



**ÓBUDAI EGYETEM  
OBUDA UNIVERSITY**

**ÓBUDA UNIVERSITY**

**DOCTORAL SCHOOL OF INNOVATION MANAGEMENT**

**(IMDI)**

**CREDIT RECOGNITION REGULATIONS**

Approved by: DIT Decision No. ....

BUDAPEST

12 March 2026

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# IMDI REGULATIONS ON CREDIT RECOGNITION

## 1 PREAMBLE

Relevant legislation and EDHSZ references, abbreviations:

- 1) [Act CCIV of 2011 on National Higher Education \(NFTV\)](#)
- 2) [The Regulations on Doctoral and Habilitation Studies at Óbuda University \(EDHSZ\)](#)
- 3) [The Óbuda University Regulations on Studies and Examinations \(TVSZ\)](#)
- 4) [Operating Regulations of the Doctoral School of Innovation Management](#)
- 5) [Government Decree No. 387/2012 \(19 December\) on doctoral schools, the procedure for doctoral studies and habilitation](#)
- 6) [Standard Classification of Occupations \(FEOR-08\)](#)

## 2 GENERAL INFORMATION

**Name and registered office of the institution:** Óbuda University (address: 1034 Budapest, Bécsi út 96/b)

**Name of the doctoral school:** Doctoral School of Innovation Management (IMDI)

**Abbreviated name of the doctoral school:** IMDI

**Host faculty:** Károly Keleti Faculty of Economics

**Field of study:** social sciences

**Discipline:** Management and Organisational Sciences

**Type of programme:** Doctoral (PhD) programme

**Name of the degree awarded**

**in Hungarian:** PhD, Business and Management Sciences

**in English:** PhD, Business and Management

**Programme objective:** to prepare professionals who promote the commercialisation and market success of innovations for the award of an academic degree, and to develop their research, lecturing and teaching skills

**Duration of the programme:** 8 semesters

**Language of instruction:** Hungarian and English

**Mode of study:** full-time, part-time or individual study, depending on the study schedule

**Funding:** Hungarian state or other scholarships, self-funded, 'Cooperative Doctoral Programme'

**Entry requirements:** at least a Master's degree (MA/MSc) with a good grade or an equivalent qualification, knowledge of English, submission of a research proposal, successful entrance examination (professional competence and prior academic activity earn extra points in the admissions process – e.g. TDK, conference presentations, publications). To be admitted,

candidates must achieve 60 out of a maximum of 100 points available during the admissions process.

**Completion of the programme:** final examination, number of credits required: 240

**The doctoral school's educational programmes:** the doctoral school ensures specialisation through compulsory modules and research topics. The modules taught are grouped around specialist knowledge and methodological knowledge.

**Modules for earning credits:** academic credits, credits earned through research work (including publication credits), credits earned through participation in teaching.

**Student administration procedures:** as a general rule, the doctoral school's academic administrator is responsible for handling student affairs and providing information relating to the programme. Applications for the recognition of publication credits and student requests requiring a decision by the Doctoral School Council (DIT) must be submitted to the academic administrator, addressed to the secretary of the doctoral school, with the supervisor's approval.

### 3 DEFINITIONS

*Recognised credit:* the crediting of academic achievements (courses, teaching, research) that are mandatory under the IMDI's credit regulations and curriculum, in the case of prior completion or partial completion.

*Prior completion:* academic, teaching or research activities undertaken prior to doctoral studies at IMDI.

*Partial completion:* academic, teaching or research activities undertaken at another institution during doctoral studies at IMDI.

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

*THE ranking:* Times Higher Education World University Rankings

*QS Rankings:* Quacquarelli Symonds World University Rankings

## 4 PRINCIPLES

### 4.2 *Recognisable academic achievement*

Academic, research and teaching credits obtained in Hungarian or a foreign language at another domestic or foreign higher education institution, or outside the doctoral student's own doctoral school, may be recognised on the basis of an inter-institutional credit equivalence agreement, an individual study agreement concluded with the student, or the provisions of legislation stipulating credit transfer. Learning outcomes acquired through non-doctoral programmes, non-formal education or work experience may also be recognised if the subject matter meets the requirements of the doctoral programme.

### 4.3 *Determining the equivalence of course content*

The two bodies of knowledge shall be considered equivalent if there is at least 75% overlap between them. The extent of overlap between the bodies of knowledge shall be assessed by a committee appointed by the DIT, and the DIT shall decide on equivalence on this basis. Credits may only be awarded once for the acquisition of a syllabus deemed equivalent. The DIT may accept 1 academic credit for every 30 hours of study as prior learning.

