the Candidate's independent work of academic merit, and I recommend that it be admitted to public defence; should the defence be successful, I recommend that the PhD degree be awarded.*

Dated:

Reviewer's name and  
position

### **Main points of the Opponent's opinion**

#### **I. General section**

Assessment from a formal perspective:

- A1. Binding and order of pages, page count
- A2. whether there is a table of contents (with decimal numbering),
- A3. Is there a bibliography arranged in alphabetical order, and does it cite the individual sources?
- A4. the presentation of the text, figures, tables and other appendices.

Based on the assessor's findings, a decision is made as to whether to proceed with the assessment or to recommend rejection of the thesis due to serious formal deficiencies or errors.

Evaluation from a structural perspective:

- S1. Does the structural layout comply with the order specified in the 'Guidelines'?
- S2. Is the text sufficiently structured (are the individual sections dealing with the topic distinct, and do they appear in the correct place in relation to the chapter/subchapter/section headings)?

Assessment in terms of content:

- T1. Has the significance of the topic been correctly assessed,
- T2. Were the objective(s) set out in the 'Introduction' correct, and were they achieved?

- T3. Were the (sub)tasks set out in the ‘Introduction’ correct, and were they fully resolved,
- T4. Knowledge of and appropriate use of the literature relevant to the topic and related to the (sub)tasks set out,
- T5. whether the necessary analysis(es), investigations (measurements, data processing, etc.), and calculation(s) were carried out, and whether the necessary model(s), figures, diagrams, tables, etc., were produced,
- T6. whether the necessary evaluation(s) have been carried out, and whether there are any new scientific findings, conclusions and recommendations,
- T7. Are there any professionally objectionable solutions, evaluations, results, conclusions or recommendations, and if so, to what extent does this affect the work as a whole, T8. The potential for practical application and the possibility of further research on the topic,
- T9. Can the thesis be regarded as the candidate’s independent work at doctoral level?

## **Part II: Detailed section**

The observed

H1. a detailed list of shortcomings, including their names and/or content,

H2. a list of errors, including their names and/or content, with the page number, paragraph and line specified.

## **III. Statement**

The examiner’s statement as to whether they consider the thesis suitable for public defence. In the event of a negative assessment, a detailed academic explanation must be provided.


## **IV. Questions**

If accepted, 2–5 questions to which the doctoral candidate must respond at the public defence. The questions should relate to the topic and, primarily, to (substantive) objections regarding the content.

## **V. Form of the review**

The official review must be submitted in one printed, signed copy and in electronic form (by email).

## Appendix 7: Complex examination application form

 OBUDAI EGYETEM OBUDA UNIVERSITY		Application form				Pedigree number (if available):	
		for the comprehensive examination				Neptun code:	
						Education ID:	
Name				Birth name			
Place of birth		Town		Country			
Date of birth				Mother's name			
Nationality(ies):							
Address							
Postal address							
Telephone/fax				Email			
Place of work (if applicable)				Position			
Work address							
Telephone/fax				Email			
Name of doctoral school							
Thesis title							
Discipline				Credits earned:			
Start of studies							
Type of programme*		State-funded		Self-funded			
* Please underline the correct answer!							
Supervisor's name:				Supervisor's signature:			
Supervisor's recommendation:							
Academic activities (number)							
Book:		Lecture:	Journal article:	Conference proceedings:			
Other:							

Language proficiency	degree	type	certificate number
Date:			
Applicant's signature			
<u>Attachments:</u>			
1. Documents certifying language proficiency,			
2. detailed list of publications,			
3. separate copies of publications as specified in the DI's operating regulations,			
4. publication points table as specified in the DI's operating regulations,			

**Appendix 8: Confidentiality Agreement**

CONFIDENTIALITY AGREEMENT  
Óbuda University Doctoral School of Innovation Management

To be completed by the doctoral student

Dear Secretary (Secretary of the Doctoral School)

I, the undersigned, ....., a PhD student at the Doctoral School of Innovation Management at Óbuda University, hereby request that my internal defence thesis / doctoral thesis not be made available to anyone other than the examiners and members of the committee.

Brief description of the reason for the request:

Date

PhD student	supervisor(s)	signature	signature
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To be completed by the PhD student

The DIT has accepted the application without comment

The application was accepted by the DI with the following comments

The application was rejected by the DIT.

Reason:

The PhD student and their supervisor will receive a response to the application from the DI secretary within 15 working days.

Date:

Secretary of the DI

the head of DI