



University of Pannonia
Doctoral School of Business and Management

Operational Rules

Adopted by the Disciplinary Doctoral and Habilitation Council
Approved by the University's Doctoral and Habilitation Council

Preamble

The Doctoral School of Business and Management (DSBM), by virtue of the mandate bestowed upon it by the Doctoral Rules of the University of Pannonia, develops its internal operational procedures in such a way that these effectively promote high quality of training and degree acquisition, as well as make the available intellectual potential and resources accessible for all doctoral students of the school.

These Operational Rules were drawn up pursuant to the Act CCIV of 2011 on National Higher Education (hereinafter: 'Nftv.'), Government Decree No. 387/2012. (XII.19.) on Doctoral Schools, Doctoral Procedures and Habilitation (hereinafter: 'Gov.Decree'), Government Decree No. 87/2015. (IV. 9.) on the Implementation of Certain Provisions of the Act CCIV of 2011 on National Higher Education, relevant documents of the Hungarian Accreditation Committee for Higher Education (MAB), resolutions of the Hungarian Doctoral Council (ODT) as well as the Doctoral Rules of the University of Pannonia. In matters not covered by the OR, the above legislation and the regulatory documents of the University of Pannonia shall prevail.

The preparation of the OR was guided by the 'Openness, Cooperation, Quality' discussion paper of the University of Pannonia's Doctoral School of Business and Management of 19 March 2023 and the proposals adopted by the Council of the DSBM at its meeting of 24 April 2023.

I. ESTABLISHMENT, PURPOSE AND OPERATION OF THE DOCTORAL SCHOOL

1. § Establishment, Operation and History of the Doctoral School

(1) The MAB Plenum decided in its session on 15 December 2000 on the issue of provisional accreditation and by its Decision No. 2000/10/III/5.1./5., it approved the establishment of the Doctoral School (DS) in the field of social sciences, in the discipline of Management Sciences and Business Administration from 1 January 2001.

(2) The former Leaders of the DSBM: Iván Major (2001–2008), Ádám Török (2009–2022), András Telcs (2022–2023), Gábor Michalkó (2023–)

2. § General Information on the Doctoral School

(1) Name of the doctoral school: Gazdálkodás- és Szervezéstudományok Doktori Iskola [Doctoral School of Business and Management]

Acronym of the doctoral school: DSBM

The name of the doctoral school in English: Doctoral School of Business and Management

Place of operation of the doctoral school: University of Pannonia, Faculty of Business and Economics, Veszprém

Postal address of the doctoral school: 8200 Veszprém, Egyetem u. 10.

Email address of the doctoral school: gsdi@gtk.uni-pannon.hu

Website of the doctoral school: <http://gsdi.gtk.uni-pannon.hu>

3. § Purpose of the Doctoral School

(1) The DSBM provides scientific education and awards doctoral (PhD) degrees in the field of social sciences, in the discipline of management sciences and business administration. The DSBM, in close cooperation with the Faculty of Business and Economics of the University of Pannonia, focuses on doctoral education based on the master's degree education with specialisations in supply chain management, circular economy management, marketing, technical management, international economics and management, accounting, tourism management, management and organisation, or based on a Master of Business Administration (MBA) degree, but is also open to aspiring doctoral students with other master's degrees who wish to pursue doctoral studies in the field of management sciences and business administration.

4. § Sub-Programmes of the Doctoral School

(1) The training at the DSBM is uniform, but due to the diversity of management sciences and business administration disciplines, the professional specialisations are organised in sub-programmes. The DSBM has the following sub-programmes:

- Quantitative methods and econometrics
- Management sciences
- Business sciences

(2) The sub-programmes embody the professional 'think tanks' within the DSBM, those open, scientific communities that provide the loose framework for the organisation of doctoral training, the knowledge transfer process and research work. The sub-programmes play a prominent role primarily in the admission process, in the teaching of sub-programme-specific courses in the training and research phase (semesters 1-4), in the research forums, in the complex examination and the workshop discussions, and they strengthen the professional identity and institutional attachment of doctoral students.

(3) The establishment, merger and termination of sub-programmes are decided by the Disciplinary Doctoral and Habilitation Council (DDHC). In the event of termination, the DDHC, in consultation with the doctoral advisors concerned, shall ensure the assignment of the doctoral students belonging to such sub-programme to an existing or newly established sub-programme, and the smooth completion of the training.

II. MEMBERS OF THE DOCTORAL SCHOOL

5. § Members of the Doctoral School

(1) The members of the doctoral school consist of core members, core members emeriti/emerae, doctoral advisors and lecturers.

6. § Core Members, Core Members Emeriti/Emeritae

(1) Core members of the DSBM are those lecturers and researchers who meet the criteria for core membership set out in Section 2 (3) of the 'Gov.Decree' and who fulfil the requirements for core members set out in the Doctoral Rules of the University of Pannonia (DR). A lecturer or researcher may become a DSBM core member by invitation by the head of the

doctoral school, on the condition that the majority of DSBM core members are full professors. The dossier of a person who meets the criteria for core membership and is endorsed by the DDHC in a secret ballot will be submitted to the UDHC, which will decide whether to approve the core membership. It is the duty of the member to maintain his/her personal data sheet in the ODT database, to keep his/her publication list up-to-date in the Hungarian Science Bibliography database, and to complete any missing information on request. Core membership shall be terminated if the core member so requests from the Chairman of the UDHC, if the core member's full-time employment with the institution changes or ceases, if the core member dies, or in any case where the statutory or internal regulatory conditions for core membership are no longer met.

(2) Pursuant to the ODT Decision No. 229/2010 (XII.17.), the DDHC may confer the title of Core Member Emeritus/Emerita to a retired professor who has actively contributed to the objectives of the Doctoral School as a founding member or as a core member at least 5 years ago and who has a documented relationship with the institution. The award of the title of Core Member Emeritus/Emerita shall take into account the provisions of the Doctoral Rules. The holders of the title of Core Member Emeritus/Emerita are members of the DDHC in an advisory capacity. The title of Core Member Emeritus/Emerita ceases if the DDHC revokes it at its own discretion, the person holding the title so requests from the Chairman of the DDHC, or the person dies. The Core Member Emeritus/Emerita is not required to fulfil the MAB criterion for a new publication, nor is he/she required to include his/her publication and reference data in the Hungarian Science Bibliography database, nor is he/she required to be a doctoral advisor.

7. § Doctoral advisors

(1) Those lecturers and researcher are eligible to be a doctoral advisor at DSBM who hold an academic degree and regularly publish their research results in peer-reviewed journals or in book(s) edited by a highly reputable publisher(s)¹. A doctoral student may have two doctoral advisors at the same time, subject to the approval of the DDHC. It is expected that the doctoral advisor or co-advisor has professional and scientific expertise in the topic he/she has announced or undertaken as thesis topic. Only those, who have already had at least 1 doctoral student who obtained doctoral degree under their supervision or co-supervision, are eligible to be doctoral advisors independently. Lecturers and researchers without a doctoral student who obtained doctoral degree under their supervision or co-supervision may only be co-advisors. If the doctoral advisor or co-advisor is not employed by the University of Pannonia at the time of his/her appointment to be a doctoral advisor, the DDHC will consider the need to appoint an 'internal' co-advisor (i.e. a co-advisor employed by the University) on an individual basis (taking into account the academic performance and doctoral educational experience of the appointed 'external' advisor).

(2) The subject leader exercises his or her rights and obligations as set out in the DR. A doctoral advisor at DSBM is appointed or dismissed by the head of the DSBM, based on the decision of the DDHC, and his/her mandate lasts until the doctoral student obtains his/her

¹ A peer-reviewed (refereed) journal is a journal listed in the Web of Sciences or Scopus or Scimago databases or a journal that is on the list published by any department or committee of the MTA (Hungarian Academy of Sciences) (recorded in the Hungarian Science Bibliography database). Publishers referenced by the Web of Science database (Clarivate) are considered prestigious international publishers (<http://wokinfo.com/mbl/publishers/>).

degree or until the doctoral advisor is dismissed. In the DSBM, a lecturer or researcher may become a doctoral advisor if he/she has a doctoral student who has been accepted and enrolled in the doctoral school by applying for a topic that has been approved by the DDHC and thereupon published in the ODT database. In certain cases (e.g. change of doctoral advisor, engagement of a co-advisor for a doctoral student), it is possible to become a doctoral advisor without an announced topic, in which case the appointment is made on the basis of an application addressed to the head of the DSBM and approved by the DDHC. The fact that the person is a doctoral advisor shall be recorded in the ODT database. It is the duty of the doctoral advisor to register this and to maintain his/her personal data sheet in the ODT database, to keep his/her publication list up-to-date in the Hungarian Science Bibliography database, and to complete any missing information on request. The doctoral advisor shall work closely with the sub-programme leader.