### 4.4 *The credit transfer process*

All agreements relating to credit transfer and recognition must be initiated by the student by submitting an application (*Annexes 1–3*) addressed to the Head of the DI and the Credit Transfer Committee and lodged with the DI Secretary, and must be recorded in an individual study agreement. The application must include all supporting evidence and documentation on the basis of which the credit value (time spent), academic content (whether it complies with the IMDI's conceptual framework) and level of competence (doctoral programme) can be determined. Supporting documentation may be submitted in Hungarian and English; in the case of other foreign languages, a certified translation must be provided. The deadline for submitting applications must be published on the IMDI website each semester. The DIT decides on the acceptance of prior learning and credit transfer based on the opinion of its designated committee. In the event of an incomplete application, the DIT may request that the deficiencies be rectified or may reject the application. The decision must include the accepted study/research/teaching activity, the credit value, the justification for the calculation and the supporting documents. Where necessary, additional work may be required for the recognition of credits. The DI secretary must keep a record of transferred and recognised credits, and decisions must be made public. In the case of a transfer from another PhD programme, the EDHT decides on admission following a preliminary assessment by the DIT. For transfer from another PhD programme, it is recommended that a written statement of support be submitted by the supervisor and the head of the doctoral school of the previous programme, and it is mandatory to submit a written statement of support from the supervisor chosen at the IMDI and the head of the IMDI; in the absence of these, the DIT may refuse to support the application for admission.

In organised programmes, students may only enrol for the second and subsequent semesters if they have accumulated a total of at least 20, 45, 75, 90, 110, 150 and 180 credits in the preceding semesters, respectively. The DIT may grant an exemption from the above requirement if the

student is participating in part-time study outside the institution. The credit value of courses completed in this way shall be determined by the DIT.

In cases falling outside the framework set out in these regulations, an individual application may be submitted to the Head of the DI, who will consider the details of the application and decide whether to forward it to the DIT for approval.

## **5 DETAILED RULES FOR CREDIT RECOGNITION**

### ***5.1 Admission requirements***

If the student does not hold a master's degree in business and organisational studies (MBA, MSc), they must provide credible evidence that, during their master's studies, they have completed at least 20 credits' worth of academic, professional or research activities in subjects related to business and organisational studies. If you are unable to provide evidence of any of the above, the DIT may require you to take bridging modules worth a maximum of 20 credits, in accordance with the IMDI Curriculum. Based on the applicant's prior application, a committee appointed by the DIT may also assess their relevant professional knowledge through a structured interview.

#### *5.1.1 Recognition of academic achievements*

See prior completion of compulsory, compulsory elective or optional subjects, point 5.2.

#### *5.1.2 Recognition of professional experience*

For work experience involving at least 20 hours of employment per week, 8 credits may be awarded per semester for a role corresponding to FEOR-08 Group 1, 2 credits for a role corresponding to Group 2, and 2 credits for a role corresponding to Group 3.

*Supporting document:* employer's certificate.

#### *5.1.3 Recognition of research output*

Co-author of a domestic or international publication, or a presenter at a scientific conference, in the field of management and organisational science.

*Supporting document:* presentation of a publication recorded in the MTMT or an internationally recognised publication database.

### ***5.2 Prior completion or partial completion of credits***

#### *5.2.1 Courses*

Students may complete 32 credits (100%) of the 32 academic credits available through compulsory and compulsory elective subjects with equivalent subjects, and may, in addition, fulfil a maximum of 25 credits (100%) through elective subjects via credit transfer, partial study (cross-enrolment) or prior completion. A maximum of 57 academic credits may be recognised in total.

As a general rule, the IMDI recognises credits completed in Hungarian or English in doctoral programmes at any higher education institution within the EFT, or at any university ranked in

the top 1,000 in the THE/QS rankings, or in the top 800 in the subject-specific rankings for Business and Economics, provided that:

- The student credibly demonstrates that the completed course or programme is equivalent to one of the subjects listed in the IMDI curriculum, and that the volume of work completed corresponds to 8 credits for compulsory ‘ ’ and compulsory elective subjects, and 5 credits for optional subjects.

*Supporting documentation:* a transcript or other official certificate confirming completion of the course, a certificate stating the credit value of the courses completed, and a detailed description of the course syllabus and requirements. In the case of institutions outside the EFT, if the above documents are not available, the student’s essays, tests, work log and teachers’ assessments may be requested. A written opinion may be requested from the course coordinator or programme coordinator.

- The DIT may accept formal or non-formal workplace training equivalent to the compulsory or compulsory-elective modules of the IMDI programme, provided that the volume of work completed corresponds to at least 8 credits for compulsory and compulsory-elective modules and at least 5 credits for elective modules, and the training is of a standard appropriate to doctoral-level study.

