

The process of earning a doctoral degree

The process of earning a doctoral degree is governed by Section 17 of the EDHSZ.

The requirements for earning a doctoral degree are governed by Section 18 of the EDHSZ.

The doctoral dissertation

- 1) A prerequisite for submitting a doctoral dissertation is proof of high-quality scholarly publications related to the doctoral program's research area. By the time of thesis submission, the doctoral candidate must have scientific 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. Only publications recorded in the MTMT database may be considered during the evaluation of publication performance. In the case of co-authored publications, the doctoral candidate must verify their own scientific contribution with a co-author statement. The detailed credit values and accounting rules for publication requirements are contained in the Óbuda University Doctoral and Habilitation Regulations and its appendices.
- 2) For the award of a PhD degree, the general rules regarding the doctoral dissertation are set forth in the EDHSZ. A prerequisite for submitting the dissertation is the existence of the minutes of the workshop discussion.
- 3) According to the EDHSZ, the doctoral dissertation may be submitted once the student has obtained the absolutorium in an organized program. Furthermore, the EDHSZ also allows for a publication-based dissertation. In the case of individual preparation, the conditions for submitting a dissertation are the successful completion of a comprehensive examination and the fulfillment of the language and publication requirements necessary for obtaining the degree. The doctoral dissertation may be submitted if the student has no ongoing degree program in the field of management and organizational science and has not failed a doctoral defense within the past two years, which must be declared in writing at the time of submission.
- 4) The dissertation must include the names of the author and the supervisor(s), the name of the DI and its director, as well as the place and date of completion. The dissertation may include appendices (photographs, document collections, etc.). The dissertation must comply with the EDHSZ regulations regarding content and format. The substantive chapters of the doctoral dissertation may not exceed 100 pages. This does not include the table of contents, list of symbols, acknowledgments, preface, bibliography, and appendices. The maximum length of the entire dissertation is 140 pages, printed single-sided on A4-sized paper, using 12-point font, 1.5 line spacing, and the Times New Roman or Arial Narrow font.
- 5) If the dissertation is written in Hungarian, an abstract booklet in both Hungarian and English must be attached. The abstract booklet of the doctoral dissertation provides a summary of the results of the candidate's independent scholarly work. The results must be presented in a coherent, self-contained system, with new findings presented item by item, building upon the candidate's professional publications. If the degree conferral procedure is conducted in English, the doctoral dissertation and the thesis abstract must be submitted in English, and a

Hungarian-language summary must be prepared. The Doctoral School ensures that the members of the committees participating in the procedure possess the professional competence appropriate to the language of the procedure.

- 6) The candidate shall have the completed dissertation checked for plagiarism by the appropriate staff member of the Library. The Library shall send the results of the plagiarism check and a brief evaluation thereof to the DI secretary, and these must be attached to the dissertation at the same time it is sent to the opponents.
- 7) In its rules regarding plagiarism in dissertations, 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 described in detail in Appendix D3 of the EDHSZ.

4.3. The Workshop Discussion

15 %

- 1) Prior to submission, the dissertation must be presented for a workshop discussion at the relevant academic department or unit, where the candidate presents the draft of the dissertation.
- 2) Upon receiving authorization to initiate the degree conferral process, the candidate's advisor organizes the workshop discussion, notifying the Chair of the DIT. This must take place within 3 months of the authorization being issued. For independent candidates, the DI designates the location of the workplace discussion.
- 3) An electronic copy and one printed copy of the draft dissertation to be presented at the workshop discussion must be submitted to the DI secretariat at least three weeks prior to the date of the discussion. The date and location of the workshop discussion must be announced on the DI website three weeks in advance.
- 4) The following must be invited to the workshop discussion:
 - A. the preliminary opponents proposed by the supervisor,
 - B. all faculty members, researchers, and doctoral students at the institute where the candidate conducted their research,
 - C. the Vice Rector for Academic Affairs,
 - D. the Chair of the EDHT,
 - E. the members of the DI,
 - F. the members of the DIT,
 - G. a representative of the DIT Secretariat,
 - H. external experts knowledgeable in the subject.
- 5) The DI Secretariat shall send invitations to the workshop and the draft dissertation to the opponents and participants at least three weeks prior to the discussion, and the date of the workshop must also be published on the DI website. The workshop discussion is chaired by a tenured university professor appointed by the head of the DI. A signed attendance sheet must be prepared listing the participants, including their academic degrees and places of employment.
- 6) A. the draft dissertation is suitable for further processing—without the need for another workshop discussion—either without revisions or with minor revisions that do not affect the substance of the dissertation,

- B. The draft dissertation is suitable for further proceedings—without the need for another workshop discussion—with revisions that affect its substance,
- C. The draft dissertation is suitable for further proceedings only with a complete revision and another workshop discussion.

Public discussion of the doctoral thesis (defence)

16 §

The discussion script is prepared in accordance with Annex D15 of the EDHSZ.