8. § Lecturers

(1) Those persons are eligible to be lecturers at DSBM who hold an academic degree and regularly publish their research results in their fields of science in peer-reviewed journals or in book(s) edited by a highly reputable publisher(s)¹. The person in charge of the courses to be offered at the doctoral school is approved by the DDHC in parallel with the adoption and amendment of the training plan (which includes the model curriculum) and is appointed by the head of the doctoral school. The lecturer(s) of the course in question shall be appointed by the head of the doctoral school on the recommendation of the person in charge of the course, who shall consult with the head of the organisational unit (head of the institute, head of department, sub-programme leader) involved in the course in case of long-term illness or extended absence. In some cases, people without an academic degree can be involved in the delivery of a course or module, by contributing to the course with their professional knowledge and experience.

III. ORGANISATION OF THE DOCTORAL SCHOOL

9. § Disciplinary Doctoral and Habilitation Council

(1) The body that assists the head of the doctoral school is the Doctoral School Council, which is elected from among the core members of the doctoral school, and appointed and dismissed by the UDHC. According to the DR, at the University of Pannonia, the functions of the Doctoral School Councils are carried out by the Disciplinary Doctoral and Habilitation Councils (DDHC).

(2) The detailed rules on the responsibilities, organisation and decision-making of the DDHC are set out in Article 5 of the DR.

10. § Head of the Doctoral School

(1) The head of the DSBM is elected by the UDHC from among the core members of the doctoral school with full professor title, on the recommendation of a majority of the core members, and appointed by the Rector for a maximum term of five years. The appointment may be renewed multiple times. The head of the DSBM must have a doctorate from the

Hungarian Academy of Sciences. The head of the DSBM is responsible for the governance and general representation of the doctoral school. The head of the DSBM is responsible for the academic quality of the school, its compliance with accreditation requirements, the smooth running of the education and the operation of the doctoral administration. The head of the DSBM is assisted by the DDHC, which he/she also chairs.

(2) The head of the DSBM:

- a) manages the doctoral school and represents it in university bodies and forums;
- b) is a member of the University Doctoral and Habilitation Council ex officio;
- c) nominates core members, core members emeriti/emeritae and sub-programme leaders at the doctoral school;
- d) prepares, convenes and chairs the meetings of the DDHC;
- e) appoints the persons in charge of courses, the lecturers and the doctoral advisors;
- f) gives opinion on the applications submitted by doctoral students;
- g) coordinates the evaluation process for tenders submitted by doctoral students;
- h) is responsible for the fulfilment at the level of the doctoral school of the duties defined in the university regulatory documents to facilitate the effective functioning of doctoral education.

11. § Coordinator of the Doctoral School

(1) The head of the DSBM is assisted in his administrative, governance and organisational duties by a coordinator, who is also the secretary of the DDHC. The coordinator's employer is the Dean of the Faculty of Business and Economics. The coordinator shall carry out his/her duties in accordance with his/her contract and job description. The coordinator must have a university degree and at least an elementary level of English. He/she can also take on these duties in addition to his/her other employment.

(2) The primary responsibilities of the coordinator:

- a) Liaising and coordinating with the University Doctoral and Habilitation Council (requesting data, providing data, transmitting minutes/reports, sending proposals, etc.).
- b) Liaising and maintaining information flow with DSBM doctoral students (maintaining an up-to-date e-mail list).
- c) Compiling the DSBM timetable, organising teaching, liaising with lecturers (preparing the timetable before the beginning of each semester, sending it to doctoral students and lecturers, registering course enrolments, sending the lists of doctoral student to lecturers, sending and collecting course evaluations at the end of each semester).
- d) Assisting in the organisation of the research forum, the complex examination, the workshop discussion and the doctoral dissertation defence for DSBM doctoral students (sending out calls to doctoral students, collecting applications, setting up the committees, collecting the examination questions, arranging the time and date of the examination, preparing the minutes and reports, arranging the time and date of the discussions and the doctoral thesis defence, preparing and sending out invitations to all concerned, etc.).
- e) Organising the DSBM entrance examination (collecting the admission questions, arranging the time and date of admission procedures, collecting and registering the results and preparing the proposal for the decision).

- f) Organising DDHC meetings, preparing the materials to be presented, submitting the decisions of the Council meetings to the UDHC (arranging the time and date of the Council meeting, sending out the invitation, collecting proposals for proposals, preparing the proposals, preparing and sending out the meeting minutes, preparing and sending out the UDHC proposals).
- g) Registering and keeping records of applications submitted by DSBM doctoral students and arranging the necessary approvals.
- h) Monitoring the databases of DSBM doctoral students and lecturers (e.g. Hungarian Science Bibliography, Hungarian Doctoral Council), sending out reminders of maintenance.
- i) Providing administrative support to and sending out for review habilitation proposals related to the DSBM subject area, and organising classroom and academic presentations related to habilitation.

12. § Sub-Programme Leader at the Doctoral School

(1) The sub-programme leader is responsible for the professional and scientific activities of the sub-programme. The sub-programme leader is invited, appointed or dismissed by the Head of the DSBM, taking into account the opinion given by DDHC. The mandate of the sub-programme leader is for a maximum of 5 years and may be renewed multiple times. The leader of a sub-programme is a lecturer or researcher employed full time as full professor/academic advisor/research professor or (habilitated) associate professor/ habilitated senior academic fellow at the University of Pannonia.

(2) The primary responsibilities of a sub-programme leader:

- a) Developing and continuously maintaining the sub-programme block in the model curriculum. Participating in the selection of lecturers, persons in charge of courses of the sub-programme, assisting and supervising their work.
- b) Suggesting announcers and doctoral advisors.
- c) Liaising with the doctoral students, their doctoral advisors, and the lecturers of the sub-programme, and facilitating joint professional work.
- d) Assisting in the preparation of and approving the committee proposals required in the doctoral training process (complex examination, workshop discussion, doctoral dissertation defence).
- e) Organising research forum for doctoral students in the sub-programme, in cooperation with the relevant institute/department;
- f) Giving opinion on the applications and submissions of doctoral students in the relevant sub-programme, and approving the evaluation of the research activities carried out during the semester.

(3) The sub-programme leader is an ex officio member of DDHC. To support the efficient management of the organisational and administrative tasks of the sub-programme, the sub-programme leader may be assisted by a sub-programme secretary with an academic degree, employed by the University of Pannonia. The sub-programme secretary shall be invited and appointed by the head of the DSBM on the proposal of the sub-programme leader.

IV. ADMISSION PROCEDURE

13. § Applicants for Organised Doctoral Training

(1) Persons, who meet the criteria set out in the DR, are eligible to apply for doctoral studies.

(2) Applications for doctoral studies at the DSBM can be made in accordance with the regulations laid down in the DR, the current PhD admission information published by the UDHC and the information in the DSBM's announcement. The entry exam is scored according to the rules laid down in the DR. Successful preparation for the entry exam may be assisted by a mentor chosen by the applicant or recommended by the sub-programme leader or the head of the doctoral school.

(3) The foreign language criteria for applying to the DSBM can be fulfilled in one of the following ways:

- The applicant must have a level 'B2' or above complex state-recognised language exam certificate or equivalent and agree to be interviewed in a foreign language as part of the oral entry exam. Only persons who have at least a level 'B2' complex state-recognised language exam certificate or equivalent may apply for the English language programme. For deaf persons, taking into account paragraphs (8)-(9) of Section 49 of the Nftv., knowledge of a foreign language may also be certified by proof of knowledge of a non-Hungarian sign language.
- The applicant has the necessary linguistic proficiency in English for the conduct of research, demonstrates it satisfactorily at the oral interview in English, and undertakes to obtain a level 'B2' complex state-recognised language exam certificate or equivalent, which meets the language requirements for the award of the doctorate, no later than by the date of application for the complex examination at the doctoral school.