*Supporting documentation:* a certificate of completion of the training and documentation of the training, on the basis of which the duration of the work involved, the professional content of the training and the level of output competence can be established.

- The applicant’s relevant professional knowledge may also be assessed on the basis of a structured interview conducted by a committee appointed by the DIT.

### 5.2.2 Research credits

Upon the doctoral candidate’s application, the DIT may accept the candidate’s participation in workplace research and development work, or their activities related to innovation management or business/social innovation.

- As a prerequisite, for each semester of workplace experience involving at least 20 hours’ work per week, 8 credits may be awarded for a role corresponding to FEOR-08 Group 1, and 2 credits for roles corresponding to Groups 2 and 3.
- As partial fulfilment, 6–10 research credits may be counted per semester.

*Supporting documentation:* a certificate from the employer confirming the duration of the work performed, the professional content of the research work and the level of competence achieved.

### 5.2.3 Teaching credits

The DIT may accept as partial fulfilment teaching activities carried out within the framework of formal or non-formal training organised by a domestic or foreign higher education institution or other employer, provided that the professional content of the training fits within the conceptual framework of the IMDI programme, can be classified as business and organisational studies, and the level of competence meets the requirements of higher education. In addition to the above, students may also apply to have teaching activities carried out at Óbuda University recognised as prior learning.

- 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. A total of 60 s may be counted towards teaching credits over the 8 semesters. For a course or seminar lasting a full semester, 1 credit may be awarded for a weekly teaching load of 1 lesson (or equivalent), taking into account preparation time; for courses requiring significant theoretical preparation (e.g. curriculum development, updating), 2 credits may be awarded. For delivering individual theoretical lectures that enrich the programme and require significant (~15 hours) preparation on the part of the doctoral student, 0.5 credits may be awarded per session (minimum 45 minutes).

- Individual consultation activities related to the nurturing of talent and the training of the next generation of researchers among students enrolled in undergraduate or master's programmes (e.g. supervision of academic student societies or dissertations) may be counted as fulfilment of teaching credits upon the supervisor's recommendation. The credit value is determined on an individual basis according to the time spent on consultation and preparation. The basic principle is that 1 credit may be awarded for 30 hours of work (15 hours of consultation + 15 hours of preparation).

*Supporting documentation:* in the case of teaching at Óbuda University, a joint confirmation from the head of the organisational unit responsible for teaching and the course coordinator regarding the teaching activities carried out and the proposed credit value. In the case of an external institution, a certificate of the teaching activity and the course documentation, on the basis of which the duration of the work involved, the professional content of the course and the level of learning outcomes can be determined.

## CREDIT RECOGNITION APPLICATION FORM

(Please complete the form legibly!)

The undersigned,

Name:
Name at birth:
Place and date of birth:
Mother's maiden name:
Correspondence address:
Telephone number:
Email address:
ID card number:
Nationality:
Research topic title:
Supervisor:
Study mode: FULL-TIME / PART-TIME
Funding type: SELF-FUNDED / STATE-FUNDED
I request credit recognition for the PhD programme at the Doctoral School of Innovation Management for the ..... academic year, ..... semester.

**I hereby declare, in full awareness of my criminal liability, that the information I have provided is correct and true.**

Dated: .....

.....  
Applicant's signature

## **Documents to be attached:**

*In the case of an application for recognition of academic credits:*

- Completed Table 3.1 in Annex 3;
- Transcript or other official certificate confirming completion of the course and the credit value of the courses completed;
- In the case of a course completed at another institution, a detailed description of the course syllabus and requirements;
- In the case of institutions outside the EFT, in the absence of the above, the student's essays, tests, work diary, teacher assessments, and a written opinion from the subject coordinator or programme coordinator (if requested by the DI).

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

- Completed tables 3.2 and/or 3.3 in Annex 3;
- Employer's certificate confirming the duration of the work performed, the professional content of the research work and the level of competence achieved.

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

- Completed tables 3.4 and/or 3.5 of Annex 3;
- In the case of teaching carried out at Óbuda University, a joint certificate from the head of the organisational unit responsible for teaching and the subject coordinator of the taught subject regarding the teaching activities carried out and the proposed credit value;
- In the case of an external institution, a certificate of teaching activity and the training documentation, on the basis of which the duration of the work performed, the professional content of the training and the level of output competence can be determined.

## APPLICATION FOR TRANSFER FROM ANOTHER DOCTORAL SCHOOL FORM

(Please complete the form legibly!)