1) A nyilvános vitát a DI titkársága szervezi meg. A nyilvános vitára meg kell hívni:

- a. Az EDHT elnököt
- b. a tudományos rektorhelyettest,
- c. a DI tagjait;
- d. a DIT tagjait;
- e. a doktorandusz intézetének valamennyi minősített oktatóját;
- f. a társkarok szakmailag illetékes szervezeti egységeit;
- g. a témavezető(ke)t,
- h. a DI doktoranduszait.

2) The chair and members (as well as alternate members) of the examination committee are nominated by the DIT. Section 22(1) of the EDHSZ: For the examination of a doctoral dissertation in the fields of arts and social sciences, the TÁMDHT, upon the recommendation of the council of the relevant doctoral school, The public defense of the doctoral dissertation must be conducted in person; in particularly justified cases, upon request, the doctoral council of the discipline may authorize an online defense. To conduct the public defense of the doctoral dissertation, as well as to decide on the acceptance of the dissertation and to evaluate the public defense, the TÁMDHT establishes an examination committee for the fields of arts and social sciences. The review committee shall consist of at least 5 and no more than 7 members, comprising a chair, two official reviewers, a secretary, and 1–3 additional members. The chair of the committee shall be a full professor or Professor Emeritus of the University. When appointing the review committee, three alternate members must also be designated, including persons who may be called upon to substitute for the chair and the secretary, and at least one potential alternate reviewer.

3) The two official reviewers shall prepare a written review of the dissertation within two months of its submission, provided that this period falls within the academic term. In the review, the reviewer shall evaluate the thesis's academic achievements in detail and address its shortcomings, state whether the thesis's main points are accepted, and formulate questions regarding the thesis. The reviewer must state whether they recommend that the dissertation be scheduled for a public defense. The review criteria are set forth in Appendix 15/A) of the EDHSZ.

4) Members and alternate members of the committee must hold an academic degree. One of the two official reviewers, as well as at least one additional member of the review committee, must be an external reviewer not employed by the University (i.e., not in an employment relationship with the University). No more than one of the official reviewers may be the same person as the opponent in the workplace defense.

- 5) The reviews must be submitted to the DI administrator in one printed, signed copy and in electronic form (via email). A sample of the reviewer's opinion is included in Appendix 6.
- 6) The candidate receives the reviews in advance and submits written responses to the questions raised therein to the DI administrator at least 15 days prior to the public defense; the DI administrator ensures that these responses are forwarded to the opponents. The DI shall ensure that the members of the review committee have access to the dissertation, the reviews, and the responses prior to the defense.
- 7) The dissertation must be submitted for public defense within two months of the receipt of two supporting recommendations. The doctoral dissertation, its theses, and the announcement of the public defense must be published in the ODT database (www.doktori.hu) at least two weeks prior to the date of the defense, which the DI shall arrange. At the same time, the DI shall also notify the University Doctoral and Habilitation Office of the date of the public defense.
- 8)) If the dissertation deals with national security issues or is subject to delayed publication (intellectual property protection, patenting, etc.), appropriate confidentiality must be ensured throughout the entire public defense procedure by all parties involved and all participants in the process. This must be documented with the appropriate declarations (Appendix 8).

4.5 Language Requirements

17 §

Knowledge of a foreign language is required:

- English, for which at least an intermediate-level, state-recognized Type C language exam or a document certifying language proficiency is required to obtain the degree.

4.6. Completion of the degree conferral process, evaluation of the doctoral degree, contents of the doctoral diploma, and the doctoral conferment ceremony

18§

- 1) The EDHT decides on the award of the doctoral degree by secret yes-no vote. The vote is conducted based on the scores and minutes provided by the evaluation committee, taking into account the opinion of the DIT. The doctoral degree is awarded by a simple majority vote. In the event of rejection, the EDHT is required to provide a detailed written justification for its decision.
- 2) The grade for the doctoral degree shall be determined based on the average of the scores received during the public defense. Following the public defense, the evaluation committee evaluates the candidate in a closed session by secret ballot (using a scale of 1, 2, 3, 4, or 5 points) and issues a summary opinion in the minutes regarding the candidate's academic preparedness, which is shared with the participants. The applicant'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" (with highest honors), if the GPA is at least 4.51;
 - B. "cum laude" (with honors), if the GPA is between 4.01 and 4.50;
 - C. "rite" (satisfactory), if the GPA is between 3.50 and 4.00.

- 4) The EDHT shall revoke the doctoral degree by a two-thirds majority vote if it determines, based on documented evidence, that the conditions for awarding the doctoral degree have not been met.
- 5) The University shall issue a diploma in Hungarian and English for the doctoral degree awarded by the EDHT based on the data sheet included in EDHSZ Annex D16 (Data Sheet for the Issuance of Doctoral/Habilitation Diplomas).
- 6) The template for the doctoral diploma, along with its Hungarian and English texts, is contained in EDHSZ Annex D17 (Text of the Doctoral Diploma for Academic Degrees Awarded by the University).
- 7) The University confers the doctoral degree upon those who have earned it in a formal public ceremony. During the conferral ceremony, candidates take an oath and sign the document in accordance with Annex D19 of the EDHSZ (Text of the Doctoral Oath). After the conferral ceremony, those who have earned a doctoral degree may use the abbreviation “PhD” or “Dr.” next to their names.