(4) Admission to the DSBM sub-programmes is based on the assessment of prior professional and academic performance, language skills and an oral entry exam. At the DSBM, the assessment of preliminary academic and professional performance and the documents with regard to foreign language proficiency (determination of the points awarded) is carried out by the Admission Committee. If, on the basis of the admission file submitted, the Admission Committee deems that the submitted documentation is incomplete or does not provide satisfactory evidence of the fulfilment of the requirements, it may grant the applicant a one-off opportunity to remedy deficiencies, for which the applicant gets a deadline of 3 working days, or until the oral examination at the latest. The oral entry exam is designed to assess the applicant's motivation, commitment to the field, suitability to perform teaching and research tasks, foreign language proficiency where applicable, and the outline of his/her planned research.

(5) The composition of the Admissions Committee is proposed by the head of the DSBM and approved by the UDHC, which may delegate its powers to the DDHC. The Admissions Committee is composed of a chairperson, at least two members and a representative of the doctoral students. All members of the Admissions Committee, except the representative of doctoral students, must hold a doctoral degree. The chairperson shall be a full professor or habilitated associate professor with full-time employment at the University of Pannonia. The composition of the Admissions Committee should ensure proportional representation of the

sub-programmes.

(6) The Admissions Committee ranks the applicants recommended for admission on the basis of their aggregated scores, with drawing up separate rankings for those who apply for scholarship and those who pay tuition fee. Applicant who have not been awarded a state scholarship but who have achieved the required score for admission can start their studies on a paid tuition basis.

(7) Taking into account the opinion of the Admissions Committee, the UDHC decides on the admission of applicants based on the recommendation of the DDHC.

(8) If the DSBM announces a supplementary admission procedure, the provisions applicable to the normal admission procedure shall also apply to this supplementary admission procedure, with the condition that the decision of the DDHC and the UDHC on admission must be taken before the beginning of the academic year.

14. § Applicants for Individual Studies

(1) Individuals, who have prepared individually for the degree, may also be admitted to the doctoral school, provided that they have fulfilled the requirements for admission and for pursuing doctoral studies. For doctoral degrees awarded based on individual preparation, an application must be submitted. In this case, the student status is established upon successful completion of the complex examination by the applicant, the decision of the UDHC to admit the applicant to the degree acquisition procedure and the enrolment of the applicant in the doctoral programme.

(2) Requirements for admission to doctoral studies with individual preparation:

- a) at least 5 years of documented research activity;
- b) an adequate level of publication performance over the last 10 years, which shall be equivalent to the publication requirements for the DSBM doctoral degree;
- c) a level 'B2' or above complex state-recognised language exam certificate or equivalent, which meets the language requirements for the award of the doctorate, and a statement of agreeing to be interviewed in a foreign language prior to the complex examination;
- d) a master's degree or equivalent university qualification.

(3) Documents to be attached to the application:

- a) documents proving previous research activity;
- b) 1 electronic copy of each of the three own publications considered most important by the applicant;
- c) the completed doctoral dissertation and the theses (optional) or draft dissertation (optional) or, in lack of the aforementioned, a detailed research design in electronic format;
- d) a letter of acceptance from the leader of the chosen sub-programme;
- e) a letter of acceptance from the doctoral advisor (to whose thesis topic the applicant applied);
- f) one of the documents from the applicant's previous doctoral studies (e.g. successful comprehensive exam, successful complex examination, pre-degree certificate, workshop discussion report) (optional).

(4) The fulfilment of the admission requirements is first examined by the DDHC. It is within the competence of the UDHC to accept or reject the application on the basis of the DDHC's proposal.

V. EDUCATIONAL DUTIES OF THE DOCTORAL SCHOOL

15. § Training at the Doctoral School

(1) At the DSBM, training takes place in two training groups, following the same training plan and outcome requirements. The training will be provided in English for those in the ‘academic researcher’ group, with weekly classes, closely integrated into the life of the institute and the departmental community, and in Hungarian for those in the ‘applied researcher’ group, with blocked classes and consultation opportunities, moderately integrated into the life of the institute and the departmental community. The DSBM offers doctoral programmes with organised studies and individual preparation.

(2) Organised training at the doctoral school consists of two phases. The first, *training and research phase* lasts four semesters and ends with the complex examination, while the second, *research and dissertation phase* lasts a further four semesters and ends with the award of the pre-degree certificate. Admission to doctoral studies with individual preparation is possible, if the prerequisites are met, by applying for and passing the complex examination, in which case the four-semester training follows the rules prescribed for the *research and dissertation phase*.

16. § Training and Research Phase

(1) During the four semesters of *studies and research*, the doctoral student takes courses, conducts research, publishes and is expected to pass a complex examination at the end.

a) The complex examination is open to students who have acquired at least 120 credits during the four semesters and who have fulfilled the requirements set out in the training plan.

b) The minimum criteria for admission to the complex examination are set out in Annex 1. Compliance with these minimum criteria shall be certified by the doctoral advisor and approved by the sub-programme leader.

c) The complex examination consists of two main parts: the first part assesses the doctoral student's theoretical-methodological preparedness (‘theoretical part’); the second part is a report on the doctoral student's scientific progress (‘dissertation part’). The theoretical part of the complex examination consists of a written and an oral module. The written module consists of a pre-submitted essay demonstrating the doctoral student's research methodological proficiency in his/her own research topic, while the oral module consists of active participation in a related professional-scientific discourse with a specific research methodological focus. In the dissertation part, the doctoral student reports on his/her progress to date in the form of a presentation, outlines his/her research timetable for the second phase of doctoral training, and the timetable for the preparation of the doctoral dissertation and the publication of the results.

(2) Each semester, the doctoral student must accumulate study, research and orientation credits. The credit points are set out in Annex 2.

Study credits (Compulsory)

(3) The doctoral student earns study credits by attending courses, completing course requirements by individually studying, submitting reports and passing examinations (graded with a mark). Doctoral students can choose between compulsory courses, compulsory courses with elective modules and optional courses from among the courses with credit points set out in the doctoral school's model curriculum published in Neptun. An optional course may also be completed by taking a course offered by another doctoral school of the University of Pannonia or, with the prior approval of the sub-programme leader, by taking a course offered by any other higher education institution offering doctoral studies. Study credits can be obtained only by completing courses recorded in Neptun or on the basis of official documentation issued by the authorised delegate of the higher education institution. If the doctoral student fails to successfully complete the course prescribed in the model curriculum, the head of the DSBM, in consultation with the lecturer and the person in charge of the course, may authorise the announcement of an exam course, subject to the payment of a special procedure fee. The exam course must be completed by the end of the 4th active semester at the latest.

Research credits (compulsory)

(4) Research credit can be obtained through independent research under the supervision of a doctoral advisor. The evaluation of the research work after each semester carried out will be based on the documentation submitted (written reports, assignments, research ideas, manuscripts, conference presentations, working papers, etc.). Research credits shall be certified by the doctoral advisor and approved by the sub-programme leader. The research credit points per semester are described in Annex 2. A prerequisite for the obtaining of research credits is that the doctoral student and the doctoral advisor must personally agree on the research tasks to be carried out in the given semester at the beginning of each active semester (by 30 September or 28 February at the latest), and agree on the minimum expectations set by the doctoral advisor of the doctoral student. The tasks must be defined in such detail that at the end of the semester (by 15 January or 15 June at the latest) their successful or unsuccessful completion can be clearly determined, and thus provide basis for the award of fixed credits. The agreement must be made in writing on a dedicated form (Annex 3), signed and scanned, and uploaded to Moodle. The evaluation, the awarding of credits, must be included on the same form at the end of the semester, signed and scanned, and uploaded to the Moodle interface. In the case of a dispute, the sub-programme leader is primarily responsible for mediation, and if no agreement can be reached with his/her assistance, the head of the DSBM will decide on the credits. It is the joint responsibility of the doctoral student and the doctoral advisor to ensure, at certain stages of the training, that the research work is of such magnitude and quality that it will lead to fulfilment of the minimum publication criteria and in the preparation of the doctoral dissertation.

Orientation credits (optional)

(5) Teaching orientation

- a) independent or shared teaching work in a course recorded in the Neptun system of the University of Pannonia or regularly supervised teaching support work under the supervision of a lecturer or doctoral advisor (assisting in the conducting of practicals, organising teaching, preparing and correcting tests, teaching observance, mentoring, leading and assisting in seminars, mentoring Scientific Students' Associations Conference (TDK) students, etc.).