The undersigned,

Name:
Name at birth:
Place and date of birth:
Mother's maiden name:
Correspondence address:
Telephone number:
Email address:
National ID number:
Nationality:
Name of current doctoral school:
Language of instruction:
Current working arrangements and funding:
Total number of credits completed:
Research topic title:
Current supervisor:
I hereby apply for admission to the PhD programme at the Doctoral School of Innovation Management, <b>on a FULL-TIME or PART-TIME* basis,</b> <b>in HUNGARIAN or ENGLISH*,</b> <b>SELF-FUNDED or STATE-FUNDED funding scheme</b> from the ..... semester of the ..... academic year.
Following admission (subject to change), Supervisor: Title of research topic:

Please note that, in accordance with Section 52(3) of Government Decree 87/2015 (IV. 9.) stipulates that ***“During the transfer procedure, the student must maintain a continuous legal relationship until enrolment or registration following the transfer decision; otherwise, the higher education institution shall revoke the transfer decision.”***

Óbuda University, as the data controller, classifies and processes the personal data provided by you and necessary for the conduct of the admission procedure as confidential data in accordance with Act CCIV of 2011 on National Higher Education.

The purpose of data processing is to conduct the admission procedure in accordance with the aforementioned legislation.

Data required for the admission procedure and obtained in the course of the procedure will be destroyed six months after the completion of the admission procedure in the event that the application for admission is rejected.

**Aware of my criminal liability, I declare that the data I have provided is correct and true.**

Dated: .....

.....

Signature of the applicant

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I support the student’s transfer to the Doctoral School of Innovation Management:

.....

Signature of the (new) supervisor (mandatory)

.....

Signature of the Head of IMDI (mandatory)

.....

Signature of the (previous) supervisor (optional)

.....

Signature of the current DI supervisor (optional)

**Documents to be attached:**

- Completed tables in Appendix 3;
- Course handbook or other official certificate confirming completion of the course and the credit value of the courses completed;
- In the case of courses completed at another institution, a detailed description of the course syllabus and requirements;
- In the case of institutions outside the EFT, in the absence of the above, the student's essays, tests, work diary, teachers' assessments, and a written opinion from the subject coordinator or programme coordinator (if requested by the DI);
- An employer's certificate confirming the duration of the work undertaken, the professional content of the research work and the level of competence achieved;
- In the case of teaching at Óbuda University, a joint certificate from the head of the organisational unit responsible for teaching and the subject coordinator of the taught subject regarding the teaching activities carried out and the proposed credit value;
- In the case of an external institution, a certificate regarding the teaching activity and the training documentation, on the basis of which the duration of the work performed, the professional content of the training and the level of output competence can be determined.

## CREDIT TRANSFER APPLICATION FORMS

## 3.1. Application for transfer of academic credits

	To be completed by the student				To be completed by the Credit Transfer Committee			
	Name of the institution where the credits were earned	Name of course completed	Original grade	Number Number	Name of the course to be recognised at IMDI	Decision (accepted/rejected)	Reason	Signature
1								
2								
3								
4								
5								
6								
7								

---

 Applicant's signature

### 3.2. Application for transfer of research credits

	To be completed by the student			To be completed by the Credit Transfer Committee	
	Title of publication	Year of publication	MTMT reference	Decision on the inclusion of the publication in the credit value (number of credit points)	Signature
1					
2					
3					
4					
5					
6					
7					

\_\_\_\_\_

Applicant's signature

### 3.3. Application for credit transfer to count towards academic achievement

	To be completed by the student					To be completed by the Credit Transfer Committee		
	Name of employer	Address of workplace	Job title and FEOR classification	Number of hours	Start (and end) of employment	Decision (accepted/rejected)	Value of credits offered	Signature
1								
2								
3								
4								
5								
6								
7								

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Applicant's signature

### 3.4. Application for credit transfer to count towards educational activities

	To be completed by the student				To be completed by the Credit Transfer Committee			
	Name of course taught and Neptun code	Course coordinator	In which semester did the teaching take place	Number of hours	Teaching credits received	Decision (accepted/rejected)	Value of credits awarded	Signature
1								
2								
3								
4								
5								
6								
7								

---

Applicant's signature

**3.5. Application for credit transfer to count towards talent development activities**

	To be completed by the student				To be completed by the Credit Transfer Committee		
	Form of consultation with undergraduate and postgraduate students (supervision, preparation for the TDK)	Time commitment	In which semester did the consultation take place	Outcome (thesis title, student's TDK result, etc.)	Decision (accepted/rejected)	Value of credits awarded	Signature
1							
2							
3							
4							
5							
6							
7							

\_\_\_\_\_  
Applicant's signature