- b) it is possible to obtain educational credits outside the University of Pannonia, which must be approved in advance by the sub-programme leader on the basis of a written request.
- c) the scholarship holder may be employed for a maximum average of 4 hours per week (2 time slots) per semester for teaching assignments at the institutions, for which he/she will be remunerated in accordance with the relevant regulations.

(6) Publication orientation

Credits may be obtained for publications beyond the fulfilment of the minimum publication criteria. The detailed conditions for obtaining orientation credits on the basis of additional publications are set out in Annex 2.

Research forum (compulsory)

(7) The DSBM pays particular attention to ensuring that doctoral students in the training and research phase can complete the 120 credits required for the complex examination as smoothly as possible, while also aiming to direct doctoral students towards the preparation of the paper (research design) to be submitted as part of the complex examination. In this spirit, the DSBM requires that the plans, methodological considerations and partial results related to the topic of the doctoral dissertation be presented and put up for feedback in research forums during the training and research phase. The detailed rules of the research forums are set out in Annex 4.

17. § Research and Dissertation Phase

(1) In the four-semester *research and dissertation phase* following the successful completion of the complex examination, the doctoral student shall actively conduct research, publish his/her research results, prepare a draft dissertation for the workshop discussion, teach and perform teaching support tasks. The doctoral dissertation must be submitted within three years of the complex examination. In the research and dissertation phase, the maximum number of semesters of inactivity is two, in the case of inactive studies the time available for the submission of the doctoral dissertation is extended by the number of semesters of inactivity. The time for submitting a doctoral dissertation may be extended by an additional 1 year for reasons of childbirth, long-term illness or other reasons deemed reasonable by the DDHC and the UDHC.

(2) In the four semesters, a total of 120 credits must be accumulated, of which:

a) Research credits (compulsory)

96 research credits (24 credits/semester);

b) Orientation credits (optional)

ba) Draft dissertation orientation

24 credits can be obtained by preparing of the draft dissertation and submitting it for workshop discussion – with the approval of the doctoral advisor – by the end of the 8th active semester at the latest;

bb) Teaching orientation

A maximum of 24 credits can be obtained for teaching and/or teaching support;

bc) Publication orientation

A maximum of 24 credits can be obtained for publications beyond the fulfilment of the minimum publication criteria.

(3) In the case of applicants for doctoral studies with individual preparation, the DR allows for the following crediting of credits verifiably completed in a previous doctoral programme not leading to a degree (one-time crediting of credits is possible only in the semester of enrolment):

- a) a draft dissertation for the dissertation draft debate (workshop discussion), which meets the content and format requirements for this document in the Operational Rules of the DSBM (24 credits);
- b) a dissertation prepared for a doctoral dissertation defence (public debate), which meets the content and format requirements for this document in the Operational Rules of the DSBM (48 credits);
- c) pre-degree certificate obtained in a doctoral programme (48 credits);
- d) publications beyond the minimum publication criteria for the award of a DSBM pre-degree certificate as set out in Annex 2 (maximum 24 credits).

(4) The research and dissertation phase is normally completed at the end of the eighth active semester with the award of a pre-degree certificate, which is conditional on the collection of 240 credits – of which 120 credits are automatically given after the successful complex examination in the case of studies with individual preparation – and the fulfilment of the obligations set out in the training plan. The pre-degree certificate can be obtained before the end of the eighth active semester, as set out in the DR.

VI. THE MAIN STAGES OF DOCTORAL TRAINING (DOCTORAL ACTS)

18. § The Complex Examination

(1) Prerequisites for applying for the complex examination:

- a) Fulfilling the requirements with regard to foreign language proficiency.
The prerequisite for a successful complex examination is a level 'B2' or above complex state-recognised language exam certificate or equivalent, for which the documents must be presented at least 5 days prior to the date of the complex examination.
- b) Collecting at least 120 credits in the training and research phase of the doctoral programme, as specified in the training plan (except in the case of doctoral candidates preparing individually for the doctoral degree, whose student status is established by passing the complex examination). The certificate of completion of 120 credits is issued by the Directorate of Academic Affairs (DAA). The credits required for the issuance of the credit certificate must be collected, registered and certified in NEPTUN no later than 5 working days before the examination date.
- c) Only doctoral candidates who have fulfilled the minimum publication criteria at least 5 working days before the date of the examination may be admitted to the complex examination. If the publication required for admission to the complex examination is not recorded in the Hungarian Science Bibliography, the acceptance declaration must be submitted to the Office of the Doctoral School.

(2) The complex examination consists of two main parts: an assessment of the doctoral student's theoretical-methodological preparation ('theoretical part') and a report on the doctoral student's scientific progress ('dissertation part').

(3) The complex examination must be taken in public, in front of a board. The examination board consists of 3 members, at least one third of whom shall not be employees of the University of Pannonia. The complex examination board is approved by the DDHC on the proposal of the head of the doctoral school. The Office of the Doctoral School will coordinate in advance with the members of the examination board and will officially notify them of the date of the examination.

(4) The chairperson of the examination board shall be a full professor, habilitated associate professor or professor emeritus/emera or a researcher with the title of Doctor of the Hungarian Academy of Sciences, and not be employed by the University of Pannonia.

(5) All members of the examination board shall hold an academic degree. The doctoral advisor of the doctoral student may not be a member of the examination board.

(6) The professional composition of the examination board at the DSBM:

- chairperson of the examination committee,
- the examiner of the research methodology,
- the sub-programme leader or the sub-programme representative,
- the secretary (minute-taker).

In order to ensure that one third of the members of the board are external participants as required by the government decree regulating the complex examination, the chairperson shall be external, the examiner of the research methodology shall be internal, the examiner of the sub-programme specific knowledge shall be internal, and the secretary shall be a non-voting minute-taker with at least a pre-degree certificate in a doctoral programme at the University of Pannonia.

(7) Although the doctoral advisor is not a member of the examination board, he/she is obliged to evaluate the doctoral student's work in writing beforehand, and is required to attend the complex examination of his/her doctoral student. The doctoral advisor shall prepare the preliminary written assessment no later than 15 working days before the complex examination and shall contribute to its submission to the Office of the Doctoral School. On the one hand, the doctoral advisor's evaluation shall present the doctoral student's work done so far, his/her most important scientific achievements, the quality of the cooperation between the student and the doctoral advisor, and on the other hand, it shall briefly describe the advantages and disadvantages of the research design submitted for the examination. The doctoral advisor shall declare whether he or she recommends that the doctoral student continues his or her doctoral studies. The doctoral advisor's evaluation shall be a minimum of half a page and a maximum of one A/4 page.

(8) In the 'theoretical part' of the complex examination, the candidate has to convincingly demonstrate his/her knowledge of the methodological background of the doctoral thesis and his/her knowledge of the scientific context of the research topic. In the fourth semester of the programme, the candidate shall prepare a research plan (research design) for the dissertation in the form of a submitted paper, in which he/she formulates the personal reasons for the choice of the topic, its topicality, social, economic and environmental context, the research objectives and the research questions. Furthermore, he/she shall present the basic principles of

the research methodology, justify the choice of the methodology by referencing supporting literature, aim to present a complete description of the methodological tools that he/she intends to use in the future (methods adapted to the research topic, data collection and data analysis tools, etc.), and prepare a critical review of the research topic based on literature. The doctoral student shall submit 1 printed and 1 electronic copy of the 20-30 page paper to the Office of the Doctoral School by 31 May at the latest (completion of the written module). In the oral module of the ‘theoretical part’ of the examination, the examination board will put exam questions in two subject areas on the basis of the written paper submitted, and will inspire the candidate to a debate and professional consultation, during which it will ascertain the candidate's broad methodological and scientific knowledge. For the oral module of the ‘theoretical part’ of the complex examination, the DSBM will pre-define topics to support the successful preparation of the doctoral student on the basis of the submitted paper.

The paper to be submitted shall serve a so-called dissertation support document. The content of this should be at least 20 pages (+ title page, table of contents, bibliography, annexes), on A/4 paper size, with 2.5 cm margins, line spacing at 1.5, written using Times New Roman size: 12, the paragraphs separated by tabs, and on one side of the paper, the pages shall be numbered in the bottom right-hand corner. The research methodology section of the submitted paper must be at least 10 pages long. The submitted paper must be explicitly suitable for a substantive discussion on the methodological adequacy of the dissertation in two subjects in the complex examination. In the discussion, the candidate should have a convincing knowledge of the methodologies studied in the methodological courses to be applied in the dissertation (research methodology) and be able to adapt it to the sub-programme area (sub-programme specific subject matter).

When applying for the complex examination, candidates must declare on the application form whether they intend to use a qualitative or quantitative or a mixed method in the paper to be submitted. The aim of the statement is to provide the DSBM with a reference point to support the mastery of the research methodology and sub-programme specific topics in preparation for the complex examination.

(9) In the ‘dissertation’ part of the complex examination, the candidate will give a 15-minute presentation on his/her research activities and possible results, the research timetable for the second stage of doctoral training, and the timetable for the preparation and publication of the doctoral dissertation.

The examination board asks questions with regard to the content of the presentation. At this stage, the doctoral advisor has the opportunity to evaluate the candidate's work up to this point in a maximum of 5 minutes and to state whether he/she considers the candidate to be suited to successfully complete the doctoral programme, and whether the timetable and publication plan are realistic.

(10) The DSBM organises complex examinations no more than twice a year, at the end of the autumn and spring semesters, except in exceptional circumstances, which are to be determined by the head of the DSBM. The complex examination should be organised in such a way that both the ‘theoretical’ and the ‘dissertation’ parts are conducted in front of the widest possible professional public, but without the public interfering with the candidate's successful performance. Depending on the number of candidates for the complex examination, the ‘theoretical’ and ‘dissertation’ parts of the examination can be held on the same or on different days, immediately after each other or with a longer break but on the same day. All members of the examination board must be present at all times during both parts of the examination, regardless of pursuant to which schedule the examination being conducted.

The first part of the complex examination consists of the dissertation part, where the candidate gives a free presentation of his/her paper followed by a discussion in the form of a scientific meeting, while the second part of the examination consists of the theoretical part, which is formally conducted in front of the examination board (answering the questions posed in the form of an examination).

(11) The candidate's performance will be assessed after the two parts of the examination without the public being present. The examination board evaluates the theoretical and dissertation parts of the examination separately, and prepares detailed written report with evaluation of the complex examination, including a text evaluation of the doctoral student's work from an academic point of view, signed by the members. The result of the exam must be announced on the day of the oral exam.

The examination board will retire after the second part of the examination, grade the candidate's performance in each part of the examination and announce the result after the examination has been completed and the last candidate has been graded.

(12) A complex examination is successful if a majority of the members of the board deem that the candidate has passed both parts of the examination.

(13) Both parts of the complex examination will be graded by means of a text grade (pass, fail):

- successful if both parts are assessed to have been passed;
- unsuccessful if any part is assessed to have been failed.

(14) In the case of an unsuccessful complex examination, the doctoral student may retake the examination one more time in the given examination period (repeated complex examination). Given that the theoretical part of the examination is based on a paper the preparation of which takes longer time, the complex examination may be repeated before registration for the 5th semester of the model curriculum, at the latest by 31 January or 31 August. In the case of a repeated theoretical examination, the candidate must submit the amended paper to the Office of the Doctoral School by 15 January or 15 August at the latest, failing which the candidate will be excluded from the doctoral programme. If the theoretical part of the examination is accepted by the board, it is not necessary to resubmit the paper, but both parts of the complex examination must be retaken.

(15) The complex examination can be taken in either Hungarian or English. If the Hungarian native-speaking doctoral candidate prepares the 'theoretical' part of the examination in English, the examination will be conducted in Hungarian (however at the candidate's express request, the examination board may decide that either part of the examination will be conducted in English). If the doctoral candidate is a non-native speaker of Hungarian, all elements of the complex examination must be conducted in English.

(16) The doctoral student is obliged to attend the complex examination on the date set by the doctoral school, if he/she is unable to do so due to childbirth, illness or on any other reasonable grounds, he/she may request a written postponement in advance, addressed to the head of the doctoral school, or submit a request accompanied by a credible proof for the reasonable ground within 72 hours after the examination to attend the resit complex examination. It is only possible to organise the resit complex examination until the last day of the examination period; in case of non-attendance or unsuccessful examination, the doctoral student will be excluded from the programme.

19. § Workshop Discussion and Evaluation

(1) As a preliminary documentation, the draft dissertation is supposed to demonstrate the preparedness and suitability of the candidate to be a researcher. The submission of the draft dissertation must be accompanied by the doctoral advisor's opinion of at least half a page and at most one page.

(2) The workshop discussion may only be conducted after the complex examination is successfully completed.

(3) The doctoral candidate must declare that the draft dissertation was written by the candidate himself/herself and only the sources indicated were used to prepare the dissertation. Any part, which the candidate has taken verbatim or in the same sense but paraphrased from other sources, even if the source is the candidate's own previous work, must be clearly indicated by referencing the source.

(4) The draft dissertation must be submitted in Hungarian or English. The draft dissertation must be submitted in one printed, bound (stapled) copy and with the same content in .pdf file format electronically to the Office of the Doctoral School. The draft dissertation can be submitted in any month of the year except during the months of July and August. In the draft dissertation, the topicality, economic, social and environmental relevance of the chosen topic should be presented; research questions and, depending on the topic, hypotheses and assumptions should be formulated; the literature background should be explored and analysed; the chosen methodology should be presented and justified with references (complex research design). The draft dissertation should be 70-100 pages on A/4 paper size, with 2.5 cm margins, line spacing at 1.5, written using Times New Roman size: 12, the paragraphs separated by tabs, and on one side of the paper, the pages shall be numbered in the bottom right-hand corner, illustrations (each type with separate numbering, indicating title and source) should be placed within the text, if possible.

(5) The workshop discussion can be conducted in either Hungarian or English. In the case of doctoral students whose mother tongue is not Hungarian, or if the doctoral student submits the draft dissertation in English and expressly requests the sub-programme leader in advance to hold the discussion in English, the discussion will be conducted in English.

(6) The draft dissertation will be evaluated by a dedicated Workshop Discussion Board (hereinafter: 'the WDB') of at least five and at most six members, all of whom hold an academic degree. The chairperson of the WDB may be a full professor, Professor Emeritus/Emerita or habilitated associate professor, employed or not employed by the University. At least two members of the WDB, but at least one of the invited referees must be an external professional (not employed by the University). In all cases, the WDB is composed of the official referees (2 persons) and the doctoral student's doctoral advisor(s) (who cannot be chair or referee). The WDB shall be assisted by a non-voting secretary, who shall keep the minutes. The Secretary shall be a lecturer or researcher at the University with a PhD degree, or an assistant lecturer or assistant research fellow with a pre-degree certificate from the University's doctoral programme.

(7) The sub-programme leader, in agreement with the doctoral advisor, will propose the composition of the WDB, using the form provided for this purpose, and will also specify the

language in which the discussion will be conducted. The composition of the WDB is decided by the DDHC.

(8) Referees have 60 calendar days from the date of submission of the draft dissertation to prepare and submit their written opinions to the Office of the Doctoral School. After 60 days, the coordinator shall send a reminder to the referee who is in delay with the opinion, and if the opponent does not send the opinion by the 90th day, the head of the DS automatically asks the reserve referee approved by the DDHC to evaluate the draft dissertation.

(9) The draft dissertation must be discussed in a public meeting or a workshop discussion in the presence of members of the scientific community. The workshop discussion can take place once the evaluations of the invited referees are available. The workshop discussion should be held irrespective of the assessment made in the referees' opinions, except for when suspected plagiarism was indicated. The doctoral student may withdraw the draft dissertation once in the knowledge of the referee's opinions, in which case he/she may submit a new or revised dissertation proposal after 6 months at the earliest. The workshop discussion can only be held in the presence of the chairperson, the secretary, at least one of the invited referees and (one of) the doctoral advisor(s). At least one key external expert must be present in the WDB at the workshop discussion.

(10) After the workshop discussion, the WDB will assess the professional quality and the degree of readiness of the draft dissertation. The WDB's task, taking into account the discussion, is to assess whether the results of the draft dissertation and the candidate's research qualities guarantee the timely preparation and submission of a doctoral dissertation that can be defended successfully, and to provide advice to the doctoral candidate in the preparation of said dissertation. If the chairperson of the WDB calls for a formal vote on any issue under discussion, only one of the doctoral advisors shall have the right to vote, if both doctoral advisors are present, they must reach a consensus on the exercise of the right to vote in advance.

(11) The WDB prepares an evaluation (report) and takes a position on whether the doctoral student's draft dissertation:

- a) is recommended for acceptance without amendment
- b1) is recommended for acceptance once the recommended minor changes have been adopted;
- b2) is recommends for acceptance once the recommended major changes have been adopted;
- c) is not recommended for acceptance for the reasons indicated in the report and proposes that a new draft dissertation be prepared.

(12) If the WDB does not recommend acceptance of the draft dissertation, the DDHC decides when the candidate can submit a new draft dissertation at the earliest. If the discussion of the newly submitted draft dissertation is also unsuccessful, or if none of the referees propose that it be submitted for a second discussion, the DDHC may recommend to the UDHC that the candidate be excluded from doctoral studies.

(13) The minutes and report will be signed and certified by the chairperson of the WDB and the secretary and sent to the Coordinator of DS, who will ensure that they are included for information in the agenda of the next DDHC meeting.

(14) The DDHC decides on the composition of the evaluation board for the repeated discussion of the resubmitted dissertation draft.

20. § Submission of the Doctoral Dissertation and Appointment of the Board of Referees

(1) The doctoral dissertation defence procedure is initiated by the doctoral advisor in a written request to the head of the DS. Submission of the doctoral dissertation is subject to obtaining the pre-degree certificate (240 credits), a successful workshop discussion and the registration and approval of the doctoral student's publications in the Hungarian Science Bibliography database. The submission of a doctoral dissertation is also subject to the conditions that the doctoral candidate does not have a pending doctoral degree procedure in the same discipline, the doctoral candidate's application to the doctoral degree procedure was not rejected in the past two years, and the doctoral candidate did not have an unsuccessful doctoral dissertation defence in the past two years. The doctoral candidate shall declare compliance with these additional requirements in writing when submitting the doctoral dissertation.

(2) For the submission of the doctoral dissertation, the candidate must provide evidence of knowledge of one (1) foreign language necessary for the study of the field of science. In order to certify foreign language proficiency, the candidate must have at least a level 'B2' complex state-recognised language exam certificate or equivalent. If the candidate has a certificate for a language other than English, the foreign language must be a language in which the research results can be published regularly and at a high level in the discipline of the doctoral candidate's studies (this must be certified by the doctoral candidate and approved by the Doctoral School Council);

a) A doctoral candidate with a disability who is applying for a doctoral degree may be exempted from part of the language examination on an individual basis, depending on the type of disability(ies) stated in the expert opinion. The exemption is granted by the Disability Committee of the University on the recommendation of the Doctoral School Council. If the doctoral student with a disability has already been exempted from part of the language examination during the admission procedure and his/her status has been declared permanent by the expert committee, no new procedure needs to be initiated.

(3) The doctoral dissertation, the theses (thesis booklet) in Hungarian and English, and a one-page abstract in Hungarian and English, both in printed and electronic form, must be submitted together with the application, in accordance with the formal requirements and in the number of copies specified in the DR (in the case of non-native Hungarian-speaking doctoral candidate – if the dissertation is in English – the theses and abstract do not need to be submitted in Hungarian). Doctoral dissertations cannot be co-authored.

(4) If the doctoral student has chosen Hungarian as the language of the doctoral dissertation, the theses must be submitted in both Hungarian and English, in which case the Hungarian and English versions must be fully identical in content (if the doctoral student wishes to submit the dissertation in a world language other than English, he/she must request permission from the DDHC via the Coordinator of the DSBM within 90 days of the successful workshop discussion). If the doctoral candidate has chosen English as the language of the dissertation, it is sufficient to submit the theses in English.

(5) The theses of the doctoral dissertation must be written in sufficient detail to allow a clear evaluation of the new scientific results of the dissertation that are considered important.

(6) The doctoral candidate must declare that the dissertation was written by the candidate himself/herself and only the sources indicated were used to prepare the dissertation. In the declaration, the doctoral student must declare that every part, which the candidate has taken verbatim or in the same sense but paraphrased from other sources, even if the source is the candidate's own previous work, is clearly indicated by referencing the source.

(7) As regards the content of the doctoral dissertation, the guiding principle is that the dissertation should contain new scientific results, which contribute to the development of the discipline. The dissertation should present the current state of the art in the field through a review and critical analysis based on the relevant literature. The dissertation should also present the chosen methodology and its theoretical background.

(8) The doctoral candidate submits his/her doctoral dissertation to the Office of the Doctoral School in accordance with the formal requirements and procedures set out in detail in the DR. The dissertation can be submitted in any month of the year except during the months of July and August.

(9) The sub-programme leader makes the proposal for the members of the evaluation board of the doctoral dissertation on the form provided for this purpose, taking into account the provisions of the DR, and in prior consultation with the doctoral advisor. The composition of the board is decided by the DDHC.

(10) Two referees with an academic degree, at least one of whom must be a professional not employed by the University, will be invited to serve on the evaluation board of referees. Referees have 60 calendar days from the date of submission of the dissertation to prepare and submit their written opinions to the Office of the Doctoral School. After 60 days, the Office of the Doctoral School shall send a reminder to the referee who is in delay with the opinion, and if the opponent does not send the opinion by the 90th day, the head of the DS automatically asks the reserve referee approved by the DDHC to evaluate the dissertation. Positive reviews by both referees are required for the public defence of the dissertation to be conducted. The Office of the Doctoral School will ask the candidate to respond in writing to the referees' comments only after receiving the second positive evaluation; the candidate has 30 days to respond to the comments.

(11) The public defence of the doctoral dissertation will be conducted in Hungarian for Hungarian native-speaking doctoral students and in English for non-Hungarian native-speaking doctoral students. During the public defence, the candidate presents orally (in a 20-minute presentation) the main theses of his/her dissertation, answers questions and comments from the referees, the evaluation board and the participants in the public defence. A report of the examination is drawn up and completed by the secretary of the board. The secretary sends the original report, signed by the members of the board and completed electronically, to the Office of the Doctoral School after the examination. The DSBM coordinator will prepare a proposal for the award of the degree for the next DDHC meeting.

(12) The report of the doctoral dissertation defence is set out in the DR.

(13) Following a successful defence, the DDHC will recommend to the UDHC the award of the doctoral degree (PhD) if the candidate has fulfilled all the requirements set out in the DR.

VII. THE TASKS OF THE DOCTORAL SCHOOL DURING THE HABILITATION PROCEDURES

21. § Tasks

- (1) The process of habilitation is set out in the University's Habilitation Regulation.
- (2) The DDHC gives opinions on applications for habilitation in the field of management sciences and business administration at the University primarily on the basis of compliance with the DSBM minimum requirements for habilitation, meeting which is the necessary prerequisite but not qualifying condition for the support of a habilitation application.
- (3) The position of the doctoral school is based on the opinion of two referees, one of whom is a full professor at the University of Pannonia and the other is a full professor at another higher education institution and not affiliated with the University of Pannonia. If the outcome of the review of the referees is not clear, the habilitation application should be submitted to a third referee.
- (4) The DDHC will make a recommendation on the members of the Habilitation Evaluation Board once the habilitation has received positive reviews. The Evaluation Board is approved by the UDHC.

VIII. QUALITY MANAGEMENT SYSTEM OF THE DOCTORAL SCHOOL

22. § Quality Management System

- (1) The DSBM's quality management system is intrinsically connected to the Quality Management Policy of the University of Pannonia and the DSBM, and the DSBM community acts in accordance with the spirit and guidelines thereof.

IX. CONFLICT OF INTEREST, ETHICAL CONSIDERATIONS

23. § Rules on Conflict of Interest:

- (1) A person, who was a co-author of a study published together with the doctoral candidate, may not serve as a member on the evaluation board at the complex examination or on the board of referees of the dissertation at the defence by the doctoral candidate. This must be checked in advance by the proposer who sets up the boards on the basis of the Hungarian Science Bibliography database.
- (2) No member on the evaluation board (WDB) of the doctoral candidate's draft dissertation, other than the doctoral advisor of the doctoral candidate's thesis, may be a co-author of a study published together with the doctoral candidate. This must be checked in advance by the proposer who sets up the boards on the basis of the Hungarian Science Bibliography database.
- (3) A person who is a close relative of the doctoral candidate, or who cannot be expected to judge the candidate's performance objectively/impartially (due to a family relationship with the candidate, regular joint assignments, consultancy work, tender projects or any other factor, e.g. the exercise of an employer's authority), may not participate in the board of the doctoral candidate's complex examination, workshop discussion or doctoral dissertation defence. The

fact or influence of this should be considered by the proposer who sets up the boards and the members of the DDHC.

(4) No person who has co-authored a study with the candidate may be invited to serve as an expert (habitus examiner) or as a member of the board of referees in the habilitation procedure. This must be checked in advance by the proposer who sets up the board on the basis of the Hungarian Science Bibliography database.

(5) Both the doctoral candidate and the doctoral advisor should avoid consultation with the referees of the draft dissertation or the doctoral dissertation about the document under review. Consultation should be explicitly avoided during the period when the review is being prepared. The doctoral candidate should also refrain from rushing the assessment process, and from assisting in any way in the submission of the assessment so it arrives by the deadline.

X. FINAL PROVISIONS

24. § Entry Into Force of the Rules

(1) The Rules were adopted by the DDHC at its meeting on 7 June 2023 and enters into force with the approval by the University Doctoral and Habilitation Council on 10 July 2023.

(2) In matters not covered by these rules, the DR shall apply.

(3) In the event of conflict with the University Doctoral Rules, the DR shall apply.

(4) In the event of any conflict with the Study and Examination Regulations and the Student Fees and Benefits Policy, the rules of the Study and Examination Regulations and the Student Fees and Benefits Policy shall apply.

ANNEXES

THE INTENSIFICATION OF THE MINIMUM PUBLICATION CRITERIA AT THE DSBM

Only doctoral candidates who have at least 1 single-authored or first-authored or at least second-authored article, published in a peer-reviewed journal, in Hungarian or English, or an official acceptance statement of their manuscript, may be admitted to the **complex examination** (an equivalent to this is a single-authored, first-authored or at least second-authored book, book chapter in Hungarian or English published by a reputable international publisher, or an official acceptance statement of the manuscript). In the first phase of the doctoral training, a peer-reviewed (refereed) journal is a journal listed in the Web of Sciences or Scopus or Scimago databases or a journal that is on the list published by any department or committee of the MTA (Hungarian Academy of Sciences) (recorded in the Hungarian Science Bibliography database). Publishers referenced by the Web of Science database (Clarivate) are considered prestigious international publishers (<http://wokinfo.com/mbl/publishers/>).

Only doctoral candidates who, in addition to meeting the minimum publication criteria for the complex examination, have at least 1 single-authored or first-authored or at least second-authored article, published in a peer-reviewed journal, in English, or an official acceptance statement of their manuscript, may be awarded a **pre-degree certificate** (an equivalent to this is a single-authored, first-authored or at least second-authored book, book chapter in English published by a reputable international publisher, or an official acceptance statement of the manuscript). For the second phase of the training, a peer-reviewed (refereed) journal is a journal listed in the Web of Sciences or Scopus or Scimago databases. Publishers referenced by the Web of Science database (Clarivate) are considered prestigious international publishers (<http://wokinfo.com/mbl/publishers/>).

In order to apply for the **workshop discussion** the candidate as single author or co-author must have at least one publication published or accepted for publication in a peer-reviewed international journal or book, as well as at least one publication published or accepted for publication in a peer-reviewed Hungarian and/or international journal or book, or the candidate as single author or co-author must have at least two publications published or accepted for publication in a non-refereed international journal or book, as well as at least one publication published or accepted for publication in a peer-reviewed Hungarian and/or international journal or book. A Hungarian or/and foreign textbook or book chapter published by a recognised professional publisher or accepted for publication by the publisher in writing, with the consent of the doctoral advisor, is acceptable as a publication. The DDHC gives its opinion on the fulfilment of the publication criteria. DDHC reserves the right to assess the quality of publications. If the DDHC decides that the candidate's publication record does not meet the expected requirements, the dissertation may not be submitted for defence. A peer-reviewed (refereed) journal is a journal listed in the Web of Sciences or Scopus or Scimago databases or a journal that is on the list published by any department or committee of the MTA (Hungarian Academy of Sciences).

CREDIT SYSTEM OF THE DSBM

Credit Table

<i>Training and research phase (semesters 1-4)</i>		
Description	Type	Credits
Study credits (8 courses*8 fixed credits)	Compulsory	64
Research credits (8 fixed credits/semester)	Compulsory	32
Research forum (2 nd semester [until 30 th June] 16 fixed credits)	Compulsory	16
Orientation credits	Optional	8
- Teaching, if the student agrees to conduct classes registered in NEPTUN (full course=100%=max. 8 credits) or provide educational support (2 credits/course)		
- Publication (if the specified criterion requirements are exceeded), 1*8 fixed credits		
Criterion requirements (publication requirement, 0 credits)	Compulsory	0
TOTAL (semesters 1-4)		120

Study credits

For courses taken and completed according to the model curriculum, 8 fixed credits/course can be earned regardless of the grade of completion. In the training and research phase the students are required to complete 8 courses according to the model curriculum, for a total of 64 study credits. The completion of study credits is certified by the lecturers in the Neptun system.

Research credits

The research credits can be obtained on the basis of the completion of the assignment plan for the semester agreed in advance with the doctoral advisor at the beginning of each semester, they are fixed and, if performance is accepted, they are considered as earned regardless of the quality of the assignment(s). In the training and research phase, a fixed number of 8 research credits per semester can be earned, for a total of 32 research credits. Research credits shall be certified by the doctoral advisor, approved by the sub-programme leader and recorded in Neptun by the coordinator of the Doctoral School.

Research forum

A fixed number of 16 credits are awarded for the completion of the research forum, which, if performance is accepted, is considered as completed regardless of the quality of the result. Credits for the research forum shall be certified by the doctoral advisor, approved by the sub-programme leader and recorded in Neptun by the coordinator of the Doctoral School.

Orientation credits

In the training and research phase, 8 orientation credits must be obtained. This can be achieved by performing teaching or teaching support tasks (a maximum of 8 orientation credits are awarded for the independent teaching of a full course in the semester, if the doctoral student only teaches a certain part of the course, the credits are awarded

proportionally, a minimum of 2 credits per course can be earned; a fixed 2 credits per course are awarded for teaching support tasks), or by overachieving minimum publication criteria by publishing research results. Orientation credits for teaching are recorded by the coordinator of the Doctoral School on the basis of the Neptun system. Teaching support credits can be obtained if the doctoral student contributes to the teaching of a course, to the organisation and preparation of pedagogical processes, to the administration of the course, regularly observes the given course, prepares students for Scientific Students' Associations Conference (TDK), professional/study competitions, or mentors fellow doctoral students. Orientation credits for teaching support can be awarded by the responsible lecturer, doctoral advisor, sub-programme leader, head of faculty, and are recorded in Neptun by the coordinator of the Doctoral School. A one-time additional 8 credits can be awarded for exceeding the minimum publication criteria in the training and research phase, if the doctoral student overachieves the minimum publication criteria by 100%, i.e. publishes two papers (or has an acceptance statement) instead of one by the time of the complex examination. The orientation credits for publications exceeding the minimum criteria are awarded by the doctoral advisor and recorded in Neptun by the coordinator of the Doctoral School.

If the completion of the orientation activity leads to overachievement in the training and research phase, the overachievement can only be counted towards the orientation credits of the research and dissertation phase for the orientation with the same profile, and cannot be used to substitute other credits not completed in the training and research phase.

Minimum Publication Criteria

For the minimum publication criteria for the complex examination, see Annex 1.

The training and research phase is concluded with a complex examination for which no credit is awarded.

<i>Research and dissertation phase (semesters 5-8)</i>		
Description	Type	Credits
Research credits (research report) fixed 24 credits per semester	Compulsory	96
Orientation credits	Optional*	24
- Submission of a draft dissertation for workshop discussion (by the end of 8 th semester)		
- Teaching, if the student agrees to conduct courses registered at in NEPTUN (full course=100% max. 8 credits/course=3*8), or provide educational support (maximum 2 credits/course)		
- Publication (if the specified criterion requirements are exceeded), 3*8 fixed credits		
Criterion requirements (publication requirement, 0 credits)	Compulsory	0
TOTAL (semesters 5-8)		120
Grand total (semesters 1-8)		240

* In the research and dissertation phase, orientation credits from different orientations can be earned in parallel.

Research credits

The research credits can be obtained on the basis of the completion of the assignment plan for the semester agreed in advance with the doctoral advisor at the beginning of each semester, they are fixed and, if performance is accepted, they are considered as earned regardless of the quality of the assignment(s). In the research and dissertation phase, a fixed number of 24 research credits per semester can be earned, for a total of 96 research credits. Research credits shall be certified by the doctoral advisor, approved by the sub-programme leader and recorded in Neptun by the coordinator of the Doctoral School.

Orientation credits

In the research and dissertation phase, 24 orientation credits must be obtained. This can be achieved by submitting the draft dissertation by the end of the 8th active semester (end of the 4th active semester for studies with individual preparation), by carrying out teaching, teaching support tasks (see Training and research section for details), or by overachieving the minimum publication criteria by publishing research results. Maximum 3 times additional 8-8 credits can be awarded for exceeding the minimum publication criteria in the research and dissertation phase, if the doctoral student overachieves the minimum publication criteria by 100%, 200% or 300%, i.e. publishes two, three or four papers (or has an acceptance statement) instead of one, and the quality of these publications meets following table.

SJR (Scientific Journal Rankings) score of the journal	Orientation credits that can be earned for publications above the criterion requirement
Q3/Q4	8 credits
Q2	16 credits
Q1	24 credits

If, during the orientation activity in the research and dissertation phase additional credits is earned due to overachievement, they can be recorded in Neptun, but the additional credits cannot be used to substitute underperformed research credits.

The research and dissertation phase is concluded at the latest at the end of the 8th (or 4th for doctoral studies with individual preparation) active semester, provided that the doctoral student has earned the required 240 or 120 credits and has fully met the study obligations specified in the training plan.

FORM FOR PLANNING RESEARCH ACTIVITY AND CALCULATING CREDITS

Name of the doctoral student (NEPTUN code)	
Name of sub-programme	
Name(s) of doctoral advisor(s)	
Semester (i.e.: Semester 1 of 2023/2024)	

Type of activity <i>(to be entered from the attached list)</i>	Prior definition of the specific assignment and expected result <i>(by arrangement at the beginning of the semester)</i>

Veszprém, ... (day) (month) 20...

signature of doctoral student

signature of doctoral advisor(s)

Presentation of performance at the end of the semester:

Doctoral advisor's opinion:

The report is (circle the relevant option): **accepted**

not accepted

signature of the doctoral advisor

Sub-programme leader's comment:

signature of the sub-programme leader

Activity type list (planning aid)

The completion of the following list of research tasks, which should be interpreted as guidelines (or as equivalent to it in the given sub-programme), is required in the doctoral programme and constitutes the minimum requirement for the given period. We have defined the following itinerary as an ideal model of a linear research process, and we recommend that the following elements should be included for each milestone in the research topic, but if the specificity of the topic requires, deviations may be made in consultation with the doctoral advisor; deviations shall be justified at the planning and/or assessment stage of the semester.

<i>Types of activities/semesters involved</i>	<i>Training and Research Phase</i>				<i>Research and Dissertation Phase</i>			
	1	2	3	4	5	6	7	8
<i>Research credits (fixed)</i>	15	15	15	15	25	25	25	25
<i>Research topic definition</i>	1							
Collection and processing of literature	1							
Preparation of a literature review	1							
Research plan (research design)		2						
Theoretical foundation of the methodology		2						
Research Forum (paper to be submitted, participation in discussion)		2						
Attendance at a workshop discussion of a draft dissertation or at a dissertation defence	1-2							
Collection of secondary sources, database creation (optional)			3					
Preparation of examination, set-up and testing of measuring apparatus			3					
Conducting the examination				4				
Database building, cleaning				4				
Primary analysis, evaluation				4				
Paper to be submitted for the complex examination				4				
Attendance at a workshop discussion of a draft dissertation or at a dissertation defence			3-4					
Preparation of a conference abstract, participation as a speaker at national/international conference	1-4							
Research work as foundation for the draft dissertation, structured presentation of the results					5			
Publication creation and submission						6		
Research work as foundation for the draft dissertation, structured presentation of the results							7	
Publication drafting, improvement								8
Submission of the draft dissertation								8
Preparation of a conference abstract, participation as a speaker at national/international conference					5-8			
Minimum publication criteria	Acceptance statement or publication of a MTA A/D (SJR Q1/Q4) article or a book chapter in Hungarian							
Minimum publication criteria					Acceptance statement or publication of a MTA A/D (SJR Q1/Q4) article or a book chapter in English			

RESEARCH FORUM

The essence and content of the Research Forum

The Doctoral School of Business and Management (DSBM) pays particular attention to ensuring that doctoral students in the training and research phase (semesters 1-4) can complete the 120 credits required for the complex examination as smoothly as possible, while also aiming to direct doctoral students towards the preparation of the paper (research design) to be submitted as part of the complex examination.

In this spirit, the DSBM requires in the training and research phase (semesters 1-4) that the results related to the topic of the doctoral dissertation under preparation be presented and put up for feedback in at least 1 research forum during the training and research phase.

Doctoral students are required to participate in the research forum organised by their doctoral sub-programme (in cooperation with the relevant institute or department). The research forum must be conducted in such a way that, in addition to the candidate, the doctoral advisor, the sub-programme leader (in his/her absence, his/her representative), members of the professional community associated with the relevant institute or department, and doctoral students belonging to the institute are also present. It is recommended to hold the research forum during the examination period at the end of the spring semester (semester 2 of a university year). The date and location of the research forum shall be notified to the parties concerned, the institute or departmental collective shall be notified by the institute or departmental secretariat, while the doctoral student, the doctoral advisor and the sub-programme leader shall be notified by the Office of the Doctoral School.

The purpose of the research forum is to formulate the research questions of the dissertation, to outline the social and economic context of the topic, to clarify its relevance and topicality, and to present the theoretical background based on the literature (to present the current status of the research work). At least two weeks prior to the date of the research forum, the doctoral student shall submit to the Office of the Doctoral School an electronic version of the manuscript of at least 6, but no more than 10 pages in .doc and .pdf format, which has been previously agreed upon and discussed with the doctoral advisor, and in which the doctoral student summarises the knowledge that is the subject of the research forum. The doctoral student shall present this manuscript in a 10-minute presentation at the Research Forum, then answer questions from the audience and engage in the discussion.

Formal requirements for the paper to be submitted to the Research Forum:

Margins: 2.5 cm

Font: Times New Roman, 12 pt

Line spacing: at 1.5

Page numbering bottom right corner

Maximum 1 illustration per every 2 pages (photo, figure, table)

Literature used (in-text reference)

An attendance sheet must be prepared for the research forum and submitted to the Office of the Doctoral School after the event.

Assessment of the Research Forum

(To be submitted to the Office of the Doctoral School after the Research Forum)

<p>To be filled in by the Office of the Doctoral School</p> <p>Name of the doctoral student:</p> <p>Name of doctoral advisor:</p> <p>Name of co-advisor:</p> <p>Name of sub-programme:</p> <p>Start of doctoral studies:</p> <p>Date of the research forum:</p> <p>Title of the manuscript submitted to the research forum (in the language of the manuscript):</p>

A brief evaluation of the doctoral student's performance at the forum:

I recommend the submitted manuscript

to be accepted not to be accepted (*circle relevant option by hand*)

Note, comment (*to be entered by hand*):

Veszprém,

signature of the sub-programme leader

Application of doctoral student to the Research Forum
(to be delivered to the Office of the Doctoral School or attached electronically to the manuscript when submitted)

Name of the doctoral student:

Name of doctoral advisor:

Name of co-advisor:

Name of sub-programme:

Planned date of the research forum:

Title of the manuscript submitted to the research forum (in the language of the manuscript):

Statement by the doctoral advisor(s)

I have read the contents of the manuscript prepared by the doctoral student for the Research Forum and agree to its submission.

signature of doctoral advisor

signature of co-advisor

Veszprém,

signature of doctoral